

## Supporting Communities and Neighbourhoods in Planning

### Agenda

#### Neighbourhood Plans - Getting Started workshops

##### Event summary

Detailed 'how to' events, to be targeted at groups who have ambition to deliver NPs, whether frontrunners or advances parish and town councils, but have not as yet taken any detailed formalised steps in the process (e.g. steering group, project plan etc).

##### Format:

Small workshops (approx. 30 delegates) offering presentations, activity and plenary opportunities with aim getting the delegates to think around the issues of Neighbourhood themselves. Activities should include a mix of working amongst themselves, as well as wider discussion in the room that does encourage a level of interaction between parties.

8:30am	<b>Coffee and networking</b>
9:00am	<b>Session start: Intro to day (ALC / CPRE facilitator) including overview of SCNP project.</b> Intro to be standardised and circulated to chair pre-event.
9:15am	<b>Session A – (Facilitator): Brief introduction to Neighbourhood Planning and aims of day</b>
9:35am	<b>Exercise 1: Identifying the issues,</b> Delegates encouraged to think up the main issues that they would like to use their NP to address. They then note down each issue on a post-it note. On each of the 7 tables there will then be an A0 sheet of paper with one of the following headings: housing; employment; open space; transport; community; infrastructure; other. They will then circulate for 10 minutes to allocate each post-it to the appropriate table. The A0 sheets will then be displayed at the front of the room.
9:55am	<b>Exercise 1: Debrief</b> Facilitator explains what a NP may contain (i.e. planning-led policies) and reviews all of the issues displayed on the A0 sheets to identify whether each point could be dealt with by a NP or not. Three more A0 sheets are therefore prepared headed: Neighbourhood Plan; Parish Plan; Other Means.
10:15am	<b>Break</b>
10:35am	<b>Preparing a Neighbourhood Plan</b>
11:05am	<b>Exercise 2: Defining a Vision for your NP</b> Each group has an A0 sheet with the template on the slide already set out. They then have 15 minutes to fill in the gaps and then report their conclusions to the room.

11:35pm	<b>Session C - Your NP: Objectives and Options</b>
11:50pm	<b>Exercise 3: Identifying your Vision</b> To be supported by circulation of facilitator(s) and print out of Parish area
12:10pm	<b>Exercise 4: Is your Vision sustainable?</b> (Supported by Module 4 slides 32-33) To be supported by circulation of facilitators(s)
12:30pm	<b>LUNCH</b> (including return of all delegate questions)

AS PER THE MORNING SESSION, DELEGATES WILL BE ENCOURAGED TO NOTE QUESTIONS DOWN AS THE SESSION PROGRESSES, TO BE POSTED ON THE WALL DURING AFTERNOON BREAK

1:30pm	<b>Session D - Your NP: writing and testing policies</b> Sustainability matrix hand-out to be present on each table
1:50pm	<b>Exercise 5: Writing and testing a model policy</b> 1. Write the policy, using the parish map if necessary 2. Test its sustainability
2:20pm	<b>Feedback and review of Exercise 5</b> Facilitator will invite each group to explain and read out their policy. The facilitator will then give a view on how practical, deliverable and relevant the policy may be. The sustainability matrix will then be discussed and the facilitator will give views as necessary.
2:50pm	<b>Break</b>
3:00pm	<b>SLOT FOR GUEST SPEAKER</b> To be a frontrunner, a champion, a local authority officer as available.

FACILITATOR TO REVIEW ALL QUESTIONS RECEIVED FROM DELEGATES AND IDENTIFY KEY ISSUES TO DISCUSS

3:30pm	<b>Discussion Session</b> Facilitator, guest speaker and any other specialists forming a panel. To be based around questions posted during lunch and afternoon break, with targeted questions invited from the delegates (Question Time style), rather than shouting out.
4:20pm	<b>Closing Exercise: What next for your neighbourhood?</b> Using the information gained from the day and in particular Exercise 1, each delegate group is asked to identify a strategy moving forward for their neighbourhood. What will they now look to include within their neighbourhood plan? Do they need a neighbourhood plan AND a parish plan? What issues have they 'parked' for the time being?
4:40pm	<b>Closing Exercise: Debrief</b> Feedback of each group to the room
5:00pm	<b>CLOSE</b>