

SEEND PARISH NEIGHBOURHOOD PLAN
DRAFT CONSULTATION STATEMENT
Regulation 14 Working Draft Version

Text in purple is to be updated as work progresses

1.1 Introduction

This Consultation Statement is a working draft version. The Consultation Statement is legally required to be submitted with the Neighbourhood Plan as part of the next formal round of consultation. Therefore this working draft version is not complete, but is being shared at this stage to record the consultation process that has taken place to date. The next version of this Statement will be completed after Regulation 14 consultation, and will include details on the Regulation 14 process, comments received from consultees, and responses from the Neighbourhood Plan Steering Group.

Appendices, which include supporting information, are to come.

This Consultation Statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012 in respect of the Seend Parish Neighbourhood Development Plan (NDP). Section 15(2) of Part 5 of the Regulations requires that a Consultation Statement should:

- contain details of the persons and bodies who were consulted about the proposed Neighbourhood Development Plan;
- explain how they were consulted;
- summarise the main issues and concerns raised by the persons consulted; and
- describe how these issues and concerns have been considered and, where relevant, addressed in the proposed Neighbourhood Development Plan.

Part A gives an overview of the consultation events and activities that have led to the production of the Draft Seend Parish NDP and the planning policies contained within it that aim to control and promote sustainable development in Seend Parish.

Part B is to come, and will give an overview and description of the formal pre-submission consultation, known as Regulation 14, that was undertaken on the Draft Seend Parish NDP that covered the period from 15th February 2020 until 28th March 2020. This section will be updated after Regulation 14 consultation, to include detail on the consultation; the comments received and amendments made to the Plan, where appropriate.

Appendices are attached to include supporting information. *These are to come, as they are currently being compiled.*

Appendix 1: June 2015 Event
Appendix 2: Highways event
Appendix 3: April 2017
Appendix 4: Lock Open Day Material
etc.

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1.2 Our Approach to Consultation

The consultation activities and events detailed herein, informed the development of the Seend Parish Neighbourhood Plan, and contributed to the Plan scope and content.

Our aim was to engage with the Parish Community and wider stakeholders through a range of methods, from regular updates through the Parish Newsletter and the Neighbourhood Plan website www.seendparishplan.org, to consultation events (some NDP specific, together with piggy-backing onto other local events where the NDP was represented) and evidence specific workshops.

Steering Group members also attended other events in the Parish representing the Neighbourhood Plan, in order to engage broadly.

Part A Plan Preparation and Consultation – Pre-Regulation 14

2.1 Introduction

This section sets out details of the public events the Seend Parish Neighbourhood Plan Steering Group and Parish Council have hosted.

In the summer of 2015 an initial consultation event was held to gauge issues and concerns within the Parish. This helped to assess the interest and need to prepare a Neighbourhood Plan for Seend Parish.

In Autumn 2015, Seend Parish Council committed to preparing a Neighbourhood Plan for the Parish and put funding in place to do this. The Seend Parish Neighbourhood Plan Steering Group (S.P.N.P.S.G.) was then formed as a subgroup to the Parish Council. The Group's constitution sets out an aim for the membership to consist mainly of members from the community who were not already Parish Councillors, in order to encourage diversity of the membership. Over the Steering Group's lifespan, the membership has changed as people have come and gone. The maximum size of the steering group at any time has been 11, but the development of the plan has benefited from the changing membership over the years. The Steering Group minutes for open meetings are all available on the website www.seendparishplan.org.

Seend Parish Council is the Neighbourhood Plan's Qualifying Body. The Chair of S.P.N.P.S.G. reports back to the Parish Council at their monthly meetings and the update is recorded in the Seend Parish Council minutes. These minutes are available on the Seend Parish Council website www.seendparishcouncil.co.uk and are also printed in a shortened form again in the Parish Spotlight magazine.

Engagement and consultation have also taken place on specific pieces of evidence that was collected such as Local Green Spaces, and Highways. These are recorded in the table below (2.5) and highlighted in *italics*. Detailed information relating to evidence specific consultation is recorded as part of that specific evidence base (see the Seend Parish Neighbourhood Plan Evidence Base Report available on the plan website and not in this document: www.seendparishplan.org).

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2.2 ONGOING ACTIVITIES – Steering Group Workshops

S.P.N.P.S.G took part in a number of Steering Group Workshops led by the consultants Place Studio, who were appointed to guide and support the group in the plan preparation process.

