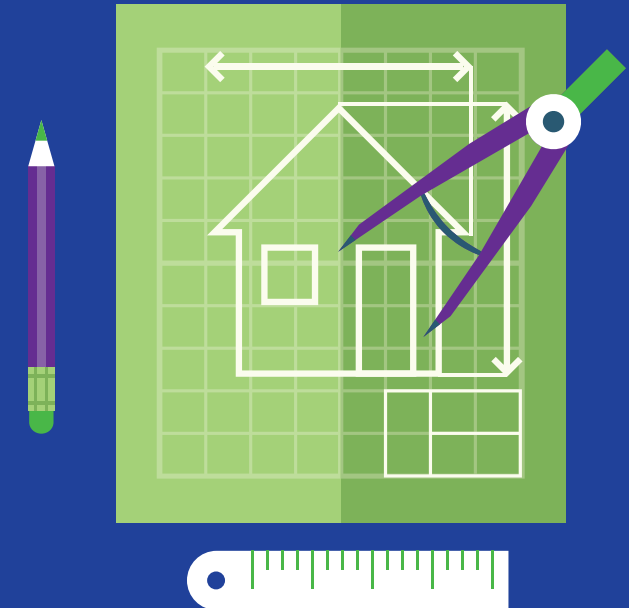


# Play your part at Planning Meetings

October 2014



## When should speakers arrive for meetings?

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

## What alternative do I have to speaking directly to the Committee?

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.

Furthermore, 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.

## Contacting us

For more information about the committee process, please contact the Council's Committee Section:

Test Valley Borough Council  
Committee Section  
Beech Hurst  
Weyhill Road  
Andover, Hampshire SP10 3AJ

Telephone: 01264 368000  
Fax: 01264 368208  
Email: [admin@testvalley.gov.uk](mailto:admin@testvalley.gov.uk)

For more information on the Planning Application process, please contact the Council's Planning and Building Service:

### Andover

Test Valley Borough Council  
Council Offices  
Beech Hurst  
Weyhill Road  
Andover, Hampshire SP10 3AJ

Telephone: 01264 368000  
Fax: 01264 368208

### Romsey

Test Valley Borough Council  
Former Magistrates' Court  
Church Street  
Romsey, Hampshire SO51 8AQ

Telephone: 01794 527700  
Fax: 01264 368208

Email: [planning@testvalley.gov.uk](mailto:planning@testvalley.gov.uk)  
Web site: [www.testvalley.gov.uk](http://www.testvalley.gov.uk)

This leaflet can be made available on tape and in large print.

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

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.

## What may the statement include?

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

## What groups may speak?

The following groups are eligible to speak:

- The relevant Parish Council
- Objectors
- Supporters
- Applicant (including Agent)

## How much time is allocated to each group?

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.

## How will groups know when an issue will come to Committee?

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.

## When are meeting agendas available?

Meeting agendas are available 5 clear days before the meeting. Copies can be obtained from the Council's Offices, and are also available to be viewed on the Council's web site. Meetings are held in either Romsey or Andover.

## What is the order of speaking at a Committee?

The order of speaking is as follows:

- 1 Announcement of the item by the Chairman who will give basic details
- 2 Introduction by a Planning Officer, who will draw attention to significant issues and give updated information
- 3 Representations from Councillors with prejudicial interests
- 4 Parish Council representations (3 minutes only)
- 5 Objectors' representations (3 minutes only)
- 6 Supporters' representations (3 minutes only)
- 7 Applicants' representations (3 minutes only)
- 8 Further comments by Planning Officer
- 9 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)