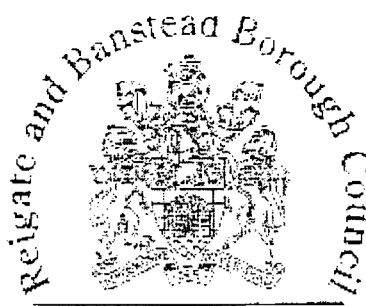


i



MEMBER CODE OF CONDUCT

PART 1

GENERAL PROVISIONS

Scope

1. (1) A Member must observe the Authority's code of conduct whenever he:
 - (a) conducts the business of the Authority;
 - (b) conducts the business of the office to which he has been elected or appointed; or
 - (c) acts as a representative of the Authority,and references to a Member's official capacity shall be construed accordingly.
- (2) An Authority's code of conduct shall not, apart from paragraphs 4 and 5(a) below, have effect in relation to the activities of a Member undertaken other than in an official capacity.
- (3) Where a Member acts as a representative of the Authority:
 - (a) on another relevant Authority^a, he must, when acting for that other Authority, comply with that other Authority's code of conduct; or
 - (b) on any other body, he must, when acting for that other body, comply with the Authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.
- (4) In this code, "Member" includes a co-opted Member of an Authority.

General Obligations

2. A Member must:
 - (a) promote equality by not discriminating unlawfully against any person;
 - (b) treat others with respect; and
 - (c) not do anything which compromises or which is likely to compromise the impartiality of those who work for, or on behalf of, the Authority.

^a See Section 49(6) of the Local Government Act 2000 for the definition of "relevant authority".

3. A Member must not:
 - (a) disclose information given to him in confidence by anyone, or information acquired which he believes is of a confidential nature, without the consent of a person authorised to give it, or unless he is required by law to do so; nor
 - (b) prevent another person from gaining access to information to which that person is entitled by law.

4. A Member must not in his official capacity, or any other circumstance, conduct himself in a manner which could reasonably be regarded as bringing his office or authority into disrepute.

5. A Member:
 - (a) must not in his official capacity, or any other circumstance, use his position as a Member improperly to confer on or secure for himself or any other person, an advantage or disadvantage; and
 - (b) must, when using or authorising the use by others of the resources of the Authority:
 - (i) act in accordance with the Authority's requirements; and
 - (ii) ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Authority or of the office to which the Member has been elected or appointed.

6. (1) A Member must when reaching decisions:
 - (a) have regard to any relevant advice provided to him by:
 - (i) the Authority's Chief Finance Officer acting in pursuance of his duties under Section 114 of the Local Government Finance Act 1988^a; and
 - (ii) the Authority's Monitoring Officer acting in pursuance of his duties under Section 5(2) of the Local Government and Housing Act 1989^b; and
 - (b) give the reasons for those decisions in accordance with the Authority's and any statutory requirements in relation to the taking of an executive decision.

- (2) In sub-paragraph (1)(b) above and in paragraph 9(2) below, "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under Section 22 of the Local Government Act 2000^c.

^a 1988 c.41, Section 114 was amended by Section 130(1) to (4) of the Greater London Authority Act 1999; articles 1.2(k) and 20 of S.I. 2001/2237; Section 43 and paragraph 34 of Schedule 4 to the Police and Magistrates' Court Act 1994; Section 88 of and paragraph 28 of Schedule 6 to the Police Act 1997; and Sections 128(1) and 137 of, paragraphs 45 and 48 of Schedule 6 to and Part V of Schedule 7 to the Criminal Justice and Police Act 2001.

^b 1989 c.42, Section 5 was amended by articles 1, 2 and 23 of S.I. 2001/2237; Section 107 of and paragraphs 24 of Schedule 5 to the Local Government Act 2000, Sections 43 and 93 of, paragraph 35 of Schedule 4 to and Schedule 9 to the Police and Magistrates' Court Act 1994, Section 103 of and paragraph 1(2) of Schedule 7 to the Police Act 1996; Sections 127(2) and 325 of and paragraph 62 of Schedule 27 to the Greater London Authority Act 1999; and Section 120 of and Schedule 24 to the Environment Act 1995.

