



PPN Policy re interaction with the Municipal District

Background

Reform of
Local
Government

Establishment
of the Public
Participation
Structure .

In relation to participation by the local community within Municipal Districts, the Local Government Act 2001, (as amended), Section 127 (4) states that the local authority PPN Framework should provide for –



(a) participatory mechanisms to promote, support and facilitate the local community's input into decision making by the local authority, without prejudice to any consultation procedures provided for in any enactment;

PURPOSE OF THE PROTOCOL

One of the primary objectives of the establishment of the Public Participation Network is to facilitate the input of communities into local decision making structures. The protocol was considered and recommended by the SPC to provide a mechanism for liaison between community representatives from the Public Participation Network and decision making at Municipal District level of the Council.

How does the PPN operate ?

- ▶ The PPN is the framework for public engagement and participation and is the main link through which the local authority connects with the community. The primary aim of the PPN is to facilitate and enable the public and the community to interact with local government.
- ▶ The structure of the PPN consists of a number of Structures including the following
 - ▶ PPN Secretariat – which facilitates communication and oversees the work of the PPN
 - ▶ County Plenary PPN – represents all community groups in the County and nominates PPN reps to various policy making forums, eg LCDC, SPC's, etc.
 - ▶ **Municipal District PPN – represents community groups within the District.**
 - ▶ Linkage Groups – advise reps on committees and structures to the views of the Plenary

What will the protocol facilitate?



Real engagement and dialogue with the elected members and the executive of the Local Authority .



Budget influencing



Process that all can equally engage with



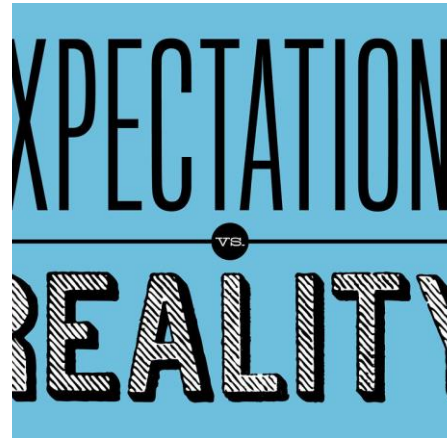
The way to get
started is to quit talking and begin doing.

WALT DISNEY

Working together - Team



Respect for each
other



Realistic
Expectations



Communicating
the needs



Listening

Timeline

Sept/ Oct

PPN Staff arranges Municipal District PPN meeting with agenda as follows:

- a) Agree on main issues of concern in respect of Local Authority services.
- b) Nominate reps to meet MD elected members – 7 Reps from AMD PPN and 13 Reps from MMD PPN (AMD and MMD secretariat rep to be a member of each)PPN staff also to attend

Oct

PPN Staff compiles draft Municipal District PPN Submission and arranges meeting with Reps. This meeting is used to agree MD PPN Submission

Oct

PPN Staff emails Municipal District PPN Submission to MD Administrative Officer (AO)

MD AO liaises with relevant WCC Sections for draft response to Municipal District PPN Submission

Oct

Where any clarification is required MD AO emails PPN Staff to provide.

PPN Staff liaises with Municipal District PPN Reps and provides required clarification to AO

Oct

Draft response compiled and approved by MD DOS.

Timeline

October

In-committee round table meeting of MD elected members and Municipal District PPN Reps chaired by Mayor to discuss MD PPN Submission and draft responses prepared by Executive

Nov, Dec, Jan Feb and March

Completion of MD budget process including agreement on 1. County Schedule of MD Works and 2. County Road Works Programme.

By 31st March

Response to MD PPN Submission updated and the following Appendices added:
(a) Schedule of MD Works (as agreed by MD Elected Members)
(b) Annual road works programme (as agreed by MD Elected Members)
- and overall Response Document approved by MD DOS

Beginning April MD meetings

At April Local Authority MD meeting, above Response Document is presented to 3 No PPN Reps from MD to include MD PPN Secretariat rep

End April

PPN Support Worker arranges MD PPN meeting to receive Response Document to PPN Submission

Example of Issues that come from community

- ▶ Provision of Car Parking for Community Tourism initiative
- ▶ Support for traffic slowing measures in an area or estate
- ▶ Stretch of footpath that requires maintenance
- ▶ Provision of or support with applying for Community Playground
- ▶ Support with a Community clean up day.
- ▶ Use of a council building for Community use .
- ▶ Provision or support to provide Community Allotments/ Community Orchards.
- ▶ Capacity Building or Training supports for groups.
- ▶ Signage for Children at Play, No Dumping, Slow Down etc



