



## Public participation at Basingstoke and Deane Borough Council meetings

The council's public participation scheme gives you an opportunity to speak at meetings of:

- Cabinet
- Community Services, Environment and Partnerships Policy Committee
- Planning, Economic Development and Housing Policy Committee
- Manydown Overview Committee
- Scrutiny Committee
- Licensing Committee
- Audit and Accounts Committee
- Human Resources Committee

Separate arrangements apply to Full Council and Development Control Committee meetings.

At these meetings you can make comments if you:

- a) live or work in the borough
- b) are the owner of a business or a property located in the borough
- c) are a representative of any local group or organisation which is associated with and operates within the borough.

Comments can be made on any issue set out in the meeting agenda. However, comments relating to personal circumstances, for example specific applications for grants or licenses will not be allowed.

You should address your comments and questions directly to the chair of the meeting. As a general rule comments and questions should not normally take more than two minutes to read out although the chair will have discretion to vary this as appropriate. A reply will then be made by the chair or relevant Cabinet member as appropriate.

Advance notice should be given to Democratic Services, although the chair may still accept comments and questions without notice.

**In the case of virtual meetings, 24 hours advance notice must be given to Democratic Services ([democratic.services@basingstoke.gov.uk](mailto:democratic.services@basingstoke.gov.uk)), or if the meeting is on a Monday then notice should be given the preceding Friday.**

On some occasions there may not be time to take all of the comments and questions received. In these circumstances the chair of the meeting will reply in writing and a copy of their reply will be circulated to all members of the Cabinet or committee.