

Cholsey Parish Council



Cholsey Neighbourhood Plan

Your Parish, Your Plan
Your Parish, Your Plan
Your Parish, Your Plan
Your Parish, Your Plan
Your Parish, Your Plan

Cholsey Village Engagement Plan - Summer 2016

Page Intentionally Left Blank

Table of Contents:

Introduction	4
Our Six Golden Rules	6
How Will The Whole Community Be Involved?	7
Key Milestone Expectations:	10
Time Table with Key Milestone Expectations:	11
What Do We Hope This Document Will Achieve?	12
Next Steps	12

Introduction

WHO IS RUNNING THIS PROJECT?

The Cholsey Neighbourhood Plan Team, in association with the Cholsey Parish Council, is the group leading and coordinating efforts to create a local neighbourhood plan.

If you wish to raise any queries regarding this document or what it includes, please contact us using the details below:

Email: info@cholsey-plan.com
Phone: 01491 652255 (Cholsey Parish Council)

If you would like to make a complaint please write to:
Cholsey Neighbourhood Team, Cholsey Parish Council, 31 Station Road, Cholsey, Wallingford

THE IMPORTANCE OF ENGAGEMENT

Recent reforms to the planning system has resulted in the power of plan making being devolved to the local level. This has created the opportunity for local communities to prepare their own planning documents that will have a statutory footing.

Engagement is key to this process of local plan making, as stakeholders can use their local knowledge and understanding of local issues to help form the plan. By engaging with these people, the plan can truly reflect local aspirations for the area.

"YOUR PARISH, YOUR PLAN", means exactly what it says.

THE NEIGHBOURHOOD PLAN TEAM

The neighbourhood plan team is a group of volunteers that have come together, guided by Cholsey Parish Council to create the Neighbourhood Plan.

These volunteers have a variety of skill sets but more importantly are members of a variety of public groups within our community.

Paul Ramsay	(Chair)
Beryl Guiver	(Vice Chair & Head Housing SG)
Linda Ivereigh	(Treasurer) & Head Education SG)
John Sinclair	(Head Transport SG)
Mark Gray	(Head Services SG)
Lindsey Ramsay	(Note Taker)
Jane Murphy	(Commercial SG)
Sandy Milton	(Services SG)
Lesley Caswell	(Services SG)
Lucette Hamlyn	(Services SG)
Janet Rodens	(Transport SG)
Frank Rodens	(Transport SG)
Maureen Ridden	(Transport SG)
David Over	(Transport SG)
Colin Worley	(Housing SG)
Marilyn Dyer-lynch	(Education SG)
Emma Green	(Education SG)
Val Bolt	(Education SG)

SG = Sub Group

Neighbourhood Planning is designed to give the local community the power to control how the area will develop over the next 20 years.

We hope that our plan making process will be a participatory one, with community engagement being the key element.

HOW THIS DOCUMENT FITS INTO THE NEIGHBOURHOOD PLAN

This community engagement strategy forms the basis of involvement with individuals and groups from Cholsey, for the duration of the creation of the neighbourhood plan



Cholsey Show
August 2016

Community Engagement
September 2016



Our Six Golden Rules

When we carry out any engagement exercises during the plan making system we will aim to abide by the follow six golden rules:

1. TIMING IS THE KEY

Prior to any public exercises or events, we will aim to advertise it for a minimum of two weeks.

2. WE WILL BE INCLUSIVE.

All stakeholders in the community will be encouraged to get involved.

Where possible, multiple methods of engagement will be adopted to give everyone a chance of engagement.

Special efforts will be made to engage with "hard-to-reach" groups.

3. WE WILL BE CLEAR, AND EASY TO UNDERSTAND.

All documents will use plain English and be jargon free.

It should be clear that all documentation inviting responses/involvement should state what can be influenced by any suggestions or comments. It should also state how/when responses/results will be made available to the public.

All documentation will state how/when decisions regarding consultation/involvement outcomes will be made public.

4. WE WILL BE UNBIASED & RESPECTFUL.

All opinions/suggestions voiced will be listened to with respect.

The neighbourhood plan team will take an unbiased viewpoint and balance differences of opinion in a fair way. It is also vital that all participants respect each other's views/opinions

5. WE WILL BE EFFICIENT.

Efforts will be made to avoid 'consultation fatigue', and encourage active engagement.

