



Chelveston-cum-Caldecott Parish Council Northamptonshire Neighbourhood Development Plan Working Party



Statement of Community Involvement

1 Introduction and Context

Under the provisions of Localism Act (2011), 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.

Chelveston-cum-Caldecott Parish Council is producing a Neighbourhood Development Plan (NDP) which will be supported by a number of documents. The Statement of Community Involvement is one of these. Once written the Neighbourhood Development Plan will be used to make decisions on planning applications in the Parish. The Neighbourhood Development Plan will also form part of the East Northamptonshire Council 4 Towns Plan. The preparation of the draft plan has been delegated to an Advisory Committee of the Parish Council – the Neighbourhood Development Working Party.

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 with their input taken into account from the start.

The Statement of Community Involvement sets out how Chelveston-cum-Caldecott Parish Council will meet the Government's requirements as set out in the legislation and associated regulations. The regulations make clear that the Council must make sure that community involvement is inclusive. 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. As well as the residents of Chelveston-cum-Caldecott, consultation will include landowners and the people who work in 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 practice the final policies and proposals.

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

- The Working Party's processes are open and accountable;
- The Working Party publicises its activities throughout the Parish in a variety of ways designed to engage as many residents as possible;
- 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;

3 Procedures

The consultation and engagement process will make clear:

- What documents have been received from residents or third parties;

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- What documents are being prepared;
- What stage in the process has been reached (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.

All correspondence associated with the development of the plan will be published and there will be no confidential documents. However, personal details and personal information supplied will be treated in accordance with the Data Protection Act 1998 and the Freedom of Information Act 2000.

4 Target Groups

The Working Party expects to involve at some level all the groups:

- Residents – The Council will seek responses that are representative of the population of the Parish of Chelveston-cum-Caldecott
- District and County Councillors
- District and County Councils
- Adjacent Parish Councils
- The Parochial Church Council
- The business community of Chelveston-cum-Caldecott and surrounding area
- Developers/landowners/agents
- Government Agencies
- Service providers and utilities
- Other Chelveston-cum-Caldecott 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

- **Website** – All information and documentation relating the development of the plan will be made available on the Working Party's website – <http://ndp.chelveston.org.uk>.
- **Written materials** – 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 on request and sent directly where the Working Party considers this appropriate. Large print materials will be made available on request. Otherwise, all materials will be published on the web site. Responses will be invited by paper copy and via email.
- **Newsletters** – A bi-monthly newsletter will be prepared and delivered to all households and businesses in the Parish.
- **Advertising and Press Releases** – All meetings will be advertised on Parish Noticeboards and in the Parish and NDP Newsletters. All formal consultations will be advertised in the Nene Valley News and on the Parish Noticeboards.
- **Exhibitions and Meetings** – All working meetings and exhibitions held by the Working Party will take place in Chelveston Village Hall with residents, land owners and their agents all being invited. Formal meetings will be held monthly to which the press and general public will also be invited.

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6 Feedback

The Parish Council's Working Party will provide feedback on the results of all consultations. Feedback will allow people to see how their contributions have been taken into account and hopefully maintain their confidence in the process. The feedback will be relevant, concise, and easily understood.

Feedback will be delivered by Newsletters, direct letters/emails and public meetings where relevant.

A response will be made to all letters and emails received by the Working Party within 5 days.

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. The Working Party will report on its compliance with this Statement to the Parish Council in its monthly reports.

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Previous version: http://ndp.chelveston.org.uk/NDP-0113/v0.8
<ul style="list-style-type: none">Minor corrections in second paragraph