



Fingal Public Participation Network

Minutes

Linkage Group Name	Transport Housing & Planning
Venue	County Hall, Swords.
Date of Meeting	23 rd January 2020
Attendees	Kathleen McCann (Facilitator), Doreen Keaney, Angela Rogers, Greg Farrell, George Mongey, Michela Benasi, Aneta Laska, Ray Smyth, Annie Byrne, Claire Ann Ferry, Dayakar Komirelly, Willie Cahill, Pat Suttle, Ray Ryan
In attendance	Jenny Foley (FPPN)

1. Open, Welcome, Minutes and Matters Arising

Kathleen opened the meeting and conducted a round of minutes.

The minutes were proposed and seconded with no matters arising

2. Effective use of Housing, Planning & Transport Linkage Group Meetings

Issue 1: Large number of major policy areas covered by a single PPN Linkage Group (LG)

- Jenny Foley to bring it to Secretariat the possibility of a separate LG. It was decided that a sub-group may be too complicated.

Issue 2: Large number of reps reporting to LG Members

- Agreed that all reps to submit written reports for each meeting to be circulated in advance of meeting.
- Agreed Reps to focus verbal contributions around their SPC reports on updates to their written reports and answering any questions on their reports
- Discussion took place on SPC meetings – the SPC should be aligned with the LG meeting. If the LG don't meet before the SPC then no motion will be submitted. Plan to have a list of potential motions ready, sub groups can be set up for this. Jenny Foley agreed to circulate the SPC guidelines to the group by email on 24th January 2020

Issue 3: External speakers and question/answer sessions for speakers taking up a lot of meeting time:

- Agreed that the number of external speakers (not from the LG) to be limited to one per meeting
- Agreed that external speakers to be agreed in advance with the Facilitator
- Agreed that time allocated to speakers and subsequent Q&A to be limited (by Facilitator)

- Agreed speakers only from 7 – 7.30 (including Q&A)

Issue 4: Lack of clarity re: the purpose and remit of the LG meetings

- Agreed for PPN Staff to circulate details of the purpose and remit of LG to all members i.e. community-wide collective issues rather than interests and issues of individual communities
- Agreed that the Facilitator will remind the LG at the beginning of meetings of the purpose and remit of the group meeting

Issue 5: Proposed actions not followed through by proposers/members as agreed

- Agreed that members are to commit to following through on actions they request/agree by others such as PPN staff, LG Reps, Facilitator etc. e.g. asking for information on a subject to be collected and collated and then not providing the information.

Issue 6: Maximising meeting time available

- Agreed that meetings are to start and finish on time, with members doing their best to arrive on time
- Agreed that meetings are to stick to the published agenda and remit of the LG
- Agreed to avoid returning to agenda items once the meeting has moved on from them.
- Agreed that any items for the agenda to be forwarded to PPN staff at least 2 weeks before each meeting. Urgent matters can be raised during AOB

Issue 7: Giving everyone time/space to contribute in line with the agenda and the purpose/scope of the meeting

Agreed to make space for as many members as possible to contribute:

- Don't expect to contribute on every agenda item
- Be prepared to give way to members who have not already spoken in a discussion/meeting
- Avoid repeating points already made by other speakers
- Direct your contributions through the Facilitator and don't get into discussions directly with other members during the meeting

Issue 8: Having a suitable venue for meetings (avoiding rooms that are too large/small for the group)

- Making good use of the two meeting rooms available (Council Chamber and Meeting Room)
- Members to register in advance for meetings to indicate what size room is needed
- When the Council Chamber is used for LG meetings, the Facilitator will explain the microphone system to everyone at the start of the meeting.

3. PPN Representatives Progress Report

4. Reps Reports

Greg, Ray and Doreen gave an update (reports to be circulated Jenny Foley)

It was agreed at the meeting that any motions must come from the Linkage Group as a group and they must be approved by the Facilitator Kathleen McCann before submission.

5. Bus Connects

6.

As the meeting was coming up to the finishing time and a lot of time was taken up earlier in the meeting Kathleen advised that unless there were major Community Issues that needed to be discussed at this meeting she would defer them to the next meeting.

7. Agreed Actions

1. SPC Guidelines https://www.fingal.ie/sites/default/files/2019-09/item_30_-_draft_fingal_county_council_strategic_policy_committee_scheme_2019_-2024.pdf
2. Public Consultation on Draft National Volunteering Strategy 2020 – 2025 submissions can be made by individuals until 31st January <https://fingalppn.ie/public-consultation-on-draft-national-volunteering-strategy-2020-2025/>
- 3: Public Consultation on General Scheme of the Housing and Planning and Development Bill 2019 <https://fingalppn.ie/public-consultation-on-general-scheme-of-the-housing-and-planning-and-development-bill-2019/> closing date is Monday 27th January, I have requested an extension on this closing date on behalf of the Linkage Group. I will let you know if an extension is granted.
- 4: Link to Council meetings online (for Housing figures) <https://fingalcoco.public-i.tv/core/portal/home>
- 5: Link to the website Fix your Street <http://www.fixyourstreet.ie/>
- 6: In relation to sending queries to the Housing Department (or any Fingal County Council Department) please see link to their Customer Charter <https://www.fingal.ie/sites/default/files/2019-04/Fingal%20Citizen%20Charter%202.10.18.pdf> also if you feel your query is not being dealt with as per Citizen Charter you can fill out this form to lodge an official complaint <https://www.fingal.ie/sites/default/files/2019-12/service-comment-form-december-2019.pdf>

All above sent by email by JF to LG members

AOB.

As stated in Community Issues section, Kathleen advised that unless there were major AOB they would be deferred to the next Linkage Group Meeting.