

Application to Runnymede Borough Council

For the designation of:

1. Ottershaw Neighbourhood Area
2. Ottershaw Neighbourhood Forum

20th July 2020

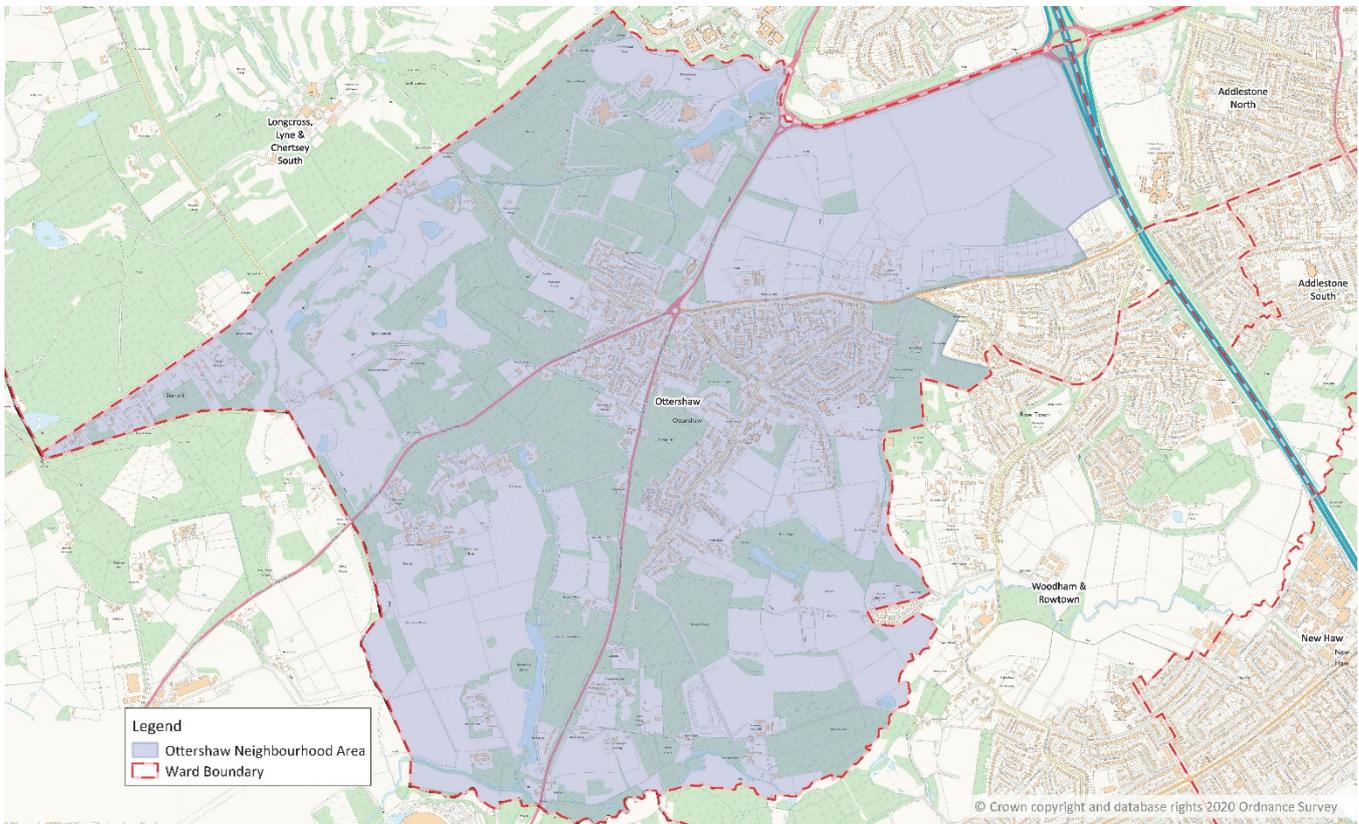




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1 Introduction

In accordance with the Neighbourhood Planning (General Regulations) 2012 Town and Country Planning Act, England, this application is made to the Runnymede Borough Council as the Local Planning Authority for the designation of:

- a Neighbourhood Area; and
- a Neighbourhood Forum.

We appreciate your support in taking this important next step towards building a Neighbourhood Plan for Ottershaw and we look forward to working with you throughout the process in order to reach a successful conclusion.



2 Application for designation of a neighbourhood area (reg 5)

2.1 The name of the neighbourhood area (reg 8c)

The name of the Neighbourhood Area is Ottershaw Neighbourhood Area.

2.2 The proposed area (reg 5a)

The proposed area is shown at Appendix A.