^c 2000 c.22. See The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 S.I. 2000/3272.

7. A Member must, if he becomes aware of any conduct by another Member which he reasonably believes involves a failure to comply with the Authority's code of conduct, make a written allegation to that effect to the Standards Board for England as soon as it is practicable for him to do so.

PART 2

INTERESTS

Personal Interests

8. (1) A Member must regard himself as having a personal interest in any matter if the matter relates to an interest in respect of which notification must be given under paragraphs 14 and 15 below, or if a decision upon it might reasonably be regarded as affecting to a greater extent than other council tax payers, ratepayers or inhabitants of the Authority's area, the well-being or financial position of himself, a relative or a friend or:
- (a) any employment or business carried on by such persons;
 - (b) any person who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
 - (c) any corporate body in which such persons have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or
 - (d) any body listed in sub-paragraphs (a) to (e) of paragraph 15 below in which such persons hold a position of general control or management.
- (2) In this paragraph:
- (a) "relative" means a spouse, partner, parent, parent-in-law, son, daughter, step-son, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons; and
 - (b) "partner" in sub-paragraph (2)(a) above means a member of a couple who live together.

Disclosure of Personal Interests

9. (1) A Member with a personal interest in a matter who attends a meeting of the Authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- (2) Subject to paragraph 12(1)(b) below, a Member with a personal interest in any matter who has made an executive decision in relation to that matter must ensure that any written statement^a of that decision records the existence and nature of that interest.

^a See Regulation 4 of S.I. 2000/3272 for the requirement to make a written statement in respect of an executive decision.

Prejudicial Interests

10. (1) Subject to sub-paragraph (2) below, a Member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest.
- (2) A Member may regard himself as not having a prejudicial interest in a matter if that matter relates to:
- (a) another relevant authority of which he is a Member;
 - (b) another public authority in which he holds a position of general control or management;
 - (c) a body to which he has been appointed or nominated by the Authority as its representative;
 - (d) the housing functions of the Authority where the Member holds a tenancy or lease with a relevant authority, provided that he does not have arrears of rent with that relevant Authority of more than two months, and provided that those functions do not relate particularly to the Member's tenancy or lease;
 - (e) the functions of the Authority in respect of school meals, transport and travelling expenses, where the Member is a guardian or parent of a child in full time education, unless it relates particularly to the school which the child attends;
 - (f) the functions of the Authority in respect of statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992^a, where the Member is in receipt of, or is entitled to the receipt of such pay from a relevant authority; and
 - (g) the functions of the Authority in respect of an allowance or payment made under Sections 173 to 176 of the Local Government Act 1972^b or Section 18 of the Local Government and Housing Act 1989^c.

Overview and Scrutiny Committees

11. (1) For the purposes of this Part, a Member must if he is involved in the consideration of a matter at a meeting of an Overview and Scrutiny Committee of the Authority or a Sub-Committee of such a Committee, regard himself as having a personal and a prejudicial interest if that consideration relates to a decision made, or action taken, by another of the Authority's:

^a 1992 c.4, Part XI has been amended.

^b 1972 c.70, Sections 173 to 176 were amended by Section 194 of and paragraphs 26 and 27 of Schedule 11 to the Local Government and Housing Act 1989; Section 7 of the Miscellaneous Financial Provisions Act 1983 (c.29); Sections 25 and 194 of and Schedule 34 to the Local Government, Planning and Land Act 1980 (c.65); Section 11(3) of and Schedule V to the Water Act 1983; Section 328 of and paragraphs 18 and 19 of Schedule 29 to the Greater London Authority Act 1999; Section 84 of and paragraph 18 of Schedule 14 to the Local Government Act 1985 and Section 237 of and Schedule 13 to the Education Reform Act 1988, Section 173A was inserted by Section 24(2) of the Local Government, Planning and Land Act 1980.

^c 1989 c.42, Section 18 was amended by Section 99 of the Local Government Act 2000, Section 43 of and paragraph 37 to Schedule 4 of the Police and Magistrates' Court Act 1994 and Section 582(1) of and paragraph 97 of Schedule 37 to the Education Act 1996.

