

# **Participation at the Extraordinary Planning Committee Meeting on Wednesday 5 July 2023**

## **Revised June 2023**

West Lindsey District Council is committed to extending public involvement in the planning process. This leaflet explains how you can speak directly to Councillors at the Extraordinary Planning Committee meeting on Wednesday 5 July 2023.

The advice in this leaflet applies equally to applicants, their agents, supporters, objectors and local council representatives.

**Please be aware this meeting will be recorded and the archive available on the Council's website for a period of six months.**

## **Frequently Asked Questions and Answers**

### **Q Can I get a copy of the agenda before the meeting?**

**A** The agenda, containing details of the application, will be available on the Council's website and by request at the Council's offices five clear days before the meeting. A limited number of printed copies will be available at the meeting on 5 July.

### **Q If I object to the proposal, do I have to speak at the committee meeting?**

**A** No. Details of all objections, if received in time, are reported to the committee anyway. It is entirely at your discretion whether you wish to speak at committee. Objections are available to view using the application tracker pages of the Council's website (<https://www.west-lindsey.gov.uk>).

### **Q If I wish to speak, how do I arrange it?**

**A** You will need to register to speak with the Democratic Services team. Please send an email stating your name, contact number and whether you are speaking in support, opposition or as a Parish Council representative to:  
[committeeadmin@west-lindsey.gov.uk](mailto:committeeadmin@west-lindsey.gov.uk)

Alternatively, please call the team on: **01427 676595, 676606** or **676594**, to register your request.

All speakers, including members of the public, visiting Ward Members and County Councillors are required to comply with the requirement to register in advance of the meeting.

**For this meeting, the deadline to register to speak will be 5pm on Monday 3 July 2023. Late requests to speak will not be accepted.**

**Q What if I would like to speak but cannot attend the meeting?**

**A** For the purpose of this extraordinary meeting, no alternative arrangements are available.

**Q When and where is the meeting being held?**

**A** This extraordinary meeting of the Planning Committee will be held on Wednesday 5 July 2023, at 6.30pm, at The Epic Centre, Lincolnshire Showground, Lincoln LN2 2NA.

If you make arrangements to speak, you should be present at the start of the meeting.

**Q What is the order of speaking on the application?**

**A** Planning Officers will introduce the item. Speakers will then be invited to speak in the following order:

- Town/Parish Council/Meeting representative
- Supporters (including the applicant(s) and/or agent(s))
- Objectors
- Ward and/or County Councillors (for the Ward being dealt with as part of the application)

Please ensure you make it clear in what capacity you wish to speak: objector; supporter; Parish/District/County Councillor.

**Q How long will I be able to speak for?**

**A** For this extraordinary meeting, there is a time limit of 20 minutes for each category of speakers. Where possible, you are encouraged to arrange a single spokesperson, no matter which category you fall under.

If a single spokesperson is not identified, a maximum of 10 speakers will be allowed in each category, sharing the time equally between them. If more than 10 people wish to speak,

allocation will be on the basis of the first 10 people who register with the Democratic Services team.

Please note: the time limit per category of speaker is a maximum time not a specified allocation. If registered speakers are completed within the 20minutes allowed, the Committee will move on. There will be no option on the night for others to speak, regardless of time remaining.

**Q Can I ask questions of other speakers?**

**A** No. Comments should be in the form of statements rather than questions. It is important to focus comments on material planning matters that have not otherwise been raised by other speakers.

**Q Can I use photographs or plans or circulate supporting documents?**

**A** For this meeting, supporting documentation is at the discretion of the Chairman and must be submitted via email to [committeeadmin@west-lindsey.gov.uk](mailto:committeeadmin@west-lindsey.gov.uk) no later than 2pm on Tuesday 4 July.

There will be a presentation by Planning Officers detailing the application and displaying relevant photographs of the area which will be on display whilst registered speakers address the Committee. For supporting documentation to be accepted, it must not be a duplicate of the information Officers will provide and it must be suitable for a public meeting.

**Q What are the relevant issues in considering this proposal?**

**A** For the purposes of clarity, it is pertinent to note that the application is for **Listed Building Consent** to relocate the grave, railings and any zooarchaeological remains. This is not an application for **Planning Permission** therefore, policies within the Development Plan, in this case comprising of the Central Lincolnshire Local Plan 2023, are not to be taken into

consideration in the determination of the application.

The Local Planning Authority must be mindful of their statutory duty contained within Section 16(2) of the Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990 (“the Act”). In addition, Section 16 of the National Planning Policy Framework sets out tests to ensure that where any damage against the historic environment is permitted, it is properly justified. The key matters for discussion will therefore be around the desirability of preserving the listed buildings (Hangars 1-4) and their setting, and any features of special architectural or historic interest.

**Q What issues are usually not relevant in considering proposals?**

**A** They will vary from case to case, but the following are examples:

- Matters covered by other laws (*e.g., alcohol licensing*)
- Private property rights (*e.g., boundary or access disputes*)
- The applicant’s morals or motives
- Suspected future development
- Loss of view
- Effect on value of property

**Allegations of factual errors in the report are not to be the subject of oral representations. If you believe this to be the case, you must take this up in writing with the Development Management Team Manager prior to the meeting. You should particularly note that you should not make derogatory or defamatory remarks about other people. Any such comments may leave you open to legal action.**

**Q Can I speak more than once on the same application?**

**A** The Planning Committee may seek points of clarification from participants if it so wishes. Should the application be deferred, public participation arrangements will apply when the application is next considered.

**Q Whom do I ask if I have any other queries?**

**A** If you have any questions not answered by this leaflet, please contact the Democratic Services Team:

Email: [committeeadmin@west-lindsey.gov.uk](mailto:committeeadmin@west-lindsey.gov.uk)

Telephone: 01427 676594 / 676595 / 676606

**Notes:**

- Councillors are elected to represent you on the District Council. You might like to contact your Councillor about the application concerned, but he/she will not be able to commit him/herself to a decision before hearing all the evidence and debate at the meeting. Councillors must take into account the laws and planning guidance as well as public opinion.
- The Chairman of the Planning Committee has absolute discretion regarding the interpretation of this scheme and its temporary suspension, variance or withdrawal at a particular meeting if it would be conducive to the debate or in the event that it becomes, or threatens to become, disruptive to the conduct of the meeting or the proper and lawful exercise of the council's statutory powers and duties.
- Minutes of Committee Meetings are published on the website and may also be viewed at council offices. Copies can be provided on request. There is a charge to cover printing and postage costs.

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this in large, clear print,  
audio, Braille or in another  
language, please telephone  
**01427 676676**

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June 2023