The proposed Neighbourhood Area is entirely contained within the Ottershaw Ward, but excludes:

- the area bounded by Spinney Hill, Ongar Hill, Hare Hill and the Ridings, the Scout Hut and Creepers Nursery, which are considered to be part of the separate Rowtown community and
- the area to the east of the M25, which is considered to be part of the Addlestone community.

The Neighbourhood Area covers approximately 92% of the geographic area of Ottershaw Ward and approximately 56% of all dwellings in the ward.

2.3 Statement of why area is considered appropriate (reg 5b)

The area is clearly understood and defined as the original parish of Ottershaw but including all of Great Grove Farm up to the M25 and St Peters Way boundaries and which is a coherent contiguous area.

The boundaries are those largely of the Ward defined by roads, rivers, public footpaths, and property boundary fences. The area excluded from the Ward is defined by roads, public footpaths and property boundary fences.

Property included in the Area is primarily residential, along with schools, shops, commercial premises, and other community and social facilities.

There is no conflict with other nearby villages. The small area of Rowtown contained within the Ottershaw Ward is excluded as it forms an integral part of the Rowtown community which is within the Rowtown and Woodham Ward.

The Ottershaw Neighbourhood Area is contained entirely within the Ottershaw Ward and the Runnymede Borough. The Neighbourhood Area does not overlap into any other Ward, Borough or Neighbourhood Area.

2.4 Comment by organisation making area application (reg 5c)

It is proposed that the Ottershaw Neighbourhood Forum is a relevant body for the purposes of section 61G 2b of the Town and Country Planning Act (reg 5c), as it is an organisation or body which is capable of being designated as a neighbourhood forum (on the assumption that, for this purpose, the specified area is designated as a neighbourhood area).



3 Application for designation of a neighbourhood forum (reg 8)¹

3.1 The name of the neighbourhood forum (reg 8a)¹

The name of the neighbourhood forum is **Ottershaw Neighbourhood Forum**.

3.2 The constitution of the neighbourhood forum (reg 8b)¹

The constitution of **Ottershaw Neighbourhood Forum** is shown at Appendix B.

3.3 The name of the neighbourhood area (reg 8c)¹

The name of the Neighbourhood Area is **Ottershaw Neighbourhood Area**.

A map of **Ottershaw Neighbourhood Area** is shown at Appendix A.

3.4 Contact details (reg 8d)¹

	Details
Name:	Carl Mann
Email:	carljmann@gmail.com
Telephone:	07340 186517
Address:	29a Brox Road, Ottershaw, KT16 0HG

3.5 Comment by organisation making forum application (reg 8e)¹

The proposed **Ottershaw Neighbourhood Forum** meets the conditions contained in section 61F of the Town and Country Planning Act (reg 8e)¹.

3.5.1 The purpose of Ottershaw Neighbourhood Forum (61F(5)a)

Section 2a of the constitution states “to promote social, economic and environmental well-being of the Area” as an objective of the **Ottershaw Neighbourhood Forum**.

¹ Reference - The Neighbourhood Planning (General) Regulations 2012 Paras 8a-e.



3.5.2 Membership of Ottershaw Neighbourhood Forum (61F(5)b)

Section 3a (i to iii) of the constitution states -

Membership of the forum is open to all:

- i. individuals of at least 18 years of age, who live in the Area,
- ii. individuals of at least 18 years of age, who work and are based in the Area (whether for businesses carried out there or otherwise),
- iii. individuals of at least 18 years of age, who are elected Members of Parliament, members of Surrey County Council ('SCC') or Runnymede Borough Council ('RBC') whose constituency / ward includes any part of the Area."

Please refer to Appendix C which shows details of the membership of the **Ottershaw Neighbourhood Forum** as of July 2020.

3.5.3 Make up of Ottershaw Neighbourhood Forum (61F(5)c)

Section 3c of the constitution states "The Forum shall have a minimum of 21 members".

Please refer to Appendix C which shows the make-up of the membership of the **Ottershaw Neighbourhood Forum** as of July 2020.

A Communication Strategy and Plan (Appendix D) has been created to demonstrate the engagement with the local community regarding the proposed **Neighbourhood Area and Forum**.

