



COLEHILL TOWN COUNCIL

PETITIONS POLICY – ADOPTED 21st April 2026

1. Introduction

- 1.1 Colehill Town Council always welcomes input from our residents. The easiest way to provide this will often be through direct contact either:
 - By attending a Council or Committee meeting and speaking during the slot allocated for public participation.
 - Through contact with a Town Councillor, contact details available on our website.
 - By talking to the Town Council Clerk, either by phone on 01202 880049 or 07857 597502 (8:30am – 12:30pm Monday-Friday), or by email: clerk@colehill.gov.uk
- 1.2 These methods allow the Council to answer your questions quickly, and if a policy decision is required, the topic will be placed on the appropriate agenda for discussion.
- 1.3 The Council also recognises that petitions are another way in which member of the public can let the Council know of their views or concerns.

2. Guidelines for submitting a petition

- 2.1 Petitions should be presented to the Town Clerk either by email or by post to the address given on our website.
- 2.2 Petitions should include:
 - A clear statement explaining the purpose of the petition and any action the petitioners would like the Council to take.
 - The name, address, post code and signature of the petition organiser (these details will not be published).
 - For each person signing the petition, their name, signature, post code, and their connection to the Colehill area (e.g. resident, work, study).
- 2.3 Submissions must, by law, comply with the requirements of the UK General Data Protection Regulation (GDPR). See the [Information Commissioner's Office website](#) for guidance. In particular the petition should explicitly specify that the personal data will be shared with Colehill Town Council.

3. What the Council will do when it receives a petition:

- 3.1 Upon receipt, petitions will be assessed by the Chair, Vice Chair, and the Town Clerk to ensure they follow the guidelines in section 2.
- 3.2 The Town Council reserves the right to reject petitions which:
 - Do not relate to the Town Council or affect the Colehill area.

- Are frivolous, vexatious, abusive or otherwise inappropriate.
- Relates to the same or substantially similar topic as one that the Council has received in the last six months.

- 3.3 If the petition fails to meet the guidelines or is rejected for any other reason, then the organiser will be informed. In this case the Council will have no legal right to hold the personal data. If the petition is electronic it will be immediately deleted, if on paper it will be offered back to the organiser or destroyed.
- 3.4 If the petition is accepted then an acknowledgement will be sent to the organiser within ten working days, informing them of what the Council plan to do with the petition and when they can expect to hear from the Council again.
- 3.5 Any petition with 20 or more signatories will automatically qualify for discussion at the next available / appropriate Council / Committee meeting, see section 4 below.
- 3.6 If there are less than 20 signatories, the Chair, Vice Chair and Town Clerk will agree the most appropriate response, which may include:
- Providing a written response to the organiser.
 - Agreeing to table the petition at a Council / Committee meeting.
- 3.7 Summary details of all accepted petitions will be logged on our website (no personal data will be included).
- 3.8 The personal data within the petition will be managed in line with the Council's Privacy Notice (available on our website). It will be retained for no more than 30 working days after the petition has been resolved, and a final response sent to the organiser.

4. Council Meeting Procedure

- 4.1 Where a petition is to be discussed at Council / Committee, then the organiser will be notified, and invited to make representation during the public participation section of the meeting (adhering to the usual two minute rule as specified in our Standing Orders).
- 4.2 Town Councillors cannot enter into a debate on the subject during public participation (Town Council's Standing Orders apply), it will be discussed under the appropriate agenda item.
- 4.3 The Council / Committee meeting will agree a response, which may include:
- Taking the action the petition requests.
 - Deciding not to take the action requested for reasons put forward in the debate.
 - Commissioning further investigation into the matter, for example by a relevant Committee or Working Group.
- 4.4 The petition organiser will receive written confirmation of the decision within 21 days from the meeting.

4.5 The Council's decision will be final, and the petition will be considered closed.

Version History

Date	Summary of Changes
14/3/23	New Policy
25/6/24	Reviewed, no changes
22/4/25	Reviewed, no changes
21/4/26	Council name changed to Colehill Town Council

This Policy will be reviewed annually, the next review is due April 2027.