



## **Planning and Rights of Way Panel**

The Planning Panel is made up of elected members of the council who have delegated powers to make decisions regarding planning permission. They meet periodically to consider planning applications which are large or complex, controversial or have many objectors.

### **Contact Details:**

Telephone: 023 8083 2603

Email: [planning@southampton.gov.uk](mailto:planning@southampton.gov.uk)

An Agenda setting out the business of the meeting and copies of reports can be obtained from the Committee Administrator at the Reception Desk. The reports will generally contain details of the individual planning application concerned, a summary of objections and comments made during the consultation process, and the responses of Planning Officers to the points raised. The reports also contain the recommendations of Planning Officers, including any conditions that should apply to planning consent or reasons for refusal.

Decisions about planning applications are made by the Councillors who are members of the Planning and Rights of Way Panel. Members of the Panel may agree or disagree with the officer recommendations. They may also decide to change, add or delete conditions.

### **Procedure for members of the public wishing to address the panel**

Once you have registered your interest at the reception desk, please wait in the seats provided until the Chair announces the planning application you are interested in. Items are dealt with after the time specified in the invitation letter,

and generally in the order that they appear on the Agenda. Applications are prioritised and dealt with as soon as possible if members of the public are attending the meeting.

Members of the public can only address the Panel at the invitation of the Chair. The Chair will introduce each item, inviting interested parties to the Panel table. A Planning Officer will summarise the report and the Chair may then invite you to speak.

Where several people have a similar interest in the application, the Chair may suggest that a spokesperson is nominated to speak on behalf of others that are present. Speakers will generally be allowed no more than five minutes to address the Panel. The Panel can only take account of matters that are relevant to planning considerations. You will find guidance notes enclosed to assist you in making your representation to the Panel.

When members of the public have finished speaking, the Chair will ask Planning and/or Highways Officer to respond to the comments made. The Chair will then invite Members of the Panel to give their individual comments. Members may request clarification on particular aspects of the application from planning officers or others that are present. The Panel will conclude their deliberations with a vote, and the Chair may wish to clarify the decision to those present. You should then move away from the Panel table as quickly as possible so that the Panel can consider the next application.

## **After the meeting**

The aim is to give everybody a fair hearing. Due to the nature of the process, either applicants or objectors may go away disappointed with the decision. It is not possible for detailed advice or information to be given to members of the public immediately after an application has been heard. The Panel needs to deal with a substantial number of applications and priority must be given to conducting the business of the meeting, especially when other members of the public are waiting or due to arrive. You can contact Planning Officers on the day after the meeting and they will be pleased to provide you with further information or help to explain any aspect of the decision that you are not sure about. Decision letters are sent to applicants within a few days of the meeting.

## **Information for speakers**

- Members of the public may only speak at the invitation of the Chair.
- When speaking, always address your comments and questions to the Chair - not to planning officers, applicants, or other people at the meeting.
- You will normally be allowed no more than 5 minutes to speak.
- Prepare what you want to say beforehand. Make your points as clearly and concisely as possible to ensure that you cover all the points you wish to make in the time you have available.
- People with similar interests may want to organise themselves in a group and select a spokesperson. This will help to avoid repetition and co-ordinate the points that individuals want to address.
- If you are representing an organisation or other people who are not present, you should provide evidence that you are speaking on their behalf.
- Members of the Panel will listen carefully to what you have to say. They may ask for points to be clarified after you have spoken, although generally Members will wait to raise questions until all members of the public have finished their submissions.

- Members of the public can speak only at the Chair`s discretion. The Chair may intervene or refuse to allow members of the public to speak if she/he considers that:-
  - Speakers have exceeded the time generally allowed.
  - The points being made have been adequately covered by earlier speakers.
  - The points being made are not relevant to any planning considerations.
  - Speakers are abusing or harassing other people at the meeting.