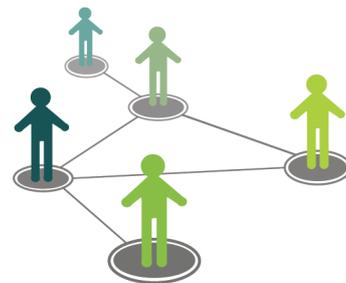


CSP CIC's Notes, Tips and Tools for community groups in developing their Neighbourhood Development Plans



CommunitySpiritPartnership CIC

PAPER 3 of 3 Events

An Open Source Document produced by Community Spirit Partnership CIC.

More about data analysis, Questionnaires and Event planning is given in Hints, Tips and Tools papers 1 and 2 of this series. These are very simple basics and we hope they are helpful.

Neighbourhood Development Plans provide an exciting and unprecedented opportunity to positively shape your surroundings. We wish you every success in developing your Plans.

Clare Wright, Mary-Ann Nossent and the Community Spirit Partnership CIC team

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1. Foreword

To provide a complete story, there is some crossover and repetition in this initial set of Notes, Tips and Tools with national advice. The authors encourage communities to read and shape the advice and templates in this series of 3 Papers to suit their individual circumstances. The resources are a snapshot from some of our own materials and experience. They are based on proven good practice over many years, most recently assisting communities in developing community-led strategies for Neighbourhood Plans and Community Land Trust development. These are additional materials to the excellent guidance and Worksheets provided in the Locality Roadmap, <http://locality.org.uk/resources/neighbourhood-planning-roadmap-guide/> and the resources and templates in the Community Planning hub, <http://www.communityplanning.net/useful/forms.php>.

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1.2 About Community Spirit Partnership CIC

The CommunitySpiritPartnership is a Community Interest Company whose purpose is to assist local people in achieving development that they want to see, through different ways including Neighbourhood Development Plans, Community Land Trusts and other mechanisms. We provide a partnership of outside professional skills - focusing on public engagement, design and policy support - with inside local knowledge and expertise to deliver plans and development that will benefit the local community by being inclusive, economically beneficial and environmentally responsible. More information about us may be found at <http://communityspiritpartnershipcic.org/>

1.3 Disclaimer

Materials and comment in this paper are our own, from many years practical experience in public, private and voluntary sectors. Whilst the authors are Planning Aid volunteers and members of Locality's pool of NDP consultants, the materials and comment are our own, without formal endorsement from RTPI or Locality. Direct assistance/ verification of your strategy may be sought via your Locality/RTPI funded advice or other specialist advice from consultants such as ourselves if we are not already engaged on your project.

2. Evidence gathering

Ensure that evidence of all participants is captured at each event to provide proof of community inclusion. This will contribute to your accountability at the Examination stage of your Plan and on into the subsequent implementation by the Planning Department. Develop a Consultation and Publicity/Communications Strategy as early as possible. Ensure what you are asking is useful to the development of the Plan. Consider how all the events and activities relate to each other and will develop as you gain information from them to begin writing your Plan.

3. Learning styles

Consider a mix of approaches when devising your public engagement activity to broaden the appeal to the widest possible audience and meet the three main learning/ understanding styles:

Visual learners - prefer learning by seeing. They enjoy communicating through images, graphs or objects

Auditory learners- prefer learning by hearing. They enjoy discussion, radio programmes, lectures and debates

Kinaesthetic learners - prefer learning by doing. They draw from experience, movement and modelling

Inspiring Learning for All (www.inspiringlearningforall.gov.uk) has an excellent questionnaire which can help you determine your own learning preference

4. Capturing views

Activity	Resourcing	Cost
Questionnaire – can be adapted from that supplied by Locality for general public	Copies of questionnaire Plus possible prize	£
Questionnaire for younger people to distribute via schools and youth groups	Copies of questionnaire plus possible prize	£
Mapping and flag – ask people to identify where they live, work, socialise, shop. Different colours can be used for different activities and give an idea of where is used / or not used. This may identify further questioning at a subsequent event.	Large map of area with post-it noted attached to cocktail stick flags	£
Graffiti or wish wall where people add what they would like to have or lose in their community.	Boards and post it notes or postcards	
In another's shoes – View identified priorities from the prospective of another. Give people a different identity from their own and ask them to respond to identified themes. How does this response differ from their own identity? Will they change their mind having viewed this with a different lens?	Boards and post it notes or postcards	
Set the scene for the event with an exhibition showing background information in words and pictures on the area and, if you have them, some early suggestions. Invite people to comment on anything with post-it notes.		

