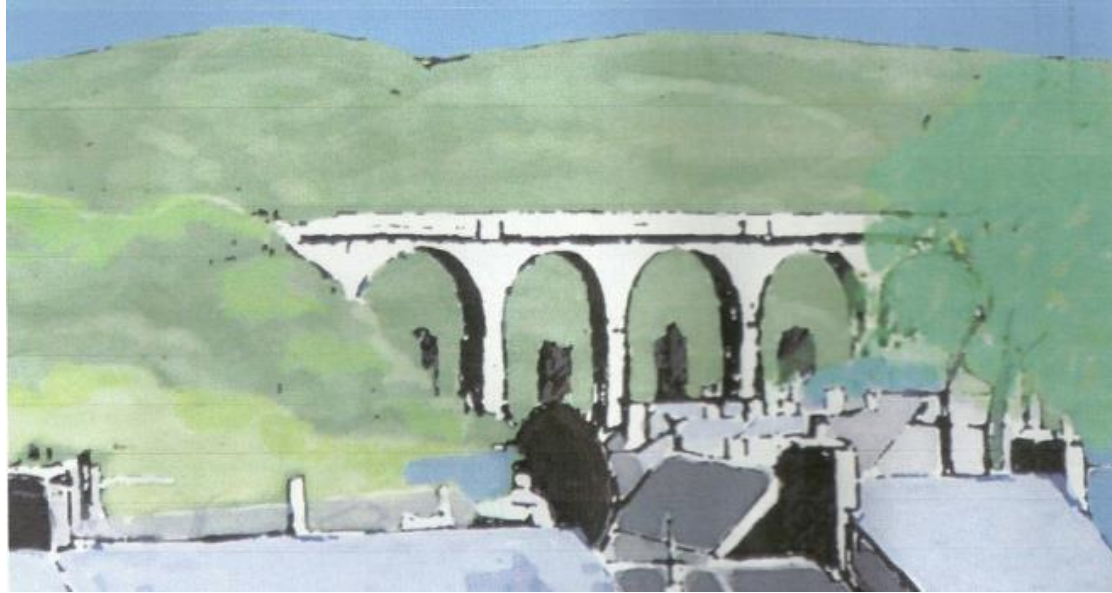




PONSANOOTH (FORMERLY St GLUVIAS) NEIGHBOURHOOD PLAN

COMMUNITY ENGAGEMENT STRATEGY

March 2018

Introduction

This Strategy has been prepared to help guide the process of community and stakeholder engagement needed to produce an informed and relevant community-led Neighbourhood Development Plan for St Gluvias. It sets out a range of activities and actions that can be taken to draw information from the community in and around St Gluvias.

Effective engagement with local residents, community groups, businesses, and service providers in St Gluvias and adjoining areas is a crucial aspect in creating a well-informed plan and a sense of community ownership.

What is a Neighbourhood Plan?

The Localism Act 2011 introduces statutory Neighbourhood Planning in England. It enables communities to draw up a Neighbourhood Plan for their area and is intended to give communities more of a say in the development of their local area (within certain limits and parameters).

These plans will be used to decide the future of the places where people live and work giving opportunities to:

- choose where people want new homes, shops and offices to be built
- have a say on what new buildings should look like
- grant planning permission for the new buildings you want to see go ahead.

Neighbourhood plans allow local people to get the right type of development for their community, but the plans must still meet the needs of the wider area. This will mean that neighbourhood plans will have to take into account the local council's assessment of housing and other development needs in the area.

However, it goes beyond traditional 'land-use' planning activity, which tends to focus on regulation and control of development.

Neighbourhood planning allows greater scope for plan makers, acting with the community, relevant agencies and service providers to promote and manage change in an area. This is why we need to ensure that extensive, appropriate and well-planned engagement takes place at all stages of the plan-making process.

As with all plan-making, the project requires leadership. The Localism Act has given that leadership role to Parish and Town Councils. This carries significant responsibility in terms of producing a plan that is representative of the community. The way in which the process is led and implemented will need to secure confidence from the community in the St Gluvias area and those organisations and businesses that serve our needs. Confidence in the process and support for the outcomes will be more certain by starting this process in a demonstrably transparent way and continuing in that way through all stages of plan preparation. We will do this by:

- showing a willingness to openly encourage opinions and suggestions from all individuals and organisations within the community whether or not these present potentially conflicting, challenging or critical views of the Plan or the process
- making every effort to understand all views expressed from all individuals and groups and respond clearly on all matters raised in a timely manner;
- demonstrating, in a form that is readily accessible and easily understood by the whole community, how the Plan reflects the views and opinions expressed during each stage of engagement and, where those views cannot legitimately be taken into account, explaining why that is the case

Why do we need an Engagement Strategy?

