

Silverton Parish Neighbourhood Plan Consultation Statement

A strategic approach to Silverton Neighbourhood Plan community consultation and engagement



Presenting the themes at a consultation event

Neighbourhood Planning Regulations 2012 (Part 5 s15)

Neighbourhood Development Plan Proposal - Consultation Statement

To: Mid Devon District Council

From: Silverton Parish Council

Introduction to the parish and the community.

Silverton Parish consists of the village of Silverton and Ellerhayes and the surrounding rural area with farms and small clusters of housing. Silverton has a centre with a shop and school, community hall, 2 pubs, 3 churches, and several community recreational spaces. It is a community focused village and low numbers of people leaving the village and demand for housing is high. The village meeting places, organisations and interest groups and outdoor recreational spaces offer informal discussion venues.

Social media now plays a large part in this discourse with various popular networks linked to local information.

One-person households comprised over 30% of all local households. Over 75% of all houses in the Parish are owner-occupied. Less than 10% can be categorised as 'social rented' homes. Of these 839 households 90 are outside the Silverton and Ellerhayes village areas. Most parishioners live in the Village of Silverton. Surrounding an historic core, the Village grew regularly and in phases throughout the 20th century, mainly because of successive housing estate developments

Consultation Statement - Silverton Parish Neighbourhood Plan

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Preface

This Consultation Statement has been prepared by the Silverton Parish Neighbourhood Plan Steering Group to conform to the legal obligations of the Neighbourhood Planning Regulations 2012.

Section 15(2) of Part 5 of the Regulations sets out what a Consultation Statement should:

- (a) Contain details of the persons and bodies who were consulted about the proposed neighbourhood development plan
- (b) Explain how they were consulted
- (c) Summarise the main issues and concerns raised by the persons consulted
- (d) Describe how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan

Part 1 of this Consultation Statement summarises all statutory and non-statutory consultation undertaken with the community in developing the Silverton Parish Neighbourhood Development Plan.

The aims of the Silverton Parish Neighbourhood Plan process was to:

- ‘front-load’ the consultation, so that the Plan could be informed by the views of local people and other stakeholders from the earliest stage
- ensure that consultation events and drop-in sessions enabled people to ‘have their say’ and get feedback on the emerging plan at key points in the process and when decisions were required
- engage with as wide a range of people as possible, using a variety of events and communication techniques that the community are familiar with
- ensure that the results of consultation and updates on the neighbourhood plan were provided for local people as soon as possible after consultation events through the most appropriate and widely read media

PART 1: COMMUNITY CONSULTATION STATEMENT

1. Background to the Neighbourhood Plan

The Localism Act (2011) [5] gives communities the right to influence the future development of their areas by developing a Neighbourhood Plan, especially but not exclusively, in relation to land use and planning decisions (location and type of housing, business premises and local amenities). It must be aligned to the National Planning Policy Framework [6] and the Mid Devon District Council Core Strategy which sets out planning policies for developing and managing the area until 2029. Our Neighbourhood Plan is a framework for guiding the future development, regeneration and conservation of our area. This Plan looks forward 20 years and includes a community action list of non-planning issues e.g. renewable energy, high speed broadband, traffic through the village, improved amenities, health and safety and conservation.

Forming the steering group

Largely because of the large public meeting with Mid Devon District Council Planning in Silverton Parish Church in February 2014 Silverton Parish Council agreed to undertake a Neighbourhood Plan in March 2014. At this meeting the uncertainty of housing demands imposed on the community formed a consensus that having more say in the process and outcome would serve the community well. The Neighbourhood Planning process although new and relatively untested in Mid Devon seemed to provide this opportunity.

A community steering group was established some members volunteered to be part of the group, other were invited as they had expressed interest or represented the parish council.

The level of consultation that has been undertaken for the Neighbourhood Plan goes beyond that required by legislation as the Parish Council and its Steering Group has continuously sought to work with the local community to make the Plan reflect their views and wishes. We have used several consultation events so that residents can meet together and discuss ideas and understand each other's perspectives. We had significant support from a consultant, to guide us in the process of neighbourhood planning consultation.

In preparing the Silverton Neighbourhood Plan the Steering Group has consistently ensured that residents and other stakeholders including local authorities, interest groups, comments have been noted and where appropriate incorporated into the plan as it evolved. To make available information, minutes and notices, and update residents and stakeholders on the progress of the Plan an early decision was taken to provide access to all the information on the parish council website and subsequently on the Mid Devon Neighbourhood Plan website.

