

## APPENDIX A

### Deputations at Meetings of the Development Management Committee

**(These notes will apply to all meetings that will held remotely)**

#### A. General Notes

- 1 A deputation can only appear in connection with an item on the Agenda for a particular meeting.
- 2 The purpose of the deputation's procedure is to allow deputees to submit deputations to the Committee.
- 3 If there has been a deputation within six months of any previous appearance on the same or similar topic (irrespective of whether or not the member(s) of the deputation might be different) then no such new deputation will be received until that time limit has expired. However, "same or similar topic" does not apply to applications for planning permission considered by the Development Management Committee.

#### B. Application of this Deputation Scheme

1. This scheme is the adopted scheme for deputations referred to Article 2.1(iii)(2) of the Constitution. For the purposes of Standing Order 28, this scheme replaces Appendix 3 of Section L of Part 3.
2. This scheme shall apply to all meetings of the Development Management Committee held remotely during the Covid 19 pandemic.

#### C. Submitting your Deputation

1. All deputations must be in writing and must be received by the Democratic Services Team not later than 48 hours before the start of the meeting (other than when the meeting is on a Monday, when notice has to be in by the previous Wednesday). Written deputations may be sent by email or by post to the addresses set out below.
2. A party or person, who in addition to submitting a written deputation, wishes to join the meeting remotely must submit their request in writing (an email will suffice) so that it is received by the Democratic Services Team by no later than 48 hours before the start of the meeting. Requests should be sent to the address set out below. A person or party, who wishes to speak to the

Committee is not required to read his or her written submission verbatim but may not raise any new topics or issues, which are not included in his or her written submission.

D Length of a written deputation

1. A written deputation from an objector, supporter, or a County Councillor may be no longer than 750 words
2. A deputation from a Havant Borough Councillor, who is not a member of the meeting, shall be no longer than 1,500 words.

E Time Limits for Persons or Parties Joining the Meeting Remotely

1. Subject to E4 and E5 below a total of five minutes per matter/application will be allocated to hear the views of all objectors, five minutes for County Councillors and five minutes for supporters.
2. If there is more than one depute wishing to appear at the meeting to provide an oral deputation "speaker" on a specific matter, the total amount of time allowed for speaking remains five minutes. This means (for example only) that if there is one speaker in favour of a matter, this one may speak for five minutes, but if there are two wishing to speak against, those two would have to agree between themselves as to how they will divide up the five minutes that is available.
3. Clearly a point could be reached where there are a number of speakers making it impracticable for them to all speak at the meeting. Given that only five minutes is available to either side, the speakers against an item will be limited to 3, the number of County Councillors will be limited to 3 and the number of speakers in favour will be limited to three (approximately 1.5 minutes each).
4. In exceptional cases, where all the following criteria are met the time allocated for deputations will be extended:
  - (a) the application will involve more than 50 dwellings; 5,000 m<sup>2</sup> or more of employment floorspace; 2,500 sq m or more of retail floorspace; or 1,000 m<sup>2</sup> or more of leisure floorspace.
  - (b) at least three requests have been received to make a deputation against the recommendation set out in the officer's report;
  - (c) the Chairman agrees to an extension of time; and
  - (d) the Head of Planning, or in their absence a Team Leader agrees to an extension of time.

The additional time is to be allocated to be agreed between the Chairman and the Democratic Services Team prior to the meeting.

5. Non-Members who wish to address the Committee will be limited to 10 minutes each. There will be no limit on the number of non-members of the Committee who wish to join the meeting remotely

E. Procedure

1. All written deputations will be published on the Council's website at least 24 hours before the start of the meeting. There will be no opportunity to respond to a written deputation after it has been published, unless the response is to correct a technical error and is received 24 hours before the start of the meeting. At the start of the meeting, the Chairman will ask each member of the Committee to confirm that he or she has read all the submitted written statements.
2. Ordinarily, all meetings commence at 5 pm and will be held using Skype for Business Broadcasts. If you request to speak at the meeting, instructions on how to join will be sent to you prior to the meeting.
3. The Committee may, if it wishes, vary the order of business as published in the Agenda.
4. Accordingly, whilst every effort is made to be as helpful as possible, it is very difficult to give a precise indication to those, who have requested to join the meeting as to the time when the matter in which they have an interest will be reached. The Democratic Services Officer concerned (contact details are set out in the agenda) may be contacted on the day of the meeting in an effort to clarify the situation, but otherwise the members of a deputation are asked to login at least 15 minutes before the normal starting time.

*A warning note* - if the subject matter of a deputation has been debated and decided upon by the time a depute joins the meeting, it will not then be possible for the depute to address the Committee.

5. Deputations are heard with the subject matter to which they relate. After all deputations for a subject matter have been heard, the Committee will make and announce their decision.
6. When the particular item is reached on which there may be a speaker or speakers, the order of business will normally be as follows: -
  - (a) There will be a presentation by the                    No Time Limit  
Officer(s) concerned (if required),  
including questions by the Committee  
Members of the Officers

- |     |   |  |
|-----|---|--|
| (b) | The speaker(s) opposing the matter discussed will be heard.   | A total of 5 minutes is to be allocated for those objecting                            |
| (c) | The speaker(s) supporting the matter discussed will be heard  | A total of 5 minutes is to be allocated for those supporting                           |
| (e) | County Councillors  | A total of 5 minutes is allocated for County Councillors                               |
| (f) | Members of the Committee, who have formed a conclusive view on any matter included in the agenda  | A total of 5 minutes is allocated for those Members, who have formed a conclusive view |
| (g) | Elected members of the Council who are not members of the Committee who have indicated in advance of the meeting that they wish to address the Committee.       | 10 minutes each  |
| (h) | The planning officers will be given an opportunity to comment on the written statements submitted prior to the meeting and oral deputations made at the meeting | No Time Limit  |
| (i) | The matter will be debated, including questions by the members of the Committee of the Officer, and a decision made.  | No Time Limit  |

The speakers may, if they wish, remain in the meeting until that matter is dealt with (provided it is not a confidential matter when both the press and the public are excluded).

**Address to Send Deputations**

[DemocraticServices@havant.gov.uk](mailto:DemocraticServices@havant.gov.uk)

Address: Democratic Services Team  
Havant Borough Council  
Civic Offices  
Civic Centre Road  
Havant, Hants P09 2AX