

Procedural Briefing for Members

Extraordinary Meeting – Friday 31 July 2026

Zoom Briefing – Wednesday 29 July 2026

Purpose of this Briefing

This briefing has been arranged to ensure that all Members understand the procedure that will be followed during Friday evening's Extraordinary Meeting.

These notes are intended solely to assist Members in understanding the meeting procedure. They are **not** intended to influence Members' consideration of Planning Application 26/00427/FUL or the Council's consultation response.

It is important to note that:

- this is **not** a formal meeting of the Council;
- no decisions will be made;
- the planning application will not be debated;
- Members should not express or seek to form a collective view on the application during this briefing.

The purpose of this session is solely to explain the procedure that will be followed on Friday evening and answer any questions Members may have regarding that procedure.

1. Purpose of the Extraordinary Meeting

The meeting has been called for one agenda item only:

To consider Planning Application 26/00427/FUL and determine the Council's consultation response to Broxtowe Borough Council.

The Parish Council is a **statutory consultee**.

The Council is **not** the Local Planning Authority and does not determine planning applications.

The final planning decision rests with **Broxtowe Borough Council**.

2. Public Attendance

Given the level of public interest, a larger than usual attendance is expected.

Members should remember that:

- everyone has the right to attend;
 - everyone should be treated respectfully;
 - emotions may run high;
 - Members should remain calm, courteous and professional throughout the meeting.
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3. Public Participation

The Chairman will explain the rules before opening the Public Participation session.

Residents may:

- ask questions;
- make statements;
- raise concerns relevant to the application.

Members should:

- listen carefully;
- avoid entering into debate during Public Participation;
- avoid responding individually to comments made by members of the public.

Questions regarding procedure may be answered by the Chairman or the Clerk where appropriate.

4. The Historical Background Report

Members have already received the Historical Background Report.

The report has been prepared solely to provide factual historical context based upon documentary evidence available to the Council.

It is **not**:

- a planning assessment;
 - a recommendation;
 - evidence for or against the proposed development.
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5. The Planning Application

When the Council reaches the agenda item, the Clerk will provide a factual summary including:

- the planning application;
- the supporting documentation;
- any consultation information received;
- the consultation deadline;
- the Council's role as a statutory consultee.

Members will then be invited to debate the application.

6. Matters Members May Wish to Consider

Members should base their discussion on **material planning considerations** and the information before them, giving such weight to each matter as they consider appropriate.

Relevant planning considerations may include:

- highways and traffic;
- drainage;
- flooding;
- access;
- landscape impact;
- ecology and biodiversity;
- heritage;
- residential amenity;
- compliance with national and local planning policy.

Members should avoid relying solely upon:

- personal opinion;
 - speculation;
 - social media commentary;
 - rumours;
 - matters which are not material planning considerations.
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7. Debate

The Chairman will ensure that all Members have the opportunity to speak.

Members should:

- address all remarks through the Chairman;
 - allow others to finish speaking;
 - avoid interrupting;
 - remain respectful throughout the debate.
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8. Motions

Following debate, a Member should clearly propose a motion.

The motion should then be seconded by another Member.

Should any amendments be proposed, they will be considered before the substantive motion is put to the vote.

9. Voting

Once debate has concluded, the Chairman will put the motion to the vote.

The Clerk will record:

- votes in favour;
- votes against;
- abstentions.

The Council's consultation response will then be prepared to reflect the resolution agreed by Members together with the planning reasons supporting that decision before being submitted to Broxtowe Borough Council.

10. If Emotions Rise

The Chairman has authority to:

- remind attendees of the expected standard of behaviour;
- ask speakers to remain respectful;
- end Public Participation where appropriate;
- adjourn the meeting if necessary.

Members should avoid engaging directly with members of the public during the meeting.

11. Following the Meeting

Once the meeting has concluded:

- the agreed consultation response will be finalised;
- submitted to Broxtowe Borough Council;
- the minutes of the meeting will be prepared in the usual way.

Members are reminded that they should keep an open mind until all public representations have been heard and the Council formally debates the application at the Extraordinary Meeting.

Questions

Members are welcome to ask any questions regarding the **procedure** for Friday's meeting.

Questions relating to the planning merits of the application should be reserved for the Extraordinary Meeting on **Friday 31 July 2026**.