<https://parish.middevon.gov.uk/silverton/neighbourhood-plan/>

2. Our approach to develop Community Engagement in the Neighbourhood Planning process

Silverton Parish Council was keen to ensure that the Neighbourhood Plan was a community-led document. The Silverton Neighbourhood Plan Steering Group was established from community volunteers with Parish Council representation and sought to engage a range of experienced and interested people and organisations during the process ensuring that it reflected the diverse community in Silverton.

Consultation was undertaken by the Steering Group working to a strategy and programme that was prepared, with guidance from our consultant, a town and country planner and regeneration specialist.

Several key communication stages were identified at the outset and set as key milestones in the Project Plan. A Community Engagement Strategy including method statements was agreed. The following stages were planned:

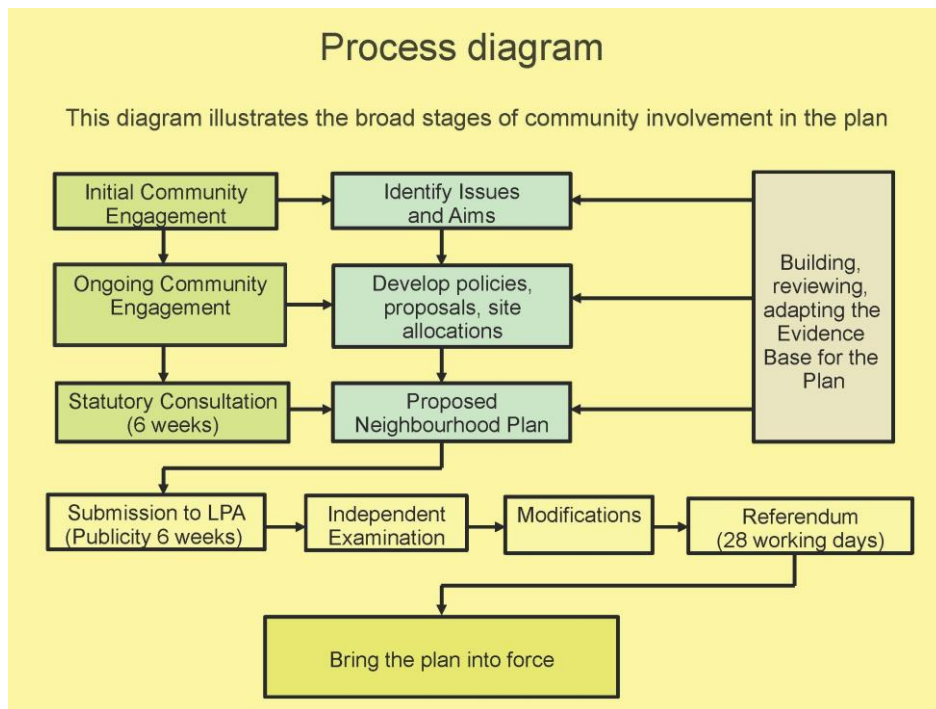
Stage 1 - Publicise intention to carry out the NP and recruit and people to the Neighbourhood Planning committee

Stage 2 - Initial survey of local needs & aspirations through questionnaire, public consultation events and telephone conversations with stakeholder organisation and statutory bodies

Stage 3 – Feedback and consult on aims and objectives from the local needs survey

Stage 4 - Consult on housing needs and call for land and feedback

Stage 5 - Consult on draft plan



Source - Braughing Neighbourhood Plan

The Community Engagement and Communication Strategy for the Silverton Neighbourhood is founded on several important principles and practices:

- enabling each consultation stage to be properly planned for
- ensuring the community at large understood when and why they were being consulted
- Publicising as widely as possible
- Using local representatives of groups to prompt engagement amongst their members
- Utilising a variety of methods to encourage involvement in the plan
- Applying the right method to the task and the required outcomes
- Providing appropriate levels of assistance, explanation and interpretation
- Maximising access and opportunity
- Encouraging reaction and feedback
- Reporting back on what was said and how it has been interpreted

Aside from these highly programmed and organised consultation ‘events’. The Steering Group has been keen to facilitate a continuous two-way dialogue between the planning group and the community at large. This has been achieved by utilizing a range of communication methods:

Communication methods used.

