

Have your say

on Planning in the Winchester District

A guide for those speaking at Planning
Development Control Committee

Point of contact & making arrangements

The Public Speaking Co-ordinator acts as a single point of contact and liaison throughout the process, including attendance at Planning Development Control Committee meetings to explain procedure.

The Co-ordinator can be contacted on **01962 848 339**.

Where? Meetings are held at the Guildhall, Winchester, unless otherwise stated.

When? Please contact the Public Speaking Co-ordinator for dates of meetings. Dates of meetings are also published on the Internet at www.winchester.gov.uk.

Who can speak?

- **Members of the public**
- **Parish Council representatives**
- **Ward Members (local Councillors) and relevant Portfolio Holders**
- **Agents/Applicants.**

There are some cases where you cannot speak, as set out in this leaflet.



How do I make my views known?

Meetings of the Planning Development Control Committee are usually held on a Thursday. To speak you will need to contact the Public Speaking Co-ordinator by 4.00pm on the Tuesday of the week of the committee meeting. Please confirm with the Co-ordinator the time and date of the meetings. These are also published on the Internet at www.winchester.gov.uk

Members of the public can speak in support or object to an item, and Parish Council representatives can also speak. A three minute period is allowed for public speaking for each party in total, ie. three minutes for objectors, three minutes for supporters and a separate three minutes for the Parish Council. Ward Members and relevant Portfolio Holders can speak for a five minute period each.

Are there any situations where I cannot speak?

It will not be possible to speak on the following :

- items marked on the agenda as deferred (as these applications are in the process of negotiation between the Planning Officers and the applicant)
- items marked on the agenda for referral to a Sub-Committee
- items that have been referred to a Viewing Sub-Committee - Viewing Sub-Committees are formed when the main Planning Development Control Committee agrees that it is not possible to determine the application without first visiting the site. As the decision to hold a Viewing Sub-Committee is held after public participation, there is no duplication of this process at the Viewing Sub-Committee.

How do I find out if an item is going to be discussed or what the recommendation is?

By ringing the Public Speaking Co-ordinator on **01962 848 339**. In some instances it will not be known if items are being referred to Committee until two weeks before the Committee date.

Copies of the agenda are available to be read at the Council Offices in Colebrook Street, Winchester at least five working days before the meeting. Agendas and Decision Notices are also published on the Internet at www.winchester.gov.uk

A public access area is also available on the website that allows you to view details of planning applications being considered by the Council.

Many Parish Councils have Sub-Committees which meet publicly to view planning applications and decide on objections or support. Information is available from the relevant Parish Clerk or noticeboard.

The Order of Speakers:

1. Objectors
2. Parish Council Representative
3. Ward Members/Portfolio Holders
4. Applicant/Agent/Supporters

It is usual practice that those agenda items that are subject to registered public speaking are taken first, followed by items for which public speaking has not been registered.

How long can I speak for?

Public speaking is limited to three minutes in total in support of the application, three minutes in total from those opposed and three minutes in total for the Parish Council. Ward Members and Portfolio Holders may speak for a period of up to five minutes each. This limit also applies where two or more related applications are being considered, including those for Listed Building Applications.

Where more than one speaker wishes to speak on the same issue, speakers will be assisted by the Public Speaking Co-ordinator in advance to organise themselves so that only one person addresses the Committee on their behalf. If this cannot be achieved, the speakers will have to share the 3 minutes.

You may therefore wish to appoint a spokesperson to represent a group of people with the same comments.

Comments should be restricted to relevant planning considerations only, a list of which are set out at the end of this leaflet.

Presentation of plans, photographs and diagrams.

If you are registering to speak and wish to illustrate your presentation with visual aids (for example plans, photographs or diagrams), these will need to be received by the Head of Planning Management by 4pm one clear working day prior to the Committee (usually the Tuesday before a Thursday meeting). The visual aids will need to be verified by the Head of Planning Management as being accurate and relevant. Please provide these in paper format at the City Offices or email them to the Head of Planning Management by the deadline mentioned above.

The provision of written handouts/photographs to Members by the public/applicants/other parties will not be allowed at the meeting. However these can be circulated by post or email up to one clear working day before the meeting directly to the Councillors on the Committee at your arrangement and expense. You can get the Councillors' details from www.winchester.gov.uk and please also ensure that you send a copy to the Head of Planning Management.

Do I have to attend?

No. Your written objection is placed on file and the number of responses and main points of your comments are summarised in the Officer's written report.

Can someone else speak on my behalf?

Yes. You could ask a friend, relative or professional adviser to speak for you.

The Planning Protocol

Planning is a quasi-judicial process and the Council has adopted a local protocol on planning probity issues. Councillors on the Committee are not able to discuss their voting intentions with the public on applications. The full protocol is part of the Council's Constitution and may be viewed at www.winchester.gov.uk (click on "Council and Democracy" and then "Democracy and Elections").

The Chairman retains discretion

The Chairman decides whether to allow members of the public to speak. Questioning of speakers will not normally be allowed, however, members of the Committee may occasionally be permitted to ask questions of fact when directed through the Chairman.

Disabled Access

Disabled access is available. Please contact the Public Speaking Co-ordinator in advance so that any necessary arrangements can be made.

What happens after the Committee meeting?

The applicant or agent will be sent the decision notice. Objectors and supporters should contact the Head of Planning Management or check the Council's website. Where an application has been refused or approved subject to conditions, the applicant can appeal to the Planning Inspectorate, either against the refusal or against a particular condition. Where an application has been granted there is no opportunity for objectors to appeal (other than to the Court by way of judicial review on a point of law).

What are some of the relevant issues in considering proposals?

- The Structure Plan or Winchester District Local Plan policies (Local Development Framework)
- Government guidance
- Case law and previous decisions
- The effect on the enjoyment of neighbouring properties
- Design, appearance and layout
- Conservation matters - in terms of the historic environment, trees and wildlife
- Highway safety and traffic.

What issues are irrelevant in reaching planning decisions?

- Matters covered by other laws, e.g. alcohol licences
- Private property rights (e.g. boundaries or access disputes)
- The developer's motives
- Possible future development
- Loss of view over other people's land
- The effect on the value of a property.

If you have concerns on a particular application please talk to your local Councillor.

Names and contact details for Councillors can be obtained on (01962) 848 264 or can be found on the Internet at: www.winchester.gov.uk

If you have any particular needs which affect how you are able to use or be involved in our services or how you would like to receive information - for example translation, interpreters, Braille, audio tape, large print, sign language - please contact the Customer Service Centre either by **telephone: 01962 840 222** or by **email: customerservice@winchester.gov.uk**