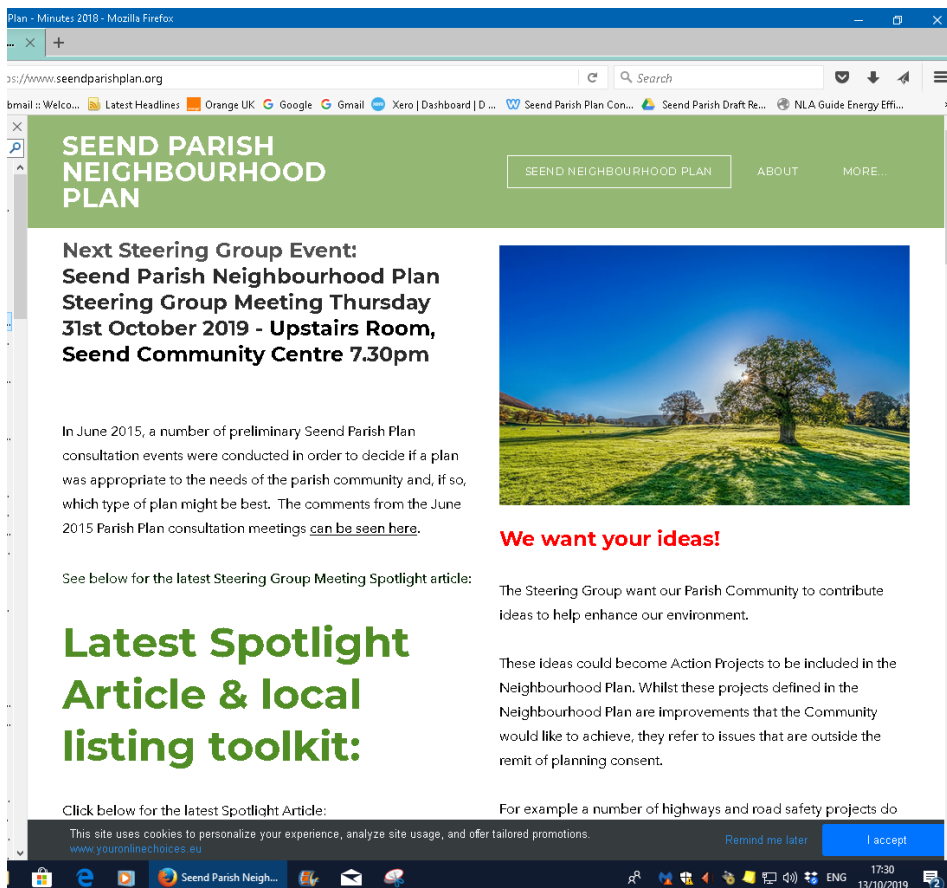
2.3 ONGOING ACTIVITIES - Parish Newsletter

From the inception of the Steering Group we have entered articles in the village magazine called Spotlight, of which there are 10 editions every year. This article informs Parishioners of our open meeting dates, current consultations and work in progress. The website address is also always advertised to encourage people to look at it for more information. Spotlight has featured a regular 'Seend Parish Neighbourhood Plan Steering Group Update' segment for over 4 years, see <http://www.seend.org.uk/spotlight.shtml> for access to the archive of Spotlight articles.

2.4 ONGOING ACTIVITIES - Website

As mentioned, the Steering Group has a dedicated website for the Neighbourhood Plan process and the address is www.seendparishplan.org (see below image).

Below: Screen shot of Neighbourhood Plan Website (13.10.19)



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2.5 Sequence of Events and Activities

The following sections describe the type of event or activity that took place, and the chart below shows the sequence of activities and events (other than those described as ‘ongoing’ above).

Where engagement and consultation have taken place on specific pieces of evidence such as Local Green Spaces and Highways, these are recorded in italics below.

