

## **Appendix G: Consultation Plan**

The Council's Corporate Strategy 2020-2024 commits strongly to listening, talking and engaging with residents and collaborating with partners. The Charnwood Statement of Community Involvement (SCI) (January 2021) sets out how the Council will consult stakeholders on Local Plan consultations and was amended in the context of public health restrictions to ensure the Council can continue to undertake high quality public engagement.

The consultation on the Pre-Submission Local Plan is scheduled to take place for six weeks between **12 July 2021 and 23 August 2021**.

The consultation will use the following methods, in accordance with the Council's Statement of Community Involvement (adopted 2021).

<b>Method</b>	<b>Timescales</b>	<b>What we will do</b>
Online copy available	Online copies to be made available at the start of the consultation.	Consultation documents and information to be published on <a href="http://www.charnwood.gov.uk/planningpolicy">www.charnwood.gov.uk/planningpolicy</a>
Hard copy available	Hard copies to be made available at the start of the consultation.	Place hard copy of the consultation documents at the Southfields Council Office which will be available to view by appointment and in accordance with Coronavirus related considerations. Details to make an appointment will be placed within publicity material.
E-mail and letter notification to those on the consultation database/ e-mail alert.	E-mails to be sent at the start of the consultation.	Send an e-mail to all those registered on the Council's Local Plan database (1616 consultees). This includes specific and general consultation bodies prescribed by legislation. Email will set out how documents can be viewed, how to respond and the deadline for responses.
Site notices	Site Notice to be placed at the start of the consultation.	A general A4 site notice poster will be placed adjoining each proposed housing and employment allocation. Poster will set out that an allocation is nearby and that more details can be found online.
Social media/ email alerts	Consultation publicity to be posted throughout consultation period as considered appropriate by the Council's	Posts to be made on corporate social media platforms (18,000 followers). Posts will set out that a consultation is taking place and provide a weblink to find more information.  Information and reminders distributed to Council's email subscribers (12,500).

	communications team.	
Local media	Press release to be sent as documentation is available in the public domain, decisions are taken and at the start of the consultation.	A press release will be sent to local media organisations setting out key details about the plan and consultation. Media requests will receive a constructive response.
Virtual meetings/ presentations	2 Virtual Presentations during the consultation period	Two zoom webinars will be held to provide a virtual presentation on the local plan which are open to all with a text Q&A opportunity. This will set out the content of the local plan, the process of preparing it and how to make comments.
Focused meetings	On request.	Online meetings with interested groups, organisations and community advocates will be facilitated with officers available at set times for bookable meetings during the consultation period. (6-8 meetings as necessary).
Parish and Town Councils and Neighbourhood Planning forums	<p>Presentation held ahead of the consultation launch</p> <p>E-mails to be sent at the start of the consultation.</p>	<p>Virtual presentation for Parish and Town Councils will be held ahead of the consultation launch to outline the content of the plan and how to make comments.</p> <p>Send an e-mail to all Parish and Town Councils and Neighbourhood Planning forums. Email will set out how documents can be viewed, how to respond and the deadline for responses.</p>
Notify Local Politicians	<p>Member Technical Briefing held in May</p> <p>E-mails to be sent at the start of the consultation.</p>	<p>All Member Technical Briefing held ahead of the Cabinet papers being published at the end of May.</p> <p>Send an e-mail to all local politicians (MP, District and Borough Councillors). Email will set out how documents can be viewed, how to respond and the deadline for responses.</p>
Developer/ Stakeholder/ Community forums	E-mails to be sent at the start of the consultation.	Send an e-mail to relevant bodies, setting out how documents can be viewed, how to respond and the deadline for responses.

<p>Equal Access Requests</p>	<p>Ongoing.</p> <p>Follow up email to organisations representing the seldom heard during the consultation period.</p>	<p>The Council will respond positively to equal access requests in line with the public sector equalities duty.</p> <p>Follow up email to explain how to make comments and explain the formal nature of the consultation.</p>
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Consultation dates and methods may be changed if required to respond to changing public health measures or other practical considerations, with the agreement of the Cabinet Lead Member for Planning and Regeneration.

The Council will publish a report of responses following the completion of the consultation and publish this on the website.