

Procedure for Developing Stakeholder List

As part of a “mapping exercise” carried out by members of the Steering Group in 2013 lists were produced of local businesses and organisations. When the time came to consult with “Stakeholders” to solicit their views on what the Neighbourhood Plan should contain it was decided to use these lists as the basis for a mailing to invite comments and feedback.

The Chairman and Steering Group member David Spreadborough, used these lists to compile a spreadsheet of potential contacts. This was achieved by using local knowledge to delete those businesses which would have had the opportunity to take part in the Q2 consultation and to add those businesses which were probably excluded. On completion of this exercise the Steering Group agreed to pay for the services of Trudi Van Der Wolde to produce the letters, and to conduct further research to identify gaps in the database. Trudi completed this work using local data sources and, where appropriate, telephoning potential recipients. The list was circulated to members of the Steering Group for their comments and with a request to report back on any obvious omissions.

Letters were mailed out in January 2014 inviting responses through whatever method would suit. As a result some letters, completed questionnaires, emails and telephone calls were received