WPPN Mullingar/Kinnegad Municipal District Submissions 2021 for 2022 Budgets

Environment - 9

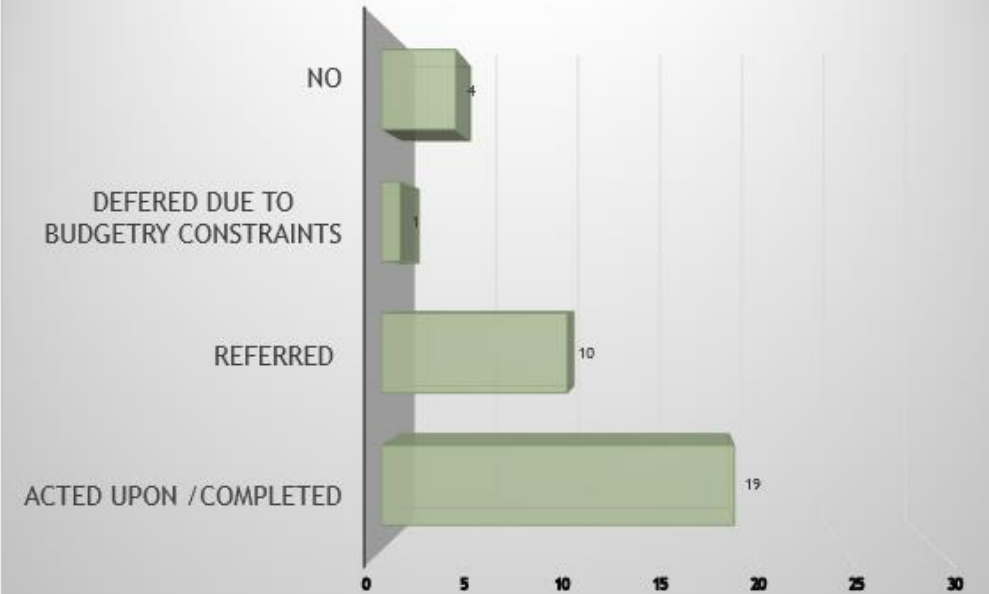
Footpaths/Pavements - 5

Public Lighting - 3

Road Safety - 8

Other - 9

RESULTS OF MKMD PPN SUBMISSIONS 2021/2022



WPPN/MK MD Submissions
Results 2020 for 2021 Budget

SYNOPSIS OF WPPN MULLINGAR/ KINNEGAD
SUBMISSION RESULTS

WHAT TO REMEMBER



1. Most of the issues the community identify have been identified by the elected reps – you will be asking for the same things in most cases.
2. Issues should affect communities not just one or two individuals
3. The issue should be clear – i.e. even people not from the area should understand it from the information you give.
4. The issue should have a proposed solution – everyone doesn't think the same.
5. Some issues cannot be solved by the Local Authority so prioritize your submission.
6. Success through Dialogue – non confrontational.

So How do we do it ?

Template for the Protocol – for SPC consideration

Template Cover letter for Protocol – to accompany protocol

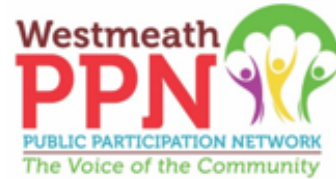
Sample Letter to make a Call for PPN submissions

Sample agenda for PPN Municipal meeting

Sample Voting sheets for PPN MD reps

Sample report structure for submission

Indicative Dates	Action
Sep	PPN Staff arranges Municipal District PPN meeting with agenda as follows: a) Agree on main issues of concern in respect of Local Authority services. b) Nominate reps to meet MD elected members – 7 Reps from AMD PPN and 13 Reps from MMD PPN (AMD and MMD secretariat rep to be a member of each)
October	PPN Staff compiles draft MD PPN Submission and arranges meeting with Reps where MD PPN Submission agreed.
October	PPN Staff emails MD PPN Submission to MD Administrative Officer (AO)
October	MD AO liaises with relevant WCC Sections for draft response to MD PPN Submission
October	Where any clarification required MD AO emails PPN Support staff
October	PPN Staff liaises with MD PPN Reps and provides required clarification.
October	Draft response compiled and approved by MD DOS.
October	In-committee round table meeting of MD elected members and MD PPN Reps chaired by Mayor to discuss MD PPN Submission and draft responses prepared by Executive.
Nov, Dec, Jan Feb and March	Completion of MD budget process including agreement on Schedule of MD Works and Road Works Programme.
By 31 st Mar	Response to MD PPN Submission updated and the following Appendices added: (a) Schedule of MD Works (as agreed by MD Elected Members) (b) Annual road works programme (as agreed by MD Elected Members) - and overall Response Document approved by MD DOS
Apr	At April MD meeting, above Response Document presented to 3 No Reps from MD to include MD PPN Secretariat rep.
30 th Apr	PPN Staff arranges MD PPN meeting to receive Response Document to PPN Submission.



