

# Virtual Planning Committee Process

In accordance with the Coronavirus Act 2020 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 the Council may now hold meetings including planning committees remotely where members are not all present. This note sets out the Council's procedure for holding virtual planning committees.

Meetings will be held using Microsoft Teams. Members of the Committee and officers will be able to participate and hear and see each other where broadband widths allow. Members of the public will be able to listen to the meeting via the Microsoft Teams Live Event. The slides presented to the committee will be visible to the public via the Live Event.

Agenda published	<p>5 clear days before meeting the agenda will be published electronically and can be viewed via the council's website. The agenda will contain a link for the public to click to access the audio of the meeting. The meeting will go "live" slightly before the meeting starts to enable people to access it. The link will not work before the meeting goes "live".</p> <p>The agenda will include all officer reports and recommendations to committee.</p> <p>You won't be notified in writing of when applications are to be considered by committee.</p> <p>If you have an interest in an application, you should track progress via our Public Access website.</p>
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Can I speak at Committee and how long may I speak for?	<p>Public speaking will operate by a written procedure where comments will be read out at the committee meeting as set out below.</p> <p>Those wishing to "speak" in respect of a committee item should register to do so by 12 noon on the Friday before the Tuesday Planning Committee meeting*.</p> <p>You should email Committee Services to express your interest as follows:</p> <p>Northern Planning Committee :  <a href="mailto:emily.marshall@shropshire.gov.uk">emily.marshall@shropshire.gov.uk</a>  or <a href="mailto:shelley.davies@shropshire.gov.uk">shelley.davies@shropshire.gov.uk</a></p> <p>Southern Planning Committee :  <a href="mailto:tim.ward@shropshire.gov.uk">tim.ward@shropshire.gov.uk</a></p> <p>As with the non-virtual process this will work on first come first served basis. Public speaking requests should be made by email and by 12 noon on Friday before a Tuesday planning committee meeting and must include a written transcript of the public speaking statement of no more than 550 words. This is a word count equivalent to the 3 minutes provided for non-virtual meetings.</p> <p>Public Speaking comments from the Local Councillor and Town or Parish Council must also be received in writing, by email and for the Parish or Town Council must be a maximum of 550 words– and for Local Councillor must be a maximum of 900 words (equivalent to 5 minutes). The Local Councillor will be able to join the meeting to read out their public speaking comments if they wish, otherwise these comments will be read out by the solicitor. These submissions must also be received by 12 noon on Friday before a Tuesday Committee.</p>
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	<p>Any other written submissions submitted as part of a public speaking request (i.e. not the first request) will be summarised and responded to in the planning committee meeting as a late representation by the planning officer and made available to the committee members.</p> <p>All public speaking transcripts expressing a view against a planning application will be emailed to the agent/applicant to provide them with an opportunity to provide a written response of up to 550 words to be received by 3 pm on the Monday before the Tuesday Committee.</p> <p>Please remember there are laws against defamation. If you say something in public about a person that isn't true, you risk legal action being taken against you. When addressing the committee your comments should stick to the facts and any opinion you may have concerning them.</p> <p><i>*NB Where the committee meeting is held on a day other than a Tuesday the deadlines for notification of a wish to speak will be altered accordingly. EG – if the meeting will be on a Wednesday, objectors and supporter should register by 4pm on the Friday before.</i></p>
Order of Speaking	<p>The chairman will introduce the agenda item and invite the planning officer to outline the case.</p> <p>The public speaking comments will be read out at the meeting by the Councils Solicitor in the following order:</p> <ul style="list-style-type: none"> <li>any objector or supporter</li> <li>parish or town council representative</li> <li>local ward councillor</li> <li>applicant/agent</li> </ul>
Human Rights Act	<p>As with committees held in public, in the council's opinion, the public doesn't have a 'right to a fair hearing' at planning committee meetings under Article 6 of the European Convention of Human Rights.</p> <p>The procedures for public speaking at committee are permissive, and don't arise from any obligation.</p>
Equalities	<p>The public can access the meeting by listening to the audio transmission via your own device (smart phone, tablet computer etc.) it is considered that there will be no adverse impact on anyone with a protected characteristic compared to a meeting held in public.</p>
Site Visits	<p>The procedures for site visits will follow the established protocol. Where these are necessary social distancing measures will be adopted in accordance with Public Health England and Government advice.</p> <p>Additional photographic images will be added to committee presentations at committee where required to provide contextual information.</p>