



# IVYBRIDGE TOWN COUNCIL

*Town Clerk  
Jonathan Parsons*

VAT Reg No 591 5032 47

Town Hall, Erme Court, Leonards Road  
Ivybridge, Devon, PL21 0SZ  
Tel: (01752) 893815 Fax: (01752) 896488  
E-mail: [townclerk@ivybridge.gov.uk](mailto:townclerk@ivybridge.gov.uk)  
Web site: [www.ivybridge.gov.uk](http://www.ivybridge.gov.uk)

## **Attending Meetings of Ivybridge Town Council**

**A guide to making  
your point**

Contact your Council via the  
Clerk, Mr Jonathan Parsons

Tel: 01752 893815, e-mail [townclerk@ivybridge.gov.uk](mailto:townclerk@ivybridge.gov.uk)

## **Attending a Meeting**

Members of the public are more than welcome to attend the whole or part of any meeting of the Town Council including meetings of committees and working parties with the exception of the Personnel Committee; however should a matter of a confidential nature be included on the agenda of any meeting then members of the public will be asked to leave the meeting whilst that item is discussed.

## **When are Meetings held?**

Full Council meetings, Planning & Infrastructure, Parks & Open Spaces, Policy & Resources and Watermark are held regularly and a calendar of meetings is produced in May for the ensuing year; copies of the full meeting schedule are available from the Town Hall upon request or can be viewed on the website [www.ivybridge.gov.uk](http://www.ivybridge.gov.uk).

## **Can I speak at Meetings?**

You are more than welcome to make a point at meetings of the following - the Full Council, Planning & Infrastructure Committee and Parks & Open Spaces. At these meetings a public participation (open forum) session is clearly identified on the agenda and takes place close to the beginning of meetings. The time allocated for total public participation at meetings is 15 minutes.

One supporter or the applicant may speak for a planning application (3 minutes maximum). If there is more than one supporter wishing to speak, then only one person can be chosen as the spokesperson. One objector may speak against a planning application (3 minutes maximum – 5 minutes maximum for major

developments). If there is more than one objector wishing to speak, then only one person can be chosen as the spokesperson.

If the subject of your point is in connection with an item on the order of business it will be taken into account when that item is discussed later in the meeting. If it is about another matter the Chairman will advise when it will be considered.

### **What happens after I have spoken?**

You may not participate further in the deliberations of Council at that meeting. However you will be more than welcome to stay and listen to any debate that ensues either at that meeting or to attend any future meeting.

### **May I speak in support of my own planning application?**

You may speak in support of or in objection to any application to be considered at the meeting and your comments will be considered.

### **What is the Council's role in planning?**

The Town Council is a Statutory Consultee on planning issues affecting the town. In other words the Planning & Infrastructure Committee represents the views of the town on each and every application relating to the town either supporting, not objecting or objecting and often qualifying with local knowledge not easily available to the planners and decision makers at South Hams District Council. Frequently councillors feel it necessary to make a site visit before reaching a recommendation and although there is no right of entry to property or premises without permission, such visits can be very helpful in gaining a fuller appreciation of the application.

## **Agendas and Minutes**

All agendas are posted on the notice board outside of the Town Hall and on the Council's website; all Minutes appear on the Town Council's website at [www.ivybridge.gov.uk](http://www.ivybridge.gov.uk).