

**Brian Frater**  
**Service Director Regulatory Services**

Mark Elliot

**Please ask for :** Committee Services  
**☎** 01835 826502

**Application Ref :** 13/00789/FUL

**Your Ref :**

**Date :** 22nd June 2015

Dear Sir/Madam

**PLANNING APPLICATION NO:** 13/00789/FUL

**PROPOSAL:** Wind farm development comprising of 9 No wind turbines and associated infrastructure/buildings/access (further revised scheme - tip heights of Turbines 1, 2 and 4 reduced to 110m - all others to remain at 125m)

**LOCATION:** Land North East And North West Of Farmhouse Braidlie (Windy Edge) Hawick Scottish Borders

I am writing to you in respect of the above planning application, about which you have made written representations.

The Council provides the opportunity for those who have previously written in respect of an application to make verbal representations to the Committee about that application.

My reason for writing is to let you know that this application is due to be determined by the Committee at its meeting on 29th June 2015 at 10 am at Council Headquarters, and that you will be able to attend the meeting to hear the application being determined and also – subject to certain qualifications – to make verbal representations should you wish.

I enclose, for your information, our protocol for public speaking which provides guidance on the approach that will be used. You should note that a total of six minutes will be allocated to those supporting and objecting to proposals, and therefore, if there are likely to be others taking up this opportunity, representations will need to be co-ordinated between those intending to speak. You can find out who else has made comments on the proposal on the Council's Public Access website.

You should be aware that Members will already have access to your original representation and will therefore be aware of your concerns when they come to consider this application, even if you decide not to speak at the meeting.

If it is your intention to take up the opportunity to speak at the Committee meeting, I would be grateful if you could notify the Council's Democratic Services Officers by e-mail at [compap@scotborders.gov.uk](mailto:compap@scotborders.gov.uk) or by telephoning 01835 826502 or 01835 825005 no later than noon the Friday before the Planning and Building Standards Committee. You should make clear in your response the application number of the application in which you are interested. If we do not hear from you by then, we will assume that you do not wish to make a verbal representation.

Yours faithfully

Brian Frater

Service Director - Regulatory Services

## **Public Speaking at Meetings Protocol**

### **Planning and Building Standards Committee**

#### **Introduction**

Scottish Borders Council will permit public presentations on planning applications in the circumstances and subject to the limitations set out below.

The opportunity to make a verbal presentation applies only to applications that are determined by the Planning and Building Standards Committee. Separate arrangements apply to applications that are determined by Council and applications that are subject to review by the Local Review Body.

#### **1. Speakers**

Public speaking at the Planning and Building Standards Committee is at the discretion of the Chairman of the Committee. However, under normal circumstances the following Groups will be allowed to make verbal representations in respect of each planning application:

- Up to 3 objectors, who have already provided written representations during the course of the application process (Group 1)
- Up to 3 supporters, including the applicant or his/her agent who have already provided written representations during the course of the application process (Group 2).
- Any Member of the Council representing the Ward within which the application lies (Group 3).

Only one speaker per household will be permitted.

#### **2. Registration**

Parties will be advised of the opportunity to speak through acknowledgement of application and acknowledgement of representation letters.

Anyone who may wish to speak at Committee is required to register that interest in writing with the Planning case officer. Anyone registering such an interest will subsequently be notified when a particular application is due to be considered by Committee. Notification will normally be given one week before the date of the meeting. Parties will then be asked to re-affirm their wish to speak at the meeting to the Committee Clerk no later than 12.00 noon on the working day preceding the meeting. *(NB: Arrangements for the November 2013 meeting will only require contact with the Committee Clerk as set out in the attached letter).*

Where more than the permitted number of speakers have expressed an interest in speaking it is for parties to decide in advance of the Committee meeting who should speak. If agreement cannot be reached it shall be at the sole discretion of the Chairman to decide who should speak.

#### **3. Time Allocation**

Each Group of speakers (Group 1, Group 2 and Group 3) will be allowed up to six minutes in which to make their representations. Groups will be encouraged to nominate one speaker. Where this is not possible it will be for each group of speakers to decide in advance how the permitted time is allocated between individual speakers.

The allocation of time should be notified to the Committee Clerk prior to the commencement of the meeting. The allocation of time will be monitored by the Committee Clerk, and will be strictly enforced.

#### **4. Content of Presentations**

Presentations should focus on matters that have already been raised in writing. Presentations should not introduce new matters. Speakers should ensure that their statement relates only to

relevant planning policies and material considerations directly related to the application under consideration. Speakers will give their presentations to the Committee from a lectern in the Council Chamber. No audio visual material or handouts will be permitted.

Guidance on what does and does not constitute a material planning consideration is available at the undernoted link.

<http://www.scotland.gov.uk/Publications/2009/07/03153034/11>

The Chairman may intervene to curb irrelevant or inappropriate comments, repetition of points made by an earlier speaker, or deviation from the matter being discussed. Direct comments or criticisms of a personal nature against any individual involved in the planning process will not be permitted.

## **5. Questions**

There shall be no questioning or cross examination of any parties other than by the Committee Chairman who may question a speaker in order to clarify points he/she has made. At the conclusion of their presentation parties shall return to the public gallery and shall take no further part in the Committee proceedings.

## **6. Order of Speakers**

Following a brief introduction of the item by the Chairman of Committee the order of speaking shall be as follows:

- Elected Member(s) who are not members of the Committee.
- Parties objecting to the application.
- Parties supporting the application.

Officers will present the item and their recommendation at the conclusion of the oral presentations following which the Members of the Committee will debate and determine the application.

## **7. Deferred Items**

If an item has been deferred for a site visit or other reason, parties will not normally be invited to make further presentations unless the proposed development has changed significantly, and a further round of consultation has taken place.

## **8. Behaviour at Planning and Building Standards Committee Meetings**

All those in attendance at Committee meetings must be aware that the purpose of the meeting is for Members of the Committee to make decisions on planning applications. Public Speaking procedures are intended solely to assist this process within the guidance set out above.

Any unreasonable or disruptive behaviour will lead to the removal of those persons from the Chamber and/or the suspension of the meeting.