

St Wenn Parish Neighbourhood Development Plan

Communications and Engagement Plan - Version 1a

IMPORTANT NOTE ABOUT COVID 19 IMPACT ON THE NDP ENGAGEMENT PROCESS

In view of the Covid-19 emergency the Steering Group cannot hold the 'drop on' session for local people to find out more about the Neighbourhood Plan as was originally intended, and other face-to-face meetings will not be possible. Therefore, to ensure that everyone has the opportunity to get involved, we will need to rely on:

1. The Neighbourhood Plan website (ndp.stwenn.co.uk) which explains the background to the Plan, includes a full copy of the Neighbourhood Plan, the evidence base, and an online form for comments to be made.
2. A free explanatory booklet delivered to every household we can reach, including a comments form that can be posted back to the Steering Group.
3. A limited number of hard copies of the full document will be available for circulation by post. 3. Extending the statutory minimum consultation period of 6 weeks to 9 weeks to allow for the slower processes of communication by mail.

INTRODUCTION

Involving the community is central to Neighbourhood planning. This strategy has been prepared to help guide the process of engaging with the community and stakeholders to ensure that St Wenn Parish has a robust and well-informed Neighbourhood Plan that has community ownership at its heart.

WHY WE NEED AN ENGAGEMENT STRATEGY?

We need an Engagement Strategy because

- it explains the steps we intend to take from the start to the end of the process
- it describes the processes and methods that we will employ in community engagement
- it specifies how we will inform, communicate with and involve the community throughout the project.

THE OBJECTIVES OF THE STRATEGY

Our objectives are

- to make sure that we communicate with and engage with the entire St Wenn Parish community so that we achieve a sound plan whose policies fully reflect the community's views and aspirations
- to make sure that the local community becomes more aware of how planning works and understands what can and cannot be done through the different parts of the planning system.
- to promote community interest and engagement through active participation in the work of producing a Neighbourhood Plan
- to encourage and include volunteers in taking part in working groups to collect and analyse information, investigating opportunities and working up ideas into creative new policy proposals.

BEING INCLUSIVE

It is imperative that engagement with the community is not a one-off event and it is vital that people continue to be involved in the whole process. To do this we will embrace five key principles of community engagement:

1. INFORM: provide balanced and objective information
2. CONSULT: actively seek community views, input and feedback
3. INVOLVE: work with the community so concerns and aspirations are understood
4. COLLABORATE: work with the community to identify solutions
5. EMPOWER: present the draft plan to the community for their approval

To help us fulfil this purpose we will:

- ensure everyone can take part by overcoming barriers that some individuals have
- be clear on what we are trying to achieve
- make engagement easy to understand
- analyse and evaluate all responses and views
- share engagement responses and views in a timely manner
- review the methods we have used and reflect on which elements worked well and where there are gaps and why
- analyse our engagement process and adapt it as necessary
- comply with the Data Protection Act when handling personal information

WHEN WE WILL ENGAGE AND CONSULT?

We will aim to set up public events at appropriate times of the year. We will attend meetings of target groups at times convenient to them. We will use various methods of engaging the public in places at a variety of times to achieve as wide a coverage of the general population as possible.

We will engage and consult at the following stages:

Stage 1 - Awareness raising and community engagement in the analysis of local issues, creating the vision, and scoping of the St Wenn Parish Neighbourhood Plan objectives and themes

Stage 2 - Community engagement in the development of the policy and proposal options to be considered

Stage 3 – Formal consultation on the draft plan.

Stage 4 - Promotion of the final plan and awareness raising for the Regulation 16 Consultation and local referendum.

WHO WE WILL CONSULT

- Schoolchildren (aged 7-16)
- Young people (aged 16 – 25)
- Working age people
- Pensioners
- Commuters (people living in the community but working outside)
- LGBTQ+ people and groups
- Community groups and societies
- Single parent families
- People with physical needs
- People with learning needs
- Faith groups
- People employed in the community
- Local businesses
- Black and minority ethnic groups
- Families
- Migrant workers
- Voluntary bodies acting in the area

Official Bodies

- Cornwall Council

- Environment Agency
- Historic England
- Natural England
- Devon & Cornwall Police
- Adjoining parishes
- Highways Agency
- Network Rail

HOW WE WILL ENGAGE & CONSULT

- Self-completion questionnaires
- Drop-in Sessions to discuss the content of the draft Neighbourhood Development Plan **[NOTE: Due to the COVID 19 Pandemic no drop in sessions are possible].**
- Press advertising
- Parish Councillors contact
- Social Media – Facebook
- Website

METHODOLOGY

Several methods of engagement will be used to get the whole community involved. We will ask ourselves the following questions before embarking on a chosen method:

- What are we trying to find out?
- From whom is the information required?
- How would they prefer to respond?
- What information do they need before they can respond?
- Is something more than a simple exchange of information required?
- How will this information be recorded?
- What resources are needed and what resources do we have?
- How much time is needed and how much time do we have?

WHERE WE WILL CONSULT?

We will use different venues to help reach the whole community, for example:

- The WI Hall, St Wenn, and during other events held there
- St Wenn School
- Church and Chapel
- Community/festival events

[NOTE: Due to the COVID 19 Pandemic no drop in sessions are possible].

DATA PROTECTION

When we deal with feedback we will comply with the Data Protection Act 1998. Any personal details submitted will be held by St Wenn Council and will remain secure and confidential. Personal details will only be used for research purposes and will not be passed on to any third parties or used for marketing purposes in accordance with the Data Protection Act 1998. In all our dealings with the public, we are committed to following the Human Rights Act 1998.

FREEDOM OF INFORMATION ACT

When we deal with feedback we will comply with the Freedom of Information Act 2000. We will publish a summary of the information gathered and detail how the results are being used to help shape St Wenn Parish's Neighbourhood Plan, in the Consultation Statement that will accompany the version of the draft Neighbourhood Development Plan that is submitted to Cornwall Council and later published by them.

EQUAL OPPORTUNITIES

We will comply with Equal Opportunity legislation. We recognise that the provision of equal opportunities in all our activities will benefit St Wenn Parish. All members of the public will be treated fairly and will not be discriminated against. An Equalities Impact Assessment of the Neighbourhood Development Plan will be carried out and submitted to Cornwall Council alongside the Plan.

HEALTH AND SAFETY ACT 1974

We will ensure any Neighbourhood Planning events and activities take into consideration the health and safety of everyone involved. Risk assessment will be carried out as and when required.

SAFEGUARDING

We are committed to safeguarding the welfare of children, young people and vulnerable adults and will ensure that appropriate safeguarding measures are built into the design of events involving children, young people and vulnerable adults. Where necessary, DBS checks will be carried out on anyone working directly with this section of our community.