This leaflet explains how you can put your views to the Waverley Local Committee when it makes decisions on applications to change rights of way.

April 2015
Q What happens if five speakers are already registered?
A If those registered give their consent, the Community Partnership and Committee Officer will be able to give you their details and they may be prepared to include your views in their presentation.

Q What issues can I cover in my three minutes?
A Speaking at committee gives you the opportunity to present directly to councillors the points you have already made in your written comments on an application. For the committee to give proper consideration to your views, you should make sure that your written submission covers all of your points. You should not make new points when addressing the committee.

Committees can by law only take certain matters into account when making their decision on rights of way matters, e.g.:

- A Map Modification Order: whether rights have been acquired after 20 years’ use or whether that use has been effectively challenged
- A Diversion Order: if it relates to a planning application, whether the diversion is needed to allow the development to take place; if it is a Highways Act Order, whether it is in the interest of the landowner/public to make an order and the impact on the public
- A Traffic Regulation Order: is it in line with the County Council’s policy?

The following are not relevant:

- boundary disputes, covenants or other property rights
- effect on property values
- personal remarks about the applicant (e.g. their conduct, or private affairs)
- for Map Modification Orders: security, privacy and safety matters

Can I circulate photographs or other material at the meeting?
A The committee will not accept or consider any additional written material or other evidence provided by speakers. This must be sent to the case officer well before the meeting so that the committee can be told of the contents and have officer advice.

Can I speak on more than one occasion on the same application?
A In most cases, no. Occasionally the committee may defer a decision to a later meeting. If the item is deferred after the public have spoken, there will normally be no public speaking when the application comes back to the committee. However, if the application has been significantly amended, or there is a gap of six months or more between meetings, those wishing to speak will need to register again and previous speakers can speak again.

If an item is deferred, either before the meeting (after members of the public have registered to speak), or at the meeting itself before public speaking and any debate has taken place, then the right to speak will still exist when the application comes back to the committee. We will carry forward details of speakers and contact them to confirm whether or not they still wish to speak.

You may, however, speak about more than one item on the agenda, providing you have made written comments and have registered to do so.

Q What will happen at the committee meeting?
A If you have registered to speak, you should make yourself known to one of the officers supporting the committee on arrival. They will note your attendance and answer any concerns. The Chairman will invite you to speak at the appropriate time and give a reminder after two minutes to give you the time to finish your three-minute submission. You cannot question members of the committee, officers or other speakers and they will not be able to question you. After the applicant has responded, you are welcome to remain and listen to the rest of the debate.

Q What if I can’t turn up on the day?
A You may nominate a deputy who will need to give their details to the Community Partnership and Committee Officer (d.north@surreycc.gov.uk or 01483 517530) by 12:00pm on the day of the meeting. Items will not be deferred if any person programmed to speak is unable to attend.

Q What do I do if I have other questions that aren’t answered in this leaflet?
A This leaflet is intended to answer most of your questions about speaking at the Local Committee. For further information and advice, please contact the relevant Community Partnership and Committee Officer (see the list of contact details at the end of this guidance).

If you require this information in an alternative format or language, please contact:
Contact Centre, Surrey County Council, County Hall, Kingston-upon-Thames, Surrey KT1 2DN

Please check the Local Committee website www.surreycc.gov.uk/waverley or ring the Contact Centre 03456 009 009 for dates of committee meetings.