

MADRON PARISH COUNCIL

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5th Meeting of Madron Neighbourhood Development Plan Steering Group to be held at Landithy Community Rooms on Wednesday 4th March 2020, at 7.00pm

Dear Steering Group member

You are requested to attend the meeting at the date and time shown above.

Mrs J Ellis, Clerk.

Agenda

1. Apologies
2. Declarations of interest
3. Steering Group Chairman's introductory remarks
4. Project funding situation and NDP expenditure to date
5. Approval of Communications and Engagement Strategy, see Appendix 1 attached.
6. Working Group progress reports:
 - a. Communications and Engagement Working Group
 - b. Natural Environment Working Group progress
 - c. Built Environment Working Group progress
 - d. Housing Working Group progress
 - e. Community Facilities Working Group progress
 - f. Transport, Business and Jobs Working Groups progress
7. Project plan progress
8. Planning for next consultation event, date, style etc
9. Approval of NDP Vision Statement
10. Date and time of next meeting

Appendix 1

Communications and Engagement Strategy

Objectives

The Steering Group resolved that the objectives to be met by the project were:

- (a) To ‘front-load’ the consultation, so that the Plan could be informed by the views of local people and other stakeholders from the earliest stage
- (b) To ensure that consultation events and drop-in sessions enabled people to ‘have their say’ and get feedback on the emerging plan at key points in the process and when decisions were required
- (c) To communicate with all sections of the community, and with the stakeholders that interact with the community, to gather their views, understand their needs, and keep them informed of the developing themes and policies of the plan
- (d) To engage with as wide a range of people as possible, using a variety of events and communication techniques
- (e) To ensure that the results of consultation and updates on the neighbourhood plan were provided for local people as soon as possible after consultation events through the most appropriate and widely read media
- (f) To gather feedback from the community and stakeholders on the developing plan and to resolve issues in an open environment
- (g) To ensure that the community is fully involved in the plan’s creation and feels ownership of the finished product.

Strategy

The strategy developed by the Communications and Engagement Team to meet the above objectives was endorsed by the Steering Committee and the Parish Council. The strategy is embedded into the Madron NDP Project Plan and has developed through an iterative process, updated with each issue of the Plan. There are seven key stages to the strategy:

1. To raise awareness across the community of the need for a Neighbourhood Development Plan and to enlist as wide a range of volunteers from across the community as possible to work within the project
2. To create a Parish website that would encourage community usage, improve communication across a widely spread population and provide a platform for publicising the NDP development
3. 1st Community Consultation: To conduct an initial Parish survey that measures the support for an NDP and identifies the community’s views on living in the Parish and on Plan topics
4. To initiate a Housing Needs Survey that produces evidence for housing policies and maintains the involvement of the community
5. 2nd Community Consultation: To conduct a Parish Consultation event that publicises the developing Plan evidence base and themes and seeks community feedback
6. 3rd Community Consultation: To conduct a Parish Consultation event the publicises the developing Plan policies and seeks community feedback
7. To enter the Regulation 14 Pre-submission Community Consultation

Stage 1 - Awareness

The Parish Council held two public meetings in June and July 2019 to publicise the opportunity for the Parish to create its own neighbourhood Development Plan. Posters, notices and banners were put up around the Parish and Cornwall Council officers attended the first meeting to inform the audience about the benefits of an NDP. At these meetings a list of volunteers was compiled and an NDP project team formed.

Stage 2 – Website Development

The project team designed a new website layout that made the site more attractive and easier to use, and provided a specific section for the NDP. A website designer was contracted (Audana) to implement the changes and a “Locality” grant was obtained to fund the improvements. The website went live in December 2019.

Stage 3 – Initial Survey

The project team designed a survey questionnaire that sought responses on what the community loved about living in Madron, what changes they would like to see, and what they thought important across a range of topics covering the natural environment, the built environment, community facilities, housing, transport, jobs and education. The survey also sought support for the notion of having an NDP, views on renewable energy, and the age ranges of responders.

The survey questionnaire was supported by an informative leaflet that described what an NDP was, how it could benefit the Parish, what the objectives of the survey were, and it carried endorsements from the Lord Lieutenant of the County and the Chairman of the Parish Council. As Madron Parish is large and people often seem unsure of where the Parish boundary runs, on the reverse of the leaflet was a map of the parish with its key sites identified.

The survey material was printed and distributed for the team by Cornwall Council’s Design and Print Service, and the responses gathered either by return post or entered direct by responders onto a database created by the team. All responses were entered into the database for analysis and a survey report produced and submitted to the Parish Council for approval. The survey data and conclusions inform the development of the project themes by the working groups.

Stage 4 – Housing Needs Survey

To be conducted by Cornwall Council (Justine Rolfe, Affordable Housing)

Stage 5 – 2nd Community Consultation

TBA

Stage 6 – 3rd Community Consultation

TBA

Stage 7 - Formal Consultation on the Pre-submission Version of the Plan

The Parish Council has a statutory duty (under Regulation 14) to ensure that consultation on the Neighbourhood Plan takes place for at least 6 weeks prior to its submission to the local planning authority and that everybody within the Parish has an opportunity to see and/or hear what it contains, and to comment on it. The proposal for this is:

- The Pre-submission Version of the Plan is put on the website and widely advertised within the Parish
- A summary leaflet is distributed to every household and business
- Key local stakeholders and those affected by policies will be written to individually
- Hard copies of the draft Plan will be placed on deposit for public viewing at suitable locations across the area
- The Plan's purpose and its policies is featured in the local newsletter

Timetable (provisional):
August - September 2020

NDP Vision Statement:

THE VISION FOR MADRON PARISH

“In 2030, Madron Parish will remain a beautiful rural Parish with a strong community spirit, proud of its special landscape, natural environment, and historic village. The community will enjoy the levels of housing, employment and infrastructure that maintain a cohesive and happy life”