

Armthorpe Neighbourhood Development Plan

Consultation and Engagement Proposals

For discussion at the Steering Group on 16th October 2012.

The format and type of consultation and engagement needs to be of a scale and content that is best able to reflect the nature of the Neighbourhood Development Plan (NDP). As Armthorpe's NDP will be comprehensive and detailed, it follows that the programme of activities should be of a similar nature.

The following are some suggested ways in which **the programme** can be set up. They are for comment and following discussion should form the basis of recommendations to the Parish Council.

Websites

The Parish Council's website to host a dedicated page and specific NDP content. Other key organisations' websites be invited to have a link to the Parish Council webpage. Doncaster Council's website to host a specific Armthorpe page and also include this link in the invitation to the interested organisations.

Blogs

Consider establishing a blogging space to get active and live commentary on the NDP and programme.

E-Mail

The e-mail database of the Parish Council be used for information content and notifications. Consideration to be given to utilising DMBC's e-mail database taking up those Armthorpe based organisations and their full e-mail list of statutory and other formal consultees. Duplication is clearly an issue to be avoided.

Leafletting and Written Publications

Consider the production of a flyer and either use the Armthorpe Forum magazine to distribute it or take out space in the magazine itself. Alternatively, think about a separate leaflet circulation.

Database for consultation

A formal database needs to be set up probably through the Parish Clerk's office to track and ensure the statutory requirements are fulfilled in respect of invitations to engage, publication of key documents and the recording of replies and consultation issues.

Planning Engagement Day

This would be the centrepiece of the engagement activities. The idea is to gather as many interested parties together in one place and spend a day working on the issues facing Armthorpe.

It might **take in the following**:

- Overview on Neighbourhood Planning
- Visioning exercise
- Contributions from DMBC specifically on planning, highways, economic and housing issues
- Task groups working on subject related areas e.g. town centre and shopping
- A constraints exercise – where a mapping exercise establishes some limits to the issues under discussion
- Build up a picture of the area based preferences for the parish and its future development
- Specific proposals and projects for consideration

The format could shape up as follows:-

- Welcome by the Chairman of the Parish Council
- Opening by Rosie Winterton MP and ‘key thoughts’ for the day?
- Introduction of the day and main contributors by Simon Smales
- At the start of each separate exercise, a short presentation would be used as a prompt to feed into the ensuing discussion around a series of tables - the task would be set by Simon Smales at each stage
- A series of sheets and OS based maps for recording purposes would be on each table
- A member of the Steering Group would be assigned to each table to offer guidance and thoughts at appropriate moments and also to report back into the main session as necessary
- A presentation by key individuals – to be identified during the day – on the findings/results from the day’s work at the end
- Next steps presented by Simon Smales
- A thank you from the Chair of the Parish Council to close the day

What are your thoughts on holding the Planning Engagement Day on either Saturday 24th or Sunday 25th of November? This weekend would allow the Parish Council to approve the Issues Report at its meeting on Tuesday, 6th November and give a couple of weeks for people to read it and be primed for the Engagement Day itself. The Community Centre would seem the best place to host the event but it doesn’t have to be held there.

Targeted Organisations

A list of essential/key organisations can be drawn up which would be asked to consider putting the NDP on its own meeting agendas and/or receiving a presentation from the Parish Council and its Steering Group members. For instance

the local school boards of governors or the local Women's Institute could be targeted in this way.

Meetings with landowners and developers

These are likely to be requested by the landowners and developers and it might be that members of the Steering Group could be delegated to receive presentations from them in an organised and publicised manner. They would of course be fully entitled to take part in the other activities but this would enable their contributions to be channelled and also given at the right time in the plan's programme.

Auditing, recording and documenting

It is important that this is done comprehensively and this would be shared between the Parish Clerk's Office and Simon Smales of Smales Planning and Regeneration Services Limited. This will be needed at the Inquiry and will probably form a report on the consultation and engagement activities as a component of the NDP's own procedures.

Simon Smales
Smales Planning & Regeneration Services Limited

10 October 2012