- (a) Committees or Sub-Committees; or
 - (b) Joint Committees or Joint Sub-Committees,
- of which he may also be a Member.
- (2) But sub-paragraph (1) above shall not apply if that Member attends that meeting for the purpose of answering questions or otherwise giving evidence relating to that decision or action.

Participation in Relation to Disclosed Interests

12. (1) Subject to sub-paragraph (2) below, a Member with a prejudicial interest in any matter must:
- (a) withdraw from the room or chamber where a meeting is being held whenever it becomes apparent that the matter is being considered at that meeting, unless he has obtained a dispensation^a from the Authority's Standards Committee;
 - (b) not exercise executive functions in relation to that matter; and
 - (c) not seek improperly to influence a decision about that matter.
- (2) A Member with a prejudicial interest may, unless that interest is of a financial nature, and unless it is an interest of the type described in paragraph 11 above, participate in a meeting of the Authority's:
- (a) Overview and Scrutiny Committees; and
 - (b) Joint or Area Committees,
- to the extent that such Committees are not exercising functions of the Authority or its Executive.
13. For the purposes of this Part, "meeting" means any meeting of:
- (a) the Authority;
 - (b) the Executive of the Authority; or
 - (c) any of the Authority's or its Executive's Committees, Sub-Committees, Joint Committees, Joint Sub-Committees, or Area Committees.

^a Under Section 81(5) of the Local Government Act 2000, the Secretary of State may prescribe in regulations the circumstances in which standards committees may grant dispensations.

PART 3

THE REGISTER OF MEMBERS' INTERESTS

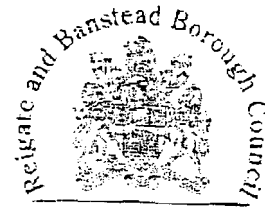
Registration of Financial and Other Interests

14. Within 28 days of the provisions of an Authority's code of conduct being adopted or applied to that Authority or within 28 days of his election or appointment to office (if that is later), a Member must register his financial interests in the Authority's register maintained under Section 81(1) of the Local Government Act 2000 by providing written notification to the Authority's Monitoring Officer of:
- (a) any employment or business carried on by him;
 - (b) the name of the person who employs or has appointed him, the name of any firm in which he is a partner, and the name of any company for which he is a remunerated director;
 - (c) the name of any person, other than a relevant authority, who has made a payment to him in respect of his election or any expenses incurred by him in carrying out his duties;
 - (d) the name of any corporate body which has a place of business or land in the Authority's area, and in which the Member has a beneficial interest in a class of securities of that body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital of that body;
 - (e) a description of any contract for goods, services or works made between the Authority and himself or a firm in which he is a partner, a company of which he is a remunerated director, or a body of the description specified in sub-paragraph (d) above;
 - (f) the address or other description (sufficient to identify the location) of any land in which he has a beneficial interest and which is in the area of the Authority;
 - (g) the address or other description (sufficient to identify the location) of any land where the landlord is the Authority and the tenant is a firm in which he is a partner, a company of which he is a remunerated director, or a body of the description specified in sub-paragraph (d) above; and
 - (h) the address or other description (sufficient to identify the location) of any land in the Authority's area in which he has a licence (alone or jointly with others) to occupy for 28 days or longer.
15. Within 28 days of the provisions of the Authority's code of conduct being adopted or applied to that Authority or within 28 days of his election or appointment to office (if that is later), a Member must register his other interests in the Authority's register maintained under Section 81(1) of the Local Government Act 2000 by providing written notification to the Authority's Monitoring Officer of his membership of or position of general control or management in any:
- (a) body to which he has been appointed or nominated by the Authority as its representative;
 - (b) public authority or body exercising functions of a public nature;

- (c) company, industrial and provident society^a, charity, or body directed to charitable purposes;
 - (d) body whose principal purposes include the influence of public opinion or policy; and
 - (e) trade union^b or professional association.
16. A Member must within 28 days of becoming aware of any change to the interests specified under paragraphs 14 and 15 above, provide written notification to the Authority's Monitoring Officer of that change.
17. A Member must within 28 days of receiving any gift or hospitality over the value of £25, provide written notification to the Authority's Monitoring Officer of the existence and nature of that gift or hospitality.

