



Public Participation Policy

Adopted	3 rd April 2023 Minute 58.23 (5) 3 rd March 2025 36.25 (7)
To be reviewed	April 2026

Meetings of Elham Parish Council (Council) are not public meetings, but members of the public have a statutory right to attend meetings of the Council as observers. The Council wishes to encourage the public to attend its Ordinary, Extraordinary and Committee meetings. Where appropriate it also welcomes public participation in its deliberations (when considering planning applications, for example).

Members of the public do not have a legal right to speak unless the Council Chair authorises them to do so. However, as part of its community engagement, the Council sets out a time for public participation at the beginning of its meetings when members of the public are invited to speak.

Members of the public should not be involved in the decision making of the Council. The Council should not make any instant decisions at the behest of members of the public on items that are not included in the agenda. As a matter of best practice, the public forum will be kept separate from the debate of the Councillors. If matters raised are not on the agenda for the meeting these can be used to form part of the agenda for future meetings at the discretion of the Council.

Members of the public are welcome to stay for the Council meeting after the public session as observers but will not be able to join in the discussion unless invited to do so by the Chair. Members of the public may be excluded by a resolution of the meeting for specific items which need to be discussed in confidence (e.g. staffing matters, tenders for contracts, some legal issues).

Rules for Public Participation

- 1.** The public participation session will be limited to a maximum time of 15 minutes. The time for each member of the public to speak is limited to 3 minutes.
- 2.** If more than one member of the public wishes to speak on the same topic, then they should nominate one person to speak on their behalf. This will avoid duplication and make the best use of the public participation period.
- 4.** Any written statements must be received by the Clerk at least 3 days prior to the meeting.

5. Any member of the Council who has declared a disclosable pecuniary interest on an item to be discussed, will be required to leave the room before the Council considers the matter in which they have declared the interest.

6. The public forum is an opportunity for members of the public to

- Make representations
- Answer questions
- Give evidence relating to the business being transacted.

7. The Chair has the right to say that any question or statement is inappropriate and will not be accepted.

8. Neither Councillors or the Clerk should be put under pressure to respond immediately to comments made under public participation. There is no obligation to discuss or respond to a question raised by a member of the public during a public speaking session.

9. Members of the public do not have the right to force items onto the agenda nor insist on how matters are recorded in the minutes.

10. A brief record of topics raised at public participation will be included in the minutes of that meeting. But libellous, offensive and discriminatory comments will not be included in the minutes.

11. If the issue is on the agenda, then it will be discussed under the appropriate item. Members of the public are therefore requested to leave their contact details before leaving the Council meeting if they wish to receive a reply to their query.

12. All persons present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates him or her. All statements, questions and responses, challenges to statements, complaints or criticisms must be made politely.

13. There should be no reference to personal views on any person.

14. Please note that offensive or threatening behaviour will not be tolerated. If a member of the public interrupts the proceedings of any meeting the Council reserves the right to curtail the contribution of that person and to exclude a disorderly person.

Contact details for the Clerk

General enquiries or verbal requests to speak at a meeting may be made to the Clerk on:

- Telephone: 07702268475
- Written submission should be sent to: Elham Parish Council, 3 Coach House Mews, High Street, Elham, Canterbury, Kent CT4 6TD
- Or by e-mail to: cgreenwood@elhampc.co.uk