Communication Methods:	Brief Description:
Silverton Parish Council Website http://www.silvertonparishcouncil.co.uk/neighbourhood-plan/ Subsequently New Website on the Mid Devon site https://parish.middevon.gov.uk/silverton/neighbourhood-plan/	All the minutes of the NP steering group meetings and documents relating to the neighbourhood plan have been posted on the old parish website pre-Dec 2016 and then the new Parish Council new website from Feb 2016 and the Mid Devon Website
Reporting in person from discussion in the village community settings	Conversations take place at the regular mini market and as part of village life. These were discussed in the meeting when appropriate. They are part of the informal expression of the ideas and opinions.
Social Media	Posts on the Silverton Facebook page. This is a busy page reaching a wide sector in an easily accessible way
Local parish magazine and newsletters	Regular articles and publicity in the in the monthly Parish magazine
Stand at large local events	Silverton Street market and mini market
Special consultation events. These are advertised widely by post and by large posters on the roads in and out of the village	Listed in the statement and attracting the very important face to face discussions that help people understand each other's views.
Correspondence via email	Emails posted on the website are responded to by the group through the NP chair
Correspondence through the website	As part of the recording of comments and replies

3. Equality and Inclusivity

We recognise that the foundation of a good neighbourhood plan is an effective and inclusive programme of consultation and engagement. Our aim was to reach everyone with a stake in the future of the area including people living, working or doing business here, those who deliver services to the local communities and people who have influence over the future of the area. We wanted to communicate and listen to everybody with a view; regardless of gender, ethnicity, colour, disability, religion, family responsibility, age, occupation, marital status, sexual orientation or trade union affiliation. We made efforts to reach those that others have traditionally found hard to reach and hard to hear. We agreed a communication strategy as part of an overall consultation and engagement plan, both to guide our approaches and monitor our effectiveness.

4. Encouraging Community Engagement and Attendance at Consultation Events

An explanatory and survey letter was sent to all households in the parish to ensure people were aware and informed from the beginning of the NP process. Its purpose was to:

- provide some local background and context for the Silverton neighbourhood plan
- provide an explanation of the process and stages of the Neighbourhood plan with links to the national framework and a local example
- ask questions about some of the local issues linked to the Mid Devon Local Plan Review Core Strategy
- ask questions to help fill gaps in our understanding of key local issues and problems
- ask about people's aspirations for their themselves and their neighbourhood

The actual letter questionnaire can be viewed at the following link:

<https://parish.middevon.gov.uk/media/123299/first-consultation-questionnaire-and-letter-apr-14.pdf>

Summary description of the formal consultation events, consultees, timing and purpose.

Silverton Neighbourhood plan – Engagement and Consultation Events

Event	Consultees	Dates	Purpose
PUBLIC MEETING TO DISCUSS LAND PUT FORWARD FOR HOUSING. DISCUSSION INCLUDED DISCUSSING THE IDEA OF A NEIGHBOURHOOD PLAN FOR SILVERTON PARISH.	Publicised to all the community About 400 residents from the parish attended	7.30pm 25 th Feb 2014	To discuss local plan to enable villagers to discuss the proposals and ask questions of the Forward Planning Officer for the area. (Peter Williams.) To discuss public response and way forward including the possibility of a NP.
Silverton Parish Council meeting	Parish councillors	17 th March 2014	To discuss the suggestion for a Neighbourhood Plan
Meeting with volunteers for the steering group	Volunteers and invited members to form a steering group	8 th April 2014	Steering group formed Recorded in the minutes of 13 th April
Letter and questionnaire explaining the	All 960 parishioners	17 th and 18 th May 2014	To ensure all households receive the information to enable them to engage

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<p>Neighbourhood Planning process and key dates and asking for parishioner's views. This was delivered by hand or posted to all households asking for comments on themes advertising public consultation venue, times and dates.</p> <p>Large laminated posters were also put up around Silverton reminding them to return the questionnaires to several locations for the full details of letter and questionnaire see: https://parish.middevon.gov.uk/media/123299/first-consultation-questionnaire-and-letter-apr-14.pdf</p>	<p>were sent the letter many delivered by hand</p>		<p>with the consultation process. To invite them to the first consultation in the millennium hall on 6th and 7th June and to ensure they had opportunity and time to make comments if they could not attend the consultation days. Copy of letter in the first consultation documents</p>
<p>First public consultation meeting – Launch event</p>	<p>All community were invited through letter and posters. About 200 attended.</p>	<p>Friday 6th June 6- 9pm and Saturday 7th June 2014</p>	<p>To present the different aspects of the neighbour plan and invite comments to form an evidence-based platform for the plan</p>
<p>Analysis of first consultation and returned questionnaires</p>	<p>About 360 questionnaires returned</p>	<p>End June 2014</p>	<p>To record and summarise the results of people comment and</p>
<p>Letters to public consultees and local organisations and service providers</p>	<p>List of organisation and service provider see appendices 1</p>	<p>Sept 2014</p>	<p>To ensure that the wider community of stakeholders at district and county level were included in the plan. Local organisations included through their communication channels and reach those representing younger people and interest groups.</p>
<p>Letters sent out to all parishioners to inform them of the second</p>	<p>All residents of Silverton parish</p>	<p>28th November</p>	<p>A professional consultant to help interpret the public consultation comments, information and the</p>

