

Public Participation

Central Lincolnshire Joint Strategic Planning Committee

Central Lincolnshire
LOCAL PLAN



North Kesteven
DISTRICT COUNCIL



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Phone: 01529 414155

Web: www.n-kesteven.gov.uk

Email: democratic_services@n-kesteven.gov.uk

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An introduction to the Central Lincolnshire Joint Strategic Planning Committee

The Central Lincolnshire Joint Strategic Planning Committee (CLJSPC) is a partnership of North Kesteven, West Lindsey, City of Lincoln and Lincolnshire County councils who are working together to create an overall plan for Central Lincolnshire. The CLJSPC is made up of three elected members from each of the councils (plus 1 reserve member per council).

The CLJSPC was established to set out a more strategic vision for western Lincolnshire up to 2026 and to take a unified approach to the promotion and growth of the wider Lincoln region, which has cross-border implications. The Central Lincolnshire area spans from the southern areas of North Kesteven up to the northern villages of West Lindsey and incorporates the City of Lincoln. This arrangement takes over the forward planning function of the District Councils.

The CLJSPC is responsible for the Joint Core Strategy and other joint planning policy work, including the preparation of a Local Development Framework for Central Lincolnshire. It does not affect the Development Control functions of these Councils (i.e. planning applications), which remain with the individual district councils.

Public Participation

The Central Lincolnshire Joint Strategic Planning Committee welcomes public participation.

This leaflet explains how you can get involved at meetings of the Central Lincolnshire Joint Strategic Planning Committee. It tries to explain some of the questions you may have and what to expect at a meeting.

All public participation is in accordance with the Central Lincolnshire Joint Strategic Planning Committee's Standing Orders.

How can I find out when and where a meeting is taking place?

We advertise all meeting dates of the Committee, as soon as they are arranged, on North Kesteven District Council's website:

www.n-kesteven.gov.uk/your-council/how-the-council-works/decision-making/

Agenda, Reports and Minutes

Agenda and reports for meetings are available to view ten days before the meeting. You can access these on the website:

www.n-kesteven.gov.uk/your-council/how-the-council-works/decision-making/

The agenda will list the items to be discussed at a particular meeting and will include reports that have been prepared by Officers. The reports will contain a proposed recommendation that will be considered by the Committee at the meeting.

Some reports may contain confidential information and are therefore exempt from the public. In these circumstances, we outline the reasons why the reports are exempt.

The minutes of a meeting are a record of decisions, and a brief overview of the discussion that has taken place at a meeting. Minutes of every meeting will be published on the NKDC website.

We aim to have minutes published within 15 working days of the meeting.

How can you get involved?

There are a number of ways to participate in CLJSPC meetings and make your views known to the Committee. You could use any of the following methods:

1. Asking questions;
2. Speaking at meetings;
3. Petitions;
4. Consultations; and
5. Contacting Committee Members.

Asking Questions

There is an opportunity at every meeting of the Central Lincolnshire Joint Strategic Planning Committee for the public to ask questions of the Committee.

If you wish to ask a question at a meeting, you should send it in writing or by e-mail to the Committee Secretariat by 5pm, four working days before the meeting (i.e. if the meeting is on a Monday, you need to have registered by 5pm on the preceding Tuesday).

- Questions must be directly related to matters within the remit of the Joint Committee, but not necessarily any item on that meeting's agenda.
- Questions will not be taken on exempt information i.e. confidential reports or information.

- You will be allowed three minutes to ask the question at the meeting.
- If Officers or Councillors are able to answer at the meeting, they will. If not, a written answer will be given within 7 working days of the meeting
- A supplementary question may be asked provided that it is related to the original question and/or the answer given.
- No more than five questions can be submitted to any one meeting.
- The period allowed for questions and answers shall not exceed 20 minutes in total except with the consent of the Chairman.
- The Chairman, in consultation with the Local Plans Manager, may refuse a question if it is considered to be offensive, defamatory, frivolous or vexatious.

If you would like advice on submitting a question, please see the useful contacts at the back of this guide.

Speaking at meetings

In addition to asking questions, Members of the public may speak on any item on the agenda.

Register to speak

If you wish to speak on an agenda item you need to email democratic_services@n-kesteven.gov.uk . You must email to register by 5pm four working days before the Committee Meeting. An officer will respond to you to confirm meeting arrangements.

Can someone speak on my behalf?

