

West Dunbartonshire Council

Process for Planning Committee Meeting – 10th June 2020

1. The meeting of the Planning Committee on 10th June will be via Zoom video conferencing.
2. The meeting will be held remotely and the public will therefore be excluded from the meeting in terms of paragraph 13 of Schedule 6 of the Coronavirus (Scotland) Act 2020.
3. The calling notice for the meeting issued to Planning Committee Members will advise that the Convener has directed that the powers contained in Section 43 of the Local Government (Scotland) Act will be used and so members will attend remotely.
4. **Members will require to be logged into the Committee meeting at least 15 minutes prior to the scheduled commencement of the Committee meeting** and when asked to input their name should do so in the following format – CLLR JOHN DOE. Members should not leave the meeting during any hearings. If Members do leave, they will not be able to take part in the decision on any item of business they are not present for.
5. The Convener, Planning Manager/representative, Legal Advisor and Committee Clerk will be in a designated West Dunbartonshire Council office with suitable social distancing measures applied.
6. The Convener will make a direction that no photography or recording of the proceedings will be made by any party without the Convener's prior approval.
7. The Convener will welcome members and participants to the meeting and will advise Members and participants of the arrangements for this video conferencing whereby using mute on the computer device when they are not speaking and using the "raised hand" function on Zoom to alert the attention of the Legal Officer when requesting to speak. The meeting host (Committee Services) will monitor this and notify the Legal Officer when someone wishes to speak. Members should avoid using the Chat function within the zoom conferencing unless directed by the Legal Officer to use it.
8. Where a Member intends dialing in via mobile or landline telephone they will make the Committee Clerk aware of this before the meeting that they intend using this method.
9. The Convener will advise that any applicants and objectors wishing to speak that this will be undertaken by the agreed planning hearing procedure which is attached to this procedure.

10. The Legal Officer will take charge of the meeting and will advise that attendance and any apologies for absence will be recorded. The Committee Clerk will then record the list of Planning Committee members and parties that are present.
11. The Convener will introduce each item on the agenda and thereafter the Legal Officer will manage the business on the agenda.
12. The Planning Manager or representative will give a short verbal presentation of the application details. Photographs and plans of the application details will be circulated before the meeting and will be referenced during the presentation.
13. The Legal Officer will give Members an opportunity to ask questions of the Planning Manager or representative including those Members who have dialed in.
14. The Legal Officer will then ask those who made representation and the applicant to speak to the Planning Committee and this will follow the hearing procedure set out attached.
15. Normal Council procedures will be followed in terms of questions, discussion, motion, amendments, etc. Members should use the “raised hand” function on Zoom to alert the attention of the Legal Officer when requesting to speak. This function will not be available to Members who have dialed in via landline. The Legal Officer will therefore ask those Members individually if they have any input.
16. Following the determination of the Committee business, the Convener will bring the meeting to a close.
17. If any participant loses connection they should try to rejoin the meeting. Elected Members should call the telephone number provided to them in advance of the meeting for assistance. Support will be available to Elected Members from an ICT officer during the meeting if required.

WEST DUNBARTONSHIRE COUNCIL

**PLANNING HEARING – PROCEDURE FOR PLANNING COMMITTEE
BY VIDEO-CONFERENCING**

Please also read notes overleaf.

Before the hearing begins the Legal Officer will ask if the hearing procedure is understood by the participants.

1. The objectors and/or their agents will be invited to speak in support of their written objection(s), in the order determined by the Legal Officer. Each objector will normally be given 5 minutes or such other period as the committee may agree.
2. Members will be asked by the Legal Officer if they want to ask questions of the objector(s) and/or their agents. Members should use the “raised hand” mode on Zoom to alert the attention of the Legal Officer when requesting to speak. The Legal Officer/Committee Officer will monitor this. Members should avoid using the Chat function within the zoom conferencing unless directed by the Legal Officer to use it.
3. The applicant and/or their agents will be invited to speak in support of the application and will speak for a maximum of 5 minutes or such other period as the Committee may agree. If several objectors intend to address the Committee, the applicant will be given up to 15 minutes or such other period as the Committee may agree.
4. Members will be asked by the Legal Officer if they want to ask questions of the applicant and/or their agents. Members should use the “raised hand” mode to alert the attention of the Legal Officer when requesting to speak.
5. At this stage the Planning and Building Standards Manager or representative will address the Committee and give appropriate clarification on any issues raised during the hearing.
6. Member of the Committee will be given the opportunity by the Legal Officer to ask questions/seek clarification of any planning issues.