3.5.4 Constitution of Ottershaw Neighbourhood Forum (61F(5)d)

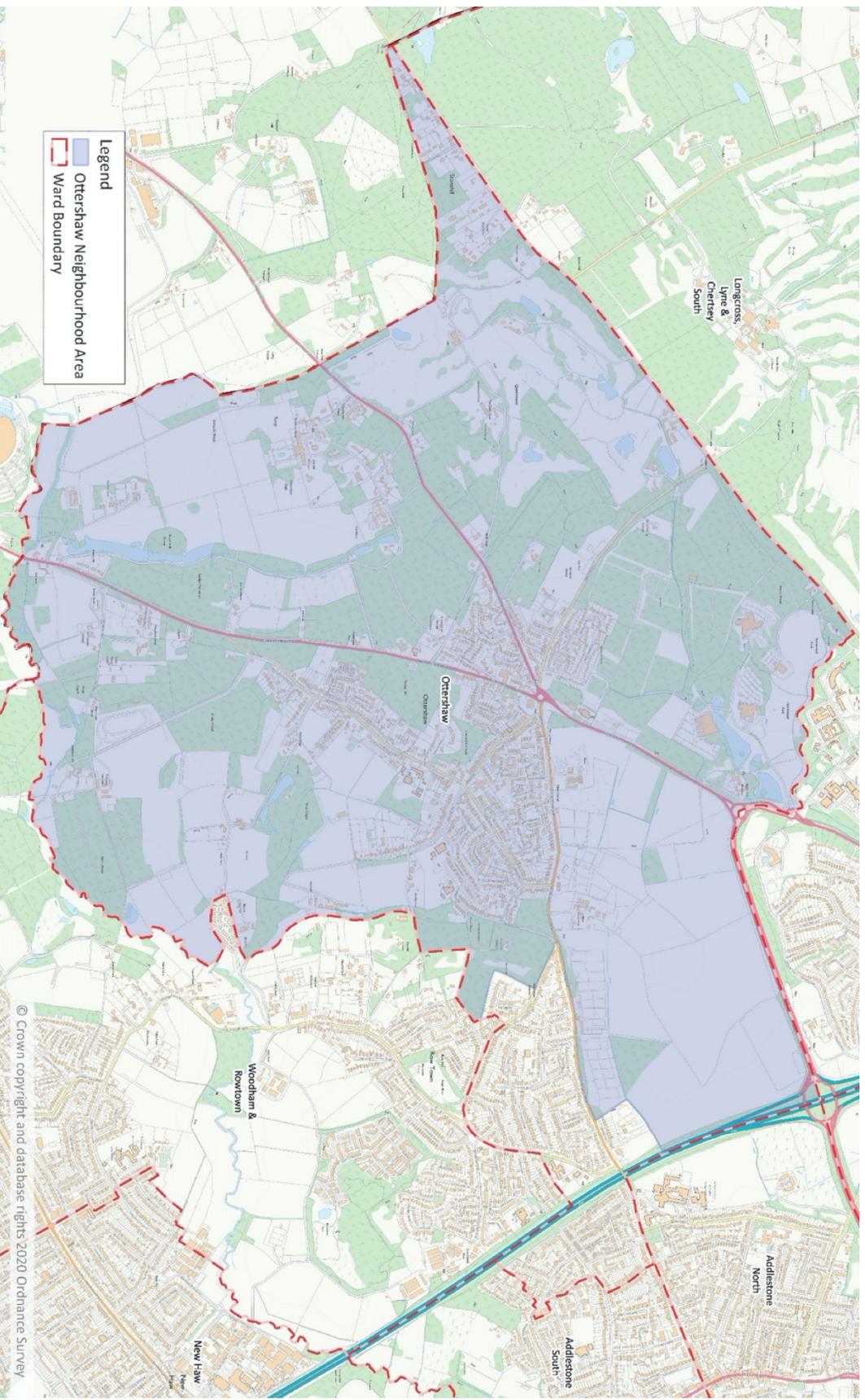
The proposed constitution of **Ottershaw Neighbourhood Forum** is shown at Appendix B.

3.5.5 Other conditions of Ottershaw Neighbourhood Forum (61F(5)e)

No other conditions have been prescribed.



Appendix A - Ottershaw Neighbourhood Area





Appendix B - Ottershaw Neighbourhood Forum Constitution

1 Name & Area

- a) The Ottershaw Neighbourhood Forum ('the Forum') is a neighbourhood forum as defined in the Town & Country Planning Act 1990 as amended by the Localism Act 2011 ('the Act').
- b) The Forum shall cover the Area shown on the attached map known as Ottershaw Neighbourhood Area (Appendix A).