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consultation meetings. Posters were also placed in prominent positions entering the village for a period of 2 weeks before the event.			evidence provided by other consultees. A draft set of aims and objectives for the Silverton Neighbourhood Plan were produced and we are now seeking further opinions on these by arranging a consultation event over the following two days: Friday 5 th December 6.00pm – 8.00pm and Saturday 6 th December 9.30am - 2.30pm in the Community Hall
Second public consultation meeting	All parishioners se	Friday 5 th Dec 2014 Saturday 6 th Dec 2015	To present the draft set of aims and objectives gathered from the first consultation and to gather further opinion on these.
Housing needs survey and site allocation sent out to all parishioner	All residents	19 th Feb 2016	To gather information about the need for affordable housing for local people
Site allocation and Design statement consultation	278 attended over the 2 days	9 th (Lamb Inn) and 10 th September (community Hall) 2016	To allow residents to view and comment on the housing sites put forward in the call for land and comment on the design statement

3rd July designated

Details of Initial questionnaire and consultation event

Silverton Parish Neighbourhood Plan NP Questionnaire Survey	
Date(s)	Delivered on 17 th and 18 th May 2014
Deliver Method(s)	To all households by hand spoke to people where possible
No. of questionnaires delivered 900+	To whole of the parish, 929 households
No. of completed questionnaires returned	298 around 30%

Return Options	To village shop, centrally located house by 8 th June
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5. Initial Launch Event and main issues and comment raised

It was decided to ‘launch’ the neighbourhood plan process by holding a ‘drop-in-type’ - the launch event. (We report on their response in Part 2 of this Consultation Statement.)

Silverton Parish Neighbourhood Plan Launch Event 2014	
Dates and times	6 th June 6-8pm and 7 th June 9.30am – 8pm
Location	The Silverton Millennium Hall
Attendance (Nos.)	6 th June - 70 attendees and 7 th June -90 attendees

5.1 **Who was consulted?** Open to all the Silverton Parish residents invited and local organisations to make comments and enter a process of discussion and evidence building around the NP themes.

5.2 **What did the community say?** The summary of the responses to the public consultation are in the consultation reports with the following themes:

Neighbourhood Plan Themes	Number of comments	Major issues / comments summary /link to full list of comments on website.
Miscellaneous	7	Sustainable and safe village looking to the future https://parish.middevon.gov.uk/media/123273/miscellaneous-june-14.pdf
Heritage	21	Research into the social and physical history and the promotion of the history of the village https://parish.middevon.gov.uk/media/123304/heritage-june-2014.pdf
Environment	45	Many comments mentioned that Silverton as a village in a rural environment would be spoiled by inappropriate development. Also mentioned was the proximity of the countryside and the green spaces to the village which need to be valued and preserved. https://parish.middevon.gov.uk/media/123302/environment-3.pdf
Employment and retail	76	Lack of employment in the village for young people and a mis match between housing and employment/salary. https://parish.middevon.gov.uk/media/123301/retail-and-employment-june-2014.pdf
Health and social care	23	Great local surgery and GP and healthcare services. More local care needed as the demands increase. https://parish.middevon.gov.uk/media/123303/health-and-social-care-3.pdf
Education	17	Good school but concern if it expanded significantly. The need for

		the preschool to have its own premise near the school was mentioned frequently https://parish.middevon.gov.uk/media/123300/education-june-2014.pdf
Roads and access	100	Problem with narrow poorly maintained roads and heavy traffic in and out of the village. Inadequate parking is mentioned frequently and often is associated with dangerous road crossing. Poor footpath was mentioned alongside the need for safer speed limits and pedestrian safety - 20mph throughout village Better bus service required https://parish.middevon.gov.uk/media/123280/access-roads.pdf
Housing	166	Majority of comments mentioned affordable small-scale developments of housing. The appropriate design of housing for the elderly and young families https://parish.middevon.gov.uk/media/123305/housing-june-14.pdf
Further comments	41	Appropriate planning to take account of the road access issues and parking. Safer roads with speed regulation

5.3 Themes - How were the issues and concerns responded to? The issues were addressed in the formation of the Silverton NP aims and objectives under the following topics and themes:

