

Longdon Parish Neighbourhood Plan

2017 – 2029

Consultation Statement

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1. Foreword

1.1 This Consultation Statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012 in respect of the Longdon Neighbourhood Plan (NP).

1.2 The legal basis of this Consultation Statement is provided by Section 15(2) of Part 5 of the 2012 Neighbourhood Planning Regulations, which requires that a consultation statement should:

- * contain details of the persons and bodies who were consulted about the proposed neighbourhood 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 plan.

2. Introduction

2.1 For the Neighbourhood Plan (NP) to be adopted and successful, it must have considered the issues, concerns, wishes and needs of the Parish, and formulated policies and proposals that address them. In so doing it progresses the Parish from its present “as is,” to even greater “aspiration”. It is based on what is wanted, and delivers it by planned land use.

2.2 To understand fully what is wanted, and what is precious to be preserved, there was involvement with, inputs from, and continuous consultation with all residents and interests in the Parish, throughout the drafting of the plan.

2.3 This Consultation Statement is a report of those consultations and inputs which, in aggregate, proves that the draft Neighbourhood Plan reflects the aspirational objectives of the parishioners for ‘managed change.’

3. Consultation Process

3.1 In December 2012 the Longdon Parish Council resolved to apply to Lichfield District Council (LDC) - in the wake of the Localism Act - to prepare a Neighbourhood Plan (NP) for Longdon Parish. LDC agreed with the desire of the Parish Council, and designated the whole parish as the Neighbourhood Plan area on 9th July 2013.

3.2 To fulfil the task, a Neighbourhood Plan Working Group (NPWG) was formed comprising 50% Parish Councillors and 50% volunteer non-Councillors from within the Parish.

3.3 The members of NPWG brought diverse skills and experience to represent as widely as possible the parishioners’ demographic and economic profile. They included an accountant, architect, business consultant, educationist, farmer, horse trainer, industrialist, school governor, local government worker - all parish residents, including homeworkers, commuters, and retired. As the NP progressed there were changes in personnel, but the spread of experience and expertise was maintained.

3.4 NP Ambassadors were also appointed. They did not have a specific task, or necessarily attend meetings, but were regularly consulted and their inputs welcomed on matters relevant to the interests of their “territory” - church, retail, leisure and youth.

3.5 The first actions for the NPWG were:

- To establish the evidence base which currently defines the Parish (ref. Appendix 2).
- To inform and consult interested parties to determine the issues, what is wanted, and wishes/reservations so as to make a successful NP.

3.6 Evidence Base of Parish as present

3.6.1 To establish the Parish Evidence Base, meetings were held with LDC and information was extracted from the supporting data base to the District Local Plan, as well as from the 2011 Census. This information, which summarised statistics on demographics, housing & health (2013 SHLAA), accessibility & transport, biodiversity etc., was used on information panels to stimulate discussion at consultation briefings to groups, as well as at the initial public consultation events (ref. Appendix 2).

3.7 LDC supported the process throughout by providing support staff at the initial consultation events. Contact has been maintained, with advice and guidance sought when the ‘Vision & Principals’ were agreed and during the initial drafting of the Plan.

3.8 Parishioners, workers, businesses, recreation groups, youth, schools, neighbouring parishes, official consultees, LDC, were consulted by various methods;

- * Village Notice Boards (notices, posters).
- * Pubs and Halls (posters).
- * Local Press items e.g. in Lichfield Mercury.
- * Parish Web-site (dedicated page).
- * Flyers printed and delivered to each dwelling and posted on the dedicated web.
- * Parish magazine, “Longdon Life” (an article in each issue).
- * Parish Council minutes on the Web & News Sheets on notice boards.
- * Briefings and Presentations direct to Parish community organisations.
- * Stalls at village events.
- * Public Meetings in each of the four village settlements within the Parish.
- * Meetings specifically with landowners.
- * Questionnaires (to each dwelling, business, and on web-site).
- * Direct, individual or group, face-to-face conversations, with NPWG.

3.8.1 The frequency of public consultation events was governed by when we were in a position to issue fresh material on progress; not publishing for the sake of it, thereby maintaining parishioners’ interest and involvement .

3.8.2 Meetings etc., were more frequent during the initial stages, when seeking views, opinions and feedback, but progress has been regularly reported at Parish Council meetings and in ‘Longdon Life,’ the Village magazine (delivered to every address in the Parish, three times a year).

3.8.3 Parishioners were invited to provide feedback using:

- * The dedicated web-site.
- * Via Parish organisations directly; verbal or written.
- * Input Cards available in pubs, Longdon village shop and at presentations.
- * A tear off section on the questionnaires, by hand, post or a web connection.
- * Direct verbal or written contact with members of NPWG.

