



# **Calstock Parish Neighbourhood Plan**

## **Communications and Engagement Plan**

Version 3

DRAFT

# Calstock Parish Neighbourhood Plan

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

## 2. WHY 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.

## 3. THE OBJECTIVES OF THE STRATEGY

Our objectives are

- to make sure that we communicate with and engage with the entire Calstock Parish community so that we achieve a sound plan whose policies fully reflect the community's views and aspirations
- 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 working groups to collect and analyse information, investigating opportunities and working up ideas into creative new policy proposals.

## 4. 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, input and 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 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

## 5. WHEN WE WILL ENGAGE AND CONSULT?

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

We will engage and consult at the following stages:

**Stage 1** - Awareness raising of the purpose and value of the Neighbourhood Plan process, how it works, what can or cannot be done through the process, and how to become involved

**Stage 2** - Community engagement in the analysis of local issues, creating the vision, and scoping of the Calstock Parish Neighbourhood Plan objectives and themes

**Stage 3** - Community engagement in the development of the policy and proposal options to be considered

**Stage 4** – Formal consultation on the draft plan.

**Stage 5** - Promotion of the final plan and awareness raising for the local referendum.

## 6. WHO WE WILL CONSULT

- Schoolchildren (aged 7-16)
- Young people (aged 16 – 25)
- Older groups
- Commuters (people living in the community but working outside)
- Residents Associations
- LGBTQ+ people and groups
- 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
- Families
- Migrant workers
- Voluntary bodies acting in the area
- Visitors/tourists

### Other bodies

- Cornwall Council
- Environment Agency
- Historic England
- Natural England
- Devon & Cornwall Police
- Adjoining parishes
- Highways Agency
- Network Rail
- Tamar Valley AONB Service
- World Heritage Partnership

## 7. HOW WE WILL CONSULT

- Self-completion questionnaires
- Drop-in Sessions
- Working Groups
- Ward councillor contact
- Stakeholder meetings
- Social Media – Facebook/Twitter

## **8. 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?

## **9. WHERE WE WILL CONSULT?**

We will use different venues to help reach the whole community, for example:

- Council Offices
- Community centres
- Schools
- Pubs
- Churches
- On the street
- Community/festival events
- Clubs/society meeting rooms

## **10. DATA PROTECTION**

When we deal with feedback we will comply with the Data Protection Act 1998. Details will be held by Calstock Council and will remain secure and confidential. 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.

## **11. 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 Calstock Parish's Neighbourhood Plan.

## **12. EQUAL OPPORTUNITIES**

We will comply with Equal Opportunity legislation. We recognise that the provision of equal opportunities in all our activities will benefit Calstock Parish. All members of the public will be treated fairly and will not be discriminated against.

**13. 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.

**14. 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 events involving children, young people and vulnerable adults. Where necessary, DBS checks will be carried out on anyone working directly with this section of our community.

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