

Howard Brown (HRSA)
CROFTERS
8 SCOTLANDS CLOSE
HASLEMERE
GU27 3AE

Claire Upton-Brown
**Executive Head of Service - Planning
Development**

Case Officer: Dylan Campbell
Email: Planningenquiries@waverley.gov.uk

04 October 2023

Dear Sir/Madam

TOWN AND COUNTRY PLANNING ACT 1990

Reference: WA/2023/00029

Proposal: Change of use of land for provision of community allotments and orchards, with access off Scotland Lane, car and cycle parking spaces and associated landscaping.

Location: LAND BETWEEN THE LODGE AND 15 SCOTLAND LANE SCOTLAND LANE
HASLEMERE

I am writing to you as someone who has expressed an interest in the above application.

The application is due to be considered by the **Planning Committee on 18/10/2023 at 6:00pm**. You are welcome to either come into the council chamber at Waverley Borough Council or join remotely by Zoom.

Under the Council's Public Speaking Scheme, one speaker may have up to 4 minutes to present the views of objectors; similarly, one speaker (normally the applicant/agent) may have up to 4 minutes to present views supporting the application. If you are interested in speaking at the Committee meeting please read the enclosed leaflet entitled Public Speaking at Planning Committees.

If you would like to register to speak at the meeting, please call our dedicated public speaking line **tel.01483 523258**. Calls will be taken from **9am Monday until 12 NOON on FRIDAY** of the week preceding the committee.

If the nominated speakers wish to join the meeting via Zoom, details of how to do this will be provided by Waverley's Democratic Services Team in advance of the meeting.

The agenda for the planning committee meeting is available on Waverley website at least five clear working days before the date of the meeting. There may be updates published a day or two prior to the meeting, with any information received after the publication of the agenda.

The meeting will be webcast live on the [Waverley YouTube channel](#), and available to view after the meeting.

Yours faithfully

Claire Upton-Brown
Executive Head of Service - Planning Development

PUBLIC SPEAKING AT COMMITTEE

The Council is committed to including public involvement in the planning process. Members of the public, and applicants, have an opportunity to put their views on a planning proposal directly to the relevant Planning Committee when planning applications are being considered. We want this procedure to be easy to use and fair to all who participate.

The purpose of the scheme is to give you an opportunity to make your views known in person to the Committee. Letters of support or objection will 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.

Who is at the Meeting?

The Committee is made up of elected Councillors. Council officers attend to advise the Committee on planning or legal matters relevant to the applications being considered, and to make a formal record of the meeting.

In the case of matters which are confidential (for reasons that will be specified) members of the public and the press will be excluded.

Who can speak, and for how long?

The public speaking scheme is triggered when an application due to be considered by one of Waverley's Planning Committees receives 5 or more letters of support, **or** 5 or more letters of objection by the deadline specified for representations.

You may still write separately to Committee Members with additional representations before the meeting.

We will write to all those who have submitted representations normally at the same time as the Committee agenda is published (at least 5 working days before the Committee meeting) with details of how you can register to speak at the Committee meeting. Normally you must confirm to us at the latest by 12 noon on the Friday before the meeting if you do wish to speak.

Registered speakers will be invited to join the meeting either by coming into the council chamber at Waverley Borough Council or by video or phone for the duration of the relevant item, and details of how to do this will be provided by Waverley's Democratic Services Team.

In some circumstances, the public speaking scheme may be triggered after the agenda has been published. If this is the case, we will contact you as soon as possible with the details and arrangements for registering to speak.

Four minutes per item will be allocated to hear the views of all objectors. The same time limit will apply to the Supporter (normally the applicant or agent) and to the relevant Parish or Town Council(s) to be shared where appropriate.

How will a spokesperson be appointed?

The speaker who contacts the Planning Service first on the specified public speaking telephone number will be the appointed spokesperson. Any subsequent person wishing to speak will be asked to co-ordinate representations through that spokesperson. The Council will pass on the spokesperson's contact details to you on request subject to their agreement.

Can I see the officers' report before the meeting?

Yes. The agenda and reports will be available on Waverley's website (www.waverley.gov.uk/committees) five days prior to the meeting.

How do I present my objection?

Please limit your comments to relevant planning matters such as:

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

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

- Boundary disputes, covenants or other property rights
- Personal remarks
- Reduction in property values
- Loss of private view over land

There will be no opportunity for you to display maps, photographs, circulate documents, or ask questions of others at the meeting. In the event that remarks are made which are regarded by the Chairman as defamatory, no further representation will be allowed.

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 each application as it is to be considered. Following an introduction by the planning officer, the Chairman will invite the spokesperson for the objectors to speak. The Parish or Town Council representative has the opportunity to speak next; followed by a supporter of the application (normally the applicant or their agent).

A Councillor who is not a member of the Committee may also register to address the Committee.

The Committee will then discuss the application and make a decision. This may be to:

- approve the application
- refuse the application
- defer consideration e.g. for a site visit or further information

How will my representations be recorded?

The minutes of the meeting will only record the names of speakers and the decision. The meeting, including public speaking, will normally be webcast live and be available on Waverley's website to view.

What happens if an application is deferred for a site visit or other reason?

There is no opportunity for the public to address Committee Members at site visits. Applications that are deferred will be presented again to the next appropriate meeting of the committee that requested deferral. There will be a further opportunity for the nominated speakers to address the Committee at that time. Only the spokesperson will be contacted to speak again.

What happens after the decision is made?

In usual circumstances, once Councillors have voted, the decision is made.

Where permission has been refused, the applicant may appeal to the Planning Inspectorate (acting on behalf of the Secretary of State). All those who made written representations will be advised of any such appeal, and their original comments will be forwarded to the Inspectorate.

Where permission has been granted, there is no opportunity for objectors to appeal to the Planning Inspectorate. Appeals to the Courts may be made on points of law.

All Planning Committee meetings held in public are webcast and can be viewed via the link at www.waverley.gov.uk/webcast.

All Planning Committee agendas, including officer reports on applications to be determined, are available to the public on Waverley's website on the Committee pages.

Updated: June 2020