
COMMUNITY CONSULTATION STRATEGY



Elmwood House
74 Boucher Road
BELFAST, BT12 6RZ

Tel: 028 9066 7914 Fax: 028 9066 8286

DOCUMENT CONTROL SHEET

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Two Stage Consultation Process – A1 Junctions Project

Stage 1 –Community Consultation - Information Gathering

Time Scale: February 2017 - November 2017

Part A – Stakeholder Mapping

Item Description	Target Date	Responsibility	Completion Date	Notes
Receive all information from preceding consultation exercise from TNI.	20.02.17	RPS	Received previous boards and questionnaires	TNI are requested to provide all information in respect of this preceding consultation exercise including details of any feedback forms received and stakeholder database.
Review information.	24.02.17	RPS		
<p>Define the ‘Community’ & Establish a Stakeholder Database through the stakeholder mapping exercise. This will focus on all groups / individuals / businesses within an agreed buffer of the project. The database must include the following:</p> <ul style="list-style-type: none"> individual residents within the local area and particularly those known to be impacted by emerging proposals; landowners / businesses within the vicinity of the site; 	27.02.17	RPS TNI	Draft sent by Philip Newell	In so far as is reasonably possible all groups identified under Section 75 of the Northern Ireland Act 1998 - ethnic groups, minority groups, senior citizens - and within the agreed buffer

<ul style="list-style-type: none"> the District Council(s); Government Departments; Public bodies; Umbrella organisations – chambers of commerce, other business groups; local community groups; local environmental & other voluntary groups. <p>Establish contact details for all stakeholders through Pointer Data & existing stakeholder information.</p>				<p>- will be included via the stakeholder matrix or through the series of open and all inclusive consultation events and “catch-all” advertising. The stakeholder matrix will comprise a fluid document which can be further developed during the project. TNI are requested to provide details of any preceding stakeholder database.</p>
<p><u>Confirm Venues for Manned and Unmanned consultation events</u></p> <p>Manned locations:- Hillsborough – Hillsborough Village Centre; Dromore – Dromore Town Hall OR Dromore Community Centre; Banbridge – Banbridge Leisure Centre</p> <p>Unmanned locations:- Hillsborough; Dromore; Banbridge; Buses; Bus Stops; Libraries</p>	27.02.17	RPS	Confirmed to be booked	Decide if we are to have consultations over one week period or 3 week period.
Part B – Prepare Project Information/Feedback Materials				
Item Description	Target Date	Responsibility	Completion Date	Notes
<p><u>Preparation of digital versions of Draft Information Materials.</u></p> <p>Materials should provide information on:</p> <ul style="list-style-type: none"> Emerging project proposals and location 	10.03.17	RPS		<p>Ensure consistency & clarity of message.</p> <p><i>All materials to clearly</i></p>

<ul style="list-style-type: none"> • The process to date including overview of preceeding project Stages (1 and 2); • Description of potential impacts; • Outline of the EIA process; • Purpose of Community Consultation; • Details of how the Community can obtain more information; • Contact details for applicant team. <p>The materials will include:</p> <ul style="list-style-type: none"> • Information sheets, leaflets/pamphlets; • Exhibition materials for unmanned display; • Exhibition material for manned display/public events; • Feedback forms/questionnaires; • Website/social media; • Press releases 				<p><i>explain the nature of the Community Consultation process and that taking part <u>does not affect statutory rights to express an opinion on the project or to make a representation to the Department before a decision is taken.</u></i></p>
<p><u>Issue of Draft Materials for Feedback and Comment</u></p> <ul style="list-style-type: none"> - issue first draft - initial client feedback 	22.03.17	RPS TNI		
Comment and feedback from TNI	29.03.17	TNI		
<p><u>Preparation of Final Updated Materials</u></p> <p>Updated final draft for issue by RPS for approval</p>	05.04.17	RPS		
Approval by TNI	11.05.17			
Agree and develop system for recording & referencing feedback, facilitating digital and “hard copy” responses.	05.05.17	TNI		This should allow for means of digital feedback during Consultation process.

