

# Beer Neighbourhood Plan

## Community Engagement Programme

### Background

The neighbourhood planning legislation places an obligation on the body responsible for preparing the Neighbourhood Plan to carry out an extensive and inclusive programme of community engagement and to prepare a report, as a supporting document to the Plan itself, to show how, when and where local people and businesses were 'engaged' in the neighbourhood planning process and what the outcome was.

The Project Plan has earmarked four main consultation points during the plan-making period that are the responsibility of the Parish Council and Neighbourhood Plan Steering Group to deliver:

- C1** – *publicise intention, recruit helpers* – from August 2014
- C2** – *'survey' of local needs & demands* – October 2014
- C3** – *consult on vision & objectives* – February 2015
- C4** – *consult on draft plan* – May 2015

### Outline Proposal

#### **C1 – Publicise intentions & Recruit Help**

Its purpose is to:

- launch the neighbourhood plan to the community at large
- show the plan-making timetable and explain the process in simple form
- confirm that the planning process is to be community-owned and led
- explain the role of the Steering Group, who is on it and why
- emphasise the need to consult at key stages in the process
- give details of how to find out information, make contact, keep in touch with progress
- recruit support from existing community organisations and the community at large
- make a call for volunteers

#### Method

It is intended to use:

- posters for display on notice boards and local shops
- articles in newsletter
- local newspaper
- word of mouth
- letter to all local voluntary and community groups

#### Timetable:

A programme of awareness-raising will be carried out during August and September 2014 prior to the community survey.

#### Cost:

Parish Clerk – hours tbc

Postage & printing (email to keep costs low)

### Who will be doing what?

Letter to community and voluntary groups (email where possible) – Parish Clerk

Letter to statutory bodies (email where possible) – Parish Clerk

Poster – Parish Clerk

Set up web page – Parish Clerk

Parish newsletter – Parish Council/Cllr Pook

Press release – Parish Clerk/Cllr Pook

### **C2 – Survey of Local Needs & Aspirations**

The purpose of this major consultation is:

- To share the main findings and conclusions from the evidence base
- To canvass community opinion on the bigger issues and main themes
- To carry out specific consultations with interest groups to fill in the gaps in our knowledge and understanding
- To encourage and facilitate debate where it is need

### Method

We want to involve the whole neighbourhood and engage with as many people as possible. To make it as effective as possible, we propose to hold a range of events/activities and devise a number of ways to encourage people to provide additional information and respond to what they see and hear. This will include:

- Community questionnaire
- Business survey
- Social media activities
- School and youth-based activities - targeted consultation/survey

Timetable : survey design for September 2014 for delivery during October 2014 and analysis during November 2014.

### Cost:

Parish Clerk – hours tbc

Questionnaires/publicity materials – production/printing/ postage (email to keep costs low)

### Who will be doing what?

Community questionnaire production and distribution – Cllr Cozens/Cllr Green/Cllr Pook/Parish Clerk

Business survey – Cllr Pook

Consultation event/survey with school/local youth groups – Cllrs tbc/Parish Clerk

### **C3 – Consult on Vision & Objectives**

Its purpose is to:

- report back on response and conclusions from the C2 consultation programme
- share a draft vision and objectives for the Beer Neighbourhood Plan
- set out the themes and priorities for neighbourhood planning policies
- seek reaction/endorsement of the vision and objectives
- invite suggestions for specific planning policies
- encourage community action and enterprise to realise the vision

### Method

Exhibition in Mariners' Hall to be widely advertised by press, parish magazine, website and posters/flyers. Contact EDDC for appropriate plans/maps.

A4 DS flyer setting out vision and objectives – limited print run.

Timetable: February 2015

### Cost:

Parish clerk – hours tbc

Flyer – production & printing

### Who will be doing what?

Consultation event – consult on vision and objectives – all Cllrs/Parish Clerk

Promotion and Flyer (production and printing) – Parish Clerk

Book hall – Parish Clerk

### **C4 – Consult on Draft Plan**

The Parish Council has a statutory duty to ensure that consultation on the draft Neighbourhood Plan takes place for at least 6 weeks and everybody has an opportunity to see and/or hear what it contains, and to comment on it.

### Method

- A number of hard copies of the draft Plan should be placed on deposit for public viewing in suitable locations in the area
- A summary leaflet is distributed to every household
- A pdf of the draft Plan is placed on the website
- Draft plan/summary leaflet (as appropriate) is sent to stakeholders/statutory consultees

Timetable: May – July 2015

### Cost:

Parish Clerk – hours tbc

Draft NP – production/printing costs

Summary leaflet – production/printing/postage costs

### Who will be doing what?

Production/printing/organise distribution of draft NP and summary leaflet as appropriate to community, stakeholders and statutory consultees – Parish Clerk