

## **Kings Capse Neighbourhood Development Plan Steering Group**

### **Notes of Meeting 23<sup>rd</sup> July**

#### **Presentation by Emma Lawrence**

Communication with and involvement of residents. Vital to identify all of target population and choose appropriate methods of communication to ensure inclusion of all in the process.

Methods, best to use multi channelled approach:

- “Planning for Real” (PFR) = a visual and physical method of obtaining and demonstrating views of the public.
- Newsletters & flyers
- “Press releases” in village magazines
- Questionnaires by post/email/face to face
- Website & social media
- Public meetings/presentations/drop-in sessions (inviting residents in)
- Visits/presentations to residents groups/local clubs/societies (taking it to residents)

What to say

- Emphasise involvement and value of **ALL** residents
- Drip feed/ scatter approach
- Each communication should be an update on/ progress from the previous one
- Remember to give regular feedback

Always record what has been done and what by what method

Evaluate the different approaches (see matrix in NDP Guidance Note 12)

#### **Summary of Discussion Points**

- 1) There is a need to let the community know that things have started and build awareness prior to Community Launch on 5<sup>th</sup> October. Agreed three newsletters/communications Aug, Sept and early Oct. The Phoenix and Wormelow Hundred magazines should be utilised. A pro-active approach will be important in these early stages to encourage a sense of inclusion within the community. It may be necessary to hold more regular meetings. Wendy will take on primary responsibility for communications with residents.
- 2) Flyer design-MH had produced an initial draft which will be emailed to all. Everybody will give thought to form and content and circulate ideas prior to next meeting.
- 3) A web site will be a necessary means of communication. MH will pursue matter further with the designer who has given an initial estimate of £800 and seek further quotes.
- 4) Funding. Up to £7,000 is obtainable from a central government fund. It was agreed that MH should investigate making an application for funding of £2,000 to cover initial costs, website, meeting room hire, printing and prep for Community Launch.
- 5) It was agreed that the Community Launch event should take place at the school and be a drop-in format and that refreshments should be provided. It will include a Planning for Real exercise, Emma Lawrence has agreed to provide the necessary resources (aerial photos and cards with suggested topics) and will “train” the group how to use correctly.
- 6) Questionnaire. Although the feedback and info gained from the PFR exercise will be used in formulating the questionnaire to be sent to all households, suggestions for possible questions should begin to be drawn up now. The questionnaire used for the Parish Plan may provide a useful source.

- 7) Strategic Housing Land Allocation Assessment. This will be undertaken by Herefordshire Council but they have requested that the Parish assist in speeding the process up by providing suggestions of sites that may be suitable/available. It was considered by a majority that it would be too early to begin this before the Community Launch as it may appear that the Steering Group was assisting some individuals within the community or that there was a degree of pre-determination.

### **Activity Log**

<b>Topic</b>	<b>Activity</b>	<b>Action</b>	<b>Due</b>	<b>Completed</b>
Community Engagement	1) NDP flyer style & content 2) Interface with residents	All WH	ASAP On going	
Residents Questionnaire	1) Suggestions for questions 2) Initial draft	All MH	ASAP Next mtg	
Grant Application	1) Investigate initial application for £2,000	MH	ASAP	
Web Site	1) Investigate costs	MH	Next mtg	
Suggested Working Groups and Leaders	2) Natural Environment - JK 3) Built Environment Heritage – AB (TBC) 4) Sustainable Development – MH/All 5) Community Engagement /communications - ??	JK AB  MH	Next Mtg	
Consultant engagement	Not yet			
Community Engagement Event/Day	1) Arrange with school 2) Refreshments 3)	?? ??	Next mtg	