8. PRESENTATIONS BY THE PUBLIC

8.1 General

At each ordinary meeting of the Council (excluding the Annual Meeting) and its committees and sub-committees, residents within the District may make a presentation. The presentation, which may be in the form of a question, petition or deputation, must be relevant to some matter in relation to which the meeting has powers or duties, or which affects the District or its inhabitants and will be dealt with, wherever possible, at the meeting at which such a presentation is made.

A presentation at the full Council can be made to:

- the Chairman of the Council
- the Leader of the Council
- the Lead Member for the strategic theme area
- the Chairman of the relevant Committee

The presentations shall be made at the beginning of each meeting, except for the Planning Committee and Trees Sub-Committee where presentations on planning and similar applications shall be made before the relevant item subject to:

(a) having notified the Committee Officer, as set out on the Agenda, of their intention to speak no later than close of business two clear working days before the meeting giving details of the relevant item(s);

(b) speakers declaring any current or prospective financial or personal interest (e.g. neighbour, applicant, Parish Council representative) they may have in the items;

(c) a maximum of four persons (two speaking in opposition to and two in support of) being permitted for each issue with each speaker being entitled to speak for a maximum period of 3 minutes. Where more than two people have given notice either to speak for or against, they will be asked to nominate from those names the persons who will speak at the meeting. A representative of the relevant Parish or Town Council will, in addition, also be allowed to speak for up to three minutes;

(d) no public speaking being allowed on the same application previously deferred by the Committee where presentations have already been heard;

(e) visual aids and handouts not being permitted on the day of the meeting; and

(f) the application not being a Consultation application from another Planning Authority.

The meeting can for major applications consent to extend the time limits and the number of presentations allowed.

8.2 Questions

A period of 15 minutes will be allowed with a maximum of 3 minutes per individual questioner.

Questions need not be submitted in advance but any received before the meeting are more likely to receive a detailed response. Each question must include the name and address of the questioner.

Each individual questioner shall be allowed one question. This shall be put and answered without discussion. The questioner may ask one supplementary question relating to the original question if it is within the three minutes available.

8.3 **Petitions**

A period of 5 minutes will be allowed for receiving petitions.

Petitions (which must be in writing and signed by at least two people resident within the district) may be submitted at any time before the meeting or during the public presentation item at the meeting. Each person who signs the petition shall give his or her full name and address. Where a petition is comprised of a number of pages, each page must state the matter about which it relates in identical terms.

No more than 2 petitions can be presented at any one meeting.

8.4 **Deputations**

A period of 5 minutes will be allowed for receiving deputations.

The Chief Executive must be notified by 12 noon on the last working day before the meeting of the nature of the deputation, the matter to which it relates, the number of people attending, and the person or persons who will speak for them.

No more than 2 deputations can be made at any one meeting.

8.5 **Extension of time limits**

With each type of presentation, the meeting at which it is made can consent to extend the time limits and the number of presentations allowed.

8.6 **Order of presentations**

Presentations will be invited in the order they were received, except that the Chairman may group together similar issues. Where no notice has been given, the Chairman will decide in which order to invite those present to address the meeting.

8.7 **Rejection of presentations**

The Chairman may reject a presentation if it:

- is not on any matter for which the Council has a responsibility or which affects the District or its inhabitants;
- is defamatory, frivolous or offensive;
- is substantially the same as one which has been made in the past six months; or
- requires the disclosure of confidential or exempt information.

8.8 **Making the presentation**

The Chairman will invite the member of public if present to stand, if appropriate, and to make the presentation which should be confined to reading out, or summarising, the substance of the presentation.

If a person who has submitted a written question or submitted a petition is unable to be present, the Chief Executive or his or her representative shall read it out on their behalf.

8.9 **Response**

A response may take the form of:

(a) a direct oral response; or

(b) where the information is contained in a publication of the Council or other published work, reference to that publication; or

(c) where the reply cannot conveniently be given orally, a written response will be provided within five working days and a copy sent to all Members of the

Council, provided that the Chairman may decide that such answer need only be given to the member of the public asking the question.

8.10 **Reference to a committee**

If the presentation is made to the full Council every effort will be made to deal with that presentation there and then, but any Member may move that a matter raised by a presentation be referred to the appropriate Committee if it cannot be dealt with at full Council. On such occasions where presentations are referred to another Committee a full explanation of the process will be offered to the presenter.