Bromsgrove District Council - Public participation at meetings

Members of the public are able to take part in Full Council and Planning committee meetings. Details of when Council and other meetings are held are on our website under the "Council" heading. Meetings usually start at 6.00pm and are held at the Council House.

Council

Members of the public are able to make a comment, ask a question or present a petition at most meetings of the Full Council. It may not be possible to do this at meetings of the Full Council called for a specific item or issue.

A maximum of 15 minutes is allowed for public participation at Full Council meetings. In order to enable as many people as possible to take part, each member of the public may spend up to 3 minutes to:

- Present a petition and explain its purpose;
- Ask a question, or
- Make a comment on a matter on the agenda for that meeting of the Council.

A petition may also be presented by a Councillor on behalf of a member of the public.

Please note that if children wish to take part, we require written permission from their parent/guardian beforehand and they must be accompanied at the meeting by a parent or guardian.

How to submit a comment, question or petition

Please submit a copy of the comment, question or details of what the petition is about in writing or by e-mail by 9.00am on the seventh calendar day before the Council meeting. This is usually 9.00am on the Wednesday before a council meeting the following Wednesday.

Details should be submitted to the Monitoring Officer and include:

- The name of the person to whom the comment, question or petition is addressed. Usually the Chairman will receive such items at the Council meeting;
- The name and address of the person submitting it;
- In the case of petitions, the number of people who have signed it and their names and addresses.
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Please send details to: democratic@bromsgroveandredditch.gov.uk

For the comment, question or petition to be considered at a Full Council meeting, it should be about something for which the Council is responsible or

which affects the District. The Full Council will not consider comments, questions or petitions that:

- relate to specific planning or licensing matters, or
- appear to be defamatory, racist or contain offensive language, or
- are substantially the same as a question that has been put to the Council in the last 6 months, or
- would be more appropriately dealt with by the Cabinet or another Committee.

At the meeting

The Full Council may not consider the comment or question if you are not present to present it. However, a petition may still be presented by a Councillor on behalf of a member of the public.

A member of the public may spend up to 3 minutes at the meeting to:

- present a petition and explain its purpose;
- ask a question, or
- make a comment about an item on the agenda for that meeting.

The Chairman of the Council will receive a petition. If the petition relates to an item on the agenda for that meeting, then it may be referred to during the debate on that item. Usually a petition will be received without comment at the meeting but the Chairman will ensure it is responded to as quickly as possible.

A question should be addressed to the Chairman who may reply in one of the following ways:

- give an oral answer;
- by asking the Leader or another Councillor to reply, which they may do orally or in writing;
- by asking an officer to reply in writing;
- be referring to information in a publication, or
- a written answer following the meeting, a copy of which will be published on the Council's website and included with the signed minutes of the meeting.

There will not be a response to a comment at the meeting, although it may be referred to in the debate on the matter raised.

Planning Committee

Members of the public may speak at meetings of the Planning Committee on applications where they have previously made representations. Details of how to register to do this are sent out to those members of the public who have made comments on the application.