^a See the Industrial and Provident Society Acts 1965 to 1978 for the requirements for registration of industrial and provident societies.

^b See Section 1 of the Trade Union and Labour Relations (Consolidation) Act 1992 c.52 for the definition of a trade union.



(Note: This Protocol was adopted by Council on 12th December 2002 with effect from 13th December, 2002. It replaces the previously circulated Planning Committee Procedure Note and Development Control Protocol on communication between officers and Ward Members.)

1. INTRODUCTION

- 1.1. This paper re-states and reinforces the principles that underlie effective member involvement in the development control process. It draws on established local practice and guidance from external sources.
- 1.2. Planning decisions can have a significant impact on our communities and it is fully understood that members wish to play an active role in development control matters, both as representatives and as community leaders.
- 1.3. Most planning decisions are delegated to the Head of Building and Development Services:
 - to minimise delay and maximise certainty to the applicant (customer care)
 - because they are of limited legitimate interest to the public
 - because they can easily be determined within the framework of planning policies
 - because professional officers are competent to deal with them
 - for the efficiency of the service (Best Value Performance Indicator (BVPI) 188 for 2002-2003 sets a national target of 90% delegation to officers)

2. ISSUES TO BE ADDRESSED

- 2.1. The recent high turnover of professional planners, service re-engineering and rising application numbers have placed the development control service under enormous strain. This has had an impact on the quality of member-officer communication, and acceptable standards need to be re-stated and made universal.
- 2.2. These recent changes in member-officer communication arrangements have not been universally understood. Members are not prohibited from meeting with planning officers to discuss applications within their ward but such meetings should be in response to issues that justify them.
- 2.3. For the reasons set out in 1.4 above, member involvement in minor applications delegated to the Head of Building and Development Services should be by exception, not routine, and justified by public interest.
- 2.4. Any Member of the Council may refer any delegated application to Planning Committee within 21 days of receiving notice of the application. However, this should only be exercised where there is significant public interest in the application. The views of immediate neighbours do not, of themselves, amount to significant public interest. *In doing so, the Member should identify the grounds for referral up.* As an alternative, ward members may seek a view from the decision-maker, i.e. The Head of Building and

Development Services or the Development Control Manager, if they disagree with the case officer's assessment of the application.

3. IMPLICATIONS FOR PLANNING COMMITTEE MEMBERS

- 3.1. Development control is likened to a quasi-judicial process and Planning Committee members must avoid judging issues before all relevant evidence is presented to the Committee. They must view applications dispassionately and with full regard to "the bigger picture" to make decisions in the interest of the whole Borough.
- 3.2. A ward member serving on Planning Committee has a duty to represent local interest, and therefore may play a more partisan role, within reasonable limits (see 5.2 below). However, all Planning Committee Members must ensure that they never give the impression of closing their minds to information relevant to an application, however much pressure they are placed under to take a particular line.

4. GUIDING PRINCIPLES

- 4.1. A particularly positive way in which a member can influence future development is through involvement at the pre-application stage. Planning officers must consider the potential for ward member input and use common sense in contacting interested members. The appropriate forum for pre-application discussion of major schemes is the relevant Area Panel. Although the Area Panels are not decision-making bodies, they can lead to amendments in proposals or alterations to officer recommendations.
- 4.2. Full discussions about all planning applications are encouraged between ward members and case officers on a case-specific basis.
- 4.3. Since the great majority of applications are for household extensions and other minor development it is expected that most queries can be dealt with by telephone or *fax* or by E-mail. For more complex or controversial applications face-to-face meetings between members and officers will be appropriate.
- 4.4. To promote good communications, discussions should normally be held with the responsible case officers rather than their seniors. The latter should become involved only when issues arise that can not be resolved by members and case officers (but see 2.4 above).
- 4.5. Members should ensure that only important applications are discussed in face-to-face meetings with case officers. The duration of such meetings should be limited to what is necessary to ensure a full and mutual understanding of the issues involved in the application and the alternative courses of action that might be taken.
- 4.6. Member-officer discussion should take place at the earliest opportunity, with openness and respect for each other's roles, responsibilities and opinions.
- 4.7. Officers have a duty to give impartial planning advice, without fear or favour.

