

# New Town Councils



## Delivering local services with local communities

### Phase 2 – Detailed Consultation Plan

#### Summary

The key elements of the Phase 2 consultation will comprise:

- Online questionnaire (with paper copies available if required)
- Facebook Live Panels
- Roadshows in each town centre
- Engagement Event – Examples of Town Councils elsewhere
- Stand at the Community Conference
- Offers to attend the following events to explain proposals:
  - Brixham Town Council
  - Community Partnerships
  - Chambers of Trade
  - Torbay Business Forum – Business Breakfast

We are currently checking whether a Roadshow/Stand could be held before one of Torquay United's home matches during the consultation period.

All of the above will be supplemented by a Communications Plan which will ensure that as wide a selection of the community are aware that the consultation is taking place. This will include posters and displays in community centres, church halls, children's centres and GP surgeries.

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Social media will also be utilised with members of the Council being encouraged to share information within their networks and to respond to posts, thereby ensuring that there is two way engagement.

### Activity

Activity	Date	Responsibility	Progress
Briefing meetings with each set of Ward Councillors	8/8/19	Anne-Marie/Kate	In progress
Follow up email sent to all Councillors	9/8/19	Kate	In progress
Consultation Questionnaire designed	5/8/19 – 16/8/19	Melissa/Kate	In progress
List of consultation materials required sent to Design Team	By 16/8/19	Kate	
Agree wording for consultation webpage and send to Web Team	By 16/8/19	Kate	Not started
Determine equipment required for future Facebook Live events	23/8/19	Nikki/Michelle	
Consultation Questionnaire – Sign off	By 30/8/19	Anne-Marie/ Melissa	Not started
Equipment for Facebook Live delivered	By 30/8/19		
Invitations sent to all Community Partnerships/Chambers of Trade/Business Forum offering Cabinet Members to attend to explain the proposals	By 30/8/19	Karen	Not started
Consultation Plan updated as invites accepted			
Consultation materials prepared	By 30/8/19	Design	Not started
<b>WEEK 1</b>			
Consultation Questionnaire – Live on website	2/9/19	Melissa	Not started
Consultation Materials sent to Print	3/9/19		
Paper questionnaires sent to Libraries and Harbour Offices	By 4/9/19	Melissa	Not started
Promotion via staff newsletters: Torbay Council Torbay Hospital South Devon College	By 4/9/19	Kate	Not started
Facebook Live – Panel 1 (5.00 – 5.30 p.m.)	4/9/19	Communications/ Web Team	Diary invites sent
Town Centre Roadshow – Union Square, Torquay (11.00 a.m. – 2.30 p.m.) (Need to confirm venue and rota of councillors/officers)	6/9/19		Email sent to Union Sq seeking permission

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			Diary invites sent
<b>WEEK 2</b>			
Cockington, Chelston and Livermead Community Partnership	10/9/19		
Churston, Galmpton and Broadsands/Brixham Community Partnership	10/9/19		
Community Conference – Roadshow/Display Stand	11/9/19		
Brixham Town Council – Presentation from Cllr Steve Darling/Cllr Cowell ahead of the Town Council meeting	12/9/19		
Town Centre Roadshow – Victoria Street, Paignton (11.00 a.m. – 2.30 p.m.)	13/9/19		Diary invites sent Nick Moloney (Highways) contacted for confirmation
<b>WEEK 3</b>			
Goodrington, Roseland & Hookhills Community Partnership	16/9/19		
Clifton and Maidenway Community Partnership	18/9/19		
Torre and Upton Community Partnership	18/9/19		
Town Centre Roadshow – Fore Street, Brixham (11.00 a.m. – 2.30 p.m.)	21/9/19		Diary invites sent Nick Moloney (Highways) contacted for confirmation
<b>WEEK 4</b>			
Facebook Live – Panel 2 (5.00 – 5.30 p.m.)	25/9/19	Communications/ Web Team	Diary invites sent
<b>WEEK 5</b>			
Hele and Lower Barton Community Partnership	30/9/19		
Torbay Business Forum – Business Breakfast	1/10/19		
Paignton Town and Preston Community Partnership	2/10/19		
Consultation Event – Lessons from other Town Councils – Speakers from National Association of Local Councils – Details to be confirmed	3/10/19		

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<b>WEEK 6</b>			
Facebook Live – Panel 3 (10 – 10.30 a.m.)	8/10/19	Communications/ Web Team	Diary invites sent
<b>WEEK 7</b>			
Cabinet Meeting – Launch of Budget Consultation	15/10/19		
FOR INFORMATION – Brixham Town Council Meeting (No Torbay Council representation required)	17/10/19	N/A	N/A
<b>WEEK 8</b>			
St Marychurch and District Community Partnership	22/10/19		
Wellswood and Torwood Community Partnership	24/10/19		
Consultation Closes	25/10/19		