2 Forum Objectives

The objectives of the Forum shall be to:

- a) promote social, economic and environmental well-being of the Area,
- b) produce a Neighbourhood Plan which reflects the wishes of its community,
- c) provide opportunities to influence local decision making,
- d) encourage openness and transparency between all organisations about the services and plans for the Area,
- e) promote community cohesion,
- f) seek to make the area more sustainable, protect the natural environment & the green belt, and maintain green corridors between built areas.
- g) maximise benefits to the area arising from envisaged national environmental initiatives embraced by the Green Agenda,
- h) seek to make improvements to the street environment,
- i) undertake any activities permitted by the relevant Neighbourhood planning provisions of the Localism Act 2011 and the Neighbourhood Planning Regulations April 2012 and to exercise any powers which attach to the Forum as a designated forum.
- j) ensure the Neighbourhood Plan:
 - i. is in general conformity with the Council's adopted Local Plan and in due course with the emerging Local Plan,
 - ii. has regard to national planning policy and guidance,
 - iii. contributes to the achievement of sustainable development, including but not limited to renewable and green energy, cycling, walking and public transport.

3 Membership

- a) Membership of the Forum is open to all:
 - i. individuals of at least 18 years of age, who live in the Area,
 - ii. individuals of at least 18 years of age, who work and are based in the Area (whether for businesses carried out there or otherwise),
 - iii. individuals of at least 18 years of age, who are elected Members of Parliament, members of Surrey County Council ('SCC') or Runnymede Borough Council ('RBC') whose constituency / ward includes any part of the Area,
 - iv. businesses or other bodies or organisations e.g. education, health services, churches, charities, societies, landowners, etc, which operate in the Area, through their appointed representatives.
- b) Anyone who supports the aims and objectives of the Forum and within the scope of 3a shall be able to apply for membership by contacting the Secretary and completing the required documentation.
- c) The Forum shall have a minimum of 21 members.
- d) Individuals eligible for membership under more than one category listed at 3a shall only be able to exercise one vote.



- e) Members may resign from the Forum by giving notice (by e-mail or in writing) to the Forum Secretary.
- f) Associate Membership of the Forum is open to individuals, businesses or other bodies or organisations on invitation by the Committee.
 - i. Anyone invited by the Committee to join as an Associate Member shall complete the required documentation.
 - ii. Attendance of Associate Members at a Forum meeting does not count towards a quorum for the meeting.
 - iii. Associate Members have no voting rights at any Forum meeting.
 - iv. Associate Members have no right to stand for Committee roles.
- g) Membership is not transferable.
- h) Forum Members are required to identify and consider any personal, financial or pecuniary conflicts of interest that have arisen or may arise in the future and notify the Committee as soon as is possible.
 - i. Any declared conflict shall be recorded in a register of interest.
 - ii. The concerned member shall not be entitled to participate in the debate or to vote in respect of matters in which they have declared a conflict of interest.

4 Steering Committee

- a) The Forum shall be managed by a Steering Committee ('the Committee') comprising of no less than five (5) and no more than ten (10) members of the Forum.
- b) The Committee shall be elected at each Annual General Meeting ('AGM'). There is no limit to the number of terms an officer may serve.
- c) The Committee shall appoint the following officers from their number (role descriptions are attached below as Annex – Committee role descriptions):
 - (i) Chair,
 - (ii) Vice-Chair,
 - (iii) Treasurer,
 - (iv) Secretary,
 - (v) any additional or replacement officers the Committee deems necessary to carry out the required activities (e.g. Program Manager, Webmaster, etc.)
- d) The appointment of officers shall occur within sixty (60) days of this Constitution being adopted by the Forum, and thereafter at the first Steering Committee Meeting ('SCM') after each AGM. If a vacancy arises during the year, a replacement shall be elected at the next meeting of the Committee.
- e) Sub-committees and working parties may be appointed by the Committee to carry out specific tasks, to consider policies and to advise the Committee. Such bodies may include individuals appointed within or outside the membership of the Forum.
- f) The Committee is empowered to engage appropriate professional and technical bodies to carry out work.
- g) The Committee shall approve, refuse or terminate all membership / associate membership.
- h) Committee decisions shall be based on a majority vote.

5 Meetings

- a) An Inaugural General Meeting shall take place no later than one (1) month after the formation of the Forum, with the primary objective of electing the Committee.
- b) An Annual General Meeting ('AGM') shall take place no later than three (3) months after the end of the financial year. At least fourteen (14) days' notice shall be given before the AGM.
- c) The Committee shall consider calling a General Meeting ('GM') of the Forum on request from a Forum member to do so. At least fourteen (14) days' notice shall be given before a GM.