The Engagement Strategy is a way of explaining the steps we intend to take. From the start to the end of the process, it has been prepared to demonstrate from the start that this is a process that **needs** community involvement and that the community knows this.

It describes the processes and methods that may be employed in community engagement activity and presents a set of commitments to the community about how we will seek to inform, communicate with and involve them throughout the project.

In the past community led planning activities have tended to look at ways in which the community can *influence* service delivery to meet their needs and they have often been seen as aspirational. Neighbourhood plans are different, they;

- can show where development can or should take place to meet defined community needs based on an understanding of the ability of the private sector and other partners to provide that development; and
- will be prepared from the outset knowing that, provided certain steps are taken during their preparation, they will have clear legal status. This means that the Plan will have to be used to make decisions on all planning matters coming forward in St Gluvias and its adjoining parishes (in relation to development proposals that may have a potential impact upon the St Gluvias area and its community).

What are the objectives of the strategy?

To ensure effective communication and engagement with the Ponsanooth [St Gluvia]s community to facilitate “bottom up” process, resulting in a plan which incorporates sound community policies.

When to consult?

The length of time needed will vary depending on the chosen method, the time of year and the level of response required. However best practice suggests a period of up to 6 – 12 weeks for consultation events. Things to consider when organising events include;

- thinking about the time of year – what else is happening - try to avoid major holiday times such as Christmas or school holidays
- are there any other local events planned which may might clash with an event or could they be used to complement the event?
- be clear about when decisions will be taken and plan back from that
- be prepared to offer a range of dates and time of day / evening for events to ensure that all groups can take part
- build in sufficient time for analysing what has been learnt and for feedback and evaluation

Who to consult?

It is important to recognise the mix of people in the community to ensure that everyone has the chance to engage in the process. Grouping residents and businesses into stakeholder groups will help identify what methods are needed to ensure their views are obtained.

Typical stakeholders groups include:

- Schoolchildren (aged 5-16)
- Young people (aged 16 – 30)
- Older groups
- Commuters (people living in the community but working outside)
- Housing estate representatives
- Community groups and societies
- Single parent families
- People with physical needs
- People with learning needs
- Faith groups
- People employed in the community
- Local businesses
- Black and minority ethnic groups
- Travellers and gypsies
- Semi - permanent residents (2nd home owners, Cosawes park residents)
- Families

- Migrant workers
- Voluntary bodies acting in the area
- Farmers
- Visitors/tourists
- Landowners

Other bodies may also need to be consulted, those whose interests may be affected by the Neighbourhood Plan. These include;

- Cornwall County Council
- The Environment Agency
- English Heritage
- Natural England
- The Police
- Metro
- Adjoining parishes
- Highways Agency
- Falmouth University

How to consult

There are a range of methods that are particularly suited to neighbourhood planning but this list is not to be regarded as exhaustive:

- Self-completion questionnaires
- Public meetings
- Focus groups
- Stakeholder seminars
- Exhibitions
- Ward councillor contact
- In depth interviews / face to face
- Telephone surveys
- Exhibition events
- Questionnaires – ‘open’ questions
- Stakeholder meetings

- Forums – area, local, website
- Community meetings
- Workshop or group events
- Open day events
- Road shows
- Photo surveys
- Dedicated NDP Website
- Social Media – Facebook/Twitter
- Planning for Real events

Several methods will more than likely have to be used to get the whole community involved. The following questions need to be asked before embarking on a chosen method:

- What are we trying to find out?
- From whom is the information required?
- How would they prefer to respond?
- What information do they need before they can respond?
- Is something more than a simple exchange of information required?
- How will this information be recorded?
- What resources are needed and what resources do we have?
- How much time is needed and how much time do we have?

Where to consult?

Consideration needs to be given to using different venues to help reach the whole community. Often an effective way is to “piggy back” on other events, meetings or gatherings where people will already be in attendance.

