

# Swaffham Neighbourhood Plan: draft PROJECT PLAN

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	2017	2018												2019	
	Previous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Onwards
<b>Stage 0: evidence base</b>															
Work with previous consultants to establish evidence base															
<b>Stage 1: Development of objectives and policy ideas</b>															
Write Scoping Report for Sustainability Appraisal. Data will inform the next stages															
2 steering group workshop meetings i. Establish key themes, gaps in evidence and write objectives ii. Establish policy ideas															
<b>COMMUNITY ENGAGEMENT 1: Further stakeholder input</b>															
Establish a set of policy ideas for consultation															
<b>COMMUNITY ENGAGEMENT 2: Policy ideas workshop</b>															
<b>Stage 2: Drafting the Neighbourhood Plan</b>															
Draft Neighbourhood Plan and accompanying Sustainability Appraisal															
<b>COMMUNITY ENGAGEMENT 3: Regulation 14 pre-submission consultation exhibition and 6 weeks formal consultation</b>															
<b>Stage 3: Preparing the Neighbourhood Plan for submission</b>															
Amendments to the draft Neighbourhood Plan following pre-submission															



# COMMUNITY ENGAGEMENT AND CONSULTATION PLAN

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The following section outlines ideas for 3 sets of further community engagement activity:

1. **Further stakeholder input** – a series of conversations to check objectives and generate further detail for the Neighbourhood Plan policies
2. **Policy ideas workshop** – to check emerging policy ideas, assess options and develop detail, in order to write the Neighbourhood Plan
3. **Pre-submission consultation exhibition** - exhibition of policies at the start of the 6 week statutory consultation period prior to submitting the Neighbourhood Plan

<b>Community Engagement 1: Stakeholder input</b>	
Purpose	A series of conversations to check objectives and generate further detail for the Neighbourhood Plan policies
Who	Interest groups and stakeholders
What	1 hour conversations with various interest groups and stakeholder, at their meetings. Conducted by working group members. Two working group members per conversation – a questioner and a note taker. •
Where	Various, mostly at location of groups, attending their meetings
When	April, May, June 2018
Preparation	<ul style="list-style-type: none"> <li>• Briefing meeting with steering group</li> <li>• Set of questions to select from, depending on the group you are meeting. E.g. if you were meeting a conservation group, you would want to ask questions that would lead to the development of strong environmental policies</li> <li>• Copies of draft objectives</li> <li>• Map of the town</li> <li>• Outline of what the Neighbourhood Plan is with contact information</li> </ul>
Follow up	<ul style="list-style-type: none"> <li>• Notes put onto the website</li> <li>• Analysis of the notes – themes emerging</li> </ul>

Equipment needed	<ul style="list-style-type: none"> <li>• Refreshments</li> <li>• Some venue hire, but mostly at their meetings</li> <li>• Photocopying</li> </ul>
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<b>Community Engagement 2: policy ideas workshop</b>	
Purpose	To check emerging policy ideas, assess options and develop detail, in order to write the Neighbourhood Plan
Who	Whole community invite
What	<p>Drop-in workshop(s)</p> <ul style="list-style-type: none"> <li>• Introductory board – what is a Neighbourhood Plan, Aims and Vision, timeline</li> <li>• Who’s here today board – collect information on gender, age, how long have you lived in the parish, and how did you hear about today?</li> <li>• Set of objectives up on boards</li> <li>• Set of policy ideas up on boards under objectives – sticky dots to indicate whether people agree or disagree</li> <li>• Maps on tables (mounted on polystyrene) with flags to indicate issues</li> <li>• Notebooks to capture further ideas</li> <li>• Character workshop table, looking at land uses, layout, roads/streets/routes, topography, public spaces, buildings, landmarks, green and natural features, streetscape, views. Use ‘Building for Life’ standards</li> <li>• Children’s table - model building and drawing for children</li> </ul>
Where	Community venue
When	A Saturday morning and a weekday evening
Preparation	<ul style="list-style-type: none"> <li>• Briefing meeting with steering group</li> <li>• Develop materials and printing</li> </ul>
Follow up	<ul style="list-style-type: none"> <li>• Notes put onto the website</li> <li>• Thank you to those who attended</li> </ul>
Equipment needed	<ul style="list-style-type: none"> <li>• Venue hire, tables and chairs</li> <li>• Refreshments</li> <li>• Banner ‘Swaffham Neighbourhood Plan’ and bunting</li> <li>• Printing of display material</li> <li>• Several set of display boards (bought/borrowed)</li> <li>• Name badges, sticky dots, clip boards, felt tip-pens, notebooks, drawing pins, signing in sheet, direction signs</li> </ul>

- Flags, polystyrene and several maps of the parish
- Camera
- Children’s plastercine, broad felt-tip pens

### Community Engagement 3: pre-submission consultation exhibition

Purpose	Exhibition of policies at the start of the 6 week statutory consultation period prior to submitting the Neighbourhood Plan
Who	Whole community
What	<ul style="list-style-type: none"> <li>• Display of policies in the draft Neighbourhood Plan and Sustainability Appraisal</li> <li>• Consultation response forms</li> <li>• Copies of draft Neighbourhood Plan and Sustainability Appraisal in key community locations</li> <li>• Online consultation response form (survey monkey)</li> </ul>
Where	Community venue
When	A Saturday morning and a weekday evening
Preparation	<ul style="list-style-type: none"> <li>• Briefing meeting with steering group</li> <li>• Develop materials and printing</li> </ul>
Follow up	<ul style="list-style-type: none"> <li>• Thank you to those who attended</li> </ul>
Equipment needed	<ul style="list-style-type: none"> <li>• Copies of the draft Neighbourhood Plan (pre-submission version)</li> <li>• Copies of the Sustainability Appraisal</li> <li>• Venue hire, tables and chairs</li> <li>• Refreshments</li> <li>• Banner ‘Swaffham Neighbourhood Plan’ and bunting</li> <li>• Printing of display material</li> <li>• Consultation Response Forms</li> <li>• Several set of display boards (bought/borrowed)</li> <li>• Name badges, signing in sheet, direction signs</li> <li>• Camera</li> </ul>