

# Part 5E – Highways Committee Representation Procedure

## Table of Contents

Highways Committee Representation Procedure..... 2  
Submission of Documentary Evidence for Village Green matters ..... 3

## Highways Committee Representation Procedure

1. Wherever possible, objections or representations on Orders or Applications should be made in writing. Representations or objections received will be summarised and reported to the Highways Committee. Members of the Committee will be given the opportunity to inspect all letters received before the decision on the Application or Order is made.
2. There will be occasions when applicants, supporters, objectors, Ward Members and Parish/Town Council representatives, or some of these, may wish to make representations at the Committee meeting. In such circumstances the following procedure will normally apply:
  - (a) The applicant and any supporters will be informed that the application and all supporting documents will be taken into account. The objectors will be informed that their written representations will be taken into account. The applicant, supporters, objectors, Ward Members and Parish/Town Council representative will also be informed that they have the right to attend the Committee meeting and make representations at the meeting. They will be asked to indicate whether they wish to do so and if so will be invited to the meeting at which the decision is to be made.

However, except for Ward Members, any person wishing to exercise their right to make representations in person will be required to confirm by registering their intention to speak by noon two working days before the Committee Meeting to allow technical arrangements to be put in place. Persons registering their intention to speak after this time will only be permitted to speak at the discretion of the Chair.
  - (b) Ward Members and the Parish/Town Council representative will be afforded an appropriate amount of time (at the discretion of the Chair) within which to address the Committee.
  - (c) Each other group of speakers (objectors and applicants/supporters) will be allowed a maximum of five minutes (except at the discretion of the Chair) to address the Committee. In the event that more than one person wishes to speak for or against the Order or Application, the time will be divided. Groups of speakers will be encouraged to appoint a spokesperson and for this to be agreed in advance of the meeting where possible.
  - (d) At the meeting the Officer will present their report first.
  - (e) The Parish/Town Council representative will then address the Committee.
  - (f) The Ward Member will then address the Committee.

- (g) The objectors will then make their representations and may be asked questions by the Committee but will not be permitted to make representations more than once.
- (h) The applicant/supporter will then make their representations and may be asked questions by the Committee but will not be permitted to make representations more than once.
- (i) Officers may comment on the representations and the merits of the Application/ or Order.
- (j) The Committee will proceed to debate the Application or Order and make a decision. The minute will include the reasons for that decision.
- (k) New documents should not be circulated to the Committee; Members may not be able to give proper consideration to the new information and Officers may not be able to check for accuracy or provide considered advice on any material considerations arising.

### **Submission of Documentary Evidence for Village Green matters**

- 3. (a) The Council will allow an applicant at least 28 days to respond to any objection the Council receives in response to the application. Once the period of 28 days has elapsed the council may arrange for the Highways Committee to consider the application.
- (b) If the Highways Committee is satisfied that it has sufficient evidence to grant or reject the application it may make a decision having given Interested Parties the opportunity to make representations in accordance with the procedure set out above.
- (c) The Committee may in its discretion resolve that a Public Inquiry be held and the Inspector's recommendations be requested before the Committee makes a final determination.
- (d) The period for submitting evidence in support of or in opposition to the application will end 28 days after any objections have been sent to the applicant or at the end of the Objection period if no objections are received unless the Chair of the Highways Committee exercises discretion to permit late evidence.