Public exercises will be proportionate to the scale and importance of the issue/theme under consideration.

6. WE WILL BE UP FRONT, AND OPEN.

Results will be published in their raw form when they have been collated. Where possible an easy to read summary will also be published.

Notes of the neighbourhood plan team meetings will be published, as well as details of any key decisions.

How Will The Whole Community Be Involved?

WHO WILL BE INCLUDED?

The aim is to involve as much of the community as possible.

Whilst the strategy will actively engage with stakeholders on an individual level, it is hoped that existing community groups will form the gateway to reaching much of the community.

LOCAL POPULATION

It is important that those that live and work in Cholsey Parish tell us your views as any policies set out in the plan will have a statutory footing on the area in which you live.

Key groups that have been identified so far are:

Community

Cholsey 1000 Plus
Cholsey Community Development Trust

Sport

Cholsey Tennis Club
Cholsey Cricket Club
Cholsey United FC
Cholsey Bluebirds FC
Cholsey Golf Society

Leisure and Countryside

Cholsey and Wallingford Railway

General Interest

Cholsey Community Library
The Wallingford Historical and Archeological Society

Religion

St Mary's Church
Cholsey Free Church

Gardening

Cholsey Horticultural Society
Cholsey Allotments Protection Association

Music and Theatre

Cholsey Silver Band
Cholsey Community Choir
Cholsey Pantaloons

Children – Clubs and Schools

Cholsey Brownies
Cholsey Guides
Cholsey Scouts
Cholsey Youth Club
Cholsey Pre-School
Cholsey Primary School

Social Clubs and Services

Cholsey Women's Institute
Cholsey Five-0

LOCAL COMMERCE

Local businesses, big or small, will all be invited to participate and give us your views as you are part of the lifeblood of the parish. Unfortunately neighbourhood plan regulations say you will not be entitled to vote at the final referendum unless you actually live in the parish.

SURROUNDING LOCAL GOVERNANCE

It may be necessary to involve other local governmental bodies as our plan could have knock on effects outside of our area. This is also true in reverse, so open dialogue is required in order to account for external influences impacting upon our parish.

We envisage engaging with:

- South Oxfordshire District Council
- Wallingford Town Council
- Moulsoford Parish Council
- Brighthwell-cum-Sotwell Parish Council
- South Morton Parish Council
- Crowmarsh Parish Council
- Aston Tirrold Parish Council

We will also seek to engage with providers of services: Thames Water, Environment Agency, Wallingford Medical Practice, Oxfordshire County Council, Cholsey Primary School

HARD-TO-REACH GROUPS

There will undoubtedly be groups of people that either do not wish to be involved or unable participate easily. We will actively seek to engage with these people. Hard-to-Reach groups often include (but are not limited to);

- The Service Resistant (young, etc)
- Minority Groups
- The Forgotten (housebound, blind, etc)

HOW WILL ENGAGEMENT HAPPEN?

A variety of techniques will be adopted to ensure that we actively try to engage with all of the groups mentioned.

Whatever method is utilised, the results of the events will be published as per out in our 'Six Golden Rules'.

BRANDING, WEBSITE, & NEWSLETTERS

The creation of a 'brand' for the neighbourhood plan is vital. Having all publications, whether public notices, posters or draft documents produced in a universal format is important to make the efforts of the plan easily recognisable.

In addition, a website will be created (www.cholsey-plan.com) to allow easy access for the public to stay up to date with news & events, and able to access documents as they are published.

By collecting email addresses on the website and at public events we will be able to email newsletters and engage with the community.

PUBLIC MEETINGS / OPEN DAYS

By utilising public meetings/events/open days, large groups can be accessed regarding a single issue, or range of issues in one event. They will form a vital point of communication and involvement with the community. However, there is concern over whether they will communicate with hard-to-reach groups.



INTERACTIVE EXERCISES

By hosting interactive exercises it is hoped that both the wider community and smaller hard-to-reach groups can be involved in the plan making process.

One group that can be involved using this method are the young. With co-operation from local schools and youth groups, this method will enable the views of the young to be heard and incorporated into the plan.

Anticipated activities include:

- School Projects

COMMUNITY PRESENTATIONS

Presentations at local group meetings will keep the community up to date with progress and invite feedback; this will encourage further involvement & engagement.