Business and jobs -- Maintaining a living and working parish

Community Facilities and services - Becoming more resilient and self-supporting

Built Environment - Being careful when making changes and additions to the built environment

Housing - Willing to accommodate changing needs

Natural Environment - Enjoying and respecting the countryside and rural setting

Sport and Recreation - creating a healthier and more active community and becoming more resilient and self-supporting

Traffic and Parking - Reducing the impact of motor vehicles

2nd consultation event – invitation and timing

A letter was sent out to all the parishioners on the 22th November to invite them to comment on a draft set of aims and objectives for the Silverton Neighbourhood Plan:

Friday 5th December 6.00pm – 8.30pm in the Dorothy Grainger Room and

Saturday 6th December 9.30am - 2.30pm in the Community Hall

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All Silverton parish residents were sent a letter titled "Silverton Neighbourhood Plan" <https://parish.middevon.gov.uk/media/123298/second-consultation-letter-to-parishioners-171114.pdf> to invite them to the consultation on Friday 5th December 6.00pm – 8.00pm Dorothy Grainger Room which was attended by 70 people and Saturday 6th December 9.30am - 2.30pm in the Community Hall attended by around 120 people

Photographs from the second consultation event



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5.4 What did they say?

A record of the comments is presented in the document titled: Comments from Second Consultation – December 2014 and made available online at :

5.5 <https://parish.middevon.gov.uk/media/123295/comments-from-second-consultation-dec-14.pdf>

5.6 How were the issues and concerns responded to?

The comments we analysed and help shape the Aims and Objectives and policies of the to the NP. We engaged a professional consultant to help interpret this information and the evidence provided by other consultees. On that basis we have produced a draft set of aims and objectives for the Silverton Neighbourhood Plan and we are now seeking your opinion on these.

A report of this consultation thanking participants for giving feed back on the topics and themes was made available online at:

<https://parish.middevon.gov.uk/media/123296/report-from-secon-consultation-dec-14.pdf>

This sets out the timing for the parish council to incorporate them as revised aims and objectives in the neighbourhood plan.

Comment [H1]: Cannot find these comments online ??

6. Community Organisations

Alongside the community questionnaire we wrote to all the community-based organisations, groups and local businesses on several occasions. Our initial communication was aimed at ensuring that all such bodies were aware of neighbourhood planning in the area and had an opportunity to make a contribution. We also asked them to encourage their 'members' to participate in the neighbourhood planning process. A copy of the initial standard letters are included in Appendix 6. Further consultation letters (normally emails) reported on progress and invited comment.

6.1 Who was consulted?

A list of all bodies that were written to is included in Appendix 7. The dates and purpose of our communications is shown below:

Silverton Parish Neighbourhood Plan NP Local Groups Consultation		
Date:	Method	Purpose:
May 2014	Letter/email	Inform all parishioners and local group leaders of launch of NP and invite initial comments

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Sept 2014	Letter/email	Inform of community questionnaire
October 2014	Letter/email	Inform groups of response to surveys and next consultation stage in Dec
August 2014 and August 2015	Street Markets	Local groups are all represented at the annual Silverton Street market event and a stall run by committee members allowed awareness raising discussion and feedback.
February 2016	Letter	To all Silverton residents regarding the housing survey

6.2 What did they say?

The following organisations responded through their representatives

Carbongc – a sustainable building/development consultancy -

Carers representative

Flower

Village Youth Worker – through the Methodist Church

Silverton and Ex Valley Seniors

Silverton Ringers

The 60+ Fitness Club

Silverton Parochial Trust

Silverton Youth club

Common themes included the traffic and parking problems

The comments were put on the website

6.3 How were the issues and concerns responded to?

The comments we analysed and help shape the Aims and Objectives and policies of the NP. We engaged a professional consultant to help interpret this information and the evidence provided by other consultees. On that basis a draft set of aims and objectives for the Silverton Neighbourhood Plan were produced for comment.

