

**RECORDING AND USE OF SOCIAL MEDIA AT NEW FOREST NATIONAL PARK  
MEETINGS  
MEETING GUIDANCE FOR MEMBERS OF THE PUBLIC**

1. The New Forest National Park Authority supports the principles of openness and transparency in its decision making. It supports the video or audio recording by the public and press of meetings that are open to the public, for either live or subsequent broadcast. It also supports the use of social media communication methods such as Twitter, Facebook and blogs to report what is happening at meetings as they take place.
2. This guidance note sets out some general information intended to help members of the public who may be intending to report on meetings, either by recording them for simultaneous or later broadcast, or via social media. Anyone wishing to take advantage of these facilities is encouraged to telephone or email Member Services ([memberservices@newforestnpa.gov.uk](mailto:memberservices@newforestnpa.gov.uk)) before the meeting, so that arrangements can be discussed in advance.
3. For further information about how the general rules set out below would apply to a particular meeting, please contact Member Services.

**FILMING, PHOTOGRAPHY AND RECORDING**

4. The right to film, record etc is limited to the duration of the meeting. Recording must not start until the meeting is called to order and must cease when the Chair adjourns and/or closes the meeting.
5. Filming must be transparent, secret filming of meetings is not permitted.
6. Filming or recording equipment may not be left running in the meeting room at times when the public is excluded (for example because confidential or exempt information is being discussed).
7. Intrusive or prolonged filming of a specific individual or individuals will not be permitted.
8. Some members of the public and Authority staff attending the meeting may object to being filmed, photographed or recorded. The Authority will ask those filming, photographing or recording the meeting to respect their wishes, and will expect these to be complied with.
9. The Authority expects that film or audio recordings will not be edited before transmission in a way that misrepresents what occurred.
10. Filming or recording is not permitted if the effect would be to interrupt or disturb the proceedings. This means that, for example:
  - a. oral commentary is not permitted;
  - b. any equipment that needs setting up must be in place when the meeting starts;
  - c. excessive noise, intrusive lighting, and the use of flash photography are not permitted;
  - d. speakers must not be asked to repeat statements for the purpose of recording; and

- e. “Roaming” while filming or recording is not permitted – those operating equipment must stay in the area designated to them.

This list is not exhaustive. If, in the Chair’s opinion, a person filming or recording a meeting or taking photographs is interrupting proceedings or causing a disturbance, under the Authority’s Standing Orders that person will be ordered to stop their activity and/or to leave the meeting.

## **REPORTING VIA SOCIAL MEDIA**

- 11. Some, but not all, of the Authority’s meeting rooms have free Wifi available. If you would like to use this facility, please telephone or email Member Services in advance to check which rooms have Wifi.
- 12. Where Wifi is available it is password protected. Please arrive in good time before the start of the meeting so you can be told the password and set up your connection before the meeting starts.
- 13. Blogging, Tweeting, or other commentary on meetings through social media must not interrupt or disturb the meeting. The same rules apply as set out in paragraph 10 above.