

ATTACHMENT 2: PLACEMAKING PLAN OPTIONS DOCUMENT - CONSULTATION PROGRAMME

The Planning Regulations require that the Council must consult each of the statutory consultees, general consultation bodies, public and business community the local plan (i.e. the Placemaking Plan) and invite each of them to make representations on its scope and content. The proposed consultation period is 24/11/2014 to 31/01/2015

PRINCIPLES TO OBSERVE

Need to ensure:

- * level of consultation/engagement is reasonable and proportionate, facilitates maximum (inclusive) participation, and sufficient information is provided so participants are made fully aware of the options proposed and their wider implications
- * use of Council staff and volunteers at events with the necessary expertise is maximised
- * ensure compliance with the B&NES Statement of Community Involvement (Neighbourhood Planning Protocol)

Need to avoid:

- * arranging too many events which becomes unmanageable and overstretches staff resources and can also lead to consultation fatigue for local communities
- * undertaking unnecessary consultation exercises which don't bring added value

Method of involvement

Publicity

Provide information about opportunities for consultation	<ul style="list-style-type: none"> - Add to B&NES online consultation calendar - Council website - News Item, link to Placemaking Plan consultation webpage <i>[see also below under Consultation]</i> - News item in the Winter edition of Connect Magazine - News item and reminders via Council's weekly e-bulletin, Inform - Twitter - Local Publicity: <ul style="list-style-type: none"> Posters/leaflets for display on notice boards, in Council offices, community centres, sports centres, shopping centres, libraries, schools and colleges etc. - Distribute leaflets at consultation drop-in sessions <i>[see also below under Participation]</i> <i>For Bath, in the absence of Parish Councils, the Council will consider other means of engagement eg working with Residents Associations, FOBRA, social media, 'My Community' which is a service to help improve the levels of citizen involvement for government bodies and organisations that wish to engage and consult the public. For the Placemaking Plan Options consultation this will be used as an awareness raising exercise which will alert Bath residents and business to the consultation.</i>
Media (Local Press, Council publications- e.g. Council News, radio, regional TV, voluntary group newsletters, etc.) periods in local newspapers	<ul style="list-style-type: none"> - Prepare press release - Press briefings - Brief Cabinet Member for TV/Radio interviews
Parish/Town Council meetings	<p>Known meeting dates:</p> <ul style="list-style-type: none"> - Parish Liaison meeting: 22.10.14 - Chew Valley Forum: 20.11.14 - presentation - Keynsham Forum: 27.11.14 - presentation - Somer Valley Forum: 25.11.14 - presentation <p><i>Use Bathavon Forum (covering all parishes surrounding Bath) if set up in November 2014.</i></p>

Method of involvement

Area notification where site allocations proposed

This could involve direct notification to properties adjoining a proposed site allocation either by letter or by leaflet/postcard drop in advance of the consultation. The latter is labour intensive and likely to require support from the community if this method is may be preferable for some sites. This could be supplemented by the distribution of posters in the vicinity of a proposed site allocation.

Consultation

Advance notification by e-mail/letter

Mailout to all those on the LDF mailing list (includes statutory consultees, non-statutory consultees, local residents & local/national organisations) explaining the purpose of the consultation, where to view the documents, how to respond and information on events - electronic mailout except where there is no e-mail address.

Separate mailout to Parish and Town Councils as above but also to publicise the availability of consultation Action Packs which will be designed for use by Parish/Town Councils and other organisations to run their own Placemaking Plan consultation events [*see also below under Participation*]

Make PMP Options consultation documents available for public viewing on the Council website

Placemaking Plan consultation webpage to include:

- Explanatory text about the consultation PMP Options Document
- Evidence that has informed the options
- Comments forms
- Sustainability Appraisal
- Information on where to view the documents in person
- Explanatory note about the consultation and events
- Information on events arranged plus dates and venues
- Contact details for further information

Make PMP Options consultation documents available for public inspection at the usual deposit stations (Riverside, The Hollies, Lewis House, all public libraries)

Deposit station packs to include:

- Explanatory note about the consultation and drop-on sessions
- PMP Options Documents
- Comments forms
- Sustainability Appraisal
- Where to view the evidence base underpinning the options

All consultation documents will also be sent to each of the four Members Rooms.

Participation and engagement

Staffed public drop in sessions with displays

Area/place placed drop-in sessions, on the basis of the location of sites suggested for allocation, suggest drop-in sessions in:

- Bath
- Keynsham
- location(s) in Somer Valley (Midsomer Norton, Radstock, Westfield)
- Rural areas:
 - location in the Chew Valley for Compton Martin, East Harptree, Hinton Blewett, West Harptree
 - location in Bathampton/Batheaston area
 - location(s) in Hallatrow, High Littleton, Timsbury, Temple Cloud area

Locations to be confirmed - dates and venues are dependent on availability

Display boards will be prepared for each area showing the proposed sites to be allocated with any alternatives options and development principles where prepared.

Other display boards will include:

Method of involvement

- Development Managements policies (outlining topic areas scope of some of the key policy changes)
- Information on plan preparation and process

A consultation newspaper will be prepared which publishes all the display material in one document. This can be made available at the drop-session for people to take away and read at their convenience.

Events organised by other bodies to involve their local community

The Council will prepare consultation Action Packs to provide opportunities for Town and Parish Council and other bodies to arrange their own outreach activities in the local community. This would include (as appropriate):

- Set of consultation documents
- Comments forms
- Information on how to make comments and the plan-making process
- Supply of posters and postcards to disseminate in the locality to advertise the Council-led drop-in sessions
- Display material relevant to the locality
- List of FAQs
- Feedback form for the consultation as a whole