SURVEYS / QUESTIONNAIRES

Large scale surveys and questionnaires can provide quantitative data for easy comparisons of opinions, alongside in depth qualitative data. The delivery method of such will be thought through thoroughly to ensure that "hard-to-reach" groups are approached and encouraged to engage.

Engaging with the community on this level is vital, however, this technique must not be overused to avoid community fatigue caused by over engagement.

SUGGESTION BOX

At all events, there will be provision for the community to provide feedback into the plan making process. A "Suggestion Box" will always be present at these events/places to facilitate this.

INDIVIDUAL/GROUP MEETINGS

Where specific groups, bodies, individuals, or commercial enterprises have a stake in the neighbourhood plan they may be invited to attend an individual meeting with the neighbourhood plan team.

THEMED FOCUS GROUPS

A group of people, preferably representing a larger body of people, may meet to discuss a particular issue/theme. These events would be by invitation only.



Key Milestone Expectations:

Activity	Delivery Method	Intended Audience	Phase					
			1	2	3	4	5	6
Website	Online for all publications	All Stakeholders, General Public	✓	✓	✓	✓	✓	✓
Social Media	Web updates & events	General Public	✓	✓	✓	✓	✓	✓
Open Day	Host Event	All Stakeholders, General Public	✓	✓	✓	✓	✓	
Attend local events	Stand / Display at event	All Stakeholders, General Public		✓		✓		
Questionnaires / Community Survey	Distributed online, by hand and at local events	All Stakeholders	✓	✓	✓	✓		
Individual / Group Meetings	In person	Local Landowners, Interested Parties & Community Groups		✓	✓	✓		
Information Points	Public notice boards in Parish	General Public	✓	✓	✓	✓	✓	✓
Walk & Talk	In person	Hard to reach groups			✓	✓		
Themed Focus Groups	Host Event	Invited Stakeholders for key themes			✓	✓		
Interactive Exercises	Projects with groups	School Project for each year group		✓	✓			
Suggestion Box	At all events	All Stakeholders, general public	✓	✓	✓	✓	✓	

Phases 1-6 refer to the following tables:

Time Table with Key Milestone Expectations:

May 2016	Jun 2016	Jul 2016	Aug 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016
Phase 1 - Publicise & Early Engagement							
	Data Collection & Interpretation						
	Phase 2 - Community Engagement						
			Options Created				
			Phase 3 - Public Consultation				

Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017
Data Collection, Interpretation & Draft Polices							
		Phase 4 - Community Engagement					
			Polices & Draft Plan				
Phase 5 - Pre-submission Consultation & Engagement							
			Plan Finalised				
		Phase 6 - Submission Consolation					

Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Jul 2017	Dec 2017
Phase 6 - Inspection							
		Phase 6 - Inspection Review					
			Phase 6 - Referendum				
Cholsey NP - Completed							

What Do We Hope This Document Will Achieve?

The intention of this document is to plan and set in motion a series of actions that will result in the following primary objectives being achieved. It is hoped that the secondary objectives will also be achieved during the process:

Primary Objectives:

- to actively involve the community in the creation of the neighbourhood plan
- to reach as much of the community as is reasonably possible
- to gather fresh ideas direct from the community that can guide the plan
- to guide the creation of a neighbourhood plan that the community at large support

Secondary Objectives:

- to create a framework for engagement & consultation activities

Next Steps

Any feedback from the consultation events will be made available to the general public on the neighbourhood plan website (www.cholsey-plan.com). This feedback will influence the creation of the Cholsey Neighbourhood Plan, and future versions of this document.

We are currently in Phase 3 of our engagement strategy. The feedback and information we gather at this stage will have a direct impact upon the main themes that the plan will concentrate on, as well as the potential future options for the parish.

This is a working document It is anticipated that it will be updated as the project and plan making process progresses.

This document will be updated:

- As and when required

Page Left Intentionally Blank

If you wish to raise any queries regarding this document or what it includes, please contact the Cholsey Neighbourhood Plan Team using the details below:

Email: info@cholsey-plan.com

Phone: 01491 652255 (Cholsey Parish Council)

If you would like to make a complaint please write to:

The Cholsey Neighbourhood Plan Team

Cholsey Parish Council, The Pavilion, 31 Station Road, Cholsey, Wallingford OX10 9PT