

Addendum to Statement of Community Involvement (adopted April 2016)
Date of Addendum 04 June 2020

Paragraphs 3.10 and 3.11 of the Statement of Community Involvement relate to the procedures for deciding planning applications.

Face to face Planning Committee meetings have been cancelled for the period that it is necessary to maintain strict social distancing measures during the COVID-19 crisis.

During the period that face to face Planning Committee meetings are cancelled, Virtual Planning Committees will be held by a Zoom Webinar-

In order to ensure that these temporary measures do not conflict with the adopted Statement of Community Involvement, this addendum has been prepared to describe how the Virtual Planning Committee will operate during this period.

The Virtual Planning Committee will operate as follows:

- i. Reports prepared in the normal way using the existing committee report template.
- ii. Illustrative material prepared which mirrors the material that would normally be presented to committee – photos, plans etc.
- iii. Committee Agenda is prepared and sent by the Planning Service to Democratic Services.
- iv. Publication of the Committee Agenda on the Council's website.
- v. On the same day, Democratic Services to upload, to the Council's website, a link to 'YouTube' which will enable 'live' viewing of the Virtual Planning Committee
- vi. Those applicants/agents wishing to address the Planning Committee, to register their interest in doing so with Democratic Services 2 full working days prior to the Committee Date and to supply a written version of comments to enable these to be read out in the event of technology issues preventing virtual attendance.
- vii. Those having made a comment on an application wishing to address the Planning Committee, to register their interest in doing so with Democratic Services 2 full working days prior to the Committee Date.
- viii. Those, having made a comment on an application, who would raise new comments, (ie comments not already raised by themselves, or other commentators) but are unable to attend a Virtual Committee, to supply a written version of their comments to Planning Services to enable these to be summarised and read out on their behalf at the Committee.
- ix. Committee to operate in the normal way with regards to speaking order and time allocated ie 5 minutes each to different parties ie Objector, Ward Councillor and Applicant/Agent. Where more than one person registers to speak then the five minutes will be shared equally.

This process will be reviewed 3 months from implementation.