

## Guide to Public Speaking at Public Rights of Way Sub-Committee

### Representations on Public Rights of Way Applications

Wherever possible, objections or representations to public rights of way applications should be made in writing. Save in respect of applications considered under Section 53 of the Wildlife and Countryside Act 1981, written representations on applications received up until 12.00 noon on the day before Public Rights of Way Sub-Committee will be accepted and made available for public inspection. Representations made in respect of applications considered under Section 53 of the Wildlife and Countryside Act 1981 will be accepted if received no later than 3 clear working days prior to the date of the meeting. Those representations received too late to be referred to in the committee report will be circulated to Public Rights of Way Sub-Committee Members the evening before the Committee and hard copies will be distributed at the meeting

### Public Speaking

There will be occasions when applicants or objectors, or both, may wish to make representations in person to the Public Rights of Way Sub-Committee. In such circumstances, the following procedure will apply:

### Notification to Speak

It is necessary to have sufficient advance warning of speakers to gauge the likely overall public attendance, to prepare enough copies of agendas and to offer support and advice to those unsure of how to proceed. It may also be necessary to resolve any issues regarding nominating a lead speaker and those persons will need a reasonable timeframe to co-ordinate their response.

Unless you specifically notify us otherwise, in registering to speak, you consent to the Council forwarding your contact details to others (of the same opinion) who wish to speak in order to assist you to nominate a single spokesperson.

Requests to speak must be received no later than **two clear working days** prior to the Sub-Committee.

To register your interest you should complete the online form, which can be found at <https://www.valeofglamorgan.gov.uk/PublicParticipationatCouncilMeetings#PROW>

It is recognised that there will be individuals who will not have access to an electronic facility. Those individuals will be able to register to speak by telephone on **01446 709855** (they will be asked to provide the same information required in the online form).

## **Procedure**

Each individual speaker will be allowed no more than 3 minutes to address the Sub-Committee, provided that (regardless of the number of speakers) those speaking for **and** against will be allocated the same amount of time in total. For example, in the event that two or more persons are registered to speak against an application, where there is only one person registered to speak in favour, he/she will be allocated 6 minutes to speak. This is to ensure that there is equality of time afforded to those speaking for and against any application.

A maximum period of 6 minutes will be allowed for those registered to speak for **or** against an application to address the Sub-Committee. If more than one person is registered to speak for or against, they are encouraged to nominate one spokesperson. Otherwise, the 6 minutes allocated will be split evenly between those persons registered to speak. The time limits will be strictly observed.

Those persons addressing the Sub-Committee will not be allowed to hand out any documentation to Members at Sub-Committee, and no facilities will be provided or available for presentations.

N.B. This procedure applies equally to Town or Community Councillors who must also register to speak in accordance with the guidance.

## **Who can speak?**

Subject to compliance with the registration and procedural requirements set out in this guidance, the following persons are eligible to speak:-

Objectors to the application or their representative;

The applicant or their representative;

A representative of a Town or Community Council;

Any Councillor elected to the Vale of Glamorgan Council not on Public Rights of Way Sub-Committee.

(N.B. Vale of Glamorgan Council Members are not required to register to speak.)

## **Deferred Applications**

If an application is deferred at a committee meeting on the basis that further information and / or analysis is required, the same procedure for public speaking will apply when the application is considered at the subsequent Sub-Committee meeting(s).

### **Other information**

All parties who have registered to speak must arrive at the committee meeting at least 15 minutes prior to commencement and inform the Democratic Services Officer of their arrival.

This procedure does not apply to Public Rights of Way Sub-Committee site visits, where no public speaking is allowed.