5. IMPLICATIONS FOR PLANNING COMMITTEE MEMBERS

- 5.1. Ward members have a duty to represent the views of residents, businesses and other organisations within their ward.
- 5.2. Ward member's representative roles give exemption from the normal presumption that Planning Committee Members should avoid giving support to public opinion on how an application should be determined before the meeting. However, ward members on Planning Committee should still avoid active lobbying and must reserve final judgement until all the evidence has been presented to the Committee.

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- 5.3. Planning Committee's decisions must be in the interests of the whole Borough and with the objective of implementing development plan policy (S54A, Town and Country Planning Act 1990).
- 5.4. Individually or in Committee, members are entitled to hold views and take decisions contrary to officer advice.
- 5.5. The Chairman or a more senior planning officer can be called on to help make communication more effective.
- 5.6. The Procedure Notes relating to the Planning Committee are set out in Annex 1 and Annex 2 to this Protocol.

Member involvement in the life cycle of a planning application

Stage	Opportunity for member involvement	Principal means of communication
Pre-application	<ul style="list-style-type: none"> • Advising officers of local information • Informal consultation on issues and sites known or likely to be controversial 	<ul style="list-style-type: none"> • Telephone • Telephone/meeting
Publicity	<ul style="list-style-type: none"> • Weekly list • Copy plans • Contact with affected third parties 	<ul style="list-style-type: none"> • Post/e-mail • Post/e-mail/intranet/fax • Telephone/meeting
Assessment	<ul style="list-style-type: none"> • Dialogue with case officer • Contact with affected third parties • Area Panels • Reference to Planning Committee 	<ul style="list-style-type: none"> • Telephone/meeting • Telephone/meeting • Meeting • Writing
Negotiation	<ul style="list-style-type: none"> • Updates from case officer 	<ul style="list-style-type: none"> • Telephone
Amendment following negotiation	<ul style="list-style-type: none"> • Weekly list • Copy plans • Contact with affected third parties • Dialogue with case officer 	<ul style="list-style-type: none"> • Post/e-mail • Post/e-mail/intranet/fax • Telephone/meeting • Telephone/meeting
Recommendation	<ul style="list-style-type: none"> • Dialogue with case officer • Requesting reasons for refusal 	<ul style="list-style-type: none"> • Telephone/meeting • Telephone
Decision	<ul style="list-style-type: none"> • Attending Planning Committee • Attending Committee site inspections 	<ul style="list-style-type: none"> • Meeting • Meeting
Appeal	<ul style="list-style-type: none"> • Dialogue with case officer • Attending Hearing or Public Inquiry 	<ul style="list-style-type: none"> • Telephone/meeting • Meeting
Monitoring	<ul style="list-style-type: none"> • Advising officers of local information • Receiving feedback from officers' monitoring visits 	<ul style="list-style-type: none"> • Telephone • Telephone

PLANNING COMMITTEE

PROCEDURE NOTE

(a) Timetable

Agenda for the Planning Committee will be despatched 5 clear working (i.e. not including the day of despatch or day of meeting) days before the meeting i.e. on the Tuesday of the preceding week for a Wednesday Committee meeting.

