

Needham Market Neighbourhood Plan

Appendix B – Communication/Consultation Process

Date	Type	Method	Appendix/Source
June 2013	Public and Business	Notice of the intention to create a Neighbourhood Plan for the Town included in the June 2013 edition of the Town Council Newsletter* - included an invitation to participate	
July 2013	Public and Business	Notice of formal application for Neighbourhood Plan Area Designation made to Mid Suffolk District Council included in the July 2013 edition of the Town Council Newsletter*	
Publication Period 4 th July 2013 to 27 th September 2013	Neighbouring Parishes etc.	Mid Suffolk District Council's Needham Market Neighbourhood Plan Area Designation Consultation	http://www.midsuffolk.gov.uk/assets/UploadsM_SDC/Economy/Strategic-Planning-Policy/LDF/Neighbourhood-Plans/Needham-Market-Neighbourhood-Plan-Area-Designation-Notice.pdf
December 2013	Public and Business	<p>Notice of Mid Suffolk District Council's approval for a Neighbourhood Plan to be created included in the December 2013 edition of the Town Council Newsletter*</p> <p>Neighbourhood Plan Information added to the Town Council website</p>	

3 rd March 2014	Neighbouring Parishes	Questionnaire and letter of Invitation to a presentation/workshop	✓ (CONA) <i>Click here to access link</i>
14 th April 2014	Neighbouring Parishes	Presentation/workshop (held at Mid Suffolk District Council Offices)	
28 th April 2014	Local Community Groups/Organisations	Annual Town Meeting – invitation included information on the Neighbourhood Plan and a questionnaire – feedback was gathered prior to and at the Annual Town Meeting	✓ (CONB) <i>Click here to access link</i>
June 2014	Public	Information and questionnaire flyer included in the June 2014 edition of the Town Council Newsletter* plus invitation to ‘drop-in’ sessions (see next below)	✓ (CONC) <i>Click here to access link</i>
21 st June 2014	Public	‘Drop-in’ sessions held at Needham Market Community Centre**	
July 2014	Public	Residents encouraged to complete/return the questionnaire (if they hadn’t already done so) included in the July 2014 edition of the Town Council Newsletter*	
18 th July 2014	Business	Launch of the business consultation phase with information and a questionnaire hand delivered to businesses	✓ (COND) <i>Click here to access link</i>

August 2014	Business	Information included in the August 2014 edition of the Town Council Newsletter* encouraging businesses to engage in the consultation process	
September 2014	Public and Business	Update on and initial finding from the consultation exercises to date included on a flyer included in the September edition of the Town Council Newsletter* plus an invitation to 'drop-in' sessions to be held at Needham Market Community Centre**	<p>✓ (CONE)</p> <p><i>Click here to access link</i></p>
20 th September 2014	Public and Business	'Drop-in' sessions held at Needham Market Community Centre**	
22 nd September 2014	Public and Business	Launch of a dedicated Needham Market Neighbourhood plan Facebook site and Twitter account.	https://www.facebook.com/NeedhamMarketNeighbourhoodPlan
October 2014	Public and Business	Update on progress on the Neighbourhood Plan and invitation to attend information bar/workshop style sessions to be held at a 'pop-up' shop (see below) included in the October 2014 edition of the Town Council Newsletter*	
11 th , 13 th , 18 th and 20 th October	Public and Business	Neighbourhood Plan 'pop-up' shop in a High Street retail premises (manned by the Neighbourhood Plan Consultant)	

2014			
18 th October 2014	Public and Business	Survey/Questionnaire added to the Neighbourhood Plan Facebook site (using surveymonkey).	https://www.surveymonkey.com/s/N2KLWQL
November 2014	Public and Business	Update on progress on the Neighbourhood Plan included in the November 2014 edition of the Town Council Newsletter	
21 st March 2015	Public and Business	Following publication of the Draft Neighbourhood Plan and, invitations sent to every residential and business property in the town (with the March edition of the Town Council Newsletter*), an open consultation event was held at Needham Market Community Centre**	✓ (CONF and CONG) <i>Click here to access links</i>

*The Town Council Newsletter is delivered to every residential and business property in the town

**Needham Market Community Centre is centrally located in the town and adjacent to the Town Library and Internet Cafe