

FELIXSTOWE

TOWN COUNCIL

Public Participation at Council and Committee Meetings

Generally

Members of the press and public are very welcome to attend meetings of the Town Council and its Committees. At the beginning of the meeting there will usually be an opportunity for public participation. For practical purposes this is limited to 15 minutes in length and members of the public will be invited by the direction of the Chairman of the meeting to ask a question or make a comment.

Members of the public should stand and speak clearly when invited, directing their question or comment to the Chairman in one minute or less.

In accordance with Council's Standing Orders (rules of the meeting) a question shall not require a response at the meeting nor start a debate on the question and the Chairman of the meeting may direct that a written or oral response be given.

Once the public session is complete members of the public may remain or leave but are not permitted to speak or otherwise disrupt proceedings.

Representations at the Planning & Environment Committee (usual practice)

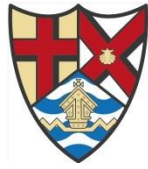
Members of the public who attend a meeting of the Planning & Environment Committee in order to make representations about a particular planning application should note the following:

The Chairman may direct, at his or her discretion, that members of the public who are attending the meeting to make a representation on a planning application as a consultee will be invited to speak, rather than at the public participation session, but during the meeting at such time as the application is being presented to Committee.

Only one representation per application will normally be permitted and it is therefore recommended that members of the public present agree who should speak in relation to the application.

If you are invited to speak, you should take a seat at the table provided in front of the Committee and give a concise account of the representation you wish to make. Wherever possible comments should be limited to three minutes and refer to relevant planning matters, however it is accepted that members of the public cannot be expected to be fully conversant with local planning policy.

Once the representation has been heard, you should return to the public gallery area and no further public comment will be heard by the Committee during its consideration of the application; save that the Chairman may seek clarification on a point of fact if it is appropriate to the meeting.



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Representations at the Planning & Environment Committee (Major Applications)

On such occasions when the Town Council's Planning & Environment Committee is to consider a Major planning application¹, significant public interest is expected and - where opportunity permits - Committee may choose to meet at a venue which offers larger capacity and/or is located closer to the development site.

Members of the press and public are very welcome to attend and should note the following:

At the outset of the meeting there will usually be an extended opportunity for public participation. For practical purposes this is usually limited to 30 minutes in length and the Chairman of the meeting will invite members of the public, at his or her direction, to ask a question or make a comment.

Members of the public should stand and speak clearly when invited, directing their question or comment to the Chairman in three minutes or less. The length of time you are given may be limited to enable Committee to hear from all who wish to speak within the 30 minute session.

In accordance with Council's Standing Orders (rules of the meeting) a question shall not require a response at the meeting nor start a debate on the question and the Chairman of the meeting may direct that a written or oral response be given.

Once the public session is complete, members of the public may remain or leave but are not permitted to speak or otherwise disrupt proceedings.

No further public comment will be heard by the Committee during its consideration of the application; save that the Chairman may seek clarification on a point of fact if it is appropriate to the meeting.

¹ Major applications include, for example, proposals for 10 or more dwellings, 1,000 square metres or more of commercial development