

### **Consultation Proposals for Developing Area Plans**

Each Plan Champion will tailor consultation arrangements to meet local needs and circumstances, however consultation for development of the Area Plans will take place within the following framework:

**Step 1:** Local Members are consulted on issues and priorities for individual communities within their Wards and invited to comment on consultation arrangements

**Step 2:** Targeted preliminary discussions are held with key local stakeholders to explore potential community issues and priorities. Stakeholders will vary according to local circumstances, but should cover the following sectors:

- Community Council
- Local School(s)
- Key local businesses/business groups
- Any significant local community or voluntary organisation(s)

Discussions will cover issues and priorities already contained within the Town Plans and will focus on a) how communities ensure they benefit from Town developments, and b) any specific needs/priorities within communities. The purpose of these preliminary discussions is to take soundings to inform consultation papers rather than definitively agree what should be in a Plan.

**Step 3:** Issues identified in Steps 1 & 2 above are collated into an Issues Report for local consultation. The local Community Council is invited to host the consultation, which should be open to any local resident or stakeholder group.

Community Councils will be encouraged to ensure the consultation is well publicised within the local community and where possible innovative approaches are adopted to ensure a wide audience for the consultation. The Council will also invite comment through its website and other social media channels, feeding back any comments received to the Plan Champion.

**Step 4:** Feedback from the individual community consultations is collated and presented to the relevant MAG for consideration and review. From this, the Champion oversees production of the draft Area Plan, which is referred to Cabinet for approval once it has been agreed by the MAG.

Members representing all communities in an Area Plan will be invited to attend the MAG meeting at which the Plan is being considered regardless of whether they are normally a member of that MAG or not. The Lead Member for Tourism, Leisure & Youth in his role as Rural Champion, will ensure all rural communities are appropriately incorporated into the Area Plan.

The Co-ordination Group will review all Plans prior to referral to Cabinet.

**Step 5:** Plans agreed by individual MAGs are referred to Cabinet for formal approval, including allocation of funding for any identified Year 1 priorities.