



## **WEST HOATHLY PARISH COUNCIL**

representing Highbrook, Selsfield, Sharpthorne, Tyes Cross and West Hoathly

### **The Handling of Petitions sent to the Parish Council**

#### **Introduction**

West Hoathly Parish Council welcomes feedback from its parishioners. The preferred method is through direct contact either

- Face to face with the Parish Clerk at the Parish Office
- Through contact with Councillors (full details are available on [www.westhoathly.gov.uk](http://www.westhoathly.gov.uk)) or on the noticeboard beside the Village Hall
- By phone on 01342 811301
- By e-mail [clerk@westhoathly.gov.uk](mailto:clerk@westhoathly.gov.uk)
- Or by letter to the Parish Clerk, Parish Office, Village Hall, North Lane, West Hoathly, RH19 4QG

This allows the Council to answer your questions quickly and if a policy decision needs to be made it will be placed on the appropriate Full Council or Committee agenda.

If a parishioner feels that their concerns have not been satisfactorily met there is a complaints procedure which is covered in a separate policy.

The Parish Council recognises that petitions are one way in which people can let them know their concerns. All petitions sent or presented to the Council will receive an acknowledgement within 10 working days. This acknowledgement will set out what the council plans to do with the petition. The council will treat something as a petition if it has been signed by 20 people who live or work within the parish.

Paper petitions can be sent to:

The Parish Clerk  
West Hoathly Parish Council  
Village Hall  
North Lane  
West Hoathly  
RH19 4QG

## **How the Council will accept a petition?**

Petitions submitted to the Council must include:

- A clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the Council to take.
- The name and address and signature of any person supporting the petition.
- The Council will take into account identifiable signatures of people who provide valid addresses, where they live, work or study in the area and may also take into account other signatures.
- Petitions should be accompanied by contact details, including an address, for the petition organiser. This is the person the council will contact to explain how it will respond to the petition.
- Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted.
- Petitions that relate to the subject of an ongoing, imminent or recent (within 6 months) formal consultation will not be accepted.

## **What will the Council do when it receives any petition?**

- An acknowledgement will be sent to the petition organiser within 10 working days of receiving the petition. It will let them know what the council plans to do with the petition and when they can expect to hear from it again. Details of the petition will also be published on the HoathlyHub website, although the contact details of the petition organiser will not be included.
- The petition will be placed on the Full Council agenda, and the petition organiser will be advised of the details.

## **Full Council meeting procedure.**

The petition organiser will be given 5 minutes to present the petition at the meeting and the petition will then be discussed by Councillors for a maximum of 15 minutes. The Council will decide how to respond to the petition at this meeting. They may decide:

- to take the action the petition requests
- not to take the action requested for reasons put forward in the debate
- to commission further investigation into the matter, for example by a relevant committee.

The petition organiser will receive written confirmation of the decision.

If a petition is about something over which the Council has no direct control (for example the local railway or hospital) it will consider making representations on behalf of the community to the relevant body.

## **Review of Procedure**

This procedure will be reviewed from time to time to ensure that it remains effective.