

PELYNT PARISH NEIGHBOURHOOD DEVELOPMENT PLAN

Communications and Engagement Plan

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 Pelynt Parish has a robust and well-informed Neighbourhood Plan that has community ownership at its heart.

WHY DO 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 Pelynt Parish community so that we achieve a sound plan whose policies fully reflect the community's views and aspirations as far as is possible within the regulations on Neighbourhood Planning.
- 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 the Steering Group to collect and analyse information, investigate opportunities and work 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 and input and ensure timely 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 may 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 WILL WE ENGAGE AND CONSULT?

We will aim to set up public events at appropriate times of the year. We will attend meetings of target groups if requested 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.

WHO WILL WE CONSULT?

We will endeavor to consult the whole community of Pelynt Parish regardless of race, creed, ability, age or other circumstance, and be guided by an Equality and Diversity Assessment of the process and NDP. We will also consult official bodies as required by Regulations (see appendix)..

HOW WE WILL ENGAGE & CONSULT

- Self-completion questionnaires, in hard copy as well as on-line.
- Drop-in Sessions to discuss the content of the draft Neighbourhood Development Plan.
- Press advertising.
- Parish and Cornwall Councillors contact.
- Social Media – Facebook, Twitter, Instagram.
- Website.
- The Eye on Pelynt Village Newsletter.

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 the following venues:

- The Village Hall and during other events held there
- Pelynt Community/festival events
- Via Posters and Survey Collection Boxes at the village shops, pub, school and other venues.

DATA PROTECTION

When we deal with feedback we will comply with the Data Protection Act 1998. Any personal details submitted will be held by Pelynt 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 Pelynt 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 Pelynt 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 our events. If necessary, Vetting and Barring checks will be carried out on anyone working directly with this section of our community.

CONCLUSION

We will strive to ensure that, to the best of our ability, the Neighbourhood Planning Process in Pelynt Parish process will be:

- **Inclusive – Including a variety of people and groups such as working people, people with disabilities, young people and older people, local businesses and community organisations, and offering everyone who lives and works in Pelynt Parish opportunities to fully take part in the neighbourhood plan by using a variety of engagement methods.**
- **Comprehensive – Identifying all aspects of life in Pelynt Parish for which we need to plan for the future.**
- **Positive – Bringing forward proposals to improve the quality of life in Pelynt Parish.**
- **Supported – Where there is a need for professional support to complete the process.**
- **Continuous - Ensuring that the community is aware of the NDP and involved throughout its creation.**

Appendix. What is specified in the regs?

1. For the purposes of regulations 14 and 16, a “consultation body” means—

(a) where the local planning authority is a London borough council, the Mayor of London;

(b) a local planning authority, county council or parish council any part of whose area is in or adjoins the area of the local planning authority;

(c) the Coal Authority;

(d) the Homes and Communities Agency;

(e) Natural England;

(f) the Environment Agency;

(g) the Historic Buildings and Monuments Commission for England (known as English Heritage);

(h) Network Rail Infrastructure Limited (company number 2904587);

(i) the Highways Agency;

(j) the Marine Management Organisation;

(k) any person—

(i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003; and

(ii) who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority;

(l) where it exercises functions in any part of the neighbourhood area—

(i) a Primary Care Trust established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section;

(ii) a person to whom a licence has been granted under section 6(1)(b) and (c) of the Electricity Act 1989;

(iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986;

- (iv) a sewerage undertaker; and
- (v) a water undertaker;
- (m) voluntary bodies some or all of whose activities benefit all or any part of the neighbourhood area;
- (n) bodies which represent the interests of different racial, ethnic or national groups in the neighbourhood area;
- (o) bodies which represent the interests of different religious groups in the neighbourhood area;
- (p) bodies which represent the interests of persons carrying on business in the neighbourhood area; and
- (q) bodies which represent the interests of disabled persons in the neighbourhood area