

Guidelines for Public Speaking at Authority and Committee meetings of the Lee Valley Regional Park Authority

The public will be given the opportunity to speak at the beginning of every Authority and Committee meeting or at another time during the meeting at the discretion of the Chairman, subject to the following conditions:

- For Authority meetings members of the public or representative of an organisation may speak on any item which concerns any area of the Authority's business;
- For committee meetings members of the public or representative of an organisation may speak on an item which is on the agenda of the meeting.

Subject to the Chairman's discretion, a total of 20 minutes will be allowed for the presentation of all petitions and deputations at each meeting.

Procedure

1. A member of the public who wishes to speak at a meeting should give notice in writing, verbally or by electronic mail to the Committee Office who will receive it on behalf of the Authority (see contact details below) at least 2 working days before the meeting is due to take place. They must give the name and address of the person wishing to speak and must identify the meeting and for committee meetings agenda item number their representation relates to.
2. The member of the public or representative of an organisation will be able to attend the meeting and will have an opportunity to speak for a short period, usually up to 3 minutes. If for any reason at the discretion of the Chairman any statement cannot be dealt with during the public speaking time it will be dealt with by a written answer.

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