

Public Speaking Scheme

This leaflet is for members of the public who want to make a public statement (a maximum of 3 minutes) at one of the following meetings – you should complete a form (available on our website or with this leaflet) and let us know which meeting you want to address. Should you require the Authority to provide signing services or any other services to meet the needs of an individual(s) with a disability please could you let us know 3 days in advance of the meeting.

The National Park Authority meeting (NPA): to raise issues relating to items on the NPA agenda published on the website. The NPA is usually held every two months. To speak you need to send a completed form to publicspeaking@beacons-npa.gov.uk or contact Julia Gruffydd on 01874 620400 or Angharad Hawkes on 01874 620438.

The Planning, Access and Rights of Way Committee (PAROW): to raise issues about planning applications or access and rights of way issues on the agenda published on the website. PAROW is usually held on a Tuesday once every 6 weeks. To speak on a planning, access or rights of way matter you need to send a completed form to: publicspeaking@beacons-npa.gov.uk or contact the Committee Clerks:

for Planning matters: Dani French on 01874 620428 or Jane Pashley on 01874 620422

for Access and Rights of way matters: Julia Gruffydd on 01874 620400 or Angharad Hawkes on 01874 620438.

The Audit and Scrutiny Committee (ASC): to raise issues relating to items on the ASC agenda published on the website. ASC is usually held six times a year. To speak you need to send a completed form to

publicspeaking@beacons-npa.gov.uk or contact Julia Gruffydd on 01874 620400 or Angharad Hawkes on 01874 620438.

You should email the text of your comments before the meeting to publicspeaking@beacons-npa.gov.uk and this will be placed on the file as a matter of public record. Alternatively you may submit a hard copy of your presentation to go on the file. If you do not supply a copy of your text, then it will simply be recorded in the minutes whether you spoke for or against the application.

Location of Meetings: Meetings are held at the Authority's offices at Plas y Ffynnon, Cambrian Way, Brecon, LD3 7HP and start at 10.00am.

Parking and Access: Parking is available in the large car park beyond the offices, and disabled parking in the visitor parking by reception. Meetings are accessible by wheelchair users but please contact Reception on 01874 624437 if you have any special needs or concerns. All Agendas are published on the website at <http://www.beacons-npa.gov.uk/the-authority/members-and-committees/about-committees/national-park-authority/> (just follow the link from the front page).

Recording meetings

Please note you cannot use recording equipment at any Authority meeting although you are welcome to take notes if you wish. The official minutes from each meeting will be available at the next meeting. In addition the meeting will be webcast live and you will be able to watch it on the internet 48 hours after the end of the meeting at the following link <http://www.breconbeacons.public-i.tv/core/>

Use of Welsh Language

The Authority welcomes speakers in English or Welsh but asks that you advise us on the public speaking form 3 working days before the meeting so that we can make the necessary arrangements.

The rules for PAROW are more complex, so the next section deals with this Committee:

Planning, Access and Rights of Way Committee - PAROW

This advice is for individuals, local community groups, interested groups and applicants. We want to ensure that the views of all interested parties have been taken into account. Please note that in order to speak you must complete a form and return it to us by 10.00am three working days before the meeting you want to address.

The PAROW agenda is divided into two distinct parts:

- a) 'Items for Decision' - comprising applications (both planning applications and rights of way diversions) and any other matters upon which Members are required to make a decision, and;
- b) 'Items for Noting' - upon which a decision has already been taken under Delegated Powers. Members may engage in debate or ask officers questions about 'Items for Noting'

Members of the public (and Members who have declared a personal and prejudicial interest in a particular matter) may speak in relation to 'Items for Decision' and notice to speak must be given in accordance with the 'Public Speaking Scheme'. There shall be no public speaking in relation to 'Items for Noting'

Members of the Authority who speak at a PAROW meeting

If a Member of the PAROW Committee has declared a personal and prejudicial interest in an item for decision then under the Members Code

of Conduct they are permitted to speak as if they were a member of the public, in accordance with the provisions of the Public Speaking Scheme. However, they will be the first speaker and then withdraw from the Committee chamber for the remainder of the item.

Are you concerned about a proposed development in the Park? If

you would like information about a planning application you can see all the details on the Brecon Beacons website <https://www.beacons-npa.gov.uk/> or contact the Helpdesk on 01874 620431 who will explain how you can view the plans.

If you wish to comment on an application you must first write to us during the 21 day consultation period, please make sure you send your comments within this time. This will enable planning officers to fully consider all the issues when making a recommendation to PAROW.

Please note: Objections to a live application are considered as part of the planning process, any issues you raise will be taken into account during the determination of the application. Your letter will be acknowledged but you will not receive a separate letter responding in detail to the issues that you have raised.

Must I speak at the PAROW meeting to have my views heard?

If you cannot attend the meeting and you have written to the Authority during the 21 day consultation period your views will be summarised in the planning officer's report for the Committee and taken into consideration. You may also attend any PAROW meeting as an observer or via our webcast. You may find this interesting if you have not had any experience of planning committees before.

Are you the applicant?

If either you (as applicant) or your agent (but not both) wish to speak in support of your application at the Committee you must complete and

submit the public speaking form. This will allow you to clarify issues that have been raised or to reply to an objector.

Unfortunately, we cannot delay the Committee deciding an application because a speaker is unable to attend, whatever the reason, but you can nominate someone else to speak for you. Presentations should be verbal. If you wish to provide any information you will need to supply 30 copies by 10.00am one working day in advance of the meeting for members and officers. Information not supplied in this way may not be placed before the Committee.

When will the application I am interested in be considered? Some applications take longer to process than others, so it is your responsibility to find out when the application is being considered. Whether you are an applicant, objector or interested party you will need to keep in touch with the Planning Officer to find the date at which the application will be decided. When you have been given a date, always ring the Committee Clerk (listed on Page 1) during the 5 working days before a meeting in case the application has been delayed or withdrawn from the agenda.

When there is more than one member of the public for or against an application a spokesperson must be elected. However, all speakers representing the views of different organisations will be allowed to speak.

What happens at the meeting?

Applications will usually be considered in the order in which they are listed on the agenda but may be subject to change. This means it is not always possible to tell you when a particular application will be heard. The meeting could take two or more hours.

New Evidence, Deferrals and Site Visits

Most decisions will be made on the day of the Committee at which the application is being heard. Occasionally the Members may defer a decision, usually to allow time to get further information or to visit the site or to negotiate improvements.

If any new evidence is brought to the Committee which could significantly influence a decision, the application may be deferred to a future meeting for officers/Members to make a full assessment of the case. Unfortunately, if you did not apply to speak at the original meeting you cannot apply to speak at the deferred date or site visit

If you spoke at the original meeting you can only speak when the application is reconsidered at committee if any **new** issues arise. The Committee's minutes will not include a summary of your presentation, but as already described you should submit a copy of your presentation for the file.

Further information

If you have any questions please contact the relevant officer - these are listed at the beginning of this leaflet.