Event/Activity	Date
Have your say on Parish Plans	June 2015
<i>Highways Consultation Event</i>	<i>June 2016</i>
Community Stakeholder Engagement	April/May 2016
<i>Housing Needs Survey</i>	<i>June 2016</i>
<i>Business Survey</i>	<i>September/October 2016</i>
Neighbourhood Plan Update	April 2017
Canal and Rivers Trust – Seend Lock Open Day	March 2018
<i>Local Green Space Consultation</i>	<i>March 2018 – Summer 2019</i>
Seend Beer Festival	Saturday 5 th May 2018
Parish Council Annual Meeting	8 th May 2018
F.O.S.S. Royal Wedding Party & Fete	Saturday 19 th May 2018
Seend Breakfasts	Saturdays 2018 14 th July 22 nd July 28 th July 25 th August 1 st September
Flower Show & Village Fete	August 2018
Drop-in Consultation Coffee Morning	January 2019
Seend School Parents Evening	Monday 1 st April 2019 Wednesday 3 rd April 2019
<i>Parish Housing Needs Survey</i>	<i>April 2019</i>
Parish Council Annual Meeting	Monday 20 th May 2019
Flower Show & Village Fete	August 2019
Formal Regulation 14 consultation	TO COME 15 th February 2020 – 28 th March 2020

2.6 EVENTS OPEN TO ALL – June 2015 Have Your Say on Parish Plans

Date	Wed. 24 th June 2015 4.00pm – 7.00pm / Sat. 27 th June 2015 3.00pm – 6.00pm
Venue	The Irene Usher Memorial Pavilion, Rusty Lane.
Publicity	Advertised in Spotlight. Posters on notice boards. Large banners on the Lye Field display stands adjacent to the A361.
Details	This event was held in order to gauge the issues and concerns within the Parish. This helped to assess the interest in and need to prepare a Neighbourhood Plan for Seend Parish.

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	The event set out what a Neighbourhood Plan could and could not do, and captured people's views on local issues that the plan could address; i.e. housing, highways.
Material	All in appendix 1 (to come): <ul style="list-style-type: none"> • Poster, invitation, flyer invitation, banner • Display material example • Power point presentation and prompts • Report of responses and attendee information.

2.7 EVENTS OPEN TO ALL – June 2016 Highways Consultation Event

Date	Thursday 9 th June 2016 2.00pm – 9.00pm
Venue	The Irene Usher Memorial Pavilion, Rusty Lane.
Publicity	The event was advertised in the Spotlight Parish magazine (June 2016). Posters advertising the event were displayed on notice boards around the Parish. A large banner notice was displayed on the Lye Field display stands.
Details	The hall was set out with trellis stands and tables down the middle of the room. Attendees were asked to identify the areas of concern in relation to a number of questions on maps of the Parish with coloured dots In addition, they were asked to write 'post-it' notes with their comments and identify the location to which their comment refers to.
Material	See appendix 2 (to come): <ul style="list-style-type: none"> • A4 Flyer to advertise event • Spotlight June 2016 (see http://www.seend.org.uk/spotlight.shtml) <p>See also: Seend Road Safety Report V2.1 Feb.2017 Pages 38 – 44 (see Neighbourhood Plan Evidence Base)</p>

2.8 EVENTS OPEN TO ALL – April 2017 Neighbourhood Plan Update

Date	Thursday 27 th April 2017 7.00pm onwards
Venue	The Irene Usher Memorial Pavilion, Rusty Lane.
Publicity	Advertised by poster. This was advertised as our monthly open meeting in Spotlight. Promoted at the Seend P.C. meeting on the Tuesday 25 th April.
Details	This event aimed to update the community on the progress of Plan's preparation. There were 95 attendees (see minutes 27.04.2017). We opened up a consultation on our DRAFT V1.7 V.O.P.s, as prepared by a member of the Steering Group, prior to the engagement of our consultants Place Studio. We had little response to this.
Material	All in appendix 3 (to come): <ul style="list-style-type: none"> • Chair's Spring Review report. • Poster

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2.9 EVENTS OPEN TO ALL – March 2018 Seend Lock Open Day

Date	10 th March 2018
Venue	Seend Lock No. 18 by The Barge Inn, Seend Cleeve
Publicity	Canal and Rivers Trust Material. The Steering Group ‘piggy backed’ this event at a late stage so were unable to advertise our presence at this event in Spotlight. Posters were put up on the village notice boards.
Details	The purpose of this event was to ‘piggy-back’ an existing event to raise awareness and understanding of the Neighbourhood Plan Process and to pick up any canal specific issues.
Material	All in appendix 4 (to come): <ul style="list-style-type: none"> • Information poster produced for the event • Photo of stand • Canal and Rivers Trust Poster • Blank response form that was used for feed-back..