Full details of who we wrote to and what they said consultation has been made available online and can be found at:

<https://parish.middevon.gov.uk/media/194231/local-organisation-responses-1.pdf>

7. Call for Sites – Landowner Consultation/Site Availability

In order to understand what sites might be available to support any potential options for future growth in the village, a ‘call for sites’ was issued to known landowners and local agents who were known to operate in the area. The Steering Group wanted to understand which landowners would be willing to put forward sites which could help to achieve the objectives and aims of the plan. The following explanatory letter was sent to all the appropriate people

<https://parish.middevon.gov.uk/media/23289/call-for-sites-statement-feb-2016-new.pdf>

and the following form was made available to those wanted it:

<https://parish.middevon.gov.uk/media/123288/call-for-sites-form-feb-16.pdf>

7.1 How we consulted?

As part of a housing needs survey we included a call for land and this was independently managed by **Devon Communities Together** who designed the questionnaire as a separate sheet with the following explanation:

CALL FOR LAND If you are interested in putting forward land for any future small-scale development in the Parish, please read the GREEN sheet in this mailing. The information that you give in response to the Housing Needs Survey and the Call for Land is vitally important if the community, through the Neighbourhood Plan, is to have a say in the future development of Silverton Parish

<https://parish.middevon.gov.uk/media/123290/housing-survey-and-call-for-land-letter-feb-16.pdf>

8. **Housing Needs Survey** It was decided that a local housing needs survey was required in order to determine the level of housing requirements that currently existed in the parish. Our local housing needs requirements could not be derived from the Strategic Housing Market Assessment used by East Devon DC.

8.1 How we consulted?

Using the knowledge and expertise of Devon Communities Together (DCT), a Housing Needs Survey was compiled for Silverton Parish. It requested a range of information on people's housing requirements and concerns for the parish. The survey was sent out by the Steering Group in Feb 2016 with a freepost return envelope. A response date in March was given as a deadline. The CCD then analysed the responses and published a report in April 2016. A total of 200 households completed the survey which represents a 36% return rate.

Comment [JS3]:

A copy of the survey form can be found at

<https://parish.middevon.gov.uk/media/123291/dct-covering-letter-9216.pdf>

<https://parish.middevon.gov.uk/media/123292/dct-housing-survey-form-9216.pdf>

8.2 How were the issues and concerns responded to?

The response was used by the Steering Group to assess local need and set a housing target for the parish. A full report detailing the methodology of how the Steering Group has arrived at a housing target for the parish, in conjunction with the CCD and EDDC, has also been produced and accompanies the Neighbourhood Plan as supporting information.

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A full report of this consultation has been available online since November 2014 (amend date as necessary) and can be found at: www.insertweblink.

An example of the letter and survey form used can be found at Appendix 9

8.3 What did they say?

8.4 How were the issues and concerns responded to?

A fuller report of this consultation has been available online since January 2015 (amend date as necessary) and can be found at: www.insertweblink

9. Regulation 14 (Pre-submission Stage) Consultation

Neighbourhood Plan regulations require that a statutory consultation period of 6 weeks is undertaken by the qualifying body (the Parish Council) on the final draft plan prior to its submission to the Local Planning Authority in advance of their statutory Regulation 16 consultation.

9.1 Who was Consulted?

The Regulation 14 consultation is specific about organisations and stakeholders that should be consulted. The legislation requires that prior to submitting the Plan to the local planning authority the qualifying body (the Parish Council) must:

- publicise it in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area
- consult any consultation body referred to in paragraph 1 of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a neighbourhood development plan
- send a copy of the proposals for a neighbourhood development plan to the local planning authority

All of the residents and businesses within the parish were consulted together with a range of statutory bodies. A copy of the plan was also sent to the Local Planning Authority, East Devon DC, although its officers had been involved in the consultation process and finalising the draft plan.

9.2 How were they Consulted?

The Steering Group circulated a letter and response form (see Appendix 12) to all resident dwellings and businesses within the Neighbourhood Plan Area. This directed people to an online copy of the plan, or hard copies could be viewed at various locations in the parish, or an individual copy could be requested. An article was published in local newsletter promoting the consultation and reminders were issued via the Silverton Parish Facebook site. The Silverton Parish website also directed people to the Plan from its home page. The letter indicated how to respond and provided the deadline by which representations needed to be returned. A free post service was provided and drop off points at the local shop and post office were also offered.

The plan was also sent by email to a list of local bodies and groups (See Appendix 13) with explanation of what was required for the consultation and the date when responses were required by. All consultation responses which received an invalid response message via email were followed up and alternative respondents were obtained. During the course of the consultation the key consultation stakeholders were contacted to enquire whether a response would be made.

A drop-in session was organised for 1 April 2015 for residents and businesses to obtain an update on the draft plan, ask questions of the steering group and provide comments and concerns on top of the formal consultation response forms.

10.3 What did the Consultees say?

A total of XXX responses were made by members of the general public and businesses which included X returns from agents of landowners or developers. A summary of the responses is set out at Appendix 14.

10. Conclusions

The level of community consultation and engagement undertaken during the production of the Silverton Parish Neighbourhood Plan has been varied and extensive. It has reached a wide range of the local population especially through a variety of methods and mediums. A wide variety of groups and different sections of the community have participated or commented on the emerging draft Neighbourhood Plan.

