

(Insert Name) Neighbourhood Development Plan

Consultation Statement **Template**

Period that plan covers

Produced by the (insert name) Neighbourhood Development Plan Steering Group

Date document produced

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Introduction

The Consultation Statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012 under Section 5(2). A Consultation Statement:

- (a) Contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan;
- (b) Explains how they were consulted;
- (c) Summarises the main issues and concerns raised by the persons consulted; and
- (d) Describes how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.

This Consultation Statement summarises all the statutory and non-statutory consultation that has been undertaken with the community and other relevant statutory bodies and stakeholders in developing the **(insert name)** Neighbourhood Development Plan. It describes how concerns have been addressed and what changes have been made to the final Plan as a result of the pre-submission consultation.

Aims of the Consultation

In the Community and Engagement Strategy produced at the beginning of the Neighbourhood Plan process, we stated that our objectives were:

- **Insert objectives**

Background Information to the Consultation on the Neighbourhood Plan

Summarise how the community were consulted during the development of the Neighbourhood Plan. This may include distributing surveys, attending local events, setting up a website, using social media, organising workshops and sending letters to community groups and statutory organisations.

We would suggest breaking down this section into headings and include photographs of any events, and have blank copies of surveys, posters and newspaper articles as an appendix. Below are some suggested headings.

1. Initial Public Meeting

Provide a summary of any public meetings that were held at the beginning of the Neighbourhood Planning process.

2. Neighbourhood Plan steering group

Please provide information about the steering group members involved, their responsibilities, the themed working groups and other organisations who supported the steering group during the development of the Neighbourhood Plan. Provide details when the steering group formed and the date the members approved the terms of reference. You can put can include a copy of the terms of reference as an appendix.

Neighbourhood Plan Steering Group Members

| Neighbourhood Plan Steering Group Members | Responsibility |
|---|----------------|
| (insert name) | |
| | |
| | |
| | |
| | |
| | |
| | |

Themed Working Groups

| Working Group Members | Themed Working Group |
|-----------------------|----------------------|
| (insert name) | |
| | |
| | |
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| | |

3. Community consultation initial survey

Provide a summary outlining when the surveys were distributed to the local community, how many were sent to the residents, the deadline for completing the surveys and how they were returned. You can provide a blank copy of the survey as an appendix.

4. Community consultation initial survey results

You can provide a summary of the results of the survey distributed.

5. Public Engagement Events

Detail the engagement events that you organised or the local events you attended to consult with the local community. Did you organise workshops to consult landowners or community groups. Please refer to your draft Community and Engagement Plan to help complete this section.

6. Landowner engagement event

You can outline how you consulted landowners during the development of the Neighbourhood Plan.

7. Strategic Environmental Assessment Screening opinion

Please refer to the Strategic Environmental Assessment (SEA) guidance note for more information. You will need to set out when you asked West Berkshire Council to screen your Neighbourhood Plan for SEA and the result of the screening opinion.

The **(insert Parish name)** NDP Steering Group requested that West Berkshire Council screen the Neighbourhood Plan for Strategic Environmental Assessment and Habitat Regulations Assessment on **(insert date)**.

Natural England, the Environment Agency and Historic England were consulted as part of the screening process. The screening opinion concluded that an SEA and HRA is **required/not required** for the Neighbourhood Plan.

8. Pre-submission consultation (Regulation 14) Community engagement

The Pre-Submission consultation on the draft plan proposal was held between **(insert start date)** and **(insert end date)**. Hard copies of the Neighbourhood Plan were available to view at the **(insert the community facilities where hard copies were available)** during the six week consultation period. The documents were available to download from the town or parish council or Neighbourhood Development Plan website during the consultation period.

Main Issues and Concerns Raised during the consultation

1. Community consultation second survey results

Provide information on the results of the second survey distributed to the local community.

2. Pre-submission consultation (Regulation 14) Formal Consultee engagement

Please refer to the Pre-Submission consultation guidance note for more information on the consultation stage and the contact details for the statutory organisations that you must consult as set out in the Neighbourhood Planning Regulations 2012. The formal consultee responses are set out in **appendix (insert number)**.

3. Pre-Submission consultation – Community engagement results

Please refer to the Pre-Submission consultation guidance notes for more information on the consultation stage. Summarise how many responses you received from the community and the main issues and concerns raised. The individual consultation responses received are set out in appendix **(insert number)**.

Final draft Neighbourhood Plan

Once the steering group have amended the draft Plan proposal from comments received during the Pre-submission consultation, the town or parish council will need to approve the final draft before formally submitting the Plan to West Berkshire Council.