2.10 EVENTS OPEN TO ALL – May 2018 Seend Beer Festival

Date	5 th May 2018
Venue	Seend Community Centre
Publicity	The Beer Festival was widely advertised in Spotlight and by posters distributed around the village. In the May ’18 Spotlight, the group notified their intention to be present at various community events throughout the Summer.
Details	The Steering Group manned a stand at this event from 2.00pm to 5.00pm. The topic presented on the stand was Local Green Space.
Material	N/A

2.11 EVENTS OPEN TO ALL – May Seend Parish Council Annual Meeting

Date	8 th May 2018
Venue	The Irene Usher Memorial Hall (The Pavilion)
Publicity	This village meeting was advertised in Spotlight and by posters on the notice boards.
Details	A stand displaying the Local Green Space consultation material was available for parishioners to look at and comment on.
Material	See Appendix (to come): Chair’s report

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2.12 EVENTS OPEN TO ALL – May 2018 F.O.S.S. Royal Wedding Party & Fete

Date	19 th May 2018 1.00pm-4.00pm
Venue	The Irene Usher Memorial Hall (The Pavilion)
Publicity	This event was advertised by the school.
Details	A Steering Group member attended this event and Local Green Space material was on a stand for consultation and discussion. Children's green wristbands were handed out, with the website address printed on them
Material	See Appendix (to come): Photo of wristbands

2.13 EVENTS OPEN TO ALL – Summer 2018 Seend Breakfasts

Date	Saturdays 14.07, 22.07, 28.07, 25.08, 01.09
Venue	Seend Community Centre 8.00am – 10.30am
Publicity	This event was widely advertised in Spotlight, village websites, posters and banners.
Details	Members of the Steering Group attended these breakfasts and engaged in general discussion around Neighbourhood Plan issues. The discussion starter topic was the Local Green Space suggestions and comments.
Material	See Spotlight June 2018 & July 2018 advertising our presence at this event.

2.14 EVENTS OPEN TO ALL – August 2018 Flower Show & Village Fete

Date	11 th August 2018
Venue	The Seend Community Centre
Publicity	The Annual Village Fete & Flower Show were promoted extensively in Spotlight and on banners around the village. The Steering Group announced in their Spotlight article Aug/Sep'18 that Members would be available at the Fete & Flower Show to answer any questions On the day, banners were placed outside the Seend Community Centre and on a gate in The Lye Field.
Details	The Group manned a stand in the Flower Show held in the Community Centre. Katie Lea from Place Studio attended and helped on the stand. Various maps displayed promoted the Local Green Space consultation.
Material	See Spotlight August / September 2019 for publicity and coverage.

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2.15 EVENTS OPEN TO ALL – January 2019 Drop-in Consultation Coffee Morning

Date	26 th January 2019
Venue	Irene Usher Memorial Pavilion
Publicity	This event was publicised in Spotlight, and by posters displayed around the Parish.
Details	<p>The event was well attended with 51 people signing in between 10.30am and 12.30pm on Saturday 26th January at the Irene Usher Memorial Pavilion. The information on display set out details of the process to date, with information on each area of the plan’s evidence base. People were invited to leave comments, using pens and post-it notes and comments sheets provided by each information board. The aim was to share work in progress, and to invite comments and suggestions from people at this stage.</p> <p>After the event, a booklet including all of the display boards (apart from the sites information) was put together and left in public locations around the Parish (the Barge Inn, Brewery Inn, Three Magpies and the Community Centre). These were available throughout May and June 2019.</p>
Material	See Appendix (to come): Report of event. See also Spotlight December 2018 and January 2019.

2.16 EVENTS OPEN TO ALL – April 2019 Seend School Parents Evening

Date	1 st April 2019 and 3 rd April 2019
Venue	Seend School
Publicity	This was an internal event run by the school and was not advertised to the general public.
Details	A Steering Group member attended these two sessions and displayed the 26th January '18 Consultation Boards around the school hall for parents to look at whilst waiting for their appointments.
Material	N/A

2.17 EVENTS OPEN TO ALL – May 2019 Seend Parish Council Annual Meeting

Date	20 th May 2019 7.30pm
Venue	The Irene Usher Memorial Hal (The Pavilion) 7.30pm
Publicity	This village meeting was advertised in Spotlight and through posters on the notice boards.
Details	From the 26 th January '19 Consultation the boards were displayed around the hall for Parishioners to view and make comments.
Material	See Appendix (to come): Chair’s report.

