

Oxfordshire Countryside Access Forum

Guidelines for Public Participation

Welcome to a meeting of the Oxfordshire Countryside Access Forum. The Forum is a statutory independent advisory body established by Oxfordshire County Council since 2003 under the Countryside and Rights of Way Act 2000. The Forum gives advice to the County Council and others on improving access to Oxfordshire's Countryside. See over the page for a summary of members.

Please take note of these few rules that are there so that people know what they should and shouldn't be doing -

- All public meetings will be advertised in advance on the 'OCAF' section of the County Council's website. www.oxfordshire.gov.uk/OCAF
- Agendas, papers and minutes of the meeting will be available to the public on the County Council's website as above and at our Oxford office (address below), normally at least three days before meetings
- The main meetings of the Forum will be open public meetings, and will be held in venues that are wheelchair accessible. However the Forum's Chair will be able to exclude people in order to suppress or prevent disorderly or disruptive behaviour.
- Members of the public can speak during meetings normally **provided** that they have given 2 working days notice to the Secretariat. This provision may be relaxed at the discretion of the Chair. Speaking will normally be limited to 5 minutes on an item relating to the published agenda. The Chair may reduce this time limit because of the length of the agenda or the number of people wanting to speak.
- In addition an open Question and Answer session will be held at the end of each meeting, normally for fifteen minutes, where members of the public may ask direct questions on any subject related to the work of the Forum. The Chair may reduce or increase this time limit with regard to the number of people wanting to speak.
- When speaking it is necessary to keep to the subject, avoid defamatory, offensive or abusive language, and keep to time.
- **The Chair's decision is final on all matters relating to public participation in Forum meetings**

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