The (insert name) NDP Steering Group have amended the draft (insert name) Neighbourhood Development Plan from comments received during the Pre-Submission Consultation from statutory organisations, businesses and members of the community.

The (insert name) Parish/Town Council approved the draft (insert name) Neighbourhood Development Plan proposal at their Council Meeting on (insert date).

Appendices

Below are some suggested appendices you may want to include as part of the consultation statement.

- A copy of the terms of reference for the steering group
- A copy of questionnaires sent out during the consultation process
- A copy of posters, news articles, adverts, letters or leaflets distributed during the consultation process.
- Photos of consultation events
- Issues report
- Information about the working groups (what they covered, when they met)
- A table setting out members of the steering group and working groups
- A copy of the pre-submission consultation response report from West Berkshire Council Officers
- Community and Engagement Strategy
- Communication flowchart (how the neighbourhood plan steering group will communicate with working groups and parish or town council)
- List of statutory organisations consulted
- List of community organisations consulted
- A summary of the consultation responses
- Copies of steering group agendas and minutes
- Copies of working group or themed group minutes
- Copies of town or parish council meeting minutes where neighbourhood plan decisions have been made

Appendix (insert number)**Pre-submission consultation (Regulation 14) Formal Consultee Responses**

The table sets out the statutory organisations that were consulted during the Pre-Submission consultation stage of the Neighbourhood Plan process.

| Statutory Organisation | Comment Received | Action Taken |
|--|-------------------------|---------------------|
| Basingstoke and Deane District Council | | |
| Bracknell Forest Borough Council | | |
| Hampshire County Council | | |
| Oxfordshire County Council | | |
| Reading Borough Council | | |
| South Oxfordshire District Council | | |
| Test Valley District Council | | |
| Vale of White Horse District Council | | |
| Wiltshire Council | | |
| Wokingham Borough Council | | |
| Parish and town Councils in West Berkshire | | |
| Parish and town Councils adjoining West Berkshire | | |
| Neighbourhood planning groups in West Berkshire | | |
| Neighbourhood planning groups adjoining West Berkshire | | |
| Coal Authority | | |
| Environment Agency | | |
| Highways England | | |
| Historic England | | |
| Homes England | | |
| Marine Management Organisation | | |
| National Grid | | |
| National Health Service Commissioning Board (known as NHS England) | | |
| Natural England | | |
| Network Rail Infrastructure Limited | | |
| Police and Crime Commissioner | | |
| Thames Water (as water supply and sewerage undertaker) | | |

| Statutory Organisation | Comment Received | Action Taken |
|---|------------------|--------------|
| <p>Any person to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and who owns or controls electronic communications apparatus situated in any part of West Berkshire, eg. Three (Mobile), EE (Mobile), O2 and Vodafone (Mobile)</p> | | |
| <p>If it exercises functions in any part of West Berkshire - a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989, eg. Scottish and Southern Electric.</p> | | |
| <p>if it exercises functions in any part of West Berkshire - a person to whom a licence has been granted under section 7(2) of the Gas Act 1986, eg. British Gas</p> | | |
| <p>The following general consultation bodies where appropriate:</p> <ul style="list-style-type: none"> • voluntary bodies some or all of whose activities benefit any part of West Berkshire; • bodies that represent the interests of different racial, ethnic or national groups in West Berkshire; • bodies that represent the interests of different religious groups in West Berkshire; • bodies that represent the interests of disabled persons in West Berkshire • bodies that represent the interests of businesses in West Berkshire | | |
| <p>Although not covered by statute, Regulations also make clear that when</p> | | |

West Berkshire Council Neighbourhood Planning Template 2: Consultation Statement

| Statutory Organisation | Comment Received | Action Taken |
|--|------------------|--------------|
| preparing plans regard should be given to: <ul style="list-style-type: none"> • Local Enterprise Partnerships (LEP); and • Local Nature Partnerships (LNP) | | |
| (insert organisation) | | |
| (insert organisation) | | |
| (insert organisation) | | |
| (insert organisation) | | |

Appendix (insert number)

Pre-Submission Consultation – Individual Community Responses Received

The table below sets out the individual comments received from members of the community during the Pre-Submission consultation and the action taken.

| Neighbourhood Plan Policy | Comment Received | Action Taken |
|--|-------------------------|---------------------|
| (insert Neighbourhood Plan Policy) e.g H1 | | |
| | | |
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