<u>Printing Materials:</u> Establish number of panels for manned and unmanned events - ie 1 / 2 displays; Establish number of leaflets and feedback forms for printing;	5.05.17	RPS		
Issue to Printers	8.06.17	RPS		
Part C – Website				
Item Description	Target Date	Responsibility	Completion Date	Notes
Agree location for link to project website / webpage	12.04.17	RPS TNI		Web site / web-page details recommended for all consultation material.
Create a facility on the project website / web page to allow comment and feedback via a digital version of the feedback form. Allow a download option and provide an address to facilitate postal submissions (period to be open for submissions to be agreed)	06.06.17	TNI		<u>Needs to be tested in advance of launch.</u> Request contact details to be included on all digital feedback forms to facilitate further engagement & recording/monitoring of feedback.
Part D – Launch of Public Consultation Exercise				
Item Description	Target Date	Responsibility	Completion Date	Notes

<p>Multi Media - Launch of the Public Events: Newspaper & Publication Advertisement: Publish a notice of the consultation process and consultation events in appropriate Regional / local newspaper(s). This notice is advised to appear at least 7 days prior to the commencement of consultation events & is advised to contain:</p> <ul style="list-style-type: none"> • a description of, and the location of, the proposed development; • details as to where further information about the development may be obtained; • the date, time and place of the public event; • a statement explaining how, and by when, persons wishing to make comments to the prospective applicant relating to the proposal may do so. 	05.06.17	RPS		
Letter drop to Stakeholder database at least 7 days in advance of consultation events;	29.05.17	RPS		<p>Letter drop should include details of events and overview of project as well as consultation process.</p> <p>Royal Mail to deliver to key stakeholders.</p>
<p>Other media outlets, Website & social media must be live at the time of the letter drop 7 days in advance.</p> <p>Other advertising streams to commence – Advertising at bus stops and on buses in the area.</p>	05.06.17	TNI		Bus stop adverts to go up
Part E – Public Event(s) & Targeted Meetings				
Item Description	Target Date	Responsibility	Completion	Notes

			Date	
Targeted Meetings/Events: <ul style="list-style-type: none"> Briefing Sessions with Political Representatives – MPs, MLAs, Local councillors; 	14.06.17	RPS TNI		Consultation Events can be opened to political representatives in advance of public access.
1 Day Manned Public Events Carefully managed Public Events over a <u>2 week period</u> in – Hillsborough; Dromore; Banbridge <ul style="list-style-type: none"> One Off Media Event 1000 - 1100 at the first manned event Staffed by RPS to cover key EIA disciplines; TNI staff to provide further technical backup; RPS Admin staff to record feedback and catalogue any requests for further information. Access to press/media carefully controlled. <p>Focused consultations at public events with residents associations, trade associations, others. Time slots provided in advance to suit community needs:</p> <ul style="list-style-type: none"> Chamber of Commerce Local voluntary/community groups Local business; Other local residents community 	w.c 12.06.17 and w.c 19.06.17	RPS TNI		<u>Outcome may be influenced by Consultations with Local Councils.</u> Display & supporting information to illustrate the project to date – background information; current design/illustrative plans/diagrams. Comment sheets to be available for feedback. Focused consultations drawn from groups identified during Stakeholder Mapping
6 week Unmanned Displays Unmanned displays in – Hillsborough; Dromore; Banbridge Questionnaires & feedback forms to be available at all unmanned displays.	05.06.17 – 14.07.17	RPS		RPS staff will monitor unmanned displays to ensure feedback forms are available and to collect completed forms.

Website must remain live for feedback during this period.				
Further opportunities for 1-on-1 discussions and liaison with landowners where appropriate.				
Part E – Conclusions				
Item Description	Target Date	Responsibility	Completion Date	Notes
<u>Closing of Stage 1 Consultation Period</u> End of period for receipt of feedback forms etc	14.07.17	RPS		
<u>Prepare Stage 1 Communications Report</u> <ul style="list-style-type: none"> Summarise consultation exercise; Summarise emerging issues; Provide commentary on how issues will be taken forward in project development 	26.08.17	RPS		To include details of all consultation exercises undertaken to date as well as emerging issues. Should include lessons learn to inform Stage 2 consultations.
TNI to review and comment on report	03.10.17	TNI		
Final report	01.11.17	RPS		

Stage 2 – Community Consultation – Development Proposals

Time Scale: December 2017 – March 2018

Part A – Prepare Materials

Item Description	Target Date	Responsibility	Completion Date	Notes
All consultation materials updated to reflect: <ul style="list-style-type: none"> • Evolving EIA process • Feed-back received during Stage 1 Consultation Exercise. Materials must reflect emerging final design including all leaflets, displays, website, questionnaire & feedback forms	11.12.17	RPS TNI		Materials to reflect the advancing nature of the project into final draft design.
Finalise locations for public events/displays based on experience/feedback from Stage 1	12.12.18	RPS		Locations to be agreed in time for commencement of Stage 2 and for advertisement online and in media

