



Appendix 8

Provisions Relating to Public Participation at Meetings

For the purposes of this Schedule “participation” and “participate” shall mean the asking of any question, the making of any presentation or statement, or the submission of any petition.

1 Public Participation at Meetings of the Authority

- 1.1 Subject to certain limitations and exceptions as set out below, Town Councils, Parish Councils (including Parish Meetings), members of the public and representatives of organisations shall have an opportunity to participate at meetings of the Authority.
- 1.2 The agenda for a meeting of the Authority, save the Annual Meeting, shall include an agenda item to receive public participation
- 1.3 Any member of the public or representative of an organisation who wishes to take this opportunity of participation at a meeting of the Authority shall notify the Authority at least 24 hours before the commencement of the meeting.
- 1.4 The notification under 1.3 above shall include the name of the person to address the meeting and a brief summary of the matter or matters to be raised, in the case of a Town Council, Parish Council or Meeting, written confirmation that the person is authorised to speak on behalf of the Town Council, Parish Council or Meeting.
- 1.5 For the avoidance of doubt, participation may be exercised with regard to any matter within the purview of the Authority and shall not be limited to matters on the agenda for that meeting.
- 1.6 Subject to Standing Order 9, the Chair will invite each speaker who has given prior notice in accordance with 1.3 (above) to address the meeting. The speaker may address the meeting for up to 3 minutes, or such longer period as the Chair in his/her absolute discretion may permit.
- 1.7 The total time allowed for all public participation at any meeting under these Standing Orders shall not normally exceed 20 minutes.
- 1.8 Any statements, questions or petitions shall be heard and received without debate. Members may ask questions for clarification but shall not respond on any matter or enter into any debate.

- 1.9 Every person asking a question or making a statement requiring a response shall receive a written response from an Officer of the Authority within 14 days, unless additional time for investigation and/or consideration is required. If additional time is required an interim response shall be sent giving reasons and the date by which it is anticipated that a final response will be provided.
- 1.10 Members of the Authority shall be informed of the response in due course.
- 1.11 Where there are a number of people wishing to participate, who in the opinion of the Chair appear to be concerned with the same subject matter, the Chair may indicate that the number of individual speakers cannot be accommodated and may ask those concerned to nominate a spokesperson to address the meeting. In these circumstances the Chair may allow a brief adjournment to enable a spokesperson to be appointed and may indicate that a speaking time in excess of 3 minutes will be permitted.
- 1.12 Upon the conclusion of the time for public participation the Chair shall move to the next item of business and from that point no further public participation shall be permitted at that meeting.
- 1.13 For the avoidance of doubt "Chair" shall mean the person presiding at the meeting of the Authority in accordance with Standing Order 7.

2 Public Participation at Meetings of the Development Management Committee

- 2.1 Subject to certain limitations and exceptions as set out below, there shall be an opportunity for Town Councils, Parish Councils (including Parish Meeting), members of the public and representatives of organisations to participate in certain items of business at meetings of the Development Management Committee.
- 2.2 This opportunity for participation shall be limited to the following items on the agenda:
- (a) applications for determination by the committee
 - (b) monitoring & enforcement
- 2.3 For the avoidance of doubt, participation may only be exercised with regard to any matter on the open proceedings (part 1) agenda for that meeting.
- 2.4 Any Town Council, Parish Council (including Parish Meeting), member of the public or representative of an organisation who wishes to take this opportunity of participation at a meeting of the Development Management Committee shall notify the Authority in writing by 10am on the day before the meeting.
- 2.5 The notification under 2.4 above shall include:
- (a) the name of the person to address the meeting;
 - (b) written confirmation that the person is authorised to speak on behalf of the Town Council, Parish Council or Parish Meeting;

- (c) the application/matter(s) they wish to speak on; and
- (d) an indication whether they will speak in support of or against the proposal.