Possible venues include:

- Community centres
- Schools
- Pubs
- Churches

- Village shop
- Library/other public buildings
- On the street
- Community/festival events
- Clubs/society meeting rooms

Log of Community Engagement Action events & plans

1. Initial Engagement – July 2017

Who are you engaging with?	Methods to use for this group:	Where and when:	Method of feedback:	Comments
General public All ages, family and individual	Parish map display & Community plan objectives. Display on Parish Council tent	Ponsanooth village Fair day.	Comments post-it note wall	Character map inputs and valued views.

2. Community Survey - gathering Parishioners views June-July 2018.

Who were we engaging with?	Methods used	Where and when:	Method of feedback:	Comments
Parishioners Householders	Postal drop to Parish based addresses with prepaid envelope for return of survey & other comments. Completed survey 'post boxes' in Four Cross garage, Ponsanooth village hall & shop. Online survey in parallel	All households June 2018	Paper survey responses & online survey responses.	

3. 2nd Parish wide information & business survey – June 2019

Who are you engaging with?	Methods to use for this group:	Where and when:	Method of feedback:	Comments
Parish population	Post box drop (including Cosawes park) Survey for business owners in the Parish	June 2019	Completed survey drop boxes.	Update on progress, feedback from June 2018 survey with key priorities and requests from the local business community if there are any specific issues for them.

4. Ponsanooth school visit to Solar farms and windmills June 2019

Who are you engaging with?	Methods to use for this group:	Where and when:	Method of feedback:	Comments
Junior school children attending Kennall vale school in Ponsanooth village.	Pre trip briefing by Kath Statham - CC landscape Architect, field trip via mini bus.	Solar farm & windmill turbines above Roscrow in the west of the parish.	Pre prepared questionnaires by KS completed by the children during the visit.	

5. Ponsanooth parking open meeting (held 16/10/2019)

Who are you engaging with?	Methods to use for this group:	Where and when:	Method of feedback:	Comments
Parish population	Contact Presentation to audience (CD) followed by open discussion, Ponsanooth split into zones for comment.	Ponsanooth Village Hall	Comments noted at meeting.	

6. Parish wide affordable housing survey - conducted by CC housing department. Mar-Apr 2021

Who are you engaging with?	Methods to use for this group:	Where and when:	Method of feedback:	Comments
Parish population	Households received a letter inviting them to complete the online questionnaire or request and complete a paper copy of the survey to return to the Council.	Conducted across the parish Mar-Apr 2021	Paper copy or online survey response	Affordable housing register figures updated 2024. Report from CC housing dept. 30th Apr 2021.

7. "Where are we now", communication event - Ponsanooth fair day 2023

Who we were engaging with?	Methods to use for this group:	Where and when:	Method of feedback:	Comments

Parish population	Fair day stalls within Krowji on the playing field in Ponsanooth. Showing outputs of Masterplanning	Fair Day June 2023	Notes taken on the day.	
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8. On Going Community Updates – April 2024 to July 2025

Who we were engaging with?	Methods to use for this group:	Where and when:	Method of feedback:	Comments
Parish population	Letter box drop utilising the rebooted “Ponsanooth Post” Fair Day exhibition - key opportunity for in-person engagement. Special page on Parish website, providing access to surveys, evidence documents, and online comment forms. Comment collection via website Monthly Public ‘NDP Surgeries’. Fair Day exhibition - presented updated information on the draft Plan and sought feedback on the emerging Masterplan allocation and other key proposals.	March 2024 June 2024 Spring to Summer 2025 July 2025	Response coupon drop. Feedback enabled Parish website comments. Open meetings Face to Face discussion	

9. Regulation 14 Presubmission Draft Engagement and Consultation

Who we were engaging with?	Methods to use for this group:	Where and when:	Method of feedback:	Comments
Parish population	Dedicated website set up; https://plan4ponsanooth.co.uk/ to contain the draft NDP, evidence base, and link to comments form. Explanatory Leaflet distributed and on website: http://plan4ponsanooth.co.uk/wp-content/uploads/2025/10/Consultation-pamphlet-final-24-9-25.pdf Drop In Sessions in village hall with display and personnel present to assist.	13th October to 24th November 2025 Weekend session — 10:00 — 16:00 Saturday 25th October Weekday Evening session — 17:00 — 20:00 Tuesday 28th October Weekday Morning session — 09:30 — 12:30 Friday 31st October	Comments form: https://forms.gle/i38vMZV9QUQCw3s18	