# Freshford and Limpley Stoke Neighbourhood Plan

# **Engagement with the community - overall summary**

	Jan '12	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan '13	Feb	Mar	Apr	May	Jun	Jul
Public Meetings	✓	✓				✓													
Briefing for P Council																✓		✓	
Draft NP launch																			✓
Publications		✓				✓								✓					✓
Open surgeries									✓	✓				✓	✓				✓
Display barrow									✓	✓				✓	✓				✓
Comment forms									✓	✓									✓
Involvement quiz									✓	✓									
Candyboards	✓	✓							✓	✓				✓	✓				✓
Website							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Emails	✓					✓			✓	✓				✓		✓		✓	✓
Freshford Bulletin	✓		✓			✓			✓			✓			✓			✓	
Limpley Stoke Clarion	✓	✓	✓	✓			✓		✓	✓		✓		✓		✓			

### **Public Meetings**

31st January 2012, Freshford Memorial Hall, led by ESHA Architects, funded by Prince's Foundation

## Over 140 people attended

- Presentations on the Localism Act and on implementation of a Neighbourhood Plan. Post-it note exercise to identify what was liked about the two villages, what was not liked, what residents would like to see in future, what residents would not like to see. These comments were split by topic: Transport and Movement; Services and Facilities; Planning and Housing; Environment and Public Realm.

16th February 2012, Freshford Memorial Hall, Worksop Session, all day

43 stakeholder participants, plus 2 Highways Agency, 1 B&NES Highways, 6 others (mainly ESHA)

- Discussion groups according to the four topics. Presented the results of their discussions to whole meeting

17th February 2012, Freshford Memorial Hall

## Approximately 100 people attended

- Prince's Foundation team fed back workshop ideas to public meeting.

26th June 2012, Freshford Memorial Hall

Attended by about 60 people - Neighbourhood Plan Management Team, Working Group Chairmen plus 50 others

– To discuss the establishment of Working Groups to cover the four main topic areas and to recruit members.

 $4^{th}$  July 2013, Freshford Memorial Hall, launch event to view the Draft Neighbourhood Plan By invitation to those who had worked on its preparation, as members of Working Groups etc.

Expected attendance, 40-60

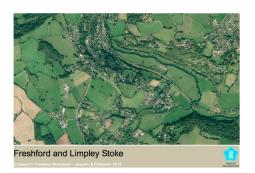
## **Briefings for Parish Councillors**

A Neighbourhood Plan Update was a standing item on the agendas for monthly Parish Council meetings. In addition, specific Briefing sessions were held:

5<sup>th</sup> April 2013, The Inn at Freshford – to present and discuss analysis of the 'Making Progress' questionnaire.

24th June 2013, The Inn at Freshford – to present and discuss the Draft Neighbourhood Plan.

#### **Publications**



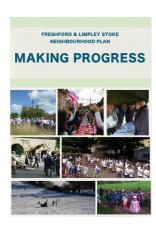
The Prince's Foundation document 'Freshford and Limpley Stoke Community Planning Workshop – January and February 2012'; 51 pages A4, made available online or on request

This summarised the Open Meetings and Workshops in January and February 2012.



*The Freshford and Limpley Stoke Neighbourhood Plan leaflet*; June 2012, 12 pages A4, distributed to every household in Freshford and Limpley Stoke.

This launched the Working Groups, encouraged residents to put themselves forward for the Working Groups and invited attendance at the Public Meeting on  $26^{th}$  June 2012.



The Leaflet/Questionnaire 'Making Progress'; February 2013, 12 pages A4, distributed to every household in Freshford and Limpley Stoke. This summarised points being considered for the Freshford and Limpley Stoke Neighbourhood Plan and requested questionnaire response and comments. Most replies were collected from homes but alternative 'drop-off' locations were arranged at the community shop, the two churches and the two pubs. Further copies of the leaflet were available from the community shop. Home visits were offered to discuss the leaflet for anyone who wished.

## **Open Surgeries**

These were held at central locations in the neighbourhood and were designed to generate discussion and engagement. Members of the NP Management Group and representatives of the four Working Groups were in attendance to answer questions and receive comments. The Surgeries were held between 10.30 and 12.30 on Saturday mornings as shown in the table below. An approximate tally was kept of people, excluding the Surgery team, who joined the discussion.

Surgery sessions were scheduled over three phases – September/October 2012, to discuss the ideas being considered by the Working Groups, February/March 2013, to help with any queries or comments about the 'Making Progress' questionnaire, and July 2013, during the six-week pre-submission consultation period, to answer questions and receive comments.