(b) Proposals contrary to Officer advice

1. Under normal circumstances a Committee Member wishing to put forward a contrary proposal or a substantive amendment to the Officer recommendation set out in the Agenda, is required to give written notice to the Head of Building and Development Services 2 clear working days before the meeting (i.e. 5 p.m. on the Monday preceding a Wednesday meeting). Such notice will enable Officers to prepare for any additional advice for the meeting, including reasons for refusal or conditions attached to any permission
2. On receipt of written notice of a contrary proposal or an amendment from a Committee Member, the Head of Building and Development Services will notify:
 - The Chairman
 - The Legal Services Representative
 - The Democratic Services Representative
3. On receipt of written notice from a Committee Member, the Head of Building and Development Services may choose to withdraw his report from the Agenda to allow for further discussion. Alternatively, and if the Committee Member's concerns relate to visual amenity, the Head of Building and Development Services may discuss the desirability of arranging a Committee Site Inspection with the Chairman.
4. A Committee Member who, following receipt of the Committee agenda, is minded to oppose the Officer recommendation (though not necessarily move a motion against it or an amendment to it) should formulate his or her reasons for doing so before the meeting. A Planning Officer can assist in this process.
5. If the Committee having debated the issues in full indicates that it wishes to take a decision contrary to Officer advice, and Officers advise that further investigation and clarification of their advice is necessary, the decision on the application may be deferred for the outstanding issues to be addressed.

If the decision is to defer the following wording shall be used in the Minutes of the meeting:

"The Committee was minded to refuse/approve the application contrary to Officer advice on the following grounds/subject to the following conditions and informatives (as necessary) [*herein to be inserted the reasons/conditions, etc.*] but, in accordance with procedures, it was

RESOLVED that consideration of the application be DEFERRED to the next meeting"

Update No.4 – July, 2004

(c) Requests for reference up of delegated decisions

1. Any Member may refer a planning application that is delegated to the Head of Building and Development Services to Committee, provided that their request is made in writing *including the grounds for referral up* and within 21 days of being first notified of the application.
2. In the event of an amendment being received to the application a further 3 days is allowed to enable Members to request a referral to Committee.

(d) Changes to officer recommendations

1. Other than with the prior agreement of the Chairman, any other contrary proposal or amendment to an officer recommendation after the agenda is published requires the item to be withdrawn and re-submitted to the following meeting.

PUBLIC SPEAKING AT MEETINGS OF THE PLANNING COMMITTEE

PROCEDURE NOTE

Adopted by Council on 22nd April, 2004 with effect from 1st July, 2004 subject to review in accordance with the following parts of the Constitution - Articles 3, 6, 8 and 13, in Parts 1 and 2, the schedule 2 of responsibilities for functions in Part 3 and the Committee and Sub Committee procedure rules in Part 4.

General

1. The ability for the public to speak at meetings of the Planning Committee only relates to certain specified planning applications (see paragraph 7 below) being recommended for approval by the officers.
2. Due to resource constraints, the onus to find out if an item is going to the Planning Committee and enquire about public speaking rests with the objector by contacting the Council's Building & Development Services Unit.
3. Where objectors register to speak, the Council's Building & Development Services Unit will notify the applicant(s) so that they are aware and can decide whether they wish to speak in response. Applicants can be represented by an Agent.
4. The applicant or Agent cannot speak on applications unless a member of the public has already spoken.
5. Representations at the Committee must relate to planning considerations and must not:
 - Be defamatory, frivolous, offensive; or
 - Disclose confidential information.
6. Public speakers are not allowed to present photographs or other material at the meeting. Written representations in advance of the meeting are permissible.

Scope

7. Public speaking only applies to the following planning applications being recommended by the officers for approval by the Planning Committee:
 - Applications defined as "major" in Government regulations (i.e. residential development of ten or more dwellings or on a site of 0.5 hectares or more, and commercial development of 1,000 square metres floor space or above).
 - Applications made by the Borough Council.
 - Any other application that has attracted a petition of not less than 50 separate names at the time that the agenda is published.

Update No.4 – July, 2004

- Any other application that has attracted 25 or more separate objections and/or letters of support (not pro-forma) at the time that the agenda is published. Where letters have more than one signature, each will be counted. If an application has drawn an unusually high number of representations the Chairman may allow more than one representative to speak. Pro-forma letters are defined as letters identical in content but for the names and addresses of the senders.

Registering to Speak

8. Objectors who wish to speak must register in advance with the Council's Building and Development Services by 5.00 pm, 2 days prior to the meeting, i.e. by 5.00 pm on the Monday preceding a meeting to be held on a Wednesday. This must be done by telephoning 01737 276*** (dedicated line) or by e-mail to planning.applications@reigate-banstead.gov.uk. Requests to speak received before the agenda is published will not be counted.
9. Contact details will be required so that these can be notified to other objectors who wish to speak on the same application (see paragraph 11 below). Objectors will also be advised of Town or Parish Council or Residents' Association representatives due to speak on the same application so that duplication can be reduced.