- d) The Committee shall call an Extraordinary General Meeting ('EGM') of the Forum within 28 days of a request from a Forum member (if supported by 25% of the Forum members) to do so. At least fourteen (14) days' notice shall be given before an EGM.
- e) All Forum meetings can be conducted remotely.
- f) AGMs, GMs and EGMs shall be open to attendance by any Forum member.
- g) All members are entitled to vote at any AGM, GM and EGM. Members unable to attend may appoint the Chair or any other officer of the Committee to vote on their behalf by sending a notice to one of them (by email or in writing) authorising them to do so.
- h) Steering Committee Meetings ('SCM') shall take place at least quarterly.
- i) A quorum for any SCM shall be a minimum of one half of the total number of Committee Members appointed at the time.
- j) All members of the Committee are entitled to vote at any SCM.
- k) All SCMs shall be open to attendance by any non-committee Forum member. They shall not be permitted to vote, speak or intervene except by consent of the Chair.
- l) The Committee reserves the right to exclude observers where a majority of the Committee members present deem this as necessary for the effective conduct of the business of the meeting.
- m) The Chair of an AGM, GM or EGM shall be the Chair or Vice-Chair of the Committee or, if neither is able to attend, the person nominated in advance (by email or in writing) by the Chair.
- n) All AGMs, GMs, EGMs and SCMs shall be minuted.
- o) In case of an equal vote, the Chair (or, in their absence, their appointed deputy), shall have the casting vote.

6 Forum Finances

- a) The Forum shall have the power to raise funds as necessary for its activities, by grant, donation or any other appropriate means.
- b) The Treasurer shall, if required, open one or more bank accounts in the name of the Forum.
- c) The Forum shall be accountable to RBC for grant management.
- d) Non-grant funds acquired by the Forum, including donations, fundraising income, contributions and bequests shall be paid into an account managed by the Committee in the Forum name.
- e) All Funds shall be applied to the objectives of the Forum and for no other purpose.
- f) Signing powers relating to the Forum's bank account(s) shall rest with the Treasurer, validated by the Secretary.
- g) Any income and expenditure shall be the responsibility of the officers of the Committee who shall be accountable to ensure funds are utilised effectively and that the Forum operates within budget.

An annual financial report shall be produced by the Treasurer and presented at the AGM. The Forum's accounting year shall run from 1 April to 31 March.

7 Neighbourhood Planning

- a) Any decision to submit the Neighbourhood Plan to RBC for their actions to gain approval for the Plan from the individuals and businesses of Ottershaw shall be subject to a majority vote of members present at a GM. The voting quorum shall be a minimum of twenty-one (21) members.
- b) All consultation on the Neighbourhood Plan shall be open to all residents and businesses in the Area.
- c) The Forum shall maintain an evidence base of all its activities to demonstrate transparency through all stages of the neighbourhood planning process.



8 Alterations to the Constitution

- a) Any changes to this constitution shall be agreed by a majority vote at an AGM / GM / EGM.
- b) Proposed amendments to this constitution by members shall be submitted by email or in writing to the Secretary.

9 Dissolution

- a) The duration of the Forum shall be five (5) years from the Neighbourhood Forum designation date.
- b) The Forum may be dissolved if deemed necessary by its members through a majority vote at an AGM, GM or EGM.
- c) A minimum of twenty-eight (28) days' notice of the proposed dissolution shall be given to the Forum Members.
- d) Following dissolution, any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the Committee.
- e) In accordance with the Localism Act 2011, a formal review of the functions and achievements of the Forum shall be carried out five years after its formal designation by RBC. Following such review, and consultation with its members, the Forum may decide to continue, amend or dissolve itself as considered appropriate.



Annex - Committee Role Descriptions

Chair

The Chair shall be responsible for:

- directing AGMs, GMs, EGMs and SCMs,
- setting and steering the agenda of AGMs, GMs, EGMs and SCMs,
- the casting vote in case of an equal vote in AGMs, GMs, EGMs and SCMs,
- the work programme,
- the protection of confidentiality,
- addressing known conflicts of interest,
- maintaining an unbiased position during debate to ensure decisions and recommendations are thoroughly vetted and well rounded,
- corporate governance in decision making processes.

Vice Chair

The Vice Chair shall be responsible for:

- assisting the chairman in his role,
- advising and appraising the Chair,
- acting as Chair during periods of the Chair's absence.

Treasurer

The Treasurer shall be responsible for:

- financial oversight,
- presenting budgets, accounts and financial statements,
- funding and fundraising,
- financial planning and budgeting,
- financial reporting,
- banking, book-keeping and record-keeping.