AGENDA

Westmeath PPN Mullingar/Kinnegad Municipal District Meeting

Date: 10th October 2023

Time: 19:00

Location: Bloomfield House Hotel, Mullingar

- Welcome
- Overview of the process
- Report 2023 - Submissions to MD for 2024| Budget
- PPN seeking submissions to Municipal Districts
- Break & Refreshments served
- Westmeath PPN Election of Delegates to MD
- Schedule of meeting of Reps to agree final submission to the MD

PPN
Municipal
District
meeting :
sample
Agenda



WPPN Seeking Community Group Submissions to Municipal Districts

Dear PPN Member

We have just completed the formal process of making and receiving feedback to issues raised by community and voluntary groups in Westmeath to the two municipals, of Athlone/Moate Municipal District and Mullingar/Kinnegad Municipal District. Both Mullingar/Kinnegad and Athlone/Moate Public Participation Network submissions were positively received and many of the issues and proposals in the documents were supported and have either been implemented or will be implemented before the end of the year. See www.westmeathppn.ie (Resources) for copies of 2020 submission for 2021 budgets reports.

With the 2021 budget process complete, we need to prepare for the forthcoming Municipal District budget allocations for 2022. We are starting this process by asking you to consult with your group and asking them to prioritise their issue of concern for their area or group and to also propose a solution to the identified issue.

We have attached a sheet which you can complete and return to us by email or post. Please give as much detailed information on the issue at hand as possible.

The submissions received will be compiled and will be used as the draft submissions to the relevant Municipal District. **Closing date for receipt of submission by WPPN is Monday 20th Sept 2021.**

Please return your submissions to Westmeath Public Participation Network at below address or info@westmeathppn.ie by Monday 20th Sept 2021

If you have any questions or clarifications, please contact Brigid or Ursula at 044 9332157 or by email info@westmeathppn.ie

Kind Regards
Brigid Geoghegan
Ursula Harper
Westmeath PPN Team

WPPN-Westmeath Public Participation Network
Community Development Section, Westmeath County Council, |
Áras an Chontae, Mullingar, Co. Westmeath, N91 FH4N
Direct Line: 044 9332157 – email: info@westmeathppn.ie



Westmeath PPN Member Group Submission to Municipal Districts

Name of Group: _____

Contact Name in Group: _____

Contact Phone Number: _____ Contact Email: _____

Municipal District: Athlone Moate Mullingar/Kinnegad

Please include as much information as possible; what & where exactly; photos/maps etc; all help – And group suggested solution

Issue/Submission

Suggested Solution

Closing date for receipt of submission by WPPN is Monday 20th Sept 2021.

Call for Submissions from PPN



Westmeath PPN Member Group Submission to Municipal Districts

Name of Group: **Rahanine Trail Blazers.**
 Contact Name in Group: **Mary Fallon- Chairperson, Monica Dolan –Secretary.**
 Contact Phone Number: **Mary Fallon -0857269850.**
Monica Dolan-0872043338
 Contact Email : Monicae131@gmail.com mary-fallon@hotmail.com

Municipal District: Athlone Moate Mullingar/Kinnegad

Please include as much information as possible; what & where exactly; photos/maps etc all help – And group suggested solution

Issue/Submission	Suggested Solution
<p>We proposed a designated parking area in Rahanine bog Rochfortbridge. (53.410572,-7.271185). This is a popular walking spot and we have noticed that cars often unintentionally hamper access to property.</p> <p>The three affected gates that lead to the property on the left below.</p>	<p>The Rahanine Trail Blazers request funding to construct a hard core gravel car area to resolve the issue. We proposed the car parking area be placed on the grass verge at the edge of the road. One area is 90 metres by 6 metres the second side is 90metres x 12metres approx. The estimated below is a quote for one side only. The photo shows the suggested parking areas.</p>



Kilmurray's Homevalue Hardware
 1/2 LOAD - 30 TON 3" DASH
 £300 + VAT = £369 + VAT
 54 - 60 TONS ADDED 2 LOADS
 With Compacted to £738 TOTAL

Sample submission

Closing date for receipt of submission by WPPN is Monday 20th Sept 2021.



Thank you