

Area Committee Request Form

Area Committee: (please tick box)			
East <input type="checkbox"/>	Central <input type="checkbox"/>	West <input type="checkbox"/>	
Date of meeting:			
Name:			
Address:			
Phone:		Email:	
<p>The question I would like answered is:-</p>			
<p>My ideas for future topics for discussion are:-</p>			
For office use			
Refer to:	Planning & Transportation <input type="checkbox"/> Community Services <input type="checkbox"/> Environmental Services <input type="checkbox"/>	County Highways <input type="checkbox"/> Police <input type="checkbox"/> Other <input type="checkbox"/>	

How to ask your question at the Area Committee

- Any issues you would like to raise at the Area Committee meeting need to be put forward during the Community Forum part of the agenda.
- To get your issue raised you must fill in a request form before the start of the Area Committee meeting. Forms can be found on the Council's website at www.rochford.gov.uk (under Council and Democracy/Area Committees) or obtained by email from memberservices@rochford.gov.uk or by telephone on 01702 318141. The website has an online form or a form for downloading and either emailing to memberservices@rochford.gov.uk or posting to Member Services, Council Offices, South Street, Rochford, Essex SS4 1BW. Alternatively, completed forms can be handed in to Council officers just prior to the start of the meeting (at which blank forms will also be available).
- In the Community Forum, dependent on the volume of questions, the lead officer will summarise the questions, and a sample will be asked at the meeting.
- Time permitting, we will try to answer as many questions as possible at the meeting, but we cannot guarantee to do so as we may not have all the information to hand.
- All issues raised will get a full response. Any issues raised up to seven working days before the date of a meeting will receive a written response at the meeting; others will either get a response at the meeting or at the subsequent meeting.