

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 – please 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 a translation service, signing services or other services to meet the needs of an individual(s) with a disability please could you let us know 3 working days in advance of the meeting. NB. ‘Working days’ for the Friday Authority meetings means the Tuesday and for the PAROW meetings on Tuesdays, this will mean the Thursday before 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 please 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 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: Dani French on 01874 620428 or Jane Pashley on 01874 620422.

The Audit and Scrutiny Committee (ASC): to raise issues relating to items on the ASC agenda published on the website. ASC is usually held four times a year. To speak please send a completed form to publicspeaking@beacons-npa.gov.uk or contact Julia Gruffydd on 01874 620400 or Angharad Hawkes on 01874 620438.

If possible please 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 or recommendation.

Location of Meetings: Meetings are held at the Authority’s Headquarters at Plas y Ffynnon, Cambrian Way, Brecon, LD3 7HP and usually 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 www.beacons-npa.gov.uk - (just follow the link from the front page to Committee Calendar).

Webcasting

In the interests of transparency and accessibility all our public committee meetings are webcast, and for this reason we do not allow the public to use recording equipment in meetings, although you are welcome to take notes if you wish. You can watch the webcast of the meeting on the internet either live or 48 hours later as an archive (which will be retained for 12 months after the meeting) at the following link <http://www.breconbeacons.public-i.tv/core/>. If you have any reason why you do not wish to appear on camera please contact the committee clerk to discuss this.

The official minutes from each meeting will be available at the next meeting.

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:

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 need to complete a form and return it to us by 10.00am 3 working days before the meeting you want to address (or on the Thursday before the PAROW meeting on the Tuesday).

The PAROW agenda is divided into two distinct parts:

- a) 'Items for Decision' - comprising applications (both planning and rights of way applications) 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 <http://www.beacons-npa.gov.uk> or contact the Helpdesk on 01874 620431 who will explain how you can view the plans.

If you have not written to us during the initial 21 day consultation period you can still apply to speak but we will ask you to set out in detail the points you wish to raise and to meet a deadline of 10am on the Thursday before PAROW in order for us to prepare a response to the points you raise.

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.

Are you concerned about a rights of way application in the Park?

If you would like information about a rights of way application please contact the Rights of Way Team on 01874 624437 as the rules governing public speaking on rights of way are different to planning applications.

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 consultation period your views will be considered and summarised in the Officer's report to Committee. You may also attend any PAROW meeting as an observer or view the meeting via our webcast.

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 also complete and submit the public speaking form.

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 additional supporting information you will need to supply this **no later than 5pm on the Thursday before PAROW** in order for Members and Officers to be advised (in the case of rights of way applications no new evidence can be presented at this stage. If new evidence has been discovered please speak to the Rights of Way Team). You are also welcome to email your information to the Committee Clerk (publicspeaking@beacons-npa.gov.uk) and we will forward the information to all members of the committee. Please be aware that not all members may view the information before the meeting. The Authority is able to photocopy information for you but there is a charge for this service.

When will the application I am interested in be considered?

Some applications take longer to process than others, so for Planning applications, it is your responsibility to find out when the application is being considered.

Applicants and anyone with a legal interest in a rights of way application will be informed 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 or the Rights of Way officer to find the date at which the application will be decided. When you have been given a date, it is suggested that you ring the Committee Clerks (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 we will ask you to elect a spokesperson. 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. However, applications that are the subject of public speakers will normally be heard first.

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. If you did not apply to speak at the original meeting you cannot apply to speak at the deferred meeting. Speakers will not be allowed to attend to make representations at site visits.

As outlined above the minutes will refer to your presentation but not give any details, but you can submit a copy to be held on file with the agenda.

Further information

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