

## **INFORMATION FOR MEMBERS OF THE PUBLIC WISHING TO ADDRESS A COMMITTEE**

### **Are the meetings open to the public?**

Yes, all our meetings are open for you to attend. Only in special circumstances are the public excluded.

### **When and where is the meeting?**

All meetings are usually held at 7.30pm at Loughton Library and Town Hall, Traps Hill, Loughton, IG10 1HD. Committee members are shown on the front page of the agenda.

### **Can I speak?**

You may address a committee regarding any item on that meeting's agenda. If the matter you wish to raise does not appear on the agenda, please contact the council with details of your concerns.

### **You must notify Loughton Town Council of your wish to speak, including anyone who has volunteered to speak on your behalf, by 3pm at the latest, on the day of the meeting.**

This can be done in writing, in person or by e-mail, fax or telephone. You must state the agenda item you wish to address and give the name of the person/s speaking.

### **Who can speak?**

Anyone can speak regarding any item on that meeting's agenda.

### **What can I say?**

You will have a maximum of 3 minutes in which to give your comments. Please note that this is not intended as a question and answer session or a discussion period but an opportunity for you to express your views on a specific issue. However, the Chairman may ask you to clarify your comments.

Your representation should be factual and relevant to the issue to be discussed. Please be aware that public speakers are not afforded any special privilege or protection through the action of addressing the Council and a verbal or written statement subsequently found to be false or malicious and one that may damage somebody's reputation could result in that person taking action against you.

### **What time shall I arrive?**

Please arrive at the Library and Town Hall at least 5 minutes before the start of the meeting at 7.30pm as public representations are heard soon after the start of the meeting. It will not be possible to delay this item if you are late. If you are not present when the public representations are heard or the item is considered, the committee will determine the item nevertheless.

### **How are the items considered?**

The committee will consider items in the agenda order, although this may be varied to ensure the smooth running of the meeting.

When all public representations have been received the Chairman will reconvene the meeting and no further public comments will be received.

**cont'd**

## **For Planning Committee meetings only - Public representations**

### **Who can speak?**

A maximum of two speakers: one in support (maybe on behalf of a group) and one objecting to a particular item are permitted and must address the committee in that order.

If there is more than one speaker for a particular item, you will be encouraged to elect a representative to speak on your behalf to avoid duplication of views. This can be done immediately prior to the meeting when the Committee Clerk will have a list of potential speakers, two of which must be nominated by members of the public present at the meeting. Speakers must be nominated before the meeting commences.

### **What time shall I arrive?**

Please note that you will be invited to speak immediately prior to the particular application which interests you.

### **Can I give the councillors more information about the application or my objection?**

**Yes, but it must not be presented at the meeting.** Written comments, photographs or other relevant papers must be received by the Planning Clerk at the Town Council Offices no later than 3pm on the day of the meeting.

### **Written Representations**

In addition to your rights to make representations to Epping Forest District Council, letters either in support of or against a planning application can also be submitted to the Planning Committee Clerk at Loughton Town Council by 3pm on the day of the relevant meeting. This can be done by email, fax or sent by post. The Planning Clerk advises the committee of any written comments immediately prior to the application being discussed at the meeting.

### **Further information?**

If you would like any further information, please do not hesitate to contact the Council Office at the address shown below.

Loughton Town Council  
Loughton Library & Town Hall, Traps Hill, Loughton, IG10 1HD  
Telephone: 020 8508 4200  
Email: [contact@loughton-tc.gov.uk](mailto:contact@loughton-tc.gov.uk)