

**KESSINGLAND PARISH COUNCIL**

**KESSINGLAND NEIGHBOURHOOD DEVELOPMENT  
PLAN**

**STATEMENT OF COMMUNITY INVOLVEMENT and  
COMMUNICATION STRATEGY**

**OCTOBER 2013**

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### **KESSINGLAND NEIGHBOURHOOD DEVELOPMENT PLAN** **STATEMENT OF COMMUNITY INVOLVEMENT**

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#### **1. Introduction and Context**

The Government has introduced a new system of development plans and within this framework parish councils are being encouraged to produce their own Neighbourhood Development Plans enabling the local people to have a say in how their neighbourhood grows and develops.

Kessingland Parish Council is producing a Neighbourhood Development Plan (NDP) which will be made up of a series of documents. The Statement of Community Involvement is one of these documents. Once written the Neighbourhood Development Plan will be used to make decisions on planning applications in Kessingland. The Neighbourhood Development Plan will also form part of the Waveney Local Development Framework, details of which can be found on their website at [www.waveney.gov.uk](http://www.waveney.gov.uk)

One of the main aims of the new planning system is to improve the opportunity for people to become involved in the planning of their area by making sure they are involved early in the process and their input taken into account from the start.

The Statement of Community Involvement sets out how Kessingland Parish Council will meet the Government's requirements as set out in the legislation, known as the Town and Country Planning (Local Development) (England) Regulations 2004 as amended in 2008 and 2009. (Note has also been taken of the draft proposals of the draft Neighbourhood Planning Regulations consultation of October 2011). The regulations make clear that the Council must make sure that community involvement meets the duties set out in the Race Relations (Amendment) Act 2000 and the Disability Discrimination Act 1995. Fair and equal treatment must be accorded to all and action will be taken to ensure the full participation of all individuals and groups. This documents sets out the minimum standards the Parish Council aims to reach.

#### **2. The Aims of Community Involvement**

The Parish Council understands the importance of involving the whole community in the preparation of its NDP if it is to be accepted. As well as the residents of Kessingland consultation will include the people who work regularly in the parish and local businesses. The Parish Council will also consult with 'stakeholders', that is any person or organisation with a 'stake' or interest in a particular issue, either because they will be directly affected by the outcomes, have a technical or professional interest, or may be required to act upon/put into practise the final policies and proposals.

The Government has underlined how important it is to start community involvement at an early stage. The Council will hope to ensure that:

- The Council's processes are open and accountable;
- The Council fully understands the concerns that are most important to the community and stakeholders;
- The public is aware of how planning works and understand what can and can not be done

- through the different parts of the planning system;
- The public understands the final planning policies and thus the planning decisions which follow these policies;
- Opportunities are available to increase the exchange of information between interested parties, including service/utility providers, landowners and neighbours;
- Efficient use is made of local resources, including the skills, knowledge and resources of the community and other people living or working in the parish;
- Develop the skills of the community to help them to participate fully in the planning and development process.

### **3. Procedure**

The consultation will need to make clear:

- What document/s is/are being prepared;
- What stage in the process it is (e.g. first draft, revised draft, formal submission);
- The issues/questions on which views are sought;
- What people are being asked to do (e.g. fill in a questionnaire, attend a meeting);
- When responses will be required;
- How responses will be used and what role they will play in forming the Plan;
- How and when results of the consultation will be made available;
- How decisions will be made using the results of the consultation;
- What the future stages in the process are.

Personal details and information supplied will be treated in accordance with the Data Protection Act 1998 and the Freedom of Information Act 2000.

### **4. Target Groups**

The Council expects to involve at some level all the groups below but a full list is available from the Parish Clerk:

- The general public – The Council will seek responses that are representative of the population of the Parish of Kessingland
- District and County Councillors
- District and County Councils
- Adjacent Parish Councils
- The business community of Kessingland and surrounding area
- Developers/landowners/agents
- Government Agencies
- Service providers and utilities
- National and local amenity, campaign, interest and support groups (such as groups representing environment/conservation/heritage concerns, access/disability issues, and religious/ethnic/race concerns)
- Young people, including Kessingland Primary School and young persons groups (Guides)
- Other Kessingland groups and organisations.

Individuals, groups and organisations will also be given the option of being removed from consultation lists on request, either for the whole process or in relation to particular documents.

The Council will decide whether it is necessary to send full copies of documents or whether to notify parties of their availability. Groups and organisations that respond may be asked how widely they have consulted when making a response.

### **5. Methods and Resources**

- **Printed material** –Plain language will be used as far as possible and efforts made to avoid jargon and to explain technical terms. Printed material will be available through the Council’s offices and sent directly where the Council considers this appropriate. Responses will be invited by paper copy and via email.
- **Newsletters** –Parish Council quarterly Newsletters are delivered to every house in Kessingland. They will include regular updates and progress with a feedback of results.
- **Website** – Information will be made available on the Parish Council’s website
- **Advertising and Press Releases** – This will include local newspapers and the Parish Magazine. It will also cover advertising at venues in the village, as well as on the Parish Council Notice Boards.
- **Exhibitions and Meetings** – Information will be presented and opportunities provided to ask questions/provide verbal or written feedback on questionnaires, forms, discussion boards, etc.
- **Elected Members** – Councillors will have an important role to play both in expressing the concerns of residents and interested parties and in the distribution of information to their community. Parish Council meetings are open to the public and they will be able to scrutinise the decision-making process directly.
- **Venues** – The Council will aim to hold all events at venues in Kessingland that have good access for everybody, whether walking, cycling by car or public transport. Events will be timed to allow as wide as possible access whether working or taking into account public and school holidays. Where it is not possible to obtain people views by hiring a venue the Council will seek alternative ways of securing views.

## **6. Feedback**

As well as consulting the public and stakeholders, the Parish Council will provide feedback. Feedback allows people to see how their contributions have been taken into account and to maintain their confidence in the process. Feedback needs to be relevant, concise, and easily understood.

Relevant formats will include the Parish Council Newsletters, the Parish Magazine and direct letters/emails and public meetings where relevant.

Responses to individual letters and emails received outside the consultation process will be made within the Council’s target timescale of 5 working days or 15 working days during the Council’s holiday period.

## **7. Monitoring**

The Statement of Community Involvement will be monitored and reviewed regularly during the production of NDP to check that the methods and techniques being used are still the most appropriate.