The comments received at each stage of the Neighbourhood Plan have been fully considered and have helped to guide and shape the form of the Plan so that it is truly reflective of what local people wish to see happen for their village.

This Consultation Statement and the supporting appendices are considered to comply with Section 15(2) of part 5 of the 2012 Neighbourhood Planning Regulations.

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PART 2: CONSULTATION STATEMENT – STATUTORY AND STRATEGIC CONSULTEES

1. Introduction

This Consultation Statement has been prepared by the Silverton Parish Neighbourhood Plan Steering Group to conform to the legal obligations of the Neighbourhood Planning Regulations 2012.

Section 15(2) of Part 5 of the Regulations sets out what a Consultation Statement should:

- (a) Contain details of the persons and bodies who were consulted about the proposed neighbourhood development plan
- (b) Explain how they were consulted
- (c) Summarise the main issues and concerns raised by the persons consulted
- (d) Describe how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan

This Consultation Statement provides an overview of each of the above stages of consultation in accordance with Section 15(2) of Part 5 of the Regulations.

Part 2 of this Consultation Statement summarises the statutory and non-statutory consultation undertaken with relevant statutory bodies and stakeholders, other than those that could be described as being a part of our community, in developing the Silverton Parish Neighbourhood Development Plan.

2. Summary of Consultation Approach to Statutory Consultees

It was decided to make the earliest contact those bodies and organisations that are defined as a consultation body under the terms of schedule 1 of the Neighbourhood Plan Regulations 2012. With the help of our consultants, East Devon DC and Blackdown Hills AONB we prepared a contact list of all bodies and organisations that serve or provide services to the parish.

The aims of the Silverton Parish Neighbourhood Plan consultation process were to:

- ‘front-load’ the consultation, so that the Plan could be informed by the views of those with an interest in the parish from the earliest stage
- to ensure the neighbourhood planning process was informed by the views and intentions of statutory bodies and stakeholders
- to take fully into account those views and intentions
- meet the requirements of Regulation 14

3. Launch and Initial Communication

The intention to prepare an Silverton Parish Neighbourhood Plan was first publicised by the local planning authority, East Devon DC, following the Parish Council's application to have the parish area designated as a Neighbourhood Area in October 2013. The Plan and the neighbourhood planning process was publicly launched in April 2014. Around that date, correspondence, largely by email, was sent to XX bodies and organisations that were thought likely to have an interest in our intentions and outcomes. Apart from informing them of our timetable we invited an early contribution you wish to contribute anything at this early stage in the process. This might include:

- informing us of key strategies, plans and programmes (or elements of them which are of relevance to our parish) of which they think we should be aware
- telling us what they think the Neighbourhood Plan should focus on or help to achieve
- any other comments they wish to make to inform the development of a neighbourhood plan for Silverton Parish

A list of all the bodies we wrote to is included in Appendix A:

3.1 Responses Received

All responses received were tabulated and reported to the Steering Group. The report was also made available on the Silverton Parish Neighbourhood Plan website.

<https://parish.middevon.gov.uk/media/194227/natural-england-response-1.pdf>

<https://parish.middevon.gov.uk/media/194228/national-consultee-responses-3.pdf>

<https://parish.middevon.gov.uk/media/194229/statconsulteerresponses-3.pdf>

<https://parish.middevon.gov.uk/media/194230/highways-agency-response-1-1.pdf>

3.2 How were the issues and concerns responded to?

4. **Evidence Gathering**

Responses received from the following bodies and organisations provided useful feedback and information that contributed toward our evidence base:

- List bodies that provided local information
-
- All such bodies referred to in the evidence report
-

Their response was referred to in the Evidence Report that we have produced as part of the neighbourhood planning process and which was made available to the community via the website.

The information received was fully taken account of in analysing the evidence and preparing our draft aims and objectives.

5. **Vision, Aims and Objectives**

Statutory bodies and stakeholders were each sent a copy of the draft aims and objectives and an invitation to comment on them.

5.1 **Responses Received**

All responses received were collated, tabulated and reported to the Steering Group. The report was also made available on the Silverton Parish Neighbourhood Plan website. A schedule of initial responses is set out in Appendix C.

5.2 **How were the issues and concerns responded to?**

6. Options

Statutory bodies and stakeholders were sent details of the options consultation and an invitation to comment on the choices facing the community.

