

PUBLIC PARTICIPATION

PLAYING YOUR PART AT PLANNING MEETINGS

Q: How may you arrange to make a statement at a planning meeting?

A: Please inform the Committee Administration Officer at the Council Offices, Beech Hurst, Weyhill Road, Andover by 12 noon on the working day previous to the meeting. Notice to speak will not be accepted until an agenda has been published or, exceptionally, no more than one month in advance of the meeting and only then if it is known that the subject matter is going to appear on the agenda.

Q: What may the statement include?

A: Speakers are asked to keep their statement to the material issues involved. There will be no opportunity to present background or supporting material at the meeting. After your statement the Committee may ask you questions of fact relating to your statement.

Q: What groups may speak?

A: The following groups are eligible to speak:-

- Councillors with prejudicial interests who object to an application
- Councillors with prejudicial interests who support an application
- The relevant Parish Council
- Objectors
- Supporters
- Applicant / Applicant's Agent / On behalf of Applicant

Q: How much time is allocated to each group?

A: The time slot allocated to each group of speakers is limited to a total of three minutes. If there is more than one person wishing to speak in a particular group, those people are encouraged to consult each other and agree how to share their three minutes.

Q: How will groups know when an issue will come to Committee?

A: Interested groups should keep themselves informed about when an issue will come to committee. The list of forthcoming meetings can be obtained from the Council Offices and Officers will be able to advise on the progress of applications.

Q: When are meeting agendas available?

A: Meeting agendas are available 5 clear days before the meeting. Copies can be obtained from the Council's Offices. Meetings are held in either Romsey or Andover.

Q: What is the order of speaking at a Committee?

A: The order of speaking is as follows:-

- Announcement of the item by the Chairman who will give basic details
- Introduction by a Planning Officer, who will draw attention to significant issues and give updated information
- Representations from Councillors with prejudicial interests
- Relevant Parish Council representations
- Objectors' representations
- Supporters' representations
- Applicants' representations
- Further comments by Planning Officer
- Debate and decision. If the item is a planning application, the decision may be:
 - to approve the application;
 - to refuse the application;
 - to defer for consideration (e.g. for negotiations)
 - to defer for a site visit by a panel of Councillors (a Viewing Panel)

Q: When should speakers arrive for meetings?

A: Speakers are requested to arrive at least 10 minutes prior to the start of the meeting to register with the Committee Officer.

Q: What alternative do I have to speaking directly to the Committee?

A: In addition, or as an alternative to speaking directly to the Committee, members of the public may wish to consult with a local or any other Councillor before the meeting to request them to represent their views to the Committee. It should however be noted that Councillors are not required to do so.

Further more, it should be understood that, in relation to Planning Committees, Councillors are prevented by their Local Planning Code of Conduct from taking a view for or against any particular item until they have heard all the views that may be expressed at the relevant Committee meeting.

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