

**PANNAL AND BURN BRIDGE
NEIGHBOURHOOD
DEVELOPMENT PLAN**

**COMMUNICATION, ENGAGEMENT &
CONSULTATION PLAN**

APRIL 2018

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1. Introduction

This Plan has been prepared to help guide the process of community and stakeholder engagement needed to produce an informed and relevant community-led Neighbourhood Development Plan for Pannal and Burn Bridge. It sets out a range of activities and actions that can be taken to draw information from the community in and around Pannal and Burn Bridge.

Effective engagement with local residents, community groups, businesses, and service providers in Pannal and Burn Bridge and adjoining areas is a crucial aspect in creating a well-informed plan and a sense of community ownership.

What is a Neighbourhood Plan?

The Localism Act 2011 introduces statutory Neighbourhood Planning in England. It enables communities to draw up a Neighbourhood Plan for their area and is intended to give communities more of a say in the development of their local area (within certain limits and parameters).

These plans will be used to decide the future of the places where people live and work giving opportunities to:

- choose where people want new homes, shops and offices to be built
- have a say on what new buildings should look like
- grant planning permission for the new buildings you want to see go ahead.

Neighbourhood plans allow local people to get the right type of development for their community, but the plans must still meet the needs of the wider area. This will mean that neighbourhood plans will have to take into account the local council's assessment of housing and other development needs in the area.

However, it goes beyond traditional 'land-use' planning activity, which tends to focus on regulation and control of development. Neighbourhood planning allows greater scope for plan makers, acting with the community, relevant agencies and service providers to promote and manage change in an area. This is why we need to ensure that extensive, appropriate and well-planned engagement takes place at all stages of the plan-making process.

As with all plan-making, the project requires leadership. The Localism Act has given that leadership role to Parish and Town Councils. This carries significant responsibility in terms of producing a plan that is representative of the community. The way in which the process is led and implemented will need to secure confidence from the community in the Pannal and Burn Bridge area and those organisations and businesses that serve our needs. Confidence in the process and support for the outcomes will be more certain by starting this process in a demonstrably transparent way and continuing in that way through all stages of plan preparation. We will do this by:

- showing a willingness to openly encourage opinions and suggestions from all individuals and organisations within the community whether or not these present potentially conflicting, challenging or critical views of the Plan or the process;
- making every effort to understand all views expressed from all individuals and groups and respond clearly on all matters raised in a timely manner;
- demonstrating, in a form that is readily accessible and easily understood by the whole community, how the Plan reflects the views and opinions expressed during each stage of engagement and, where those views cannot legitimately be taken into account, explaining why that is the case.

2. Why do we need a Communications, Consultation and Engagement Plan?

This Plan is a way of explaining the steps we intend to take, from the start to the end of the process, it has been prepared to demonstrate from the start that this is a process that **needs** community involvement and that the community knows this.

It describes the processes and methods that may be employed in community engagement activity and presents a set of commitments to the community about how we will seek to inform, communicate with and involve them throughout the project.

In the past community led planning activities have tended to look at ways in which the community can *influence* service delivery to meet their needs and they have often been seen as aspirational. Neighbourhood plans are different, they;

- can show where development can or should take place to meet defined community needs based on an understanding of the ability of the private sector and other partners to provide that development; and
- will be prepared from the outset knowing that, provided certain steps are taken during their preparation, they will have clear legal status. This means that the Plan will have to be used to make decisions on all planning matters coming forward in Pannal and Burn Bridge and its adjoining parishes (in relation to development proposals that may have a potential impact upon the Pannal and Burn Bridge area and its community).

What are the objectives of the Plan?

To ensure effective communication, consultation and engagement with the Pannal and Burn Bridge community to facilitate a “bottom up” process, resulting in a NDP which incorporates sound community policies.

3. Key principles for consultation

When to consult?

The length of time needed will vary depending on the chosen method, the time of year and the level of response required. However best practice suggests a period of up to 6 – 12 weeks for consultation events. Things to consider when organising events include;

- thinking about the time of year – what else is happening - try to avoid major holiday times such as Christmas or school holidays
- are there any other local events planned which may might clash with an event or could they be used to complement the event?
- be clear about when decisions will be taken and plan back from that
- be prepared to offer a range of dates and time of day / evening for events to ensure that all groups can take part
- build in sufficient time for analysing what has been learnt and for feedback and evaluation

Who to consult?

It is important to recognise the mix of people in the community to ensure that everyone has the chance to engage in the process. Grouping residents and businesses into stakeholder groups will help identify what methods are needed to ensure their views are obtained.

Typical stakeholders groups include:

- Schoolchildren (aged 5-16)
- Young people (aged 16 – 30)
- Older groups
- Commuters (people living in the community but working outside)
- 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
- Travellers and gypsies
- Families
- Migrant workers
- Voluntary bodies acting in the area
- Farmers
- Visitors/tourists
- Landowners

Other bodies also need to be consulted, those whose interests may be affected by the Neighbourhood Plan. These include;

- NYCC
- Harrogate BC
- Adjoining local authorities – Selby district, City of York, City of Leeds, Craven district, Richmondshire, Hambleton district
- The Environment Agency
- English Heritage
- Natural England
- The Forestry Commission
- The Police/PCC
- Adjoining parishes
- Highways Agency

See appendix 1 and 2 for more details on stakeholders.

