

# NEIGHBOURHOOD DEVELOPMENT PLAN MITCHELDEAN COMMUNICATION STRATEGY

## 1. The Stakeholders Steering Group:

Meetings will be held 2<sup>nd</sup> Tues of every month at the Town Hall. Cancelled and postponed meetings will be announced at least 3 days in advance.

Terms of reference will be adopted for the Steering Group and working groups

Steering Group will receive reports from working groups

PC member on the Steering Group will report to Mitcheldean PC meetings

Minutes, time tables, achievements, problems, support required will be sent to PC after each meeting

Email will be adopted as a required means of communication unless alternative communication (post etc) is stated

## 2. Working groups set up for specific areas of business:

Report verbally to Steering Committee and share agendas and minutes with the community

Elect its own Spokesperson/Chair

Provide own secretarial support, except where provided by the Steering Group

## 3. Meetings and Information Management:

The Stakeholders Steering Group Secretary will:

- Produce all agendas and minutes, and other documentation including working group papers as necessary and send to Steering Group at least 2 weeks in advance of the meeting.
- Act as point of contact and receive all feedback concerning NDP
- Hold all documentation in a secure and easily accessible form. Copies of all documentation to be provided to the Secretary
- Ensure all NDP documentation is in the public domain

Forest of Dean District Council Forward Planning and other identified partners will be sent meeting documentation

Minutes and publicity material will be approved by the group before publication.

An overall project action plan shall be developed, with specific time lines. Progress will be scrutinised at each meeting and remedial action taken where necessary.

Meetings will be advertised on the Mitcheldean PC website and Facebook page, Mitcheldean NDP and Facebook page, in the Library, Community Centre and on PC noticeboards

## 4. Rules of evidence provided:

All evidence provided to be made available to the community including relevant statutory documents e.g Core Strategy

Inclusive consultation: questionnaires, drop in events at different times/days, consult all parish groups & businesses, link with the primary and secondary schools, use partners to reach older people and those with disabilities

All views to be recorded verbatim

## 5. Publicity and Information:

Websites; Facebook; Parish newsletter; posters & displays on noticeboards and other public places

Leaflets (detailed information) included in local paper distribution, library, shops, community centre

Consultation events to include questionnaires and opportunities to comment as well as information in an easy to understand format. Opportunities for further comments to be advertised

Information and opportunity to comment on WDPC web site and facebook page

Press Releases: to the Citizen, Forester, Review and Radio Gloucestershire