

## **Draft**

### **Public Participation at Nonsuch Park Joint Management Committee**

The London Borough of Sutton and Epsom & Ewell Borough Council jointly have responsibility for the management of Nonsuch Park. This responsibility is discharged on behalf of both Council by the Nonsuch Joint Management Committee. The Committee is made up of 3 elected members from each of the two local authorities.

The meetings of the Nonsuch Park Joint Committee (often referred to as the JMC) are open to the public but they are not public meetings. The Joint Committee values both the views and the support of all interest parties and park users. To ensure Nonsuch Park meets the diversity of needs, it is important for the JMC to both hear from and engage with all with park users, stakeholders and partners.

One method of engagement is by engaging directly with the JMC. This could be through asking questions of the JMC or being a recognised body or group.

#### **Request to ask a question at a meeting**

- 1.1 At meetings of the JMC up to 30 minutes will be set aside for written or oral questions from any member of the public who lives, works, attends an educational establishment or owns or leases land in the Borough on matters within the Terms of Reference of the JMC which may not include matters listed on a Committee Agenda.
- 1.2 All questions whether written or oral must consist of one question only, they cannot consist of multi parts or of a statement.
- 1.3 The question or topic may not relate to a specific planning application or decision under the Planning Acts, a specific application for a licence or permit of any kind, the personal affairs of an individual, or a matter which is exempt from disclosure or confidential under the Local Government Act 1972. Questions which in the view of the Chairman are vexatious or frivolous will not be accepted.
- 1.4 Any person wishing to ask a question must submit their request to ask a question in writing (either in hard copy or by email) to the Chief Legal Officer of Epsom & Ewell Borough Council. The request must arrive by noon on the tenth working day before the day of the meeting.
- 1.5 When requested to ask their question, the speaker will be asked for their name and address and if appropriate the organisation or group they represent. These details will be noted in the record of the meeting.

#### **Submission of written questions to a meeting**

- 1.6 A person who wishes to ask a written question must submit their question in writing (either in hard copy or by email) to the Chief Legal Officer of Epsom & Ewell Borough Council. The written question must arrive by noon on the tenth working day before the day of the meeting.
- 1.7 The member of the public submitting a written question must set out:
  - (a) the wording of the question they wish to ask
  - (b) an address, email address or telephone number at which they can be contacted before and after the meeting
  - (c) whether they live, work, attend an educational establishment or own or lease land in the Borough and if so, details.

- 1.8 Following receipt of a written question, the Chief Legal Officer will ensure that the member of the public asking the question is contacted and told whether their request complies with the conditions above. If contact details are not readily identifiable or have not been supplied, the question will not be accepted even if in all other respects it is valid.

### **Question process at a meeting**

- 1.9 Public questions will be taken as the last agenda item.
- 1.8 The Chairman may decline to answer a question or may give an answer orally at the meeting or may provide a written reply.
- 1.10 At the Meeting the Chairman will ask the questioner if the response answers their concern or if they wish to ask one supplementary question. If a supplementary question is asked, it must arise from the reply given. The Chairman may decline to answer a supplementary question.
- 1.11 Written questions shall be taken first and in the order they were received followed by any oral questions, until 30 minutes have elapsed since the first question was called.
- 1.12 If a member of the public asks or wishes to ask more than one question, their second question (written or oral) shall be taken after all other individuals who wish to ask a question have been given the opportunity to do so.

### **Invitations to address the JMC**

- 2.1 There may be occasions when the JMC may wish to seek the views of a 3<sup>rd</sup> party on a matter they are considering. Such a matter cannot relate to an application for permission to run an activity, the hiring or letting of any part of the Nonsuch Park.
- 2.2 The Chairman following advice from the Chief Legal Officer, will have the power to invite any such party if their specialist or particular knowledge would assist the JMC in the consideration of any relevant matter.