Secretary

The Secretary shall be responsible for:

- facilitating the running of AGMs, GMs, EGMs and SCMs,
- preparing meeting agendas,
- arranging meetings and organising facilities,
- distributing notices of AGMs, GMs, EGMs and SCMs,
- minuting AGMs, GMs, EGMs and SCMs,
- distributing meeting minutes,
- following up on minuted actions,
- validating the eligibility of each member/associate member application,
- maintaining the list of membership,
- maintaining the Register of Interests of members,
- dealing with correspondence and general reporting.



Appendix C - Membership of Ottershaw Neighbourhood Forum

We are a group of Ottershaw village residents, business owners and councillors who have a vested interest in the future of our village. We created several working groups that prepared the input into this application document between April and July 2020.

We have already engaged directly with some local groups, residents and via our newly created website which includes an online registration form. However due to COVID-19 not all of the village/residents/businesses have yet been circulated/informed of the proposal to set up a Neighbourhood Plan/Forum, therefore this list is only a start.

We currently have 66 members signed up already (see below), and have attached our communication strategy and plan to demonstrate our intentions going forward.

Ref	First Name	Last Name	Ref	First Name	Last Name
1			34		
2			35		
3			36		
4			37		
5			38		
6			39		
7			40		
8			41		
9			42		
10			43		
11			44		
12			45		
13			46		
14			47		
15			48		
16			49		
17			50		
18			51		
19			52		
20			53		
21			54		
22			55		
23			56		
24			57		
25			58		
26			59		
27			60		
28			61		
29			62		
30			63		
31			64		
32			65		
33			66		

The personal details of the current Forum members, as contained in the table above, have been redacted by the Council.



Appendix D - Communication Strategy and Plan

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1	Introduction
2	Purpose
3	Vision Statement
4	Proposed objectives of the neighbourhood forum
5	Objectives of the communication strategy
6	Target audience
7	Key messages
8	Communication methods
9	Communication plan

1 Introduction

The Localism Act was passed by Government in November 2011 and final regulations relating to the Act and regulating the process came into force in April 2012. The Act allows local areas to produce a spatial development plan for their area and, if adopted, future planning applications would have to have regard to the policies within this plan.

When local communities are empowered to lead and influence decision-making, it makes a real difference to their area. People with passion and enthusiasm can use neighbourhood planning as a means to change their neighbourhoods for the better.

Ottershaw Neighbourhood Planning Working Groups have therefore concluded that they want to develop a Neighbourhood Plan and wish to have a Neighbourhood Forum in place as quickly as possible.

2 Purpose

Two-way communication between the local community and the NFWG during the Neighbourhood Forum and Area designation process is vital to ensure that the process is far reaching, open and successful. It is therefore important to develop a coherent communication strategy of how this will be achieved and plan out key stakeholder engagement.

The purpose of this strategy is to set a framework for communications to develop, promote, and support the designation application for setting up the Forum. It gives direction to all media, online, internal, marketing, publications, and public relations communications activity undertaken on behalf of the NFWG.

We will use the most appropriate channels of communication to reach our wide variety of stakeholders including residents, employees, businesses, community partners, and all levels of government.



Communication only works when messages are clear and easy to understand and when it is a two-way process. It's not enough to talk, we also have to be able to listen. Therefore, this strategy will set out to ensure that key messages are developed throughout the various stages of the designation process, are communicated as widely as possible, and stakeholders are provided with multiple methods of providing feedback.

3 Vision Statement

The vision for Ottershaw village is:

- **A sustainable, vibrant, thriving community:** Strongly based on its history with an emphasis on individuality and with growth that supports a village heritage & the natural environment
- **A community which encourages attractive, high-quality development:** Including new housing, commercial property, and community facilities.
- **A community that is inclusive:** With safe access to its village centre and excellent through roads with links to the surrounding countryside.
- **An attractive village:** With increased vitality, diversity and activity that attracts new businesses while supporting existing businesses.

4 Proposed Objectives of the Neighbourhood Forum

The proposed objectives of the Forum shall be to:

- a) promote social, economic and environmental well-being of the Area,
- b) produce a Neighbourhood Plan which reflects the wishes of its community,
- c) provide opportunities to influence local decision making,
- d) encourage openness and transparency between all organisations about the services and plans for the Area,
- e) promote community cohesion,
- f) seek to make the area more sustainable, protect the natural environment & the green belt, and maintain green corridors between built areas,
- g) maximise benefits to the area arising from envisaged national environmental initiatives embraced by the Green Agenda,
- h) seek to make improvements to the street environment,
- i) ensure the Neighbourhood Plan:
 - i. be in general conformity with the Council's adopted Local Plan and in due course with the emerging Local Plan,
 - ii. has regard to national planning policy and guidance,
 - iii. contributes to the achievement of sustainable development, including but not limited to renewable and green energy, cycling, walking and public transport,
- j) undertake any activities permitted by the relevant Neighbourhood planning provisions of the Localism Act 2011 and the Neighbourhood Planning Regulations April 2012 and to exercise any powers which attach to the Forum as a designated forum.

