



## Report to Parish Council

### **Pre-Submission Consultation** - *a plan to engage with our community during Covid.*

The plan is progressing well and will be in final draft to present to the parish council on the 21<sup>st</sup> September for comment and final amendments.

Once this has taken place we are then required to undertake a 6 week pre-submission consultation process. Before covid the consultation would be done through a series of public meetings which is no longer possible. As a result we have developed a revised process. This process is described below and we seek approval of the PC that they are happy with our approach.

It is essential that we consult with those who live and work in the parish as well as a range of statutory bodies

The consultation process lasts six weeks from 5<sup>th</sup> October – 16<sup>th</sup> November. There are a range of functions that we need to carry out:

- Publicise the plan, where it can be viewed
- Ensure that people understand how to comment on the plan
- Submit a copy of the plan to the local planning authority at the start of the process

We are working with a team from Falmouth University called Go-Collaborate. They will produce a data platform which will allow people to view the plan in detail and comment. Their research shows that most people are content to reply electronically and the platform can be used on mobile phones, ipads, laptops and computers.

The plan will be available on a website.

1. Ensuring we reach as many people in the parish – residents, stakeholders, businesses and employees
  - All households in parish to receive a leaflet which will describe the key aims of the plan, where people can see the document, how to respond
  - We will use the business group to ensure that information is disseminated to all businesses and employees
  - We will use Cornwall Council stakeholder list to ensure that all other necessary groups are aware of the document

2. Our data platform will summarise the plan and make all of the information available to people: this can be accessed from a range of sources. All data given by people will be captured on the platform. We will give £100 voucher to one of the people who feedback as a way of getting good uptake. This worked last time with our survey
3. Access to the full plan
  - The full plan will be available on the website

#### Questions and Information

- Two zoom events will be scheduled during the 6 week consultation where people can hear more about the plan, ask questions and share views. These sessions will be recorded and form part of our feedback
  - A social distancing drop in session will take place in the final week of the process for people who would like to discuss their thoughts / concerns with members of the steering group
4. Responding to the plan
    - A simple set of questions will be asked of people and there will also be space for comments
  5. Collating the responses
    - All responses will be collated for us by Falmouth and presented to the steering group for consideration and inclusion in the final submission

#### Costs

We have a budget of £750 to cover the printing of materials and any postage and we will apply for a further grant if needed.