Part B – Review and Update Stakeholder Matrix

Item Description	Target Date	Responsibility	Completion Date	Notes
Review stakeholder contact list from Stage 1 and amend accordingly based on information emerging from Stage 1 of the Consultation process	05.01.18	RPS TNI		Ensure database fully reflects all contributors to Stage 1

Part C – Website & Media				
Item Description	Target Date	Responsibility	Completion Date	Notes
Update website links established to reflect updated questionnaires, progressed design and updated consultation materials.	29.01.18	RPS TNI		
Part D – Launch of Public Consultation Exercise				
Item Description	Target Date	Responsibility	Completion Date	Notes
<p>Multi Media - Launch of the Public Events:</p> <p>Newspaper & Publication Advertisement:</p> <p>Publish a notice of the consultation process and consultation events in appropriate Regional / local newspaper(s). This notice is advised to appear at least 7 days prior to the commencement of consultation events & is advised to contain:</p> <ul style="list-style-type: none"> • a description of, and the location of, the proposed development; • details as to where further information about the development may be obtained; • the date, time and place of the public event; • a statement explaining how, and by when, persons wishing to make comments to the prospective applicant relating to the proposal may do so. 	29.01.18 – 05.02.18	RPS		All preceding work-streams must be complete so that on launch day all web-site links, comment boxes etc are available as advertised. Timing and location of events to reflect 'locality' of development & to ensure accessibility to maximum numbers & encourage attendance by different groups of people & reflect feedback from Stage 1.
Letter drop to Stakeholder database at least 7 days in advance of consultation events;	29.01.18 – 05.02.18	RPS		Letter drop should include details of events and overview of project

				as well as consultation process.
Other media outlets, Website & social media 7 days in advance.	29.01.18 – 05.02.18	RPS		To be discussed whether these mediums are to be utilised for stage 2.
Part E– Public Events				
Item Description	Target Date	Responsibility	Completion Date	Notes
<p>Letters to Councillors:</p> <ul style="list-style-type: none"> • Consultation invite letters sent out to Political Representatives – MPs, MLAs, Local councillors; 	29.01.18 – 05.02.18	RPS TNI		Consultation Events can be opened to political representatives in advance of public access.
<p>1 Day Manned Public Events</p> <p>Carefully managed Public Events over a <u>2 week period</u> in – Hillsborough; Dromore; Banbridge</p> <ul style="list-style-type: none"> • One Off Media Event 1000 - 1100 at the first manned event • Staffed by RPS to cover key EIA disciplines; • TNI staff to provide further technical backup; • RPS Admin staff to record feedback and catalogue any requests for further information. • Access to press/media carefully controlled. <p>Focused consultations at public events with residents associations, trade associations, others. Time slots provided in advance to suit community needs:</p> <ul style="list-style-type: none"> • Chamber of Commerce • Local voluntary/community groups • Local business; 	w.c. 12.02.18	RPS TNI		<p><u>Outcome may be influenced by Consultations with Local Councils.</u></p> <p>Display & supporting information to illustrate the project to date – background information; current design/illustrative plans/diagrams.</p> <p>Comment sheets to be available for feedback.</p> <p>Focused consultations drawn from groups</p>

Other local residents community				identified during Stakeholder Mapping
4 week Unmanned Displays Unmanned displays in – Hillsborough; Dromore; Banbridge Questionnaires & feedback forms to be available at all unmanned displays.	15.02.18 – 15.03.18	RPS		RPS staff will monitor unmanned displays to ensure feedback forms are available and to collect completed forms.
Part F – Conclusions				
Item Description	Target Date	Responsibility	Completion Date	Notes
<u>Prepare Draft Consultation Report</u> <ul style="list-style-type: none"> • what consultation was undertaken, when and with whom; • dates, venues and numbers attended for all consultation events and meetings; • details of how public events were made as accessible as possible to all members of the community; • evidence of the consultation, e.g. dates and copies of advertisements, reference to material made available at events, minutes of meetings, samples of letters / leaflets if applicable; • the comments made by the general public and those consulted; • whether and how these comments have been taken into account in the development proposals; • summary of the main issues/comments raised through the consultation and how they have been responded to; • details of any amendments to the proposal as a result of the consultation; and • details of any existing liaison arrangements, agreements with the local 	20.03.18	RPS		

community or monitoring that is proposed during the construction and operational phases.				
TNI to review and agree Report	27.04.18	TNI		
Preparation of Final Consultation Report	30.04.18	RPS		