

Engagement and Consultation Structure

1) Neighbourhood Plan Committee

The NP Committee is responsible for drafting the WM neighbourhood plan, a community-led initiative bringing together the residents and various organisations which form the Wickham Market neighbourhood. The Committee has three working groups, with support from WM Parish Council the 'qualifying body' responsible for the plan.

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NP Committee responsibilities are:

- To raise general awareness by informing the community of the benefits and limitations of a Neighbourhood Plan and setting out when and where they can learn more.
- To campaign for community volunteers with appropriate knowledge and skills to engage with the community.
- To analyse the recent Parish Council surveys and break down data for specific Working Group information.
- To decide on which policies from the Local Plan are relevant to the Neighbourhood Plan
- To appoint Facilitators to identify scope and ensure full coverage of that group.
- Support Working Groups with appropriate communication materials for engagement and consultations.

2) Facilitators

There are several groups within the community with different needs and interests. The strategy and processes for consultation consequently needs to be all-embracing across the entire community and also have elements which are specifically directed to individual groups and populations to ensure full inclusion.

The Committee have identified the following populations for direct engagement -

- Shopkeepers and businesses
- Clubs and societies
- Land and property owners
- Health and care groups
- Faith groups
- Residents in the age groups
 - 5-14
 - 15-18
 - 19-40
 - 41-60
 - Over 60

Each population will have a named facilitator to identify its scope and membership and review the consultation process to ensure full coverage of that group. The aim of Facilitators is to represent their group to ensure their views have been effectively canvassed and input into the consultation

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process is adequate. Facilitators will also ensure feedback to the populations they represent advising that their views and suggestions have been registered and are being processed by the committee.

3) Working Groups

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To divide up the work and ensure the process embraces all of the issues required to be included in the scope of the Plan five Work Groups have been established as follows

Social and community	Environment	Economic and Infrastructure
<ul style="list-style-type: none"> • Housing needs • Local facilities • Community assets • Sites for residential development • Types and styles of houses • Etc. 	<ul style="list-style-type: none"> • Natural, built and historic environment • Heritage assets • Allotments • The conservation area • Green areas • Etc. 	<ul style="list-style-type: none"> • Business and employment • Transport and road links • Utilities provision • Climate change • Rights of way • Etc.

The Working Groups above will be involved in

- Organising a programme of presentations to community groups and stakeholders
- Liaison with Facilitators to ensure proper coverage of certain populations.
- Gather, review and consider evidence for further action.
- Record when and how information was obtained and analysis of findings.
- Feedback evidence and suggestions for what the plan needs to address and how.
- Preparation of the draft vision and objectives.

4) Communications Group

This group is responsible for the creation and distribution/transmission of the literature and information used in all the direct communications to the local and wider public.

5) Consultation Group

This group is responsible for the creation of questionnaires and other material used to consult and gather information from the community and the identified populations within it. It includes the content and format of workshops and public meetings.

Each Working Group will comprise a Leader and a number of members (typically 4-6).