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2.18 EVENTS OPEN TO ALL – August 2019 Flower Show & Village Fete

Date	10 th August 2019
Venue	The Seend Community Centre
Publicity	The Annual Village Fete & Flower Show were promoted extensively in Spotlight and through banners around the village. The Steering Group announced in their Spotlight article August / Sep 2019 that group members would be available at the Fete & Flower Show to answer any questions.
Details	Group members took turns at manning the stand in the Flower Show. The emphasis of the display was to encourage ideas for Environmental Enhancement. Not cutting verges and planting them with wildflowers for bees, was one of the ideas received. Another was a wish for more trees to be planted. There were few written responses, however group members engaged in discussion on the developing plan with several Parishioners.
Material	See Appendix (to come): Photo of Stand Spotlight Aug./Sep.'19 - see website

2.19 CONSULTATION ACTIVITY – April 2016 onwards Stakeholder engagement.

Date	Started April 2016
Method	A letter was emailed to the organisation involved or manually delivered to a representative of that group.
Details	The purpose was to inform and involve all the local organisations in the Parish, inviting them to contribute to initial stages of issue identification. There were 21 responses received from 28 letters sent.
Material	See Appendix (to come): Consultation Letter Responses report.

2.20 CONSULTATION ACTIVITY – June 2016 Housing Needs Survey

Date	June 2016
Method	Questionnaires were delivered to the Parish Council for distribution to households within Parish
Details	See Housing Needs Survey Report (part of Neighbourhood Plan Evidence Base)
Material	See Housing Needs Survey Report (part of Neighbourhood Plan Evidence Base)

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2.21 CONSULTATION ACTIVITY –September/October 2016 Business Survey

Date	Started September 2016
Method	Local Businesses were identified and the survey was emailed or delivered by hand. Notification of intention to undertake this survey was announced in Spotlight July 2016. Notification of circulation of the Business Survey and an opportunity given to request a survey if a business had not received one was included in Spotlight Nov.'16
Details	See Business Survey Report Appendix A
Material	Business Survey Report V1.0 Feb.'17 Business Survey Appendix A Business Survey Appendix B Business Survey Appendix C Letter to go with survey by hand version Letter to go with survey. Electronic communication version.

2.22 CONSULTATION ACTIVITY – 2018-19 – Local Green Space Consultation

Date	Summer 2018 – Autumn 2019
Method	Spotlight articles, questionnaires, consultation events and direct contact with relevant landowners
Details	Once an initial list of prospective Local Green Spaces (LGS) had been produced by Steering Group members, consultation was initiated in the summer of 2018 to seek Parishioner's views in terms of the legal criteria for LGS designation (e.g. tranquility, public accessibility, etc.). Landowners of potential Local Green Spaces have been contacted directly to ascertain their views on the potential designation of their land as Local Green Space.
Material	See Local Green Space Report (see Neighbourhood Plan Evidence Base) for more information on consultation process including the questionnaire.

2.23 CONSULTATION ACTIVITY – April 2019 Housing Needs Survey

Date	April 2019
Method	Questionnaires were delivered to Seend Parish Council for distribution to households within the Parish.
Details	See Housing Needs Survey Report (part of Neighbourhood Plan Evidence Base)
Material	See Housing Needs Survey Report (part of Neighbourhood Plan Evidence Base)

PART B Regulation 14 Pre-submission Publicity and Consultation

Please note, this section is draft and will be completed after Regulation 14 consultation

3.1 The Neighbourhood Planning (General) Regulations 2012 states that before submitting a plan proposal to the local planning authority, a qualifying body (Seend 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;
- details of the proposals for a Neighbourhood Development Plan;
- details of where and when the proposals for a Neighbourhood Development Plan may be inspected;
- details of how to make representations and,
- the date by which those representations must be received, being not less than 6 weeks from the date on which the draft proposal is first publicised;
- 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 plan and,
- send a copy of the proposals for a Neighbourhood Development Plan to the Local Planning Authority.

3.2 This section of the Consultation Statement will outline the approach taken by the Steering Group to consult on the Draft NDP at the Regulation 14 stage of the process.

3.3 Consultation Period. The Regulation 14 consultation period was launched on 15th February 2020 until 28th March 2020.