

NDP Consultation Strategy– Carlyon Parish NDP for Regulation 14 Pre-Submission Consultation under Covid-19 conditions.

1. Background

a) The Neighbourhood Development Plan for Carlyon Parish is ready to be shared with residents and businesses in the Parish, after four years of work by the NDP team on behalf of the Parish Council.

b) It was planned to launch a six-week consultation in October 2020 with a programme of public events, publications and online information with a short survey asking people's views on the Plan, and invitations to comment. The Coronavirus crisis has meant that our plans have had to be put on hold and it will no longer be possible to conduct public events, an exhibition or face to face briefings between the public and members of the NDP team. Instead, we have replaced those parts of the plan with delivery of paper copies where needed and call back phone interviews where discussion or explanation is requested. Where these discussions take place, the resident will need access to a copy of the document for reference during the conversation. This change extends the timescale for consultation, which is explained further, below.

c) We have therefore recast our plans in line with Government guidance for social distancing during the crisis and have created this strategy through which we aim to conduct the consultation. The strategy makes use of online communications channels and ensures that those who are not online at home are not excluded. This includes, for example, some older residents and those who do not have relatives or close friends to help them.

2. Objective

a) This strategy's objective is to conduct the consultation in a way that allows as many people as possible to take time to read the Plan and send comments, in line with the overall objectives of the Neighbourhood Planning (General) Regulations 2012

b) It carries out the consultation in a way that engages with the Parish at large and does not exclude those who are not online.

3. Communications plan

The consultation has been announced by the delivery to all premises in the Plan area of a Parish Council Newsletter

A direct email will be sent to all actively participating contacts gathered from our previous survey lists, Parish Council records and the Parish Magazine, creating a combined Parish-wide database.

Press releases will be sent to the local press and radio stations.

The consultation will be promoted with posters on notice boards in both Carlyon Bay and Tregrehan.

4. How the Consultation process will work

The Parish Council newsletter announced the consultation to all householders and businesses. It ensures that everyone living or working in the parish has at least the opportunity to know about and

seek more information on the Plan, which they can then access online or as a hard copy. All dissemination methods will give the same messages about the two ways to read the plan:

A. Online: for those who prefer online methods, the Newsletter provides the web address for the NDP.

The introduction and means of commenting are already drafted and ready to be made public on the website. Once we are ready to go live, we will change the date and refresh the link to the Plan so it can be published online.

B. Paper: For those who are unable to read the Plan online, the newsletter gives a phone number. By leaving a message, we will take their name and address and arrange delivery of a paper copy of the Plan direct to their door.

5. Printed copies of the Plan

a) The paper copy of the Plan will contain a simple form for readers to comment on, and an address to return it to. This is likely to use the back cover to save costs. The original plan was to hold exhibitions and public meetings but it is now unlikely that such gatherings will be possible for many months to come.

The revised consultation strategy requires extra copies of the full Plan which has been costed. This is to allow individual access to the Plan.

b) Paper copies will not be sent by post because of its size and hence a high cost. Instead, the distribution plan is to use existing methods such as the various neighbourhood volunteer networks which have sprung up to help with deliveries around the Parish during the crisis. As some of the distancing conditions are relaxed, it will also be easier for dedicated members of the NDP team to hand deliver. We have NDP team members across the Parish and will provide them with quantities of the plan so they can utilise their daily exercise walk to hand post the copies.

Important note: Paper copies will only go to people who request them and are unable to access the Plan online. From our experience of running Parish-wide surveys with a high on-line response rate, this is highly unlikely to be a large number, although we need to prepare for it.

6. Informing those who work or carry on a business in Carlyon Parish, but live elsewhere

a) We have no means of contacting this group direct via their home addresses, so our plan is to contact them via their place of work.

b) Our introductory Email to all the online participants will include a message asking them to inform and pass on details of the consultation to anyone they employ who works in the Parish.

7. Timescale

a) The revised strategy will take longer to implement than our original plans for the six-week consultation. Under present circumstances, the emphasis is on consultation quality, not speed. The

reason it will take longer is that individual phone consultations (where requested) and delivery of paper copies (again where requested) will take longer to accomplish than a small number of exhibitions on specific days.

b) It is our intention to allow a consultation period of 10 weeks.

c) As with our previous online and paper surveys we will be adding comments from returned paper copies to the main database so that one report can easily be printed. This also takes extra volunteer time.

8. Further questions and clarification

a) For those wanting clarification or explanations of detailed points, depending on the questions asked, the relevant 'expert' can be assigned to phone the resident.

b) The resident in question will either have a copy of the paper plan or be able to sit in front of a digital copy of the plan and so page references to maps and diagrams can be easily made.

9. Conclusion

a) Adoption of this Strategy is considered to meet, as far as is practicable, the requirements of the Regulation 14 NDP Pre-submission consultation in the current environment of COVID-19 social restrictions and distancing.

Developed by members of the Carlyon Parish NDL Steering Group.