

Wavendon Neighbourhood Plan Consultation and Engagement Meeting held on 10th June 2014

Attending: Jim Pittman
Jon Smith

Norman Wilkes
Alan Kemp

Sue Jobbins, Director, Shaping Communities Ltd

	We went through the following topics in detail:-	Issues:
1.	<u>Neighbourhood Plan update</u>	It was clear that there is insufficient time left to prepare for a launch/engagement meeting in June. This will need to be deferred until September 2014.
	<ul style="list-style-type: none"> - Brief review of plan aims and objectives (brief recap) - Review of consultation and engagement undertaken to date - What key issues or concerns have emerged? 	
2.	<u>Why a Consultation and Engagement Strategy and Programme?</u>	Comprehensive records will need to be maintained to document the whole process - and <u>all</u> stakeholder contact. Document/message control procedures will need to ensure that everyone is always "on message".
	<ul style="list-style-type: none"> - What is the difference between them? - Principles in developing your Strategy and Programme - Best practice in NP consultation and engagement; the key stages 	
3.	<u>Steering Group role and structure, and accountability to parish council</u>	The steering group must manage the process. There should be a rationale for the constitution of the steering group (based on required skills), with a <u>clear mandate</u> . More people will be needed (either as Steering Group members or volunteers for key activities). Wavendon residents should be encourage to volunteer.
	<ul style="list-style-type: none"> - Achieving the right mix of skills, transparency, and governance 	
4.	<u>Your obligations to include, consult and represent</u>	
	<ul style="list-style-type: none"> - Why consult? The importance of involving your community - NP statutory obligations – how, when and why - Your Consultation Statement 	
5.	<u>Identification of key stakeholders and consultation methods</u>	Reaching (communicating with) stakeholders will be critical. The current quarterly W&W Newsletter should be augmented with an interim single sheet update. The preparatory meeting with MK Planning and further dialogue with Jennie Lampert needs to move along quickly now.
	<ul style="list-style-type: none"> - Who are your key stakeholders? - Why might they take a particular interest in your plan? - Discussion of consultation and engagement techniques and use of various communications media - What problems might you face when engaging with the community and how will you overcome them - Engaging with the harder to reach and demonstrating that you are listening 	