

# The right to speak at Committee

Planning Applications



# Planning applications

## The right to speak at Committee

Eastleigh Borough Council encourages public involvement in planning and your views and comments on planning applications are welcomed. Most planning applications are decided by the Council's Head of Development Management, although bigger and more contentious applications are decided by one of five Local Area Committees:

- Eastleigh
- Chandler's Ford / Hiltingbury
- Bishopstoke / Fair Oak / Horton Heath
- Hedge End / West End / Botley
- Bursledon / Hamble-le-Rice / Hound

Three Borough Councillors may refer a planning application to the appropriate Local Area Committee for decision. You may therefore, wish to write to your local Councillors as well as to the Head of Development Management if you feel a planning application should be referred to the appropriate Local Area Committee for decision.

## How am I notified about the committee?

If the Head of Development Management has notified you of a planning application, and that planning application is referred to a Local Area Committee for determination, we will write to inform you. We also notify all other persons who have written with comments on an application. The notification letter is sent approximately one week before the Committee and will inform you of the Committee date, time and venue.

## Can I speak at the committee?

Yes, simply contact the Democratic Services Officer preferably by 1pm on the day of the meeting. The telephone number can be found in the notification letter we send to you. Alternatively if you have not written to the Head of Development Management with your comments, but would still like to speak at the Committee meeting, please telephone the number on the back of this leaflet and ask for the Democratic Services Officer.

## When do I speak and how long can I speak for?

The Chair of the Committee will call your name. This is normally after the Planning Officer has presented the application and has put forward recommendations to the Committee.

Supporters and objectors are allocated a total of ten minutes speaking time for each application. Five minutes will be shared between those with objections to the application and five minutes will be shared between those in support of the application. More time may be given at the Chair's discretion.

## How do I present my objections or support?

The Committee may only take into consideration comments or objections based on Planning Matters such as:

- Highway safety and traffic impact
- Inadequate parking or servicing
- Excessive noise, dust or smell
- Overlooking / loss of privacy, or other residential amenity
- Overdevelopment / excessive density
- Loss of trees
- Harm to a Conservation Area or Listed Building

## They are unable to take into consideration matters such as:

- Boundary disputes, covenants and other property rights
- Loss of a private view
- Personal views about the character of the applicant
- Objections based on moral, racial or religious views
- Proposed internal layout

- Matters covered by other laws e.g. alcohol licence, building regulations

**Given this and the limited time available for your presentations, we would suggest that:**

- a. in the case of an objector, you comment on Planning Matters that affect you most, or
- b. in the case of a supporter, you highlight the benefits of the application and address any points raised by the objector(s)

**Can I see the Planning Officer's recommendation before the committee?**

Yes, under the Freedom of Information Act you can see the file anytime at the Civic Offices. You can also obtain the agenda on paper or by email from the Democratic Services Officer five working days before the Committee or via the planning pages on the Council's website.

**When does the Committee make its decision?**

The Planning Officer presents the application then members of the public are heard (objectors, supporters and the applicant or agent). The Committee debates the application and makes its decision. Sometimes the Committee may defer the application for more information, further negotiation or to

visit the site. When it comes back to the Committee we will follow the same notification procedures as for a new application. Alternatively a Viewing Committee may be arranged.

In the event of a Viewing Committee site visit we will write to all those initially notified, and those who had previously written in, to let them know the arrangements including the date and time. At the Viewing Committee the Planning Officer will explain the proposals. The Chair will then invite the views of objectors, supporters, the applicant or agent and, where appropriate, those of the local Parish or Town Council. The Viewing Committee will then view the site and discuss the proposals. On most occasions a decision will then be made but sometimes a recommendation only will be agreed and the application will be referred to the next Local Area Committee for decision. In this event we will write as before to confirm the meeting arrangements.

**What happens after the decision is made?**

The applicant or agent will be sent the decision notice and the notice is also posted on the planning web pages. Objectors / supporters who have written in will be sent a letter informing them of the decision.

Where an application has been refused, or approved subject to conditions,

the applicant can appeal against the decision to the Secretary of State for the Environment, Transport and the Regions. If this happens we will inform all those initially notified of the application and those who had written in with comments.

If the application is approved there is no opportunity for objectors to appeal against the merits of the decision to the Secretary of State.

An application for judicial review of the decision may be made to the High Court. Independent legal advice should be taken before making such an application.

**Enforcement**

Enforcement is the only part of the planning process that is confidential. Enforcement matters requiring a Committee decision are raised under Exempt Items on the Committee agenda. At this point the public and press are asked to leave the meeting before discussion takes place.

**Who do I ask if I have any other queries?**

**Northern Area Team**

Chandler's Ford, Eastleigh,  
Bishopstoke, Fair Oak and  
Horton Heath  
023 8068 8258

**Southern Area Team**

West End, Hedge End, Botley,  
Hound, Hamble-le-Rice  
and Bursledon  
023 8068 8350

**Development Management**

Eastleigh Borough Council  
Eastleigh House  
Upper Market Street  
Eastleigh  
SO50 9YN  
023 8068 8000

Please note:

As Planning Applications are a separate issue to Building Regulations, you are advised to contact the Council's Building Control Unit for advice regarding Building Regulation matters on 023 8068 8000.

Eastleigh Borough Council,  
Eastleigh House, Upper Market  
Street, Eastleigh, Hampshire,  
SO50 9YN

T: 023 8068 8000  
E: [planning@eastleigh.gov.uk](mailto:planning@eastleigh.gov.uk)  
W: [www.eastleigh.gov.uk](http://www.eastleigh.gov.uk)

This information can be provided in alternative formats including large print, audio tape, Braille and other languages by calling 023 8068 8000