Date	Village	Location	Contacts (approx)
29 <sup>th</sup> September 2012	Limpley Stoke	St Mary's Car Park	65
6 <sup>th</sup> October 2012	Freshford	Memorial Hall	95
13 <sup>th</sup> October 2012	Limpley Stoke	Hop Pole Inn	55
20 <sup>th</sup> October 2012	Freshford	Memorial Hall	90
23 <sup>rd</sup> February 2013	Limpley Stoke	Hop Pole Inn	15
2 <sup>nd</sup> March 2013	Freshford	Memorial Hall	45
6 <sup>th</sup> July 2013	Freshford	Memorial Hall	
20 <sup>th</sup> July 2013	Freshford	Memorial Hall	



NP Surgery 29/09/12



NP Surgery 06/10/12



NP Surgery 13/10/12



NP Surgery 23/02/13



NP Surgery 02/03/13

## **Display barrow**

This was used in conjunction with the Open Surgeries, to help draw attention to them and to provide a more approachable access point. The display on one side varied according to the current stage of the Neighbourhood Plan process.

- Initially, showing topics to be discussed by Working Groups
- Then revised to show initial conclusions of Working Groups
- Then revised again to show pages from 'Making Progress' questionnaire
- Then again to introduce the Draft Neighbourhood Plan

Initially, on the other side was a map of the neighbourhood.

- As part of a light-hearted quiz to identify photographs of locations in the neighbourhood
- And to help demonstrate points of discussion.

The barrow was also used as a point from which to hand out and receive comment forms. The comment forms were incorporated in a leaflet

summarising the photo-quiz, which also enabled people to add their details to the Community Email Database.



NP Surgery - Barrow, showing Working Group summaries



NP Surgery Barrow, showing map and photo-quiz

#### **Comment forms**

These were offered to provide yet another way for residents to engage with the Neighbourhood Plan process.

To start with, the comment form was part of a leaflet incorporating the photo-quiz, see above.

- 18 forms were returned with comments. As evidence that younger residents felt able to engage, one form was completed by a 12 year-old boy, one was completed jointly by a 14 year-old girl and a 15 year-old boy and one was completed on behalf of a young girl though no age was given. All comments were scanned and circulated to the Neighbourhood Plan Management Group and to appropriate Working Group Chairmen, so that they could be carefully considered.
- A further *17 forms* were completed by people who wanted to make sure that they received any future emails about the Neighbourhood Plan process. They were added to the Community Email Database.

A new comment form was produced in conjunction with the Draft Neighbourhood Plan, to facilitate further comments from residents during the six-week pre-submission consultation.

#### **Involvement Quiz**

With the headline 'Do you know your village', this was a light-hearted way to get involvement and to encourage residents to think about the sort of discussions being carried on within the working groups. 12 photographs of places around the neighbourhood showed issues and opportunities in the locality. The photographs needed to be matched to stickers on the map which was carried on one side of the display barrow.

The photographs were reprinted on the Comment Form leaflet, which many people took home with them.

There was no prize for the quiz but all Comment Forms returned were entered into a draw for £50 Marks & Spencer vouchers.

## **Candyboards**

A local resident, Candy Harrison, produces distinctive noticeboards – Candyboards . Residents are familiar with these boards, which are displayed around the community to help advertise any important local event.

Candyboards have been used extensively to support any public meetings, surgeries and other activities connected with the Neighbourhood Plan process





#### **Website**

A considerable amount of content related to the Neighbourhood Plan process is hosted within the Freshford village website – FreshfordVillage.com. Each Working Group had a section, showing members, calendar of meetings, meeting summaries etc. In addition there were sections for Resources – commonly used documents etc – for the programme of Open Surgeries and for Frequently Asked Questions. The site is updated with each new phase of activity, though the older content remains for reference if needed. The Neighbourhood Plan section is the most-visited section of the Freshford website, receiving an average of 280 pageviews a month in autumn 2012.



**NP Website Facilities Group** 



**NP Website 1Environment Group** 



NP Website Planning Group









showing Calendar

NP Website Resources

## **Emails**

At the early stages of the Neighbourhood Plan process email addresses from various sources were used to communicate. It was realised that effective email communication would be highly desirable to support the Neighbourhood Plan and other community communications so a concerted effort was made to pull together an opt-in Community Email Database.

Current counts are shown below.

Community Email Database	Total email addresses	Households
Freshford	185	160
Limpley Stoke	152	133
Other Neighbourhood Plan	16	

### **Local Newsletters**

The Limpley Stoke Clarion – published 11 times a year – and the Freshford Bulletin – published 4 times are year – are both valued communications within the communities. They are distributed locally in printed form and are also available online – at **www.limpleystoke.org** and **FreshfordVillage.com** respectively. They have been used to provide updates on the Neighbourhood Plan process and to give news of upcoming activities.