Procedure at Committee

10. Registered speakers shall report to a representative of the Building and Development Services Unit by 7.00 pm on the night of the Committee. Procedures will be explained and directions given as to where to sit in the Chamber. Details of speakers will be recorded and may be shared with the Press.
11. Only one objector shall speak on an application and registered speakers will be put in contact with each other so that they can agree a spokesperson, if this has not already been done. In the event of failure to agree a spokesman, it shall be for the Council to impose a solution based on who registered to speak first.
12. Similar arrangements to those outlined in paragraph 11, shall apply in respect of the Residents' Associations and Amenity Societies. However, where such organisations hold opposing views it shall be at the discretion of the Chairman to allow more than one representative to speak. For applications within their geographic areas Town and Parish Councils shall have a separate right to address the meeting.
13. For applications where public speaking has been permitted under this procedure, the order of speakers at Committee shall be as follows:

Speaker	Time Limit
1. Planning Officer (introduction of item and responses to any questions raised beforehand)	-
2. A representative of the Town or Parish Council	3 minutes
3. A representative of interested Residents' Associations or Amenity Societies	3 minutes
4. One member of the public representing objectors	3 minutes
5. Applicant or their representative	3 minutes

Update No.4 – July, 2004

Speaker	Time Limit
6. Ward Members not serving on the Committee	-
7. Committee Members	-
8. Officers (planning and legal advice)	-
9. Chairman (clarification of Motion to be put to the vote)	-

Note: where there is no public speaking, only stages 1,6,7,8 & 9 will apply

14. The Chairman has discretion to allow more time to all speakers if a proposal is unusually significant or complex and to allow more time to any speaker who appears disadvantaged, e.g. through nervousness or illness. Where the Chairman does so he will also allow additional time to the applicant's representative to address any additional points raised due to his extending the 3 minute limit (this is necessary to comply with the rules of natural justice and the principles of the Human Rights Act).
15. In keeping with Committee and Sub-Committee Procedure Rule 5 relation to public speaking, the Chairman's ruling on the exercise of public speaking at any meeting will be final.

Andrew Mountney

From: RichMichNixon@aol.com
Sent: 04 July 2006 08:56
To: 'CCllr.Bramhall@reigate-banstead.gov.uk'; 'Cllr.Banwait@reigate-banstead.gov.uk'; 'Cllr.brunt@reigate-banstead.gov.uk'; 'Cllr.deSave@reigate-banstead.gov.uk'; 'Cllr.dixon@reigate-banstead.gov.uk'; 'Cllr.GCircus@reigate-banstead.gov.uk'; 'Cllr.Harrison@reigate-banstead.gov.uk'; 'Cllr.kulka@reigate-banstead.gov.uk'
Cc: 'Cllr.Mantle@reigate-banstead.gov.uk'; 'Cllr.meech@reigate-banstead.gov.uk'; 'Cllr.miller@reigate-banstead.gov.uk'; 'Cllr.moore@reigate-banstead.gov.uk'; 'Cllr.newstead@reigate-banstead.gov.uk'; 'cllr.nixon@reigate-banstead.gov.uk'; 'cllr.ross-tomlin@reigate-banstead.gov.uk'; 'Cllr.selby@reigate-banstead.gov.uk'; 'Cllr.stein@reigate-banstead.gov.uk'; 'Cllr.Walsh@reigate-banstead.gov.uk'
Subject: Planning Application 04/02685/CU- Elbourne House, Lumley Road , Horley .
Attachments: Letter to Gladedale Homes June 2006.doc

Dear Councillors

Please see attached a letter which has been hand delivered to Gladedale Homes based in Epsom . A copy has been e-mailed to Guinness Trust .

Thank you

Kind Regards

Mrs. M.B. Nixon

09/09/2006

This e-mail has been scanned for viruses by Verizon Business Internet Managed Scanning Services - powered by MessageLabs. For further information visit <http://www.mci.com>