4. Diary of Consultations

For a more detailed explanation of the consultation process, please refer to Appendix 10

2012

December... Longdon Parish Council resolved to apply for a Neighbourhood Plan and designated area.

2013

January ... Application to Lichfield District Council to produce a parish wide Neighbourhood Plan.

March ... Application accepted by LDC. Notices drawn up & posted.
Consultation period - 26th March – 14th May 2013.

May... Annual Longdon Parish Assembly.

June... Tri-Village Cricket Competition.

July... Village Summer Fayre.

LDC designate whole Parish as Plan area.
Parish magazine, August edition delivered.

August.... Flyer 1 - "This is Your Plan" delivered.

September.... Start of briefings direct to Parish organisations (6).
Flyer 2 – "Call to Public Meetings" delivered.

October.... Further briefings to Parish organisations (4).
Public Meetings (3) in different locations.

November... Parish magazine, December edition delivered.

2014

January.... Flyer 3 – "Review and Schedule" delivered.

February... Dedicated web-site page established.

March... Briefing direct to Longdon WI.
Letters direct to school children for views.
Questionnaires to every dwelling delivered.

April... Parish magazine, April edition delivered.

May... Annual Parish Assembly – 2014 report.

June... Flyer 4 – "The Vision" delivered.

School bus-stop interviews.

July... Village Summer Fayre.

Public Meetings (2) in different locations – Vision Statement. August...

Parish magazine, August edition delivered.

September... Youth "Chat Meeting."

December... Parish magazine, December edition delivered.

Parish Christmas "Sing-a-Long."

2015

April... Parish magazine, April edition delivered.

Annual Parish Assembly – 2015 report.

July... Flyer 5- "First-cut of Your Plan" delivered.

September... Executive Summary of NP delivered to every dwelling.

Draft NP (full copy) distributed to outlets and web site.

Oct/ Nov ... Initial Reg 14 public meetings - 2 locations (6 weeks).

2016

The plan and supporting documents were amended where necessary to take into consideration relevant points raised by consultation and then consulted on again both locally and under regulation 14.

NB. During all the NP preparation time there were notices and requests for inputs on notice boards, in local press, on the Parish web-site and reports recorded in published Parish Council and Parish Assembly meetings minutes.

5. Consultation Schedule.

5.1 As part of the consultation process a schedule was drawn up of all of the parties that had to be consulted under regulation 14, a copy of this schedule is included in appendix 8, these bodies were sent a copy of the plan and their responses collated.

6. On-going Consultation Activities

6.1 Formal, informal and indirect communication has been maintained throughout the project, to disseminate information to interested parties on progress and maintain local interest.

6.2 The usual information vehicles were used, e.g. Web-site, Local Press coverage, Notice Boards, Parish Council minutes, feeds into LDC and SCC media outlets. They were refreshed with new material, whilst older material archived for ease of reference. In some cases feedback inputs were possible.

6.3 The information and requests for response were the same, usually exact copies, of that being distributed through direct media – mailed Notices, printed Briefs, Flyers, Parish Magazine, printed Minutes & Reports, Posters.

6.4 Web-site
www.longdon-staffs.info/neighbourhoodplan

6.4.1 Initial announcements i.e. pre Area Designation were placed on the PC web-site. Thereafter a dedicated NP page was created on the PC web-site. This carried a News section and retained documents for reference e.g. NPWG Meeting minutes, Notices, Flyers, Questionnaire analysis. There was also a Guestbook for readers to input comments. (ref. Appendix 9)

6.5 Local Press coverage

6.5.1 News items e.g. dates of meetings, were posted into Lichfield Mercury via the Village News page or directly to the editor. (ref. Appendix 9)

6.6 Notice Boards

6.6.1 Nine public notices boards (providing Parish wide coverage and notice boards in the four Parish halls and five pubs) were used to carry notices, posters, and announcements of meetings, etc. They were regularly maintained with out of date material removed.

6.7 Parish Council minutes

6.7.1 Each PC meeting from the start of the NP forming process included a report on the NP activities. Once approved, the minutes of the meetings were placed on the PC web-site to be read or downloaded. If readers had any queries or contributions they could give them to a NPWG member. (Contact details were published). Also PC meetings' agenda were published so that parishioners could attend a meeting themselves.

6.8 LDC and SCC

6.8.1 All news and reports of NP activities were sent to both an LDC Councillor and SCC Councillor for their information. Sometimes an item, e.g. if it impacted on a neighbouring Parish, was used in official Council(s) media.

6.9 Other information releases

6.9.1 Relevant information received from other bodies, e.g. public utilities, transport providers etc., which had an impact on the NP was relayed to parishioners and businesses, with a note if needed, to highlight the relevance.