



Local Plan Advisory Committee

Public Participation Scheme

Aims of the Scheme

This initiative provides members of the public the opportunity to express their views on matters relating to the Local Plan process at meetings of the Local Plan Advisory Committee. This is in addition to any period where formal written representations have been submitted to the District Council.

Each meeting of the Committee will be dedicated to specific sites and issues appropriate to the on-going preparation of the Derbyshire Dales Local Plan. Meetings of the Committee will be held in venues convenient to the subject matters. The timetable for meetings and the sites and issues to be considered will be advertised in the local press and on the District Council's web site 2 weeks prior to the relevant meeting. The agenda for each meeting will also be available to view on the District Council's web site and at the Town Hall, Matlock, 5 clear days before each meeting.

A maximum of one hour will be dedicated to Public Participation at each of the meetings so that the Committee may listen to, and take account of, the public's views prior to making its recommendations to the Council on the shape and direction of the Local Plan to 2028.

A period of time for Public Participation will be set aside prior to the consideration of each site/issue according to the number and weight of representations received during the formal consultation period. The time allowance for each issue will be advertised in advance. Where more than 2 people wish to speak on the same site or issue and with the same view point, participants will be encouraged to nominate a spokesperson to minimise duplication and repetition, and thereby increase the time available to highlight the salient points to the Committee.

Anyone wishing to take part in Public Participation is asked to follow the following notification procedure.

Notification Procedure

1. Anyone wishing to make representations to the Local Plan Advisory Committee in accordance with this scheme must notify the Committee Services team in advance, and at the latest, by 12 Noon on the 3rd working day prior to that of the relevant meeting.

The Committee Services team's contact details are as follows:

- Telephone - 01629 761301/761375
- Email - committee@derbyshiredales.gov.uk
- Post - Committee Services, Town Hall, Matlock. DE4 3NN

2. At the time of notification, members of the public will be required to confirm

- the site or issue they wish to speak on
- their name, address and contact details
- their agreement for those contact details to be shared with other potential participants wishing to speak on the same site/issue
- the name of the organisation they seek to represent (if any)
- whether they wish to speak for or against a specific site or issue
- the specific reason for objecting or supporting a site or issue they wish to highlight to the Committee e.g. road safety, need for affordable housing

Prior to the Meeting

1. After the closing time for receipt of notifications, the Committee Team will circulate a list of potential participants who have agreed to share their contact details to all on the list for each relevant meeting. The list will indicate the maximum time allowed per site/issue and for each viewpoint. Participants will then need to liaise direct with each other in order to nominate a spokesperson to represent the majority in relation to each site/issue and viewpoint.
2. In order to assist with the smooth running of this scheme, participants will be required to indicate to the Committee Team by 12 Noon on the day of the Committee at latest, whether a spokesperson has been nominated to represent their views at the Committee meeting.
3. Participants who do not wish to participate in group representation are entitled to speak, but should be aware that the time allocated to them may be very limited.

At the Meeting

1. Participants are requested to arrive at the meeting venue 30 minutes prior to the start so that the Committee Team representative can explain the procedure and order the names of the spokespersons or individuals as appropriate.
2. Those making representations will be invited by the Chairman of the Committee to do so immediately before the relevant item of business is discussed.
3. The time allocation for each issue will be strictly maintained and the Chairman may use his/her discretion to restrict presentations to a shorter period to minimise duplication and repetition of views.
4. After the public's representations, it will be at the discretion of the Chairman as to whether any points need further elaboration or whether any question that has been raised needs to be dealt with by Officers.
5. The circulation at the meeting of written or visual material to the Committee, including letters, plans, photographs etc., is strictly prohibited in the interests of fairness and transparency for all parties.
6. After the period of Public Participation, the Committee will commence its discussion and debate of the issues. Members of the public are advised that at this stage, they are not permitted to make any further contributions to the meeting's proceedings.