

## HOW THE PLANNING BOARD IS RUN

We appreciate that for many people this may be the first Council meeting they have attended. It can be a bit daunting, especially for people who will be speaking at the meeting in front of Board Members and officers. This guide explains what you can expect when attending a Planning Board meeting, the layout of the room, who sits where and how the Board considers planning applications.

### When you arrive

- 1 The attached plan shows how the HMS Phoebe Committee Room is laid out and who sits where.
- 2 When you enter the Committee Room you are asked to sit on the chairs to the left and right, known as the public gallery. You are able to enter and leave the Committee Room whenever you like as long as the meeting is in public session. There are times when the Planning Board will consider issues in closed session (for example, when looking at non-public legal/enforcement issues) and the public are not allowed in the Committee Room.
- 3 Copies of the agenda and public reports are available to view on the Council's website at the following address -  
<http://www.bournemouth.gov.uk/CouncilDemocratic/CouncilMeetings/CommitteesPanels/PlanningBoard.aspx>

A limited number of copies are also available in the meeting room on a first come, first served basis.

### During the meeting

- 4 At the start of the meeting the Chairman will welcome everyone to the Planning Board meeting. The Chairman is responsible for the conduct of the meeting and will introduce each agenda item.
- 5 In considering each planning application, the Board normally hears from people in the following order:
  - Planning officer
  - Deputations
  - Ward councillors
  - Planning Board members

**The role of each person is set out below:**

- 6 **Planning officer:** The planning officer will introduce their report and explain the main issues they have considered in making their recommendation to the Board
- 7 **‘Deputations’ - requests to speak:** The Democratic Services Officer will then ask the Board to receive any deputations. Deputations are people who have registered in advance that they wish to speak at the meeting, either in support or against an application. For further information about making a deputation please contact Democratic Services using the contact details at the end of this guidance.
- 8 **If you are presenting a deputation yourself** please note the following:
  - you can speak by coming forward to the lectern OR you may speak from where you are sitting in the public gallery, whichever you prefer
  - there are separate five minute timeslots to speak for or against an application, and each timeslot can be shared between up to three people (if more than one person asks to speak).
  - *For example, Mr A and his next door neighbours, Mr and Mrs B, all object to an application in their road and will share the five minutes **between them** to put their points across (they don't get 5 minutes each)*
- 9 **Ward Councillors:** any Councillors attending the meeting because the Board is considering a planning application in their ward will be invited to speak by the Chairman. Ward councillors also have five minutes in which to make their points.
- 10 **Planning Board members:** members will then discuss the planning application and make a decision. They may have questions which the Chairman will ask the officers to respond to. The decision is made at the end of the discussion by a ‘move’ or recommendation to grant, refuse or defer the planning application.
- 11 Voting is done by a show of hands which the Democratic Services Officer will call out as the vote is taken. The Chairman will confirm the decision made by the Board. At this point you may leave the meeting room or you are welcome to stay and listen to further planning applications if you wish.
- 12 Some planning applications can be contentious and lead to strong feelings for and against. We would ask that everyone treats each other with respect during the meeting. This includes Councillors, officers, applicants, objectors and other members of the public. It is

not acceptable to disrupt the meeting in any way. If any such behaviour should occur the person/s in question may be removed from the meeting.

#### **After the meeting**

- 13 The minutes of the meeting will be available on the Council's website at the following address, normally within approximately one week of the meeting -  
<http://www.bournemouth.gov.uk/CouncilDemocratic/CouncilMeetings/CommitteesPanels/PlanningBoard.aspx>
  
- 14 We welcome any feedback from your experience of attending a Council meeting and we are always looking to make these meetings more customer friendly as well as business-like. Please contact the Democratic Services team if you have any comments -

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**See next page for room layout**

USUAL LAYOUT OF THE HMS PHOEBE COMMITTEE ROOM  
FOR PLANNING BOARD  
MEETINGS

