

**SURREY COUNTY COUNCIL: LOCAL COMMITTEE (WAVERLEY)**

**PUBLIC PARTICIPATION IN COMMITTEE BUSINESS**

**Petitions** (Cf County Council Standing Orders 65.1-6)

1.1 At the start of any ordinary meeting of the Committee any member of the public may present a petition, containing 25 or more signatures from electors of the Waverley Borough area, relating to a matter within the terms of reference of the Committee as appropriate. 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.

Access to the Committee on Rights of Way matters which relate to current applications will only be allowed through the arrangements set out at section 3 below.

1.2 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 it is possible to provide a satisfactory response immediately, the petition will normally be referred without discussion to the next appropriate meeting of the Committee.

1.3 Notice must be given in writing to the Community Partnership and Committee Officer at least 7 days before the meeting.

1.4 No more than three petitions may be presented at any one meeting of the Committee.

1.5 The Community Partnership and Committee Officer may amalgamate within the first received petition other petitions of like effect on the same subject.

1.6 The presentation of a petition on the same or similar topic as one presented in the last six months will not be allowed.

**Public Question Time** (Cf County Council Standing Orders 66.1-7)

2.1 At the start of any ordinary meeting of the Committee, any member of the public who is an elector of the Waverley Borough 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. Access to the Committee on Rights of

Way matters which relate to current applications will only be allowed through the arrangements set out at section 3 below.

- 2.2 Notice must be given in writing or by e-mail to the Community Partnership and Committee Officer at least 7 days before the meeting.
- 2.3 The Community Partnership and Committee 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.
- 2.4 Questions will be taken in the order in which they are received by the Committee chairman. Questions will be asked and answered without discussion.
- 2.5 Following the initial reply, one supplementary question may be asked by the questioner.
- 2.6 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 chairman may also disallow questions which are repetitious.
- 2.7 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.

### **Public Speaking on Public Rights of Way (Cf County Council Standing Orders 67.1-10)**

- 3.1 Members of the public and their representatives may address the Local Committee on applications relating to public rights of way being considered by the Committee.
- 3.2 Members of organisations or elected representatives of parish, borough or district councils who have been formally consulted on the application are not eligible to speak.
- 3.3 Speakers must first register their wish to speak by telephone or in writing/e-mail to the Community Partnership and Committee Officer by 12 noon one working day before a meeting stating on which item(s) they wish to speak.
- 3.4 Speakers can register their wish to speak from the date on which the Local Committee agenda is published (five working days prior to the meeting).

- 3.5 Only those people who have previously made written representations in response to an application will be entitled to speak. Written representations must have been made at least 14 days in advance of the committee meeting to the Rights of Way Team.
- 3.6 Speakers must declare any financial or personal interest they may have in the application.
- 3.7 Registration of speakers will be on a first come first served basis and speakers will be taken in the order in which they are registered, with the first five registered being entitled to speak. Where more than one person has registered an interest to speak, the subsequent speakers will be entitled to speak first if the first named speaker is not in attendance five minutes before the start of the meeting. Representations can be combined if necessary. A reserve list will also be maintained if necessary.
- 3.8 The time allowed for public speaking will be limited to 15 minutes for objectors and 15 minutes for supporters per item, and to 3 minutes per speaker.
- 3.9 Only if a member of the public or their representative speaks objecting will the applicant/agent be allowed to speak and then only to respond to the points raised by the objectors, and will be limited to 3 minutes for each objector who has spoken.
- 3.10 No additional information may be circulated by speakers at the meeting and they will have no right to speak or question Members or officers once they have made their submission.
- 3.11 Speeches will precede the Committee's formal discussion on each application requiring the Committee's attention.
- 3.12 The right to speak will only be exercised at the first meeting at which the application is considered and will not normally be the subject of further presentations at any subsequent meeting unless significant changes have taken place after a deferral by the Committee, or there has been a gap of six months or more between the meetings
- 3.13 If an item is deferred, either before the meeting (but members of the public have registered to speak), or at the meeting before public speaking and any debate has taken place, then the right to speak will still exist when the application is reported to the Committee. The list of speakers will be carried forward to the meeting the application is reported back to. Those on the list will be contacted in writing and asked to confirm whether or not they still wish to speak.

**Informal Public Question Time**

- 4.1 Each ordinary meeting of the Local Committee will normally be preceded by an informal public question time lasting up to thirty minutes.
- 4.2 The same restrictions as set out in 2.1 (above) will apply. Informal questions on Rights of Way matters will not be accepted.
- 4.3 Members of the public are not required to give notice of their question in advance of the meeting. Every effort will be made to supply a response at the meeting; where this is not possible the chairman will arrange for a written response to be provided as soon as possible afterwards.
- 4.3 The informal question time does not form part of the formal proceedings of the Committee and will not be minuted as such; however, an informal record will be made as a supplement to the minutes.