6.1 Responses Received

All responses received were collated, tabulated and reported to the Steering Group. The report was also made available on the Silverton Parish Neighbourhood Plan website. A schedule of initial responses is set out in Appendix D.

6.2 How were the issues and concerns responded to?

Ensure you clearly record how you considered issues that were raised during any consultation activity and, where relevant, how you have addressed these in your plan. Many groups have presented this information in a table and used the following headings: • comment number • name • issue / comment • reference in draft plan (e.g. page number, theme, policy number) • response (e.g. comment noted, whether you consider the plan should be amended in light of the comments)

Comment [H4]: This is a work on its own but again I can only refer to the web site and responses.

7. Sustainability

East Devon DC and the Blackdown Hills AONB were prime consultees and also assisted consultation and liaison between the Silverton Parish Steering Group and statutory bodies including the Environment Agency and Natural England in respect of requirements for a Strategic Environmental Assessment (SEA) and an Appropriate Assessment in regard to EU Habitats Regulations.

Comment [H5]: Much of this template was for East Devon so we need to insert our own organisation here

7.1 Screening Opinions for Strategic Environmental Assessment and Habitats Regulation Assessment

Two screening exercises were undertaken to ensure that the emerging plan would not have significant environmental impacts or likely significant effects on the protected characteristics of the Blackdown Hills AONB which cover the Neighbourhood Plan area.

A screening opinion for Strategic Environmental Assessment was issued by the District Council in December 2014 and consultation was undertaken with statutory bodies by them. A letter was issued by the District Council on 30th January 2015, following this consultation, stating that no formal Strategic Environmental Assessment would be required for the Plan.

Similarly a screening opinion for an Appropriate Assessment under the Habitats Regulations was issued by the Council in December 2014. Following consultation by the District Council a letter was issued on 30th January 2015 stating that no further Appropriate Assessment was required.

7.2 Sustainability Appraisal

The Silverton Parish Steering Group has carried out a sustainability appraisal based on an agreed framework for every version of the draft Plan. The results of each appraisal exercise has been made available on the Silverton Parish Neighbourhood Plan website and made public as part of the consultation process alongside the draft Plan.

8. Regulation 14 (Pre-submission stage) Consultation

Neighbourhood Plan regulations require that a statutory consultation period of 6 weeks is undertaken by the responsible body on the final draft plan prior to its submission to the Local Authority in advance of their statutory Regulation 16 consultation.

8.1 Drafting the Neighbourhood Plan

The Neighbourhood Plan policies were drafted in close collaboration with:

- East Devon DC, to ensure that the emerging policies were not in conflict with the National Planning Policy Framework, were aligned to the Local Development Plan and that they were usable in a Development Management context; and with
- The Blackdown Hills AONB to ensure that the policies were in harmony with those that prevail across the whole of the AONB.

Both of these bodies were considered as key statutory consultees under Regulation 14.

8.2 Who else was Consulted?

The Regulation 14 consultation is specific about organisations and stakeholders that should be consulted. The legislation requires that prior to submitting the plan to the local planning authority the qualifying body must:

- publicise it in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area
- consult any consultation body referred to in paragraph 1 of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a neighbourhood development plan; and
- send a copy of the proposals for a neighbourhood development plan to the local planning authority.

All of the statutory bodies listed in Appendix A were consulted on the draft Neighbourhood Plan for Silverton Parish thus ensuring we adhered to the requirements of Schedule 1 of the 2012 Regulations.

8.3 How were they Consulted?

The Silverton Parish Neighbourhood Plan was sent by email to all bodies and organisations on our consultation list (See Appendix E) with explanation of what was required for the consultation and the date when responses were required by. All consultation responses which received an invalid response message via email were followed up and alternative respondents were obtained. During the course of the consultation the key consultation stakeholders were contacted to enquire whether a response would be made.

8.4 What did the Consultees say?

A summary of the responses is set out at Appendix F.

9. Conclusions

In preparing the Silverton Parish Neighbourhood Plan we have made strenuous efforts to establish and maintain a dialogue with those bodies and organisations covered by Schedule 1 of the Regulations and those other bodies and organisations we have identified as having an interest in our parish.

The views, comments and suggestions received at each stage of the Neighbourhood Plan have been fully considered and have helped to guide and shape the form of the Plan so that it not only reflects what local people wish to see happen for their area but takes account of

Silverton Parish Council Neighbourhood Plan Consultation Statement

how we can share future planning and delivery with outside bodies and organisations so as to realise our aims and objectives.

This Consultation Statement and the supporting appendices are considered to comply with Section 15(2) of part 5 of the 2012 Neighbourhood Planning Regulations.