



Petitions Policy

Introduction

Haydon Wick Parish Council welcomes and encourages its community to provide feedback and offers many opportunities to do so via consultations, correspondence, inviting residents to attend public meetings, attending site visits (if applicable), and where possible, raising enquiries on behalf of its residents to Ward Councillors to raise with the Borough Council directly if the Parish Council is not able to assist with the enquiry.

The Council recognises that petitions are a method in which people can let the Council know their concerns and note the support from their local community if it is felt there is a cause for concern that needs to be addressed.

This policy extends to Haydon Wick parish and surrounding boundaries – 2/3 wards.

Petitions should be addressed to the Council and be submitted to the Chief Officer/ Clerk to the Council:

Georgina Morgan-Denn BA (Hons), Community Governance FdA, FSLCC
Chief Officer/Clerk & RFO

Haydon Wick Parish Council, The Council Offices, Thames Avenue, Swindon, SN25 1QQ
clerk@haydonwick.gov.uk

Petitions submitted to the Council must include:

- A clear and concise statement covering the subject of the petition and the action the petitioners wish the Council to take.
- Signatories to petitions will only be considered valid if they are a resident who lives within the parish of Haydon Wick.
- An example of all other solutions exhausted and any background information to why the request has led to a petition.
- Confirmation that the petition has not been considered within the last 6 months (previous petitions can be viewed on the Council's website).
- The name, address and signature of any person supporting the petition.
- Petitions must be accompanied by contact details, including a postal or email address for the petition's organiser. The petitions organiser is the person the Council will contact to explain how it will respond to the petition. If the petition does not identify an organiser, the Council will contact signatories to the petition to agree who will act as the organiser.

For a petition to be debated at a Full Council meeting it must contain a certain minimum number of signatures:

- Issues affecting only one ward: 350 signatures
- Issues affecting only two or three wards: 750 signatures
- All other issues: 1500 signatures



Petitions will be presented at any of the scheduled Committee or Full Council meetings.

During the Public Participation session at the start of the meeting, the petitions organiser has a maximum of five minutes to address their concerns directly to the Council. The petitions organiser is then welcomed to stay to listen in to the Committee discussing the concerns. If raised at a Committee, the Chairman of the Committee, will raise at the nearest Full Council meeting.

It would be advisable to contact the Clerk to the Council at least seven days prior to the start of the meeting to enable sufficient time to decide whether the petition needs to be an item for discussion at the upcoming meeting and prepare any answers to questions that may arise. The Council will determine how to respond to the petition at this meeting; usually this shall be to:

- Action the petition requests
- Not action the petition requests for reasons put forward in the debate
- Commission further investigation into the matter

The petition organiser will receive a written confirmation of the decision.

Petitions Process

- An acknowledgment will be sent to the petition's organiser within 10 working days of receiving the petition which will explain what the Council proposes to do.
- Details of the petition will be published on the Council's website and social media, although the contact details of the petition organiser or signatures will not be included for data protection purposes.
- A petition will not normally be considered if a similar petition was considered within the previous 6 months.
- When more than one petition is received seeking the same outcome, they will be treated separately, but only the petition organiser of the first petition received will be invited to present the petition and address concerns to the relevant meeting.
- If the petition is about something over which the Council has no direct control, it may consider making representations on behalf of the community to the relevant body.
- Petitions will not be presented to the Annual Meeting of the Council, which takes place in May, nor warrant calling any Extra-Ordinary Full Council meetings.
- Petitions which are vexatious, abusive, or otherwise inappropriate, will not be accepted. The petitions organiser will receive written confirmation of this.

Version control

HWPC Petitions Policy	Georgina Morgan-Denn Clerk to Council	Adopted at Full Council 23.03.2021 FC235.2	Next review due: 23.03.2023
		Reviewed and adopted at Full Council 12 th December 2023. Min ref. FC154.	