



Public Speaking at Planning Committee Meetings

Planning applications can be viewed
on-line.

Go to www.hart.gov.uk

A user guide

Introduction

The Council is committed to extending public involvement in the planning process. Members of the public have an opportunity to put their views on a planning proposal directly to the Planning Committee when planning applications are being considered. We want this procedure to be fair to all that are participating.

The purpose of the scheme is to give you an opportunity to make your views known in person to the Committee. Letters and e-mails of support or objection will also continue to be taken into account.

This leaflet answers some of the questions you might have about the procedures and what to expect at the meeting itself. It also explains how and when you can speak.

Care has been taken to anticipate the needs of the speakers; however the Head of Planning Services would welcome feedback so that any improvements to the scheme can be considered.

Who can speak?

Anyone who has made written comments can speak either in favour or against an application. We will write and tell you in advance when the application you have commented on will be debated at Committee and that there will be an

opportunity to speak. If you wish to address the Planning Committee it is important to let us know, by completing the form provided, and returning it to us by the deadline given in the letter. You will be given the opportunity to speak only once unless the application is deferred prior to the Planning Committee meeting.

How much time will be allowed for speakers?

A total of three minutes per application will be allocated to hear the views of all objectors. The same time limit will apply to anyone speaking in favour of the application.

What happens if there are a number of objectors wishing to speak?

The time limit remains the same and objectors will be encouraged to present a joint objection through an appointed spokesperson.

How will a spokesperson be appointed?

If the objectors cannot reach agreement about who will speak, then the person who asked first will be the appointed spokesperson. Any subsequent speaker will be asked to co-ordinate their representations through the spokesperson. The Council will pass on the spokesperson's contact details to you.

When and where are the meetings held?

The Planning Committee normally meets on every second and third Wednesday of the month at 7.00 pm. The meeting is conducted in the Council Chamber on the 2nd floor of the Civic Offices, Harlington Way, Fleet, Hampshire,

Who is on the Committee and who else will be there?

The Planning Committee is made up of elected Councillors. Council staff attend to advise and to formally record the meeting. The applicant and any member of the public may attend to listen to the debate; also the media is usually present.

What is the order of business at the meeting?

The order of business at the meeting is normally as printed on the agenda.

Can I see the officer's report?

Yes. The agenda and reports will be available at the Civic Offices five working days before the meeting and on the internet at www.hart.gov.uk. An additional paper (the Addendum Sheet), containing information received after the reports have been written, will be available at the meeting.

Can I speak to the local Councillor before the meeting?

Yes. Contact details are available from the Council Offices.

How do I present my objection?

The Planning Committee may only consider relevant planning issues. Please limit your comments to matters such as:-

- Appearance and character of the application
- Traffic generation, highway safety & parking
- Overshadowing, light loss, overlooking & loss of privacy
- Noise, disturbance or other loss of amenities
- Layout and density of buildings

Please avoid matters that cannot be considered by the Committee such as:

- Boundary disputes, covenants or other property rights
- Personal remarks (e.g. the applicant's motives)
- Reduction in property values
- Loss of private view over the land

Can I display additional information?

No, third party documentation cannot normally be displayed at Planning

Committees other than at the discretion of the Chairman.

Can I ask any questions?

No, there will not be an opportunity to ask any questions at the meeting.

What is the order of speaking for each application?

- At the start of the meeting the Chairman will explain the rules of the public speaking scheme.
- The Chairman will announce the application to be considered.
- A planning officer will give a short introduction.
- The Chairman will invite supporters of the application to speak; this will normally be the applicant or their agent.
- The Chairman will invite objectors to speak.
- The Committee will discuss the application and make a decision. This may be to:

- approve the application

- refuse the application

- defer consideration for further information or amendments

- defer consideration for a site visit by a panel of Councillors (the Viewing Panel).

How will my representations be recorded?

Minutes will be taken but will only record the names of speakers and which applications they addressed. The Minutes are available for inspection and will be published on the Council's web site.

What happens if an application is deferred?

Applications are seldom deferred for site visits as these are normally held before the meeting.

However, if the application is deferred before being presented at the meeting, objectors who have already expressed a wish to speak will be invited to speak at the subsequent meeting when the item will be discussed.

If the Committee decides to defer the application after hearing the speakers, you will not be invited to speak again.

Can objectors speak at a Site Visit?

No. The Viewing Panel visit is private and its purpose is to observe the characteristics of a site and its relationship to the surroundings. Representations on the merits of the application will not be heard.

What happens after the decision is made?

Once the Councillors have voted then the decision is made. You will be sent a copy of the decision notice only if you have previously asked for one enclosing a sae.

When an application has been refused, the applicant may appeal to the Planning Inspectorate. Objectors will be advised of any such appeal, their original comments will be forwarded to the Inspectorate and they will be asked for any further comments.

Where an application has been granted, there is no opportunity for objectors to appeal.

Where an application is referred to Full Council for a decision there will be an opportunity to speak at Full Council.

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