



Advice for speaking at Planning Committees

If you require this document in a larger font please contact us:

Main office: 01604 586600 Email: info@wnc.org.uk

For some, speaking in public comes naturally, for others it can be more of a challenge.

WDC would like to make speaking at WDC Planning Committee meetings as easy as possible, and has prepared some advice for people who are not used to speaking in public.

1. **Write your points down** – It is a lot easier to read your statements, than trying to remember them.
2. **Be relevant** - Make sure your points are related to ‘material planning matters’.
3. **Practice your points** –Rehearsing your words will make it easier for you to address the Committee. You could ask friends, family or colleagues for feedback as they may offer advice for making your points more clear.
4. **Time yourself** – Each speaker has three minutes to make their points. Three minutes can go quickly if you are not prepared, so time yourself to ensure you can make all of your points within the time limit.
5. **Speak clearly and don't rush** – WDC will provide a table microphone for you so there is no need to practice projecting your voice. However, it is important to speak clearly and without rushing. This helps the Committee to hear what is being said.
6. **Make eye contact** –You will appear more confident if you look at the Committee when making your points.
7. **Relax** – Don't worry if you skip a line, or forget to add in a point. If you relax, your words will come more easily.

We hope this advice is useful. If you do require further assistance feel free to contact us on telephone: 01604 586600 or email us at info@wnc.org.uk