5 Objectives of the Communication Strategy

The objectives of the Communication Strategy are to:

- Seek to ensure that the implications of the designation of the Forum are understood by all
- Allow residents and other relevant groups the opportunity to take part in the Forum.
- Seek to ensure that all are aware that the Neighbourhood Forum and Area designation process includes:
 - A clear rationale for deciding on the boundary of the Neighbourhood Area



- The development of a Forum constitution that reflects the wishes of the community
- A transparent and democratic consultation process
- Appropriate approval and support of the Forum members
- Seek to ensure acceptance by Runnymede Borough Council (RBC), including:
- Developing a Consultation Statement setting out how consultation will be carried out
- A Statement of Community Involvement evidencing the engagement with the community.

6 Target Audience

It is essential in any communication strategy to identify the key stakeholders and to understand their interest, influence, attitudes, and behaviours. The aim is to provide sufficient information to be able to target audiences with specific messages, using the most appropriate communications methods.

Stakeholder(s)	Interest ¹	Influence ²	Notes
Landowners: <ul style="list-style-type: none"> ● Local Landowners ● Developers ● Local Authorities 	High High High	High High High	Developer may have a legal interest in land in the neighbourhood area
Politicians/Councillors: <ul style="list-style-type: none"> ● MP ● Ward Councillors 	High High	Med Med	
Residents: <ul style="list-style-type: none"> ● <18yrs ● 18–24yrs ● 25–44yrs ● 45–60yrs ● Over 60 yrs 	Med Med Med Med Med	Med Med Med Med Med	
Economy, Health and education: <ul style="list-style-type: none"> ● Business ● Retail ● Schools and Colleges 	High High High	Med Med Med	
Community, Clubs & Groups: <ul style="list-style-type: none"> ● Sports ● Social (friends) ● Cultural ● Heritage ● Faith Based ● Youth 	Med Med Med High Med Med	Med Med Med Med Med Med	
Neighbours: <ul style="list-style-type: none"> ● Neighbouring Wards & Boroughs 	High	Med	
Statutory Consultees: <ul style="list-style-type: none"> ● Runnymede BC 	High	High	



¹ Interest = how much interest would they have in the Neighbourhood Forum and Area designation and how much would they be affected by its adoption?

² Influence = how much effect could they have on the designation of the Neighbourhood Forum and Area approval process?

7 Key Messages

The following are the key messages that need to be applied, consistently, throughout the communications activity.

	Message
1	The Forum will promote a “village feel”
2	The Forum will set out policies that will help to ensure an environmentally sustainable, vibrant, and thriving community.
3	The Forum is made up of volunteers working for the benefit of the whole community.
4	The Forum will seek to ensure that new developments will be in sympathy with the promotion of the village feel.
5	The Forum will help protect against inappropriate and unwanted development.
6	The Forum will seek to protect the green belt, to maintain green corridors between built areas & to protect the natural environment.



8 Communication Methods

Key Tools	Notes	Frequency	By Whom	Target Audience
Community Champions interacting with the neighbourhood	This is a key approach to ensure that the community engages and takes ownership of the process. The Community Champions should be volunteers who come from a wide cross-section of the community, if possible. Separate Business Community Champions may be needed to engage with local businesses	Throughout the process. Key events to be organised to enable two-way communication between Community Champions and members of the community.	Community Champions assisted by the Chair & Vice Chair committee	Local Residents Runnymede BC Businesses Local Landowners Community Clubs & Groups Health Education
E-mail/letter/meeting	Direct engagement with specific individuals, businesses or groups	As required	Chair & Vice Chair committee	As above
Website	A dedicated site with links to local websites & social media.	Updated regularly – at least monthly and immediately following any key events	Website administrator Content Manager	As above
Social Media	Dedicated Facebook, Instagram & twitter accounts.	Updated regularly – at least weekly and immediately following any key events	Social Media administrator Content manager	As above



