



Billinge Chapel End Parish
Billinge Chapel End Parish Council
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Town Planning
Town Hall
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St. Helens
Merseyside
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Case Officer: Mr Alex Ball
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Dear

17th June 2025

NOTIFICATION OF PLANNING COMMITTEE

Application Number: P/2025/0239/FUL
Proposal: Change of use from dwellinghouse (C3) to children's home (C2) for care of up to 2no children.
For: Full Planning Application
Location: 105 Hillside Close, Billinge
St Helens

You have recently registered an objection / comment on the above application. This letter is to inform you that the application is to be considered by the Planning Committee at the meeting to be held on the 24th June 2025 at 5.30 pm at the Town Hall.

However, the Council operates a policy whereby third parties are given the opportunity to address the Planning Committee in accordance with the protocol attached to this letter. In order to ensure that the meeting runs smoothly, you must register to speak beforehand.

If you wish to address the Planning Committee, please contact the Council using the details stated above by **12 noon on MONDAY 23rd June 2025**. If you try to register after the deadline, you will not be allowed to speak. Any problems arising from the above will be resolved by the Head of Planning.

When you register, you will be given a reference number and you will also be asked for a contact telephone number. You should be aware that there is a time limit to address the committee and that this may be split between several individuals.

Should you wish to circulate any additional information, this should be received by email only by **12 noon on MONDAY 23rd June 2025**. The decision as to whether any other information is circulated will rest with the Chair of the Planning Committee.

There will be an opportunity to attend and observe the proceedings, but there will be limited seating available. If you wish to attend the meeting only, you must also register by **12 noon on 23rd June 2025**. Places to attend will be allocated on a first come, first served basis. You will not be able to register either before or after these dates.

A copy of the committee report will be available on **17th June 2025**. It will be available to view on the [Council's website](#). If you have any queries regarding any aspect of the committee report, then please contact the case officer by email. You are strongly advised NOT to leave any queries until just before the committee commences.

If you have any questions, please contact the Council on the contact details stated above or speak to the case officer.

Yours sincerely,

Kieran Birch

Kieran Birch
Head of Planning

GUIDANCE NOTES FOR SPEAKING AT COMMITTEE

Committee Meetings and Public Speaking

St. Helens Council encourages members of the public to play an active part in the planning process. The Planning Committee is made up of Councillors that represent the political groups of the Council. The Planning Committee makes decisions on the planning and related applications put before it. Each application has a report and recommendation prepared by the Case Officer. The agenda items are presented by the Development Control Manager or, in his/her absence, a Team Leader. Officers from other disciplines such as Legal, Environmental Health and Highways are usually also present to advise.

Who can register to speak?

People who have already written in objection or support of an application may register, as may the Applicant or their Agent.

What do I do when I arrive?

The Planning Committee meeting starts at 5.30pm. Those wishing to attend should arrive at the Town Hall by 5pm. You will be met by a member of staff from the Democratic Services Section who will ask for your name and address and, if you have registered to speak, your reference number. You will also be asked whether you will be speaking for or against a particular application.

What is the format at Committee?

The Development Control Manager will present each report on the agenda including any late information received after the report has been compiled. The Chairman will then invite the registered speakers to address the Committee. The order for speaking is the objector(s) first followed by supporter(s); and finally the Applicant or their representative.

Objectors, supporters and applicants (or their representative) have the right to address the Planning Committee for a period of 5 minutes, unless extended provisions apply. If there is more than one objector or supporter, then the time is split between them. Extended provisions apply when a minimum of 25 valid independent written representations have been received by the Council. This means that the time is extended from 5 minutes to 10 minutes. For clarification, a petition, cyclo-style letters and letters received from individual members of the same households are not considered to be independent representations. For the purpose of assessing whether a representation is validly made, the issues raised must be material planning considerations. Further advice can be obtained from the Case Officer. In exceptional circumstances, applications can be heard at special meetings of the Planning Committee. In these cases, the public speaking provisions shall be increased from 10 minutes to 30 minutes, at the discretion of the Chair.

In any case, there is no opportunity for the applicant, objectors or supporters to ask questions of, or enter into a debate with the Council Officers or Members of the Planning Committee.

You should be aware that the running order of the Planning Committee agenda may be varied so that those items where there are individuals who wish to address the Planning Committee will be heard at the start of the meeting.

After public speaking has taken place, the Development Control Manager will comment on those issues raised if they have not been covered in the report or presentation. The Members of the Committee will then consider and decide the application. The Chair will then inform the meeting of the Committee's decision.

What facilities are available at the Committee?

Level access, induction loop, Committee reports in large print, and a translation service are all available. However, the translation service does require 3 days' notice. Please let us know as soon as possible if you need to use these facilities, or have any other particular needs. The meeting room is on the first floor of the Town Hall and is accessible by lift.