

Neighbourhood Community Infrastructure Levy (NCIL)

Consultation guidance for external bidders

The Royal Borough of Kingston Upon Thames

Purpose

This document is designed to aid project managers bidding for Neighbourhood CIL funds with the public consultation for their project. It should be read in conjunction with the 'Guidance Document - Neighbourhood CIL (NCIL) Bidding process', available here: <https://kingstonletstalk.co.uk/ncil>

Introduction

The Council expects bidders to undertake proportional consultation on their proposed projects. Given the wide variety of projects NCIL can fund, in terms of both size and scope, there are no mandatory consultation requirements instead, the Council expects the level of consultation to reflect the relative impact of the proposed project.

General principles

- 1) **Consultations should be clear and precise** - Use plain English and avoid acronyms. Make your questions clear and easy to understand. Clearly set out what you are consulting on and what you are using the responses for.
- 2) **Consultations should be informative** - Explain your project clearly and concisely. Set out what your project intends to achieve and how you intend to achieve it.
- 3) **Consultations should last for a proportionate amount of time** - Consider the size and complexity of your project and judge the length of the consultation accordingly.

Audience

Before you begin your consultation it is important to identify all the stakeholders you would like to consult with. This could include, but is not limited to; local residents and residents associations, neighbouring property owners, local businesses, Council teams and future users of the proposed project. If you're planning a large scale project, with a wide range of stakeholders, the Council will expect to see how you've engaged with all of the concerned parties.

Methods

The method by which you consult will depend both on the size and scope of your project as well as on the requirements of those you wish to consult with. Below is a non-exhaustive list of a number of methods which you may wish to consider.

- **Online, email and social media** - Websites can be useful to promote your work and projects. Facebook and Twitter are both popular with local community groups, so setting up accounts with one or both of these could be beneficial.

Email lets you easily disseminate information and circulate newsletters, saving on stationery and delivery. When sending an email use the blind carbon copy (Bcc) facility so that an individual's email address is hidden from the other people receiving the email.

- **Post, letter drops & noticeboards** - You could compile your own letter or newsletter to send out to members and the wider community to provide information about your project, celebrate successful events, and promote upcoming activities. The Council has 70 notice boards across the borough. If you would like to use these noticeboards email: neighbourhood_management@kingston.gov.uk.
- **In person/ events** - Consider meeting local stakeholders in person either onsite or as close as possible to your project's location. Not only is this effective consultation but it could also encourage local people to become involved. You can leaflet drop, hold drop in-events or schedule a talk at a local community space. Remember it is important to protect your group's members by ensuring that in person events take place in public places during hours of daylight. Leaflet drops should be conducted by teams, not individuals, and ensure that your teams let you know where they will be working at any given time. It is your responsibility to ensure the safety of your members and volunteers.
- **Local Media** - Project groups focusing on areas such as parks may find it helpful to promote their projects through local newspapers, community magazines or Radio Jackie.

Data Protection

You need to protect the data you collect. Data protection is about ensuring people can use their data fairly and responsibly. It is your responsibility to protect any data you collect. You can find a guide to the UK general Data Protection regulation (UK GDPR) here on the website of the Information Commissioner's Office here:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>