

Chailey Neighbourhood Plan

Community Engagement Strategy

Introduction:

This document sets out the proposed strategies to guide the process of engagement with the community throughout the creation of the Neighbourhood Plan for the Parish of Chailey. It is hoped that effective engagement with residents, businesses and community groups within Chailey, will allow the activate participation of these groups in the creation of the plan, the gathering of supporting evidence and the formation of policies.

Neighbourhood Planning, introduced in the Localism Act 2011 allows communities to have a greater say over the development in their area. It is important therefore that the Chailey Neighbourhood Plan remains inclusive throughout the process to ensure that the plan is representative of the communities' aspirations and needs. It will be the responsibility of the Chailey Neighbourhood Plan Steering Group to ensure that these views are reflected within the plan and that the process remains inclusive of all residents, community groups and businesses within Chailey Parish.

The implementation of the engagement strategies, as outlined below, will need to secure the communities confidence in the process and support for the outcomes. To do this the community will be openly encouraged to offer their opinions or partake in the process. The Steering Group will seek to achieve this by:

- making every effort to ensure everyone has the opportunity to express their views and suggestions
- provide different mediums in which views can be expressed
- ensuring information is easily accessible and demonstrates how the communities views are being considered during the process

The Community Engagement Strategy, outlined below, explains how this process of engaging with the community will be undertaken throughout the development of the Neighbourhood Plan. It sets out strategies that it is hoped will ensure all members of the community are effectively reached. It will be important to encourage continuous participation by the community throughout all stages of the process, as previous work carried out will continually inform decisions that are made.

The community can be divided into different stakeholder groups to ensure each area are effectively engaged with. Such groups might include:

- *Residents*
- *Community Groups, clubs and societies*
- *Businesses*
- *Landowners*
- *Schools*
- *Service Providers*

along with outside organisations such as:

- *Lewes District Council*
- *South Downs National Park*
- *The Highways Agency*
- *Neighbouring Parishes*

This Community Engagement Strategy will therefore outline strategies to promote community participation and ensure that the Chailey Neighbourhood Plan is a true reflection of the aspirations and requirements of Chailey Parish.

Outline of engagement strategies:

| Activity | Details | Frequency | By Whom | Audience |
|--------------------------------|--|-------------------------|---------------------------------|--|
| Website Chailey.org | Regular updates of upcoming events along with links to agendas and minutes of the Steering Group meetings. Progress reports and draft documents will also be available to the public. | Monthly and as required | Parish Council & Steering Group | Chailey residents, community groups and businesses |
| Social Media | Facebook and Twitter will provide links to key documents relating to the Neighbourhood Plan and advertise upcoming meetings and events. It will also provide a way for the community to make contact, should they wish to comment at any stage of the process. | As required | Steering Group | Chailey residents, community groups and businesses |

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| Community Events | Regular attendance of community events such as the St Georges Day Fete and Horticultural Show. This will be the opportunity to update the community on progress with the NP and conduct surveys and research | As required | Steering Group | Chailey residents, community groups |
| Community Workshops | <p>Task Group workshops will provide the opportunity for the community to actively participate in the creation of the plan and comment on the formation of its policies. They will be a forum for the parishioners' views to be expressed and evidence collected.</p> <p>Other community workshops during the Reg. 14 consultation period will allow the community to comment on the draft plan and its evidence base.</p> | At milestones throughout the project, with at least two main events at the St Georges Day fete (annually) and the Annual Parish Meeting. | Steering Group | Chailey residents, community groups and businesses |
| Annual Parish Meeting | This event takes place every May and is run by Chailey Parish Council. It is the opportunity for Chailey residents and businesses to hear updates on the village. Chailey Neighbourhood Plan will form an item on the agenda and the village will hear an update from the Chair of the Steering Group on progress made. | Annually in May | Parish Council and Steering Group | Chailey residents, community groups and businesses |
| Press Releases | Advertisements for events, progress reports and surveys will be publicised in the Sussex Express. | As required | Parish Council and Steering Group | Chailey residents, community groups and businesses |
| Chailey News | Advertisements for events, progress reports and surveys will be publicised in the Chailey News, to which a copy is received by every household in the Parish. The Chailey News will also be used to circulate surveys during the | As required | Parish Council and Steering Group | Chailey residents, community groups and businesses |

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| | course of the Neighbourhood Plans development. | | | |
| Posters, banners and Noticeboards | Posters will be circulated throughout the village advertising surveys and community workshops. These will be placed in public spaces such as the shops and pubs. Banners will also be placed at strategic points such as the Village Green, North Chailey Crossroads and South Chailey. | As required | Steering Group | Chailey residents, community groups and businesses |
| Face-to-face Discussions | There will be plenty of opportunities for parishioners' to talk to members of the Steering Group at community events, the Annual Parish Meeting and community workshops. The public are also welcome to attend Steering Group meetings, should they wish to discuss the plan. | As required | Steering Group | Chailey residents, community groups and businesses |
| Letters to Businesses | Letters will be sent to businesses based within Chailey inviting them to engage with the plan and comment during the process. The letters will also offer the opportunity for a face-to-face meeting with members of the Steering Group. | | Steering Group | Businesses |
| Face-to-face meetings with Businesses | This will be the opportunity to directly discuss the NP with businesses. They will be able to suggest their own requirements for the future development of the village. Such businesses will include, Chailey Heritage, Chailey Brickworks and Chailey School, who are the largest employers in the Parish. | | Steering Group | Businesses |
| Meeting with Schools and students | The views of young people will also need to be considered during the NP process. Arranging student focus groups will therefore be a | | Steering Group | Residents |

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| | means of collecting views of young people living the parish. | | | |
| Questionnaires | An initial questionnaire 'Shaping Chailey' will be aimed at collecting data on what residents believe are the principle issues that the Neighbourhood Plan will need to address. The results of this survey will help shape the key policy areas and task groups needed within the NP. Further surveys will be aimed at clarifying policies. | | Steering Group | Chailey residents |
| Housing Needs Survey | This survey will be carried out in collaboration with Lewes District Council. It will form a questionnaire sent to every household aimed at collecting data on the housing requirements in the Parish. The data will help inform our housing policies. | 2018 | Lewes District Council and Steering Group | Chailey Residents |
| Leaflets and Summary Documents | These will keep parishioners'' informed on the Chailey Neighbourhood Plan process and be made available via the chailey.org website and social media. Feedback options will also be made available on the leaflets too. | As required | Steering Group | Chailey Residents |