

Can I circulate written or visual material at the meeting?

Any person eligible to speak at Committee who wishes to submit written or visual material must do so to arrive at least three working days before the Committee meeting, so that officers can check that there is nothing new that should be considered by the Committee. This material should be sent to Tracey Guinea, the Democratic Services Officer (033022 28679). Please also see the paragraph "Who can speak at Committee?"

Can I speak on more than one occasion?

You may speak about more than one item on the agenda, providing you have made written representations and register to do so for each matter. You may also speak again on a matter if it is deferred providing that you register again according to the normal procedures when the matter is considered by the Committee again.

What will happen at Committee?

You should identify yourself to Tracey Guinea, the Democratic Services Officer by 10.00am where the meeting start time is 10.30am or 1.45pm for a 2.15pm start. She will note your attendance and answer any concerns. The Chairman will invite you to speak for a maximum of five minutes at the appropriate time. You will be timed and given a 30-second warning after four and a half minutes. You cannot question members, officers or other speakers, and they will not be able to question you. You are welcome to remain and listen to the rest of the debate.

What if I am unable to turn up on the day?

You may nominate a substitute, but you will need to give their details to Tracey Guinea, the Democratic Services Officer by 3.00pm the day before the Committee.

What will happen after the meeting?

All speakers are entitled to comment on the draft minute of their contribution. You will be contacted when the draft minutes are available on the County Council's website. Please note that the minutes will include a brief resume of the points made by speakers and not a verbatim record. If you feel that the final minute is not accurate, you may make a written representation asking for a correction, which will be submitted to the next meeting of the Rights of Way Committee for consideration. Your written representation should be sent to Tracey Guinea, Democratic Services Officer, Democratic Services, County Hall, Chichester, West Sussex, PO19 1RQ.

This leaflet is intended to answer your questions about speaking at the Rights of Way Committee. For further information and advice, please contact Tracey Guinea, the Democratic Services Officer on 033022 28679.

Rights of Way Committees are planned for:

2017– 18

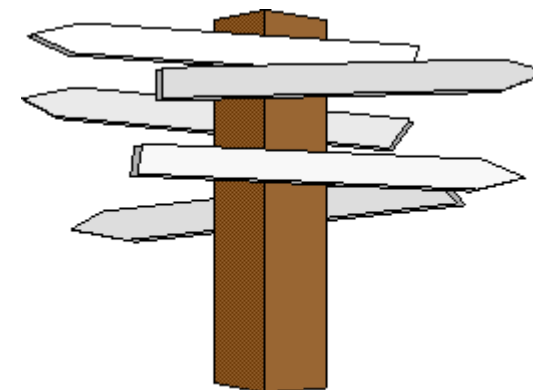
- 2.15 p.m. – Tuesday 14 March 2017
- 2.15 p.m. – Tuesday 11 July 2017
- 2.15 p.m. – Tuesday 31 October 2017
- 2.15 p.m. – Tuesday 20 February 2018

Further information about dates of and papers for meetings of the Rights of Way Committee are available on the West Sussex County Council website at www.westsussex.gov.uk

Rights of Way Committee meetings may take place in a Committee Room or the Council Chamber at County Hall, Chichester. The Chamber is equipped with a hearing loop, if you require any assistance with the auditory system please contact reception upon arrival at County Hall.

Rights of Way Matters

including Diversions/Stopping Up Orders/ Claims/Common Land/Town or Village Green Applications



Rights of Way Committee

Public Participation

2017 – 18



What is public participation?

People can ask to speak at the Rights of Way Committee. The public participation procedure allows up to six people (three against and three in support, including applicant, agent or other supporters,), to address the Committee on a matter it is determining. Each speaker will be given five minutes.

What can I speak about?

You can speak on any matter that is being determined by the Committee. The Committee determines:

- Diversions/Stopping Up Orders
- Claims or other Modification proposals
- Common Land/Town or Village Green applications
- Cycle Track Act proposals
- Creation Agreements/Permissive Agreements

Who can speak at the Committee?

In order to register to speak, the County Council must have received written representations from you on the matter at least 14 days in advance of the meeting (i.e. as part of the consultation process). If you prefer you may exercise your right to speak through representation by another person (e.g. lawyer).

What issues can I cover in my five minutes?

Speaking at Committee gives you the opportunity to present directly to Committee the points you have made in your written representations on the matter being determined by the Committee. For the Committee to give proper consideration to your views you must still ensure your written representation covers all your points. You are not expected to make new points when addressing the Committee.

Decisions on the matters determined by the Committee are limited by law to specific issues. It is best that you keep to these issues since anything else must be ignored. The most

important thing to keep in mind is that your comments must relate to the legislation governing the matter in question, for example S119 Highways Act 1980 for an application to divert a public path.

Under Section 119, some of the most common issues include:

- security of the applicant's property
- amenity of users.

Another example is an application to claim a new path under Section 53 of the Wildlife and Countryside Act 1981. The Committee has to determine if the evidence provided supports the claim. In the case of a Section 53 application the Committee cannot, for example, take into account security/privacy issues arising from the new path that is being claimed.

The issues the Committee will consider will vary depending upon the type of matter under consideration. Whilst preliminary advice in relation to matters may be given, specific advice cannot.

Anything I shouldn't cover?

The Committee cannot consider:

- boundary disputes, covenants or other property rights;
- reduction in property values;
- matters dealt with by other laws (eg environmental health);
- personal remarks about the applicant (eg their conduct, private affairs or how a business is run).

Try not to repeat issues covered by previous speakers.

How do I register my interest in speaking?

You will need to telephone Tracey Guinea, the Democratic Services Officer who looks after the Rights of Way Committee. Please phone him on (033022) 28679 after the Committee papers are published (this will be about a week before the Committee meeting), but no later than 9.30 a.m. on the second working day before the Committee meeting, usually the Friday before the meeting.

You cannot register an interest ahead of the Committee papers being published.

When you ring please be prepared to give:

- your name, postal and/or e-mail address and daytime telephone number;
- the Committee agenda item number;
- whether you wish to speak in support of, or against the matter and whether you also represent anyone else;
- confirmation that you are prepared to have your details passed onto other callers with similar views so that you can also speak on their behalf;
- details of any special access arrangements you may require.

What if I am not one of the first to register?

We will be able to give you details of those who have registered and they may be prepared to include your views in their presentation.

How will I know when the item I am interested in is going to Committee?

Tracey Guinea, the Democratic Services Officer – (033022) 28679 - has details of Committee dates, and 10 days before the Committee will know which items are on the agenda. Details of the dates and agendas can also be found on www.westsussex.gov.uk.