

Our Ref: 22/03206/FUL

31 August 2023

Dear Sir/Madam

**Swallows Nest Arlington Bibury Cirencester Gloucestershire GL7 5ND
Erection of a 1.5 storey extension and other associated works**

The above application is due to be considered at the Planning and Licensing Committee on **Wednesday 13 September 2023 at 2pm** in the Council Chamber at our offices.

The Case Officer Report is available to view 5 working days before the date of the Committee on the Council's website: <https://www.cotswold.gov.uk/about-the-council/councillors-and-committees/council-meetings-and-minutes/>

Public Speaking at Committee

When planning applications are heard by the Planning and Licensing Committee, members of the public have the opportunity to speak at Committee to state their views, either supporting or opposing the application. The information that they provide is considered to be very useful in helping the Committee to reach a sound planning decision.

Who is allowed to speak at Committee?

- Only those who have submitted a comment of objection or support to the application are eligible to speak (*Requests to speak by an objector/supporter will be allocated on a first come, first served basis*)
- A named representative from the relevant Parish/Town Council
- The Applicant or Agent

For information those taking part in public speaking should be aware that they will be recorded and broadcast as part of the Council's webcasting of its meetings.

How long can I speak?

A maximum limit of **three minutes** is allocated to each speaker and this time limit will be strictly applied.

What are speakers allowed to say?

Speakers should clearly outline their views concerning the application, although it is important to remember that all comments must relate to the applications being considered and to the relevant planning policies. Please remember that Planning meetings are held in public, therefore no comments of a personal, slanderous, defamatory, or otherwise offensive or abusive nature should be made. The Chair of the Committee has the right and duty to stop anyone speaking if such comments are made and the speaker may then forfeit their opportunity to continue to speak.

It should be noted that public speaking is not an opportunity to introduce new information on the application, therefore, no further written material, photographs or drawings can be accepted as any relevant material should have been previously sent to the Case Officer and be part of the public record.

What happens if the public speaker has a direct or personal interest in the application?

Any speaker who has a personal interest in an application must declare it before they speak. The speaker representing the Parish/Town Council must put forward the considered views of that Council, rather than their own personal views. The speaker must be seen to be truly independent and must not have a direct interest in the application or be related to, or be a business associate of, the applicant. Parish/Town Councillors are reminded of their responsibilities under the agreed Code of Conduct.

It is likely that Objectors who speak may well have an interest in the application, as they may be an adjacent landowner or be otherwise directly affected by the application.

Any supporting speaker, however, must not be related to, or a business associate, or an employer or employee of the applicant.

How do I register to speak?

A request to speak at the meeting must be sent to Democratic@cotswold.gov.uk and must be received by no later than 12 noon two days before the meeting in question (Monday)

If having registered to speak, you are unable to attend the meeting on the day, please contact Democratic Services on 01285 623000 or email Democratic@cotswold.gov.uk

What happens at the Committee?

If you have registered to speak please liaise with the Democratic Services Officer upon arrival at the Council Chamber.

The Chair of the Committee will call speakers as appropriate when each application is presented. Speakers will be invited to sit directly in front of the Chair of the Committee, facing the members of the Committee and the public. A microphone is provided so that the speaker can be clearly heard by all those present.

Once you have addressed the meeting, there is no option to ask questions of either Officers or Members. It should also be noted that public speakers should not engage with attending Members of the Planning and Licensing Committee prior, during, or after the meeting.

You are able to watch the meeting online via webcast:

<https://www.cotswold.gov.uk/about-the-council/live-council-meetings-and-webcasts/>

We trust that the above is self-explanatory but if you require any further information please contact Democratic Services on 01285 623000 or email Democratic@cotswold.gov.uk

Yours faithfully

Pauline Duff

Pauline Duff - Planning Technician

On behalf of David Morren - Interim Development Manager