

Appendix C - Community Engagement Plan

Introduction

The draft Neighbourhood Development Plan (NDP) can only be adopted if the majority of residents in the Parish of Wooburn and Bourne End vote in its favour when it is put forward in a public referendum.

- Although the first draft draws on recommendations from community led plans, it is critical that the draft NDP engages as many residents as possible and reflects their current and future concerns.

The first draft NDP has been approved by the Parish Council and was released for public consultation during the period 15 March to 15 May, later extended until 10 July, 2018.

A second draft NDP has been completed after the process closed and reflects residents' comments logged in the consultation process.

The **Community Engagement Plan** sets out how we intend to publicise the second draft of the NDP and how we will engage residents to capture concerns and improve its effectiveness.

Publicising the draft Neighbourhood Development Plan and consultation process

It is critical to ensure that as many residents as possible know how to access the draft NDP and how to provide comments.

- *To avoid any confusion on how to provide comments, the public will be directed by all media to send their comments to the Parish Council's clerk, either by email or letter or by phone.*

Table 1 below sets out the actions planned to publicise the draft NDP and capture residents' comments.

A mix of social media, Parish Council web site and Facebook page, local publications and a Leaflet drop will be utilized to alert residents to access the draft NDP and how to provide comments.

- Facebook will be used to inform and direct the public to the Parish Council web site.

The consultation process will be a mix of speeches, presentations and Q&A's at community meetings, Parish Council surgeries and Parish Council Village Hall meetings.

- Comments from the meetings will be captured and logged in a consultation log.

Residents are encouraged to write to the Parish Council's clerk with their comments which will be acknowledged and logged in the consultation log. All comments will be logged. Written comments will be acknowledged.

The Neighbourhood Development Plan Working Party (NDPWP) will regularly review the consultation log and will determine how comments inform changes to the second draft of the NDP.

- The NDPWP will summarise outputs from the consultation process and publish updates monthly, around the middle of each month. **(Where?)**

In the second half of the consultation process, it is planned to hold a survey of residents views, on-line and or manually through the Parish Council office.

- Additionally, NDPWP members will survey residents' views at local events and on the shopping parades in Wooburn Green and Bourne End.

Table 1 – Planned Actions

Planned Actions	Status
Publish the following on the Parish Council website	Completed as shown below ...
• Draft Wooburn & Bourne End Neighbourhood Development Plan Period 2013 - 2033	On website
• Press Release February 2018	On website
• Consultation Log - residents comments on the NDP	On website
• Presentations to the community	KBEG and WRA presentations and Surgery presentations on website
• Leaflet alerting residents to the consultation period	Leaflets handed out at local events: Bourne End Junior Sports Centre Open Day; Community Market Mail drop planned to all Parish Residents and Business postcodes Leaflets on Parish notice boards and community boards
• Leaflet informing residents of the key points of the draft Neighbourhood Development Plan	Completed
• Application for designation of a Neighbourhood Area: Wooburn & Bourne End Parish Council	On website
• Application, Consultation and Decision relating to Neighbourhood Area	On website
• Map of Wooburn & Bourne End Parish Council boundaries	On website
• Information on the Community Infrastructure Levy, how it is calculated and applied	On website
Provide Press Releases to Local Magazines to:	
• alert Residents that the draft Neighbourhood Development Plan has been published for consultation	In Target, Local Directory
• Provide focused discussion points of the NDP	Various presentations for NDP surgeries
Leaflet drop in all Parish residents to alert residents to the consultation process	Leaflets printed – distribution company booked for by 31/3/18
Invite community representatives to NDP Working Party Meetings	Invited and open invitation
Attend and speak at community meetings, such as Bourne End Residents Association, Wooburn Residents Association, Keep Bourne End Green to publicise the Plan and the consultation process.	Presentations/Q&As at KBEG meeting on 22/2/18 and at WRA meeting on 12/3/18. Over 90 members of the public at each meeting
Hold village hall meetings in Wooburn and Bourne End to present the draft Plan to Residents	Bourne End 16 May and Wooburn 21 May
Hold Surgeries for Residents at the Parish Council Offices to present the draft plan and to answer questions and receive feedback.	Surgery dates published 10.30 am Wed. 21 Mar, 18 Apr, 23 May 7.30 pm Tues. 17 April, Wed. 25 April 7.00 pm Wed. 16 May - Parish Council Annual Parish Meeting and NDP presentation 7.30 pm 21 May for Wooburn residents
Log and publish all feedback on the Parish Council website Acknowledge each response	Ongoing Ongoing
Discuss and review each response at weekly NDP Working Party meetings	Ongoing
Maintain an updated summary of proposed changes to the Plan and publish on the website	In various presentations for surgeries

Evidence of consultation process

Evidentiary process of completion of actions in Table 1

Evidentiary process to incorporate Residents comments into the second draft Neighbourhood Development Plan

Publication of minutes of meetings with residents (village halls, surgeries, local organizations)

Appendix 1 to Community Engagement Plan

Table of local organizations contacted to promote and consult on the draft NDP.

There are active **Residents Associations in Bourne and Wooburn**. Both Residents Associations have developed Community Led Plans which were reviewed and their recommendations have been incorporated into the draft Neighbourhood Development Plan.

In addition, there is a **registered charity** who's mission is to prevent the greenbelt development of Hollands Farm called **Keep Bourne End Green** that is very active and has a mandate from over 3,900 residents.

These associations have been contacted directly and invited to surgeries to consult on the draft NDP.

Organization	Type	Response
Bourne End Residents Association	Residents	
Keep Bourne End Green	Residents	Cllr T Bingham presented at meeting on 22/2/18; minuted
Wooburn Residents Association	Residents	Cllr T. Bingham presented at Residents Association meeting on 12/3/18; minuted
The Rotary Club	Business	
Local Enterprise Partnership	Business	
Neighbourhood Watch	Business and Local Residents Associations	
Bourne End Community Association Meeting	Residents	Cllr S Wagner to present at Community Association Meeting on 26/4/18