



Kelbrook and Sough Neighbourhood Plan Steering Group

Communication Plan

February 2019

Introduction

Neighbourhood planning was introduced by the Localism Act in 2011. The idea behind localism is that decision-making be passed to a more local level, from national or local government to local communities. Parish and town councils or neighbourhood forums (in unparished areas) can produce neighbourhood plans for their local areas, putting in place a strategy and policies for the future development of the area. (Taken from neighbourhoodplanning.org – Neighbourhood Plans Roadmap)

A key element of the neighbourhood planning is that the community must be engaged in the Plan throughout the process. This plan describes the different ways in which the Steering Group will communicate with interested parties. These include residents, businesses, users of facilities within the Parish, and Parish, Borough and County councils

The Kelbrook and Sough Neighbourhood Plan is being developed under the auspices of the Parish Council by a Steering Group created by the Parish Council. The Steering Group comprises Parish Council members, a Borough councillor, a Planning Support officer and residents of the Parish.

Background

Kelbrook and Sough make up a rural parish in the heart of the Pennines. Kelbrook is a great example of a traditional Pennine village and is a hidden gem in Pendle. Sough is a small village to the north of Kelbrook. The vision is to retain the rural nature of the parish, to encourage a greater sense of community, promote sustainable economic activity for current and future generations while retaining the rural, farming traditions of the area and encourage the protection of wildlife habitats and biodiversity. Future development should maintain the unique character of the Parish and meet the needs of residents at different stages of their lives through the adoption of appropriate building styles and green spaces.

Communications

There are many parties interested in the activity of developing a Neighbourhood Plan. At a very local level, all the residents in the Parish need to understand the process of planning and ongoing updates. An initial newsletter was sent out in November 2018 informing all residents that the plan was going to be developed and inviting people to join the Steering Group. At a meeting in December, the Steering Group was started and this is now underway.

Since the work is being done under the auspices of the Parish Council and, in conjunction with the requirements of Neighbourhood Planning, the Parish Council and Pendle Council need to be updated on a regular basis. This will be done by membership of the Steering Group and regular updates on progress in the form of meeting minutes and actions.

Businesses within the Parish are vital to the community and will be engaged throughout the process to keep them informed as well as gaining their understanding of their requirements for the future.



Other users of the facilities in the Parish will also be informed and consulted. They may be attending the village school or nursery school, the church, activities in the village hall or visiting the parish for tourism or leisure.

Communications takes many forms and the purpose of this plan is to define which forms will be used for the different groups and the frequency.

Communication	Frequency	Recipients
Steering Group minutes	Monthly after Steering Group meetings	Members of the Steering Group and Parish Council
Printed newsletters	Quarterly starting in March 2019	Residents of Kelbrook and Sough Parish Businesses in the Parish
Email updates	Regularly – approximately monthly	Interested parties who sign up for email updates
Posters displayed on Parish notice boards, Village hall, local businesses	No fixed frequency – poster may be changed as planning progresses	Residents of Kelbrook and Sough Parish Visitors to the Parish
Kelbrook and Sough Parish Council website – Neighbourhood Plan pages	Initial site updates. Updated on a regular basis as plan progresses	Residents of Kelbrook and Sough Parish Businesses in the Parish Visitors to the Parish Council members General public interested in neighbourhood planning or Kelbrook and Sough Parish
Facebook – Kelbrook and Sough Neighbourhood Plan group	Regular updates on progress	Public group with group members linked to other Parish Facebook Groups and Pages
Residents Survey – printed and online	Printed copies delivered to all residents Online survey available to residents and visitors to Parish	Delivered to residents of Kelbrook and Sough Parish Visitors to the Parish who are interested Businesses in the Parish
Communications day	Dates in village hall to talk to residents and visitors	Survey and members of Steering Group available to talk to residents and visitors to the Parish about the Plan
Business Survey	Once	Used in conjunction with a visit to businesses in the Parish to obtain their views
Education Survey	Once	Used in conjunction with a visit to school, nursery school, village hall users to obtain their views
Neighbourhood Plan V1	Once – available in specific locations as a printed plan and as a download from the website for consultation	Residents of Kelbrook and Sough Parish Councillors of Parish and Pendle and other officers Other interested parties



Neighbourhood Plan V2	Once following inspection – available in specific locations as a printed plan and as a download from the website for consultation	Residents of Kelbrook and Sough Parish Councillors of Parish and Pendle and other officers Other interested parties
Parish Referendum	Once to approve the Neighbourhood Plan	Residents of Kelbrook and Sough Parish

Plan Dates

Work on the Kelbrook and Sough Parish Neighbourhood Plan began in December 2018. The Steering Group officers were elected in January 2019 and the plans began to be developed.

The first newsletter will be sent out in March 2019 and the survey will be developed in March/April 2019. Dates for public consultations will be determined once the survey is ready for publication.

The website pages will be prepared during March and April 2019 and will be updated on a regular basis as information is obtained. Facebook and Email updates will be provided on a regular basis

Website

The website needs to contain information relating to the development of the Neighbourhood Plan. Potential sections of information are shown below.

Subjects	Contents	Who	Progress
Vision and Objectives	Information about how we see the parish and the objectives for the Neighbourhood Plan	Debbie Richardson	
Governance	Terms of Reference	Steering Group	Completed
Project Plan	Timetable of the NP process and progress we are making		
Approval process of the Neighbourhood Plan	Description of activities required to get approval	Steering Group	
Who we are	Photographs and a brief summary about ourselves	Steering Group	
Community involvement – joining in	How to become involved	Steering Group	
Meetings, where and when held, times etc.	Steering Group meetings, Parish Council meetings, any other meetings	Debbie Richardson	
Minutes of previous minutes		Audrey Wilson	
Community communications	Newsletters, questionnaire	Christine Durance	



Overview of our Community Engagement Programme	Activities to get involvement		
Notices of forthcoming events			
Archive of Flyers , News letters posters			
Methods of contacting the Steering Group such as email, phone etc			
Links to other Strategic Documents/ Pendle Council links			

Document Control

Version	Description	Who	Date
0.1	First draft	Christine Durance	Feb 2019
0.2	Second draft	Debbie Richardson and Audrey Wilson	8 Mar 2019
1.0	First version approved by Steering Group	Debbie Richardson and Audrey Wilson	27 Mar 2019