

LOSTWITHIEL TOWN COUNCIL  
NEIGHBOURHOOD PLAN

**Statement of  
Community  
Consultation &  
Involvement**



- Notice Boards. The Council will set up dedicated notice boards in the town to report progress and information.
- Exhibitions, public events and meetings. Opportunities will be created for people to discuss issues and ask questions face to face.
- Elected members. Councillors will have an important role discussing issues with individuals and groups. Town Council meetings are open to the public and they will be able to scrutinise the decision making process directly. In addition the Council wishes that the initial working party will be expanding to form a steering group that includes non-councillors
- The Town Council will aim to hold events in Lostwithiel that have good access for everyone. Events will be timed to allow as wide an attendance as possible.
- Social media. The Town Council wishes to use social media as a means of consultation but recognises this may not be available in the early stages.

## 5. Feedback

The Council will endeavour to provide feedback to show people and organisations how their contributions have been taken into account. Feedback will use the appropriate methods and resources listed above. Responses to individual letters and emails received outside the consultation process will be made within 10 working days. (15 working days during the Council's holiday period.)

## 6. Monitoring

This statement of Community Consultation and Involvement will be monitored and reviewed during the production of the Neighbourhood Plan to check that the procedures laid down are being followed and that the methods and techniques being used are still the most appropriate.

### Issue One December 2015

This document the "Statement of Community Consultation and involvement" was the subject of public consultation in draft form in October and November 2015. Issue One was finally approved by Lostwithiel Town Council, on the recommendation of it's Neighbourhood Plan Working Party, at the Council's meeting of 1st December 2015

# Statement of Community Consultation and Involvement

## 1. Introduction and Context

Neighbourhood planning commenced in 2012. Within this framework town and parish councils are encouraged to produce their own Neighbourhood Development Plans (the Neighbourhood Plan) enabling local people to have a say in how their area grows and develops.

Lostwithiel Town Council is going to produce a Neighbourhood Plan for the area of Lostwithiel. This will be made up of a series of documents including this Statement. Once complete the Neighbourhood Plan will form part of the Cornwall Local Plan, details of which can be found on their website [www.cornwallcouncil.gov.uk](http://www.cornwallcouncil.gov.uk).

One of the main aims of neighbourhood plans 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 and that local inputs are taken into account from the start.

This statement defines how Lostwithiel Town Council will meet the Government's requirements set out in the legislation, in particular the Localism Act 2011. The Council will also ensure that community involvement meets the requirements set out in the Race Relations (Amendment) Act 2000 and the Disability Discrimination Act 1995. Fair and equal treatment must be accorded to all and the Council will ensure that there is opportunity to allow full participation of all individuals and groups. This document sets out the minimum standards the Town Council expects to achieve.

## 2. The Aims of Community Involvement

Lostwithiel Town Council understands the importance of involving the whole community from the earliest stages in the preparation of the Neighbourhood Plan if it is to be accepted. As well as residents, consultation will involve people who work regularly in the town and local businesses. The Town Council will also consult with any other identified “stakeholder”: that is any person or organisation with a “stake” or interest in a particular issue, either because they may be directly affected by the outcomes, or have a technical or professional interest, or because they may be required to act upon or put into practice the final policies of the Plan.

The Council will hope to ensure that:

- The Council’s processes are open and accountable.
- The Council fully understands the concerns of the community and stakeholders.
- Information is available so that the public are aware of how the planning process works, and can understand what can and can’t be done through various parts of the planning system.
- The public understands the final planning policies and therefore the decisions which may follow from these.
- Opportunities are available to exchange information between interested parties, including service/utility providers, landowners and neighbours.
- Use is made of local resources, including the knowledge and expertise of people and organisations living or working in the Town.
- The skills of the community are developed to help participation in the planning and development process.

## 3. Procedure

The consultation process will need to make clear:

- Which documents are being prepared and the stage in the process. (e.g. 1<sup>st</sup> Draft, Formal Submission etc).
- The issues and questions on which views are sought.
- What people are being asked to do (e.g. Questionnaire, attend a meeting etc.).
- The closing date for responses.
- How responses will be used and what role they will play in forming the plan
- How and when the results of the consultation will be made public.
- How decisions will be made using the results of the consultation.
- What the next stages in the process are.

Personal details and information supplied will be treated in accordance with the Data Protection Act 1998 and the Freedom of Information Act 2000.

The Council expects to involve at some level all the groups below. Individuals, groups and organisations will also be given the option of being removed from the consultation list on request, either for the whole or part of the process.

The Town Council will decide if it is necessary to send full copies of documents or just to notify parties of their availability. Groups and organisations that respond may be asked how widely they have consulted when making a response. The up to date list of those being consulted will be available from the Town Council.

- The general public. The Council will seek responses from residents of Lostwithiel.
- The Cornwall Councillor for Lostwithiel
- Cornwall Council
- Adjacent Parish Councils.
- The Duchy of Cornwall
- The National Trust
- The Boconnoc Estate
- English Heritage
- The business community of Lostwithiel and the surrounding area.
- Service providers and utilities
- Young people of Lostwithiel including schools and young people’s groups.
- Voluntary organisations in Lostwithiel
- National and local amenity, campaign, interest and support groups where they identify an interest in the process.

## 4. Methods and Resources

The Council will use a variety of methods of ensuring information is distributed appropriately and there are adequate opportunities for questions and comment at every stage. These will include:

- Printed materials. Newsletters, circulars, letters etc. Plain language will be used as far as possible. Efforts will be made to avoid jargon and to explain technical terms. Printed material will be available from the Town Council, may be sent via Royal Mail or distributed by hand. Responses will be invited by paper copy or via email.
- Lostwithiel Newsletter. The Council will use the Lostwithiel Community Association’s Newsletter to distribute information to the wider public.
- Information will be made available on a Town Council, Neighbourhood Plan website
- Press releases. The Town Council may periodically issue press releases reporting on issues and progress.