APPENDIX 2: PROCEDURE FOR REMOTE PLANNING COMMITTEE MEETINGS

Introduction

1. During the coronavirus pandemic emergency period it will be necessary for Planning Committee meetings to be dealt with remotely. This procedure sets out how City of York Council will deal with such meetings. This procedure is supplemental to, and must be considered in conjunction with, the Council's Delivery of Remote Meetings document which sets out how all meetings, including Planning Committee meetings will be held in York. Members must also continue to adhere to the Code of Good Practice for Councillors involved in the Planning Process contained in the Constitution.

2. The meeting will be recorded and the recording placed on the Council's website.

Preparation for the Remote Planning Committee Meeting

3. The Planning Committee will use the video-conferencing platform when the meeting is in public session. Clear instructions will be provided to participants on how to join the remote meeting. A link for the general public to watch the meeting will be available on the Council's website.

4. The Committee may exclude the public from any part of a meeting if it considers there are commercially sensitive or 'exempt' matters to be discussed. Should any part of the meeting need to be held in private session, a separate private online meeting will be convened by the Committee.

5. All paperwork relevant to the Planning Committee meeting will be published online on the Council's website, 5 working days before the remote meeting. The documents will be produced in PDF format and will be paginated to permit ease of reference during the remote meeting.

Public Participation

6. The applicant, their advisor and members of the public may register their wish to speak on the matters or applications to be considered

by members by contacting Democratic Services using the contact details as set out in the agenda for the meeting by 5.00pm on the working day preceding the meeting. Clear instructions will be provided to public speakers who have registered to speak on how to join the remote meeting.

7. Members of the public that have registered to speak are strongly encouraged to email the points they wish to make to the Committee to Democratic Services prior to the meeting taking place so that in the event of technology difficulties, they can still be taken into consideration at the meeting. These will not be circulated to the members of the Planning Committee unless technical difficulties are experienced during the meeting meaning that public participation of one or more registered public speakers is not possible. This is to ensure all views are taken into consideration within the Planning Committee meeting itself and there is no discussion outside the meeting.

8. It will be at the Chair's discretion as to the limit on the number of speakers at that particular committee. Each speaker will be invited to make their representation and will be allowed a maximum of 3 minutes each to speak and may subsequently be asked questions by Members.

9. After each registered public speaker has finished speaking and members have no further questions of them, they will be asked to leave the remote meeting platform and will be able to view the remainder of the meeting via the live webcast broadcast online.

ORDER OF PROCEEDINGS AT THE REMOTE PLANNING COMMITTEE MEETING

Chair's introduction and opening comments

10. The Chair will introduce the meeting, identify committee members and officers as needed and will welcome all registered speakers.

11. The Chair will outline the procedure to be followed. In all matters of procedure and interpretation of these rules, the Chair's decision will be final.

12. The Chair will proceed with the order of business on the agenda.

Planning Officer

13. When the agenda item relating to the application is reached, the Chair will invite the Planning Officer to outline the application.

14. The Planning Officer and any other relevant officers present may be asked questions by the Planning Committee Members

Public Participation

15. The Chair will then invite the registered public speakers to speak for a maximum of three minutes each.

16. The Chair will invite Members to ask questions of each registered speaker immediately after they have spoken.

Members Debate

17. After all registered public speakers have spoken and there are no further questions from Members, the Chair will invite Members to debate the application in question. At this point there will be no further public speaking.

18. At any time it may be necessary for officers to address the Committee to answer questions asked or to comment or clarify any points (including public participation) that have been raised during consideration of the application or to advise the Committee.

19. Any dispute or question as to procedure at the Committee, including the operation of the public speaking scheme, will be determined by the Chair, whose decision on all matters will be final.

The Vote

20. Following consideration of the application, the Chair will ask the Committee to vote on the application in question.

21. Members will be asked to enter a named vote so as to aid clarity and transparency with the remote meeting arrangements. To record a vote, the Chair will invite a rollcall of all Members present to be undertaken whereupon they will be asked to state their voting intention (For, Against, Abstain).

22. In the event of any vote being equally divided the Chair will have a second or casting vote.

Close

23. Once all business of the meeting has been considered, the Chair will close the meeting.