

## **PUBLIC PARTICIPATION AT COUNCIL AND COMMITTEE MEETINGS**

The Council operates public participation at council meetings and committee meetings. It is a regular item on every agenda.

Listed below are the ground rules for people wishing to speak at any meeting.

1. Only residents of the Ribble Valley may ask a question or make comments.
2. Contributions are limited to one per person per item and no person shall speak for more than 3 minutes, except in exceptional circumstances.
3. Public participation will last for 15 minutes at the start of each meeting. The running order of the agenda may be changed to accommodate public participation at the discretion of the Chairman.
4. Public participation is a part of the formal proceedings and will be recorded in the minutes.
5. Persons wishing to speak at any meeting can only do so in relation to decision items on the agenda. All agendas will be published on the Council's website at least 5 working days before the meeting. Agendas are also available for inspection at the Council Offices, Church Walk, Clitheroe.
6. If an item is listed in Part 2 of the agenda it is to be discussed in private as exempt information and press and public are excluded from the meeting.
7. Speakers on the same agenda item will be taken in the order they are received. Speakers on different agenda items will be dealt with in agenda item order.
8. No person will be allowed to speak on the same issue at two consecutive meetings unless the item has been deferred from a previous meeting.
9. No paperwork/plans/photographs are allowed to be circulated by any speaker at the meeting. This must be done in advance of the date of the meeting if they wish the members to consider information other than that which is contained in the agenda papers.
10. Any person wishing to speak at committee meetings must register with the council by no later than noon on the day of the meeting (for Council it is the Friday before the meeting).
11. If an immediate response is required to a question/comment, it should be submitted in writing at least two working days before the meeting.
12. In respect of questions at Council meetings, members of the public must give notice in writing to the Chief Executive by no later than noon on the

Friday before the Council meeting. The notice must specify the nature of the question in enough detail to enable a reply to be prepared. A response will be given by the Chairman of the appropriate committee and a copy of the written answer will be given to the questioner. Questioners have the right to ask one supplementary question once they have received the chairman's response.

13. Speakers must be aware that under the 'Openess Regulations' there is an obligation on the Council to allow filming /recording of meetings as long as it is not disruptive.
14. There are different rules for Licensing Sub-Committees and Planning & Development committees as follows:-

At Licensing Sub-Committee committee

- Only the Applicant and persons who have made relevant representations to a licensing application are permitted to speak;
- The Applicant will be invited to speak first followed by each person who has made a relevant representation;
- There is no limit on the length of time a person may speak, although parties will be allowed a maximum equal period to exercise their rights, such period to be determined by the Sub-Committee;
- Members of the public who attend the sub-committee and who have not submitted a relevant representation are not permitted to speak;
- Members of the Sub-Committee may ask a question of any party or other person appearing at the hearing;
- Parties will be allowed to clarify points upon which they wish to support their application;
- Any additional paperwork/evidence in support of or against the application must be submitted prior to the hearing, and members of the Sub-Committee may take into account any new documentary or other information produced to the authority on the day of the hearing with the consent of all parties

At Planning and Development committee a maximum of 2 speakers is also allowed on each planning application.

- One will be the applicant/agent; the other an objector
- If the Parish Council is the objector they will have first refusal on the right to speak
- If the Parish Council do not wish to speak, the Council will accept the first person to register as an objector
- The objector will speak first and the applicant / agent second

- With reference to rule 1 – residents of Ribble Valley. This rule is waived to accommodate representatives of applicants/objectors from outside the Ribble Valley to participate
- Officers and members other than the Chairman cannot question the speaker. In exceptional circumstances the Chairman may ask an applicant and/or objector to clarify a matter of fact. If this happens, the applicant and /or objector must confine themselves to giving a direct answer to the question
- Officers will not be required to answer questions raised, but will do so if a member of the committee so requests
- No paperwork/plans/photographs will be allowed to be circulated by the applicant/agent or objector at the meeting. The onus is on the applicant/agent and/or objector to do this in advance of the date of the meeting if they wish the members of the planning and development committee to consider information other than that which is contained in the agenda papers.