Professional advisors are allowed to speak on behalf of residents of

the Central Lincolnshire area. Please provide details when you first email the team to register to speak.

What if more than one person wishes to speak on an agenda item?

- The requests to speak will be dealt with in the order received by the Committee Secretariat.
- No more than five people can speak on each agenda item.
- We will endeavour to facilitate contact where there is more than five people wishing to speak.

To help ensure fair proceedings, we cannot accept late requests to speak.

How long does each speaker have?

To be fair to all parties, there is a strict time limit of three minutes per speaker.

What happens at the meeting?

An officer will introduce the agenda item and invite the speaker to address the Committee. Members of the Committee may then ask questions of the speakers. After this the committee resumes formal session and no further input from members of the public is allowed.

Councillors will then discuss and consider the agenda item and may vote on a particular recommendation.

Can supporting material be included in the presentation?

Photographs, illustrative drawings or presentations may be used within the three minutes speaking time, but you must make sure that

the Committee Secretariat at North Kesteven District Council Democratic Services team has them by 12 NOON, at least 2 working days before the Committee meeting. After this time, no further material will be accepted. You can submit your material electronically to democratic_services@n-kesteven.gov.uk or alternatively please contact the Committee Secretariat, on 01529 414155 for details.

Presenting Petitions

Any local government elector for the area shall be entitled to present a petition to an ordinary meeting of the Joint Committee.

To submit a petition to the Committee, the petition must:

- Relate to the functions of the Authority.
- Be signed by persons who either live, work or study in the Central Lincolnshire area.
- Include a clear and concise statement covering the subject of the petition.
- State what action the petitioners wish the Council to take.
- Include the name, address, postcode and signature of any person supporting the petition, or a valid email in the case of e-petitions.

The Chairman, in consultation with the Local Plans Manager, may refuse a petition if it is considered to be offensive, defamatory, frivolous or vexatious.

For a petition to be valid it must contain **a minimum of 25 signatures** of local government electors, include names and addresses of those who have signed it. For the Committee to consider the petition the information provided on the petition cannot be kept confidential.

Submitting your petition

Petitions must be submitted in writing or emailed to the Committee Secretariat at least five clear working days before the meeting to which the petition is to be presented.

At the meeting

- As with the procedures for speaking and asking questions, presentation of the petition should not exceed three minutes.
- One representative of the petitioners may speak at the meeting in support of the petition for up to three minutes.
- Petitions will be forwarded to the relevant officer for action and direct liaison with the petitioner.
- No more than five petitions shall be presented/submitted to any one meeting.
- Those petitions submitted shall be dealt with in the order of receipt by the Committee Secretariat.

Consultations

Consultations will be carried out in accordance with the Statement of Community Involvement. Consultations could take the form of documents, questionnaires/surveys, exhibitions, or other events

centred on a given topic. To find out more, please contact the Local Plans Team (details on Useful Contacts page).

Contact Councillors

Contact details of all Members of the Central Lincolnshire Joint Strategic Planning Committee can be found on North Kesteven District Council's website –

www.n-kesteven.gov.uk/your-council/how-the-council-works/decision-making/

As each Member is also an elected representative of the partner authorities, contact details are also available on their individual council websites. If you require any assistance, please contact the Committee Secretariat at North Kesteven District Council.

Councillors are elected to represent you. However, when making decisions they will not be able to commit to a decision before hearing all the evidence and debate at the committee meeting, otherwise they may not be able to participate in considering the report.

What if I have special needs?

The Council is keen that everyone has access to its public participation arrangements. If you have any specific needs or concerns about public participation, please discuss them with the Committee Secretariat. We will do whatever we can to help or to reassure you.

Useful contacts

Local Plans Team

Central Lincolnshire Local Plan Team
c/o North Kesteven District Council
District Council Offices
Kesteven Street
Sleaford
NG34 7EF

Phone: 01529 414155

Email: talkplanning@central-lincs.org.uk

Web: www.n-kesteven.gov.uk/central-lincolnshire

Committee Secretariat

Support for the Central Lincolnshire Joint Strategic Planning Committee is provided by NKDC Democratic Services at:

Democratic Services
North Kesteven District Council
Council Offices
Kesteven Street
Sleaford
NG34 7EF

Phone: 01529 414155

Email: democratic_services@n-kesteven.gov.uk

Web: www.n-kesteven.gov.uk/your-council/how-the-council-works/decision-making/