Key Tools	Notes	Frequency	By Whom	Target Audience
Community Events – face-to-face briefings/ workshops	These will complement work undertaken by Community Champions and will be at key points in the process. Workshops will allow face-to-face communication with stakeholders and allow collection of feedback.	If possible 1 workshop during the designation process	Working Group	As above
Networking Group	This creates exclusive events for strategy setters to meet, learn and find solutions.	At key points	Working Group General meeting	As above
Press Releases	The use of press releases and information packs will allow regular progress updates and broadcast of key messages.	When necessary	Chair & Vice Chair committee	As above
Survey/Questionnaires	Specific issues inserted in publications, posted on social media or hand delivered.	When necessary	Chair & Vice Chair committee	As above
Notice Boards	Village Hall, Local Libraries & other establishments.	When necessary	Chair & Vice Chair committee	As above
Posters	Can be distributed and put up in local shops and businesses	When necessary	Chair & Vice Chair committee	As above
Status Reports/Briefings	Written formal reports on the status of the Neighbourhood Forum and Area designation process	When necessary	Chair & Vice Chair committee	As above



9 Communication Plan

It is critical that the plan is utilised to maximum effect throughout the designation process in order to ensure all are kept fully apprised of developments, milestones and decisions. Extensive use of communication methods will ensure that the approach can be adapted to account for extenuating circumstances such as the current lockdown imposed by the government due to COVID-19.

The following table demonstrates the scope and intended approach:

Ser	Topic/Task	Start	End	Notes
1	LEAFLET	03/06	07/08	
	Develop Draft Leaflet and questionnaire			NFWG Input
	Define/Agree leaflet content			NFWG Input
	Define/Agree budget & scope for production and distribution of Leaflet			C&VC Sanction
	Produce Leaflet			Contracted out
	Distribute Leaflet			Contracted out
2	STAKEHOLDER LIST	06/06	31/07	
	Identify Stakeholder List Manager			
	Consolidate Stakeholder lists			
	Trawl for inputs to Stakeholder list			NFWG Input
	Publish Stakeholder list V1.0			
	Maintain Stakeholder List			
3	COMMUNITY CHAMPION OUTREACH	TBC	TBC	To be addressed post designation
	Identify Community Champions (CCs)			
	Agree scope of CC Outreach			NFWG Input
	Define and produce briefing note(s) content for CCs			NFWG Input
	Agree Briefing Note(s) for CCs			C&VC Sanction / stakeholders to encourage their network to register. Stakeholder websites to link with ONF website.
	Produce briefing notes for CCs			
	Allocate Community Champions to Stakeholder Groups			



	Briefing note familiarisation for Community Champions			
	Community Champions Stakeholder engagement			
	Consolidate Stakeholder feedback			
4	WEBSITE	12/06	07/07	
	Develop and agree Functional/Non Functional requirements			NFWG Input
	Develop website with links to social media & other websites			
	Define/Agree budget			C&VC Sanction
	Identify Website administrator and Content Manager			
	Populate Initial Website Content			
	Test Review & Revise Website Draft			NFWG Input
	Publish live Version 1.0			
	Maintain Website			
5	SOCIAL MEDIA	14/06	TBC	To be addressed post designation
5.1	Own-Facebook / Instagram, Ottershaw Grapevine, Nextdoor Ottershaw			
	Identify Facebook/Instagram Group Admin(s) and Content Manager			
	Agree content for Initial ONF FB/I Group			NFWG Input
	Setup ONF Facebook Group			
	Post initial FB content			
	Post updates on Ottershaw Neighbourhood Forum FB Group			
	Post updates on Ottershaw Grapevine FB Group			
	Post updates on Ottershaw Nextdoor Group			
	Maintain FB content			
5.2	Twitter			
	Identify Twitter account administrator			
	Set up ONF Twitter account			NFWG Input
	Maintain/Supervise ONF Twitter account			
6	PRESS RELEASES	06/07	TBC	To be addressed post designation
	Identify ONF Press Officer			Radio / Newspaper.
	Define candidate publications			
	Contact candidate publications			



	Develop draft ONF initial press release			
	Submit ONF initial press release for publication			
	Monitor requirement for further press releases			
7	POSTER / BANNER	03/06	07/08	
	Develop Draft ONF banner			
	Develop Draft ONF poster			Banner @ village hall
	Define/Agree poster & banner content & format			Poster Library / shop / village hall / council news board.
	Agree target audience for distribution of poster			
	Define/Agree budget for production and distribution of poster & banner			
	Agree / obtain approval for positioning of the banner			
	Produce Banner			
	Produce Poster			
	Distribute Poster			Consult with Alan
8	DESIGNATION APPLICATION	01/06	30/07	
	Develop draft Designation Application			NFWG Input
	Approve draft Designation Application			NFWG Input
	Complete the Designation Application			C&VC Sanction
	Submit Draft Designation Application for Approval			
	Submit Designation Application for Approval (RBC)			

*The info in table above extracted from Ottershaw Neighbourhood Forum Project Plan.