

Petition Procedure Policy

The Petition Procedure Policy was adopted by Full Council at its Meeting held on 1 December 2015

1 Requirements for a valid petition

- a. Any petition must contain 100 or more signatures of people who live in Hazlemere, including anyone under 18.
- b. A petition should include:
 - i. A reason for petitioning to the Council (what the Council is being asked to do).
 - ii. The name and address and signature of any person supporting the petition.
 - iii. An indication of the person designated as the lead petitioner or petition organiser.
- c. A valid petition must:
 - i. Relate to a function of the Parish Council.
 - ii. Not be a statutory petition.
 - iii. Not relate to a lease, contract or permit.
 - iv. Not relate to a matter where a right of recourse or right of appeal is already provided for in law.
 - v. Not be frivolous, vexatious or abusive or otherwise inappropriate.
 - vi. Not be the same or substantially similar to one that has already been submitted to Full Council within the previous six months.

2 Receipt of Petition

The petition must be delivered to The Clerk of the Hazlemere Parish Council, Hazlemere Parish Council, Cedar Barn, Barn Lane, Hazlemere, Bucks, HP15 7BQ; at least five days prior to a Full Council Meeting for inclusion in that meeting.

3 Procedure

The Clerk will:

- a. Arrange for details of the petition to be communicated to all Councillors for all valid petitions.
- b. Forward the petition onto the relevant Body if it is outside the Parish Council's remit.
- c. Within five working days, formally acknowledge receipt.
- d. Petitions must be presented at Full Council meetings, once they have been first sent in as correspondence to the Clerk in time for them to be distributed to the Councillors

prior to the meeting under correspondence. Details of dates and times of the Full Council meetings can be found on the Hazlemere Parish Council website/noticeboards.

4 Response of Hazlemere Parish Council

- a. Within a further ten working days from the period referred to in 3 c. above, the lead petitioner will be informed of the date of Full Council when the petition will be discussed.
- b. Normally, within four weeks of a petition being discussed, the lead petitioner will be informed by the Clerk of the Council's decision.

5 Actions will be taken

- a. All petitions will be reported to the Councillors with a note of validity which could include:
 - i. taking the action requested in the petition;
 - ii. considering the petition at a council meeting;
 - iii. holding a public meeting;
 - iv. commissioning further research;
 - v. referring the petition to a Sub-Committee /Working Party
- b. Action taken in response to a petition and brief reasons will be communicated in writing by the Clerk to the lead petitioner/petition organiser and to all Councillors.
- c. Where a petition is to be discussed by full council in open session – other than for noting the lead petitioner (or substitute) will, at the Chairman's discretion, be permitted to speak for up to 3 minutes before the report is debated. In the interests of fairness, the Chairman may also invite one other speaker from the public to speak for up to 3 minutes against the petition. The council will not normally delay considering a matter if the petitioner does not attend the meeting to speak.
- d.. If the subject matter of a petition is included in the papers already published for a meeting of the Council by the time the petition is received then the petition will be circulated at the meeting at which the report is considered (along with any written comments on the petition that councillors may wish to make).
- e. The Full Parish Council will make the final decision.

To be Reviewed: November 2017