

**COUNCIL MEETING – DEPUTATION/PETITION REQUEST FORM**

NAME OF DEPUTATION/PETITION LEADER: Joan Munro on behalf of South Hampstead Flood Action Group

ADDRESS:

[REDACTED]

TEL:

[REDACTED]

E-MAIL:

[REDACTED]

Name and contact details of other proposed attendees (maximum of 6 plus deputation leader):

Alan Mason [REDACTED]  
[REDACTED]

Marcy Doane, [REDACTED] . [REDACTED]

Irene Fuchs, [REDACTED] . [REDACTED]

Kumiko Matsuoka, [REDACTED], [REDACTED]  
[REDACTED]

Edward Flaherty [REDACTED] (National Flood Forum)

Vicki Harding, [REDACTED]  
[REDACTED] (Hampstead Neighbourhood Forum)

**Does any member of the deputation have access requirements? If so, please tell us what they are:**

**No**

**Have you submitted a deputation request to the Council before? If so, please give details:**

Took deputation to the council in autumn 2021 and supported a deputation from a Belsize Road resident to this committee in February 2024.

**Please summarise below the key points you wish to make at the Council meeting (continue on a separate sheet if necessary):**

See attached

(see guidance notes overleaf)

## **GUIDANCE FROM THE COUNCIL'S [CONSTITUTION](#) \***

### **Deputations and petitions**

Anyone likely to be affected by a matter in which the authority has functions, or which affects that area of the authority, or some of it, or the inhabitants of that area, or some of them may ask that a deputation or a petition should be received by a meeting of the Council.

A deputation request should be made in writing to the Chief Executive (via the contact listed below) setting out the reason why the deputation should be received, by no later than 12noon, three working days before the meeting to which it relates.

The person making the deputation request shall indicate what the deputation is about, the number (no more than 7), names and addresses of the persons who will form the deputation, and the member of the deputation who will address the Council.

Requests to present petitions to Council will be considered in line with the Council's Petition Scheme (Part 5 of the Constitution).

The Mayor will decide whether the deputation or the petition is to be received or not, or whether the deputation or the petition should be heard by another body. In deciding whether or not to redirect a deputation or the petition to another body the Mayor will amongst other things consider whether the matter could benefit from an in-depth analysis which could not be provided at Council, whether it is of wide interest to the Borough and whether the deputation or the petition has already been aired recently at another Council body. A maximum of three deputations or petitions will be taken at each Council meeting with the Mayor deciding which to accept with an overall maximum time allocated to deputations and petitions of 30 minutes.

### **At the meeting**

When called, the spokesperson or Petition Organiser may speak for three minutes. The Mayor will ensure that the remarks are relevant and that the speaker refrains from personal attacks.

Members may then ask questions of the deputation. Six minutes per deputation or petition is allowed for this, to include responses from the depute(e)s/petitioner(s).

After the deputation or petition has been heard the appropriate Cabinet Member or committee chair may respond in a speech no longer than three minutes.

No deputation or petition may appear before the Council again within the next three months on the same or a similar subject.

## **Data Protection - What will we do with the information that you have provided to us?**

The Council has a legal duty to allow public access to its formal meetings (except in limited circumstances where the press and public may be excluded) and we are processing the data that you have provided in order to deal with your request to make a submission to one of those meetings. We will only process the information provided to us for the purpose for which you have provided it.

Your name and address may appear in the papers of the council, committee or sub-committee meeting that you have requested a submission to. These papers are freely available on the Council's website and in hard copy from the Council's offices.

We will not transfer your personal data outside of the EU/EEA.

Full the full privacy notice, please visit <https://www.camden.gov.uk/deputations>

Please return this form by email to [vicky.wemyss-cooke@camden.gov.uk](mailto:vicky.wemyss-cooke@camden.gov.uk) / [donna.alexander-morrison@camden.gov.uk](mailto:donna.alexander-morrison@camden.gov.uk) or by post to:-

**Vicky Wemyss-Cooke/Donna Alexander-Morrison**

**Committee Services**

**London Borough of Camden**

**Town Hall**

**Judd Street**

**London, WC1H 9JE**

**Enquires: 020 7974 5726/5319**

\* Part 4 of Camden's Constitution, 'Procedure Rules and Standing Orders'