

**AMENDMENTS TO STANDING ORDERS FOR
SURREY COUNTY COUNCIL'S TANDRIDGE LOCAL COMMITTEE**

PUBLIC PARTICIPATION IN EXECUTIVE/COMMITTEE BUSINESS

Petitions

- 62.1 At the start of any **Tandridge Local Committee meeting**, any member of the public who is an elector of the Surrey County Council area may present a petition, containing **signatures from a minimum of 10 households in the affected area**, relating to a matter within the terms of reference of **the Committee**. The presentation of a petition on the following business will not be allowed:
- (a) matters which are confidential or exempt under the Local Government Access to information Act 1985; and
 - (b) planning applications.
- 62.2 A spokesman for the petitioners may address the Committee on the petition for no more than 3 minutes, but thereafter may not speak further, **unless invited specifically by the Chairman to clarify a point**. The petition may be referred without discussion to the next appropriate meeting of **the Committee** at the discretion of the Chairman. **The Committee will not preclude an immediate response where possible**.
- 62.3 **Notice must be received by the Local Committee and Partnership officer by 12 noon five clear working days prior to the committee meeting.**
- 62.4 No more than three petitions may be presented at any one meeting of the Committee.
- 62.5 The Committee may amalgamate within the first received petition other petitions of like effect on the same subject.
- 62.6 The presentation of a petition on the same or similar topic as one presented in the last six months, **but not in the same terms, will be allowed**.

Public Question Time

- 63.1 At the start of any ordinary meeting of the **Tandridge Local Committee** any member of the public who is an elector of the Surrey County Council area may ask one question relating to a matter within the Committee's terms of reference. Questions will not be allowed on matters which are "confidential" or "exempt" under the Local Government Access to Information Act 1985 or on planning applications.
- 63.2 **Notice of formal public questions** must be given in writing or by e:mail to the **Local Committee & Partnership Officer** at least 7 days before the meeting.

- 63.3 **The Local Committee & Partnership Officer** may, having consulted the questioner, reword any question received to bring it into proper form and to secure reasonable brevity. Copies will be circulated to **Members of the Committee** as appropriate.
- 63.4 Questions will be taken in the order in which they are received by the **Local Committee & Partnership Officer** and directed to the committee chairman. Questions will be asked and answered without discussion. Any Member may decline to answer a question, provide a written reply or nominate another Member to answer it on his/her behalf.
- 63.5 The number of questions which may be asked at any one meeting may not exceed six and the chairman may exercise his/her discretion to regard a single question which has been divided into a number of sub-questions as several different questions within the allowable total number which may be asked at the meeting. The chair man may also disallow questions which are repetitious

Questions which are received after the first six to be received will be held over to the following meeting or dealt with in writing at the chairman's discretion.

[Note: Amendments from the original text are highlighted in bold and references to the Executive have been deleted.]

Informal Questions & Comments

For the purposes of Standing Orders, the committee is considered to have adjourned for the open question session at the beginning of each committee meeting. However, the rules governing formal questions at 63.1 will still be held to apply, whereby members of the public may address the Committee for no more than three minutes and, while any questioner may request a written response, they may not speak further, unless specifically invited by the Chairman.

During the meeting the chairman may ask the Committee's consent to adjourn the meeting to allow members of the public the opportunity to comment on the subject of a given report. The maximum time available for this will be 2 minutes in total (extended at the chairman's discretion.)

The public are not allowed to speak on items where decisions are being made on Rights of Way issues.

Janet Johnson
Local Committee & Partnership Officer