2.6 Subject to Standing Order 9, the Chair will invite public participation by any person who has given prior notice in accordance with 2.4 and 2.5 (above). The order for speaking shall be as set out in this clause and only one speaker shall be permitted in each category (a) and (b). Each speaker may address the meeting for up to 3 minutes, or such longer period as the Chair in his/her absolute discretion may permit.

A Applications

- (a) an authorised representative of the Town Council/Parish Council/Meeting(s) for the area
- (b) any person objecting to the application
- (c) the applicant or his/her agent or any person supporting the application

B Monitoring & Enforcement

- (a) an authorised representative of the Town Council/Parish Council/Meeting for the area
- (b) any person supporting legal action
- (c) the land owner or his/her agent or any person opposing legal action

2.7 The right to participate shall not include the right to circulate, distribute or display any document, plan, image or photograph

2.8 Any participation shall be heard and received without debate. Members may ask questions for clarification but shall not respond on any matter or enter into any debate with a speaker.

2.9 Where there are a number of people wishing to participate, who in the opinion of the Chair appear to be concerned with the same subject matter, the Chair may indicate that the number of individual speakers cannot be accommodated and may ask those concerned to nominate a spokesperson to address the meeting. In these circumstances the Chair may allow a brief adjournment to enable a spokesperson to be appointed and may indicate that a speaking time in excess of 3 minutes will be permitted.

2.10 Where there are two or more applications on the agenda concerning similar or related matters (e.g. listed building consent & planning permission for same site; 3 separate free-standing applications for a structure to be erected on different parts of the same parcel of land) the Chair shall determine and announce whether the applications are being taken together. If it is determined to take the applications together the speaker shall not be entitled to address the meeting for more than one period of up to 3 minutes, or such longer period as the Chair in his/her absolute discretion may permit.

2.11 Upon the conclusion of the time for public participation the Chair shall open the debate and from that point no further public participation shall be permitted on that matter / those matters at that meeting.

2.12 For the avoidance of doubt “Chair” shall mean the person presiding at the meeting of the Development Management Committee in accordance with Standing Order 7.

3 Public Participation at Meetings of the Audit and Governance Committee and Standards Committee

- 3.1 Subject to certain limitations and exceptions as set out below, members of the public and representatives of organisations shall have an opportunity to participate at meetings of the Audit and Governance Committee and Standards sub-committee.
- 3.2 The agenda for a meeting of the Committees, save any extraordinary meeting, shall include an agenda item to receive public participation
- 3.3 Any member of the public or representative of an organisation who wishes to take this opportunity of participation at a meeting of the Committee shall notify the Authority at least 24 hours before the commencement of the meeting.
- 3.4 The notification under 3.3 above shall include the name of the person to address the meeting and a brief summary of the matter or matters to be raised.
- 3.5 For the avoidance of doubt, participation may be exercised with regard to any matter within the purview of the Committee and shall not be limited to matters on the agenda for that meeting.
- 3.6 Subject to Standing Order 9, the Chair will invite each speaker who has given prior notice in accordance with 3.3 and 3.4 (above) to address the meeting. The speaker may address the meeting for up to 3 minutes, or such longer period as the Chair in his/her absolute discretion may permit.
- 3.7 The total time allowed for all public participation at any meeting under these Standing Orders shall not normally exceed 20 minutes.
- 3.8 Any statements, questions or petitions shall be heard and received without debate. Members may ask questions for clarification but shall not respond on any matter or enter into any debate.
- 3.9 Every person asking a question or making a statement requiring a response shall receive a written response from an Officer of the Authority within 14 days, unless additional time for investigation and/or consideration is required. If additional time is required an interim response shall be sent giving reasons and the date by which it is anticipated that a final response will be provided.
- 3.10 Members of the Committee shall be informed of the response in due course.
- 3.11 Upon the conclusion of the time for public participation the Chair shall move to the next item on the agenda and from that point no further public participation shall be permitted at that meeting.

3.12 For the avoidance of doubt “Chair” shall mean the person presiding at the meeting of the Authority in accordance with Standing Order 7.