NOTES

- (1) You will be able to address the Committee only if you have made written representations on the Planning Application (either objecting or in support) and have responded to the letter from the Council’s Committee Section explaining how you may participate in the hearing.

- (2) Please present your points within the agreed time limits, which are to ensure all parties involved are given an opportunity to present their case.
- (3) All representations received in relation to an application are summarised in the Committee Report. No new issues or new information can be introduced during the Planning Hearing if they have not been previously stated in your letter(s) of objection.
- (4) Any documents or photographs referred to during the planning hearing should be submitted 7 days before the Planning Committee. No new information should be circulated during the Planning Committee meeting.
- (5) In your address, please avoid repeating points made in earlier submissions. You can indicate support for earlier comments and concentrate on any new points.
- (6) Where there are several objectors and they have raised similar objections a spokesperson should be appointed.
- (7) The Legal Officer will direct the Hearing Process in accordance with the Hearing Procedure (overleaf).

West Dunbartonshire Council

EXCERPT OF STANDING ORDERS FOR PLANNING COMMITTEE MEETING OF 10TH JUNE 2020

Note: Prior to speaking, Members and officers should state their name for the record, so it is clear during the teleconference who is speaking.

Members should adhere to the Order of Debate, as contained in Paragraph 21 of Standing Orders, key parts of which are paraphrased below:-

Motion(s)/Amendment(s)

- (1) There should be no debate on a motion unless there is an amendment.
- (2) The mover of a motion or amendment can speak for no more than 10 minutes, except with the consent of the Convener. Any other speakers for no more than 5 minutes.
- (3) No Member will speak until the motion or amendment has been seconded, with the exception of the Member moving the motion/amendment.
- (4) A seconder of a motion or amendment must advise that they reserve their right to speak, if they intend to speak later in the debate.
- (5) The movers of amendments and motions have a maximum of 5 minutes for right to reply. No new material can be introduced and no other Member will be heard, with the exception of Standing Order 21(e) [**Paragraph 1 under Questions below**]. As soon as the movers of the motion or amendment have replied, the discussion will be regarded as closed and the Convener will call for the vote to be taken.

Questions

- (1) Members can speak only once on the same question at the meeting (excluding the mover of a motion or amendment), with the following exceptions:-
 - (a) on a question of order;
 - (b) with the permission of the Convener; or
 - (c) in explanation or to clarify a point.
- (2) Any Member can indicate that they wish to ask a question or give information to the last speaker. Request can be accepted or declined by the last speaker.

Discussion

- (1) Where a Member moves a motion or amendment that is not seconded, the Member may still speak in the debate.
- (2) In accordance with Standing Order 21(e) [**Paragraph 1 under Questions**] no new matter should be introduced.
- (3) Any Member who has not spoken in the debate can move to end the debate. As soon as the motion has been seconded, the vote will be taken

and if majority of Members present vote for the motion, the debate will end. It should be noted that closure is subject to the mover of the motion and the amendment being given a right to reply. Following this, a vote will be taken immediately on the subject of debate.

- (4) Officers present at the meeting, with the exception of Statutory Officers and the Legal Officer will not be allowed to address the Committee once in debate, with the exception where:-
- (a) the officer has been asked a direct question by the Convener;
 - (b) a question of legal or financial propriety requires to be addressed or clarified;
 - (c) the officer is asked to address an issue for clarification by the Convener; and
 - (d) the Convener decides that the officer's advice is required.

(With regard to the above, officers should be treated in accordance with the Protocol for Member/Officer relations.)