5. Top tips before undertaking an activity

1. **Audience** Make sure that the activity is targeted appropriately. Be clear about why you are engaging with the public, both in your own mind and in your communication with participants.

Do not raise unrealistic expectations amongst participants.

2. **Planning** It takes time to organise activities – particularly event based ones. Write a realistic project plan and add in some contingency time

3. **Venue** a community venue can sometimes be more welcoming for your audience. Is the venue easily accessible and free to enter? Is it a location people visit on a regular basis? Are the acoustics important?

4. **Comfort** Toilets, refreshments, heating...sounds obvious but easy to overlook

5. **Access** From wheelchair access to parking, hearing and seeing – it's important to ensure that people can easily engage with your event.

6. **Content** What type of activity are you going to do and how are you going to ensure that it is relevant to your chosen audience? Remember that your audience will involve people with different learning styles so try to ensure you use alternative ways to present the content.

7. **Timing** When do people normally attend events. Does past experience show that they only come out on week nights? Or Saturday mornings? Or can you 'piggy-back' onto other events?

8. **Publicity** Choose a range of media to publicise your events. Perhaps an advert in the local paper, door to door, parish magazine, word of mouth, leafleting, schools activities, Facebook, Twitter, your own and other local websites...

There are more examples on community engagement activities on this website.

http://www.communityplanning.net/methods/methods_listing.php

Afterword

The pointers in this document will help and CSP CIC may be commissioned to assist further. CSP will be uploading case studies onto its website to provide examples in practice. We hope you have found this paper useful.

More about Basics, Data Analysis and Questionnaires is given in Hints, Tips and Tools papers 1 and 2 of this series. These are very simple basics and we hope they are helpful.

This is an exciting and unprecedented opportunity to positively shape your surroundings. We wish you every success in developing your Neighbourhood Development Plans.

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Resources

Help is available from: <http://locality.org.uk/projects/building-community/>.

Work may be commissioned from consultants such as ourselves, Community Spirit Partnership CIC. Funding may be applied for from the Locality fund <http://mycommunityrights.org.uk/neighbourhood-planning/>

Editable checklists and forms:

<http://www.communityplanning.net/useful/forms.php>

Planning Aid support for Neighbourhood Plans: <http://www.rtpi.org.uk/search?query=neighbourhood%20planning&page=1&cat=documents>

Bibliography

The Localism Act: provisions on neighbourhood planning -

<http://www.legislation.gov.uk/ukpga/2011/20/part/6/chapter/3>

DCLG's Introduction to Neighbourhood Planning (recently updated) -

<https://www.gov.uk/neighbourhood-planning>

Planning Advisory Service Planning reform page - including FAQs (though not all the answers are endorsed by DCLG) -

<http://www.pas.gov.uk/pas/core/page.do?pageId=1089058>

Locality's Roadmap - <http://locality.org.uk/resources/neighbourhood-planning-roadmap-guide/>

The first two Neighbourhood plans and Examiner Reports:

Thame - <http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/neighbourhood-plans/thame-neighbourhood-pl>

Upper Eden - <http://uecp.org.uk/upper-eden-neighbourhood-development-plan/uendp-referendum-version/> and also Upper Eden - http://uecp.org.uk/upper-eden-neighbourhood-development-plan/upper-eden-development-plan-examination-proposal_examiners-final-report-2/

Use this link to find more: <http://www.communityplanning.net/pub-film/pubfilm.php#the%20guide%20to%20effective%20participation>

The Community Planning Event Manual: How to use Collaborative Planning and Urban Design events to improve your environment, Nick Wates, Earthscan, 2008, 978-1-84407-492-1. Explains why and how to organize community planning events. With lots of illustrations, sample documents and checklists to help save you time.

Community Planning Handbook: How people can shape their cities, town and villages in any part of the world, Nick Wates, Earthscan, 2000, 978-1-85383-654-1. Features an accessible how-to-do-it style, best practice information on effective methods, and international scope and relevance.

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The underlying premise and purpose of CSP's Open Source public engagement materials contained in this pack is to make them freely and openly available to others working on Neighbourhood Development Plans for non-commercial purposes. Through this, CSP grants the right to anyone to use the materials, either "as is," and preferably in a modified form. There is no restriction on how a user can modify the materials for the user's purpose. Materials may be edited, translated, combined with someone else's materials, reformatted, or changed in any other way. However, there are three requirements that a CSP OpenSourceWare user must meet to use the materials:

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