How to consult?

There are a range of methods that are particularly suited to neighbourhood planning but this list is not to be regarded as exhaustive:

- Self-completion questionnaires
- Public meetings
- Focus groups
- Stakeholder seminars
- Exhibitions
- Ward councillor contact
- In depth interviews / face to face
- Telephone surveys
- Exhibition events
- Questionnaires – ‘open’ questions
- Stakeholder meetings
- Forums – area, local, website
- Workshop or group events
- Road shows
- Photo surveys
- Social Media – Facebook/Twitter
- Planning for Real events

Several methods will more than likely have to be used to get the whole community involved. The following questions need to be asked 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 to consult?

Consideration needs to be given to using different venues to help reach the whole community. Often an effective way is to “piggy back” on other events, meetings or gatherings where people will already be in attendance.

Possible venues include:

- Community centres – Pannal Village Hall
- Schools – Pannal Primary School
- Pubs – the Black Swan
- Churches – St.Robert’s Church
- Shops – Pannal Post Office
- Library/other public buildings – Railway Station, Golf Club, Cricket Club
- Community events

4. Community Engagement and Consultation Action Plan

| Activity | Who are we engaging with? | Methods to use for this group: | Where and when: | Method of feedback: | Comments |
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Appendix 1 - NDP Consultees – YORKSHIRE/HUMBER

1. Local Planning Authority
 2. All adjoining Parish Councils – clerks
 3. Adjoining Local Planning Authorities
 4. Top tier Local Authority (where relevant)
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5. The Coal Authority

thecoalauthority@coal.gov.uk, Lichfield Lane, Mansfield, Nottinghamshire, NG18 4RG

6. The Homes and Communities Agency

mail@homesandcommunities.co.uk, Leeds office at 1st Floor Lateral, 8 City Walk, Leeds, LS11 9AT

7. Natural England

consultations@naturalengland.org.uk

Gail Hopkins, Natural England Consultation Service
Hornbeam House, Crewe Business Park
Electra Way, Crewe
Cheshire, CW1 6GJ

8. The Environment Agency

enquiries@environment-agency.gov.uk, Lateral, 8 City Walk, Leeds, West Yorkshire LS11 9AT + rachele.jones@environment-agency.gov.uk

9. The Historic Buildings and Monuments Commission for England (Historic England)

yorkshire@HistoricEngland.org.uk, 37 Tanner Row, York, YO1 6WP
+ Craig.Broadwith@HistoricEngland.org.uk

10. The Highways Agency

Lateral, 8 City Walk, Leeds, West Yorkshire LS11 9AT

11. Yorkshire Water

Yorkshire Water, PO Box 52, Bradford, BD3 7YD

12. Internal Drainage Board

Eg York Consortium of Drainage Boards
Derwent House
Crockey Hill
York
YO19 4SR

13. British Telecom

1 Sovereign St, Leeds, West Yorkshire, LS1 4BT

14. NFU

Agriculture House, 207 Tadcaster Road Dringhouses, York, North Yorkshire
YO24 1UD

15. CLA

North Office, Aske Stables, Aske, Richmond, North Yorkshire DL10 5HG,
north@cla.org.uk

16. Ramblers Association

2nd floor, Camelford House, 87-90 Albert Embankment, London SE1 7TW

17. Network Rail

1 Eversholt Street, London, NW1 2DN

18. Yorkshire Wildlife Trust

1 St. George's Place
York
YO24 1GN

Email: info@ywt.org.uk

19. For groups bounding/in North Yorkshire:

North Yorkshire County Council
North Yorkshire County Council
County Hall
Northallerton
North Yorkshire
DL7 8AD

+ don't forget to consult with local charities, voluntary organisations, umbrella groups such as Community First Yorkshire, YLCA, businesses and business umbrella groups (Chambers of Commerce), faith groups, etc.

+ It would be prudent to assess all bodies who would have an interest in the parish. For example include the following though they are not statutory:

- Estates/major landowners
- Any developers who are known to the Parish Council through recent communications.

Appendix 2 – National Planning Guidance

SCHEDULE 1 Consultation Bodies

Regulation 3

Neighbourhood development plans

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(a);
- (d) the Homes and Communities Agency(b);
- (e) Natural England(c);
- (f) the Environment Agency(d);
- (g) the Historic Buildings and Monuments Commission for England (known as English Heritage)(e);
- (h) Network Rail Infrastructure Limited (company number 2904587);
- (i) the Highways Agency;
- (j) the Marine Management Organisation(f);

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- (a) See section 1 of the Coal Industry Act 1994 (c.21).
 - (b) See section 2 of the Housing and Regeneration Act 2008 (c.17).
 - (c) See section 1 of the Natural Environment and Rural Communities Act 2006 (c.16).
 - (d) See section 1(1) of the Environment Act 1995 (c.25).
 - (e) See section 32 of the National Heritage Act 1983 (c.47).
 - (f) See section 1 of the Marine and Coastal Access Act 2009 (c.23).

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