

Public Participation

at your Local Area Committee



What are Local Area Committees?

Local Area Committees are made up from your elected ward Councillors. They take decisions and make representations on a wide range of council business relating to your area. This includes:

- Determining planning applications
- Managing local budgets
- Managing capital projects
- Deciding on local priorities
- Promoting local participation from residents/ businesses and Parish/Town councils

Who's who at the meeting?

Photographs of your local Councillors and Area Co-ordinator are displayed at the meeting. Other information about the local area is also displayed. You can register to speak on a particular item by contacting the Democratic Services Officer or Local Area Co-ordinator. If you have any questions about the meeting please ask any one of them, they will be pleased to assist you.

Public Participation

The first fifteen minutes of the meeting is allocated for Public Participation. Members of the public are invited to speak on issues not on the agenda, however a question or statement should not exceed three minutes. Issues raised are not discussed by Councillors but are answered by the Chair or Officers where possible. A written answer is provided at a later date if a satisfactory verbal response cannot be given.

Order of the meeting – The Agenda

The agenda is a vital part of the procedure setting out all the items to be considered by the Committee. It is produced seven days before the meeting to give the statutory advanced notice to members of the public. You can obtain a copy of the agenda at the Civic Offices, Parish/Town Council Offices, libraries and via our website at www.eastleigh.gov.uk/Democratic. Spare copies are available at the meeting. Please ask in advance of the meeting if you need a larger print version.

The meeting is opened and conducted by the 'Chair' of the Local Area Committee who will run through basic health and safety housekeeping rules.

- **Planning Applications**
The Planning Officer will present and explain the proposals.

The Chair will then invite any members of the public to speak.

A total time of five minutes in support of and five minutes against an application is permitted for all public speakers, i.e. if there are five people wishing to speak in support they will each have one minute to speak, likewise for objectors.

If it is apparent that a number of people wish to express a view a spokesperson is encouraged.

Normally you are only allowed to speak once on an agenda item. You should address the meeting only when called by the Chair who will ensure all sides are given an opportunity to speak. When speaking please avoid repeating what has already been stated but do indicate if you agree or disagree with previous speakers. More information can be found on our website at www.eastleigh.gov.uk/LACPP

Once this session has been completed the Chair will open the meeting for debate. See 'What happens during the debate?' overleaf for more information.

- **Reports**

Usually these are presented by the report author. Members of the public are then invited for their views. The time permitted for the public to speak is again five minutes for and five minutes against the proposals.

- **Motions**

Councillors may make a proposal to the Committee for action on an issue. The Committee will decide whether to adopt, amend or not support the motion.

- **Exempt Items**

Some items may need to be treated confidentially and cannot be discussed in public. If this is the case, and the Committee agrees, a Motion will be passed to exclude the press and public who will then be asked to leave the room.



What happens during the debate?

After the Public Participation session, Councillors will debate the issue and further public participation is not allowed. A Councillor will make a proposal and is allowed up to ten minutes to speak. If it is seconded by another Councillor the proposal becomes a Motion. Other Councillors are each allowed up to five minutes to speak and will not usually speak again on the item. A Legal Officer is usually present to advise on points of law and the Democratic Services Officer will advise on procedure. Once the debate has finished the proposer of the original motion will sum up and a vote is taken.

Are there any records of the meeting?

The Democratic Services Officer will record decisions made at the meeting. These are called Minutes and will include how many people spoke for or against each item, but will not include any details. Minutes are published on the Council's website under the particular Local Area Committee within 7 days of the meeting. This can be located on the Council's website at www.eastleigh.gov.uk/meetings

A paper copy can also be obtained from Democratic Services at the Civic Offices.



What you should consider when speaking at the meeting

You should:

- Let a member of staff know in advance that you wish to speak, either by phone, email, letter, or on the night, before the meeting starts.
- Prepare your statement or questions beforehand – this will help you to put your point across clearly and simply.
- Try to relax – the Committee is interested in what you have to say. Direct your comments and questions to the Chair.
- Speak slowly and clearly, stating your name and address, in case we need to respond to you later in writing.
- Be brief and to the point; there is no need to repeat comments from previous speakers.
- Remember these are not ‘public meetings’ where the Council staff and Councillors enter into debate with the public, these are meetings ‘open to the public’.

Eastleigh Borough Council,
Civic Offices, Leigh Road, Eastleigh,
Hampshire, SO50 9YN

T: 023 8068 8000
W: www.eastleigh.gov.uk
E: direct@eastleigh.gov.uk

This information can be provided in alternative formats including large print, audio tape, Braille and other languages by calling 023 8068 8000, emailing direct@eastleigh.gov.uk or texting 07797 877001