

Bradwell Parish Council

Consultation Statement

In respect of: Bradwell Parish Neighbourhood Plan

Bradwell Parish Neighbourhood Planning Committee

Neighbourhood Plan Document Title:	Consultation Statement
Neighbourhood Plan Area	Bradwell Parish
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Owner:	Bradwell Parish Neighbourhood Plan Committee
Version:	1

Revision History

Date of next revision:

Revision Date Previous	Revision Date	Summary of Changes	Changes Marked

Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
Paul Downing Chair of Bradwell Parish Council	Consultation Statement	29 Dec 2014	1

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1. Compliance with Regulation 15 (Neighbourhood Planning Regulations 2012)

Bradwell Parish Council submits its Neighbourhood Plan to the Peak District National Park Authority on 3rd January 2015 for independent examination.

This Consultation Statement complies with requirements of Regulation 15 of the Neighbourhood Plan Regulations and provides the response to Regulation 14 of the Neighbourhood Plan Regulations (pre-submission statutory consultation). It has been prepared by Bradwell Neighbourhood Planning Committee to fulfil 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 contain:

- 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;
- 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 statutory and non-statutory consultation undertaken with the community and other relevant statutory bodies and stakeholders in developing Bradwell Parish's Neighbourhood Plan (BPNP). In particular it describes how concerns have been addressed and what changes have been made to the final BPNP as a result of statutory pre-submission consultation. Changes are included in the BPNP submitted to the Local Planning Authority which can be cross-referenced to comments received as part of statutory consultation.

A Consultation Evidence and Issues Database (CEID) and the Traceability matrix provide a record of all consultation exercises, comments and feedback. These documents accompany this Consultation Statement as Appendix 9 of the BPNP.

Enquiries regarding this Statement should be made to:

Linda Granger, Chair of the Bradwell Parish Council Neighbourhood Planning Committee,
via Bradwell Parish Council Clerk

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2. Background to Consultation on Neighbourhood Plan

In April 2013 Bradwell Parish Council declared its intention to develop a Neighbourhood Plan to replace the Parish Plan (PP) that had recently been completed. Thus Bradwell's consultation on their BPNP was a continuation of consultation on their PP and all feedback from the PP process has been incorporated into the final BPNP.

The Neighbourhood Planning Committee was then formed by the Parish Council including some members from the Parish Plan Steering Group. This new committee then took on the new responsibilities of the Neighbourhood Plan process. In order to retain the wider aspects of Community-Led Planning, the Parish Council developed a Neighbourhood Plan which consisted of four separate documents integrated into one overarching Plan for the parish, and which included the Neighbourhood Plan and Policies, for examination.

The aims of the Bradwell Parish Neighbourhood Plan (BPNP) consultation process were:

- To involve as much of the community as possible throughout all consultation stages of Plan development so that the Plan was informed by the views of local people and other stakeholders from the start of the Neighbourhood Planning process;
- To ensure that consultation events took place at critical points in the process where decisions needed to be taken;
- To engage with as wide a range of people as possible, using a variety of approaches and communication and consultation techniques; and
- To ensure that results of consultation were fed back to local people and available to read (in both hard copy and via the Parish website) as soon as possible after the consultation events.

In preparing Bradwell Parish's Neighbourhood Plan the Neighbourhood Planning Committee has consistently ensured that residents and other stakeholders including local authorities, interest groups, land owners, businesses and statutory bodies have regularly been consulted and that their comments have been noted and where appropriate incorporated into the plan as it evolved.

A greater level of consultation has been undertaken than the legislation requires and full details of all consultations are provided in the Consultation Evidence File and Traceability Matrix that supports this Consultation Statement. The Consultation Evidence and Issues Database (CEID) and Traceability Matrix are also available to view on Bradwell Parish Council's website

3. Understanding the Issues

A number of consultation exercises were designed by the Planning Committee to help understand the issues of importance to the wider community. During the consultation that followed, the views of local residents have been obtained through a variety of exercises including survey questionnaires, public events, seminars and written contributions. Local organisations and businesses were consulted and invited to respond to questionnaires and/or provide submissions in writing or by way of discussion groups and meetings.

Contact details have been available on the website, www.bradda.org and in all updates and advertised at every event with a statement encouraging engagement.

During the development of the final BPNP, Peak District National Park Authority and adjoining parishes were regularly consulted. Regular consultation has maximised the opportunities for those living and working in Bradwell to shape their final Neighbourhood Plan.

3.1 Overview of consultation approaches to engage the community

The central focus of all consultation information has been the Parish Council's website. This has been a useful and well-publicised source of valuable and up-to-date information about all aspects, and stages, of BPNP development and includes information on all consultations.

All updates on the Neighbourhood Plan process, and information about forthcoming consultation exercises and events, were also published monthly in Bradwell News monthly paper, The Bradwell News, provided an additional means of communication, particularly for those without e-mail.

Details of all documents in draft form as they evolved have been available for viewing and commenting upon through the www.bradda.org website.

Additionally draft Neighbourhood Plan documents were regularly copied to both the LPA along with information about regular public events and consultations held during the various stages of the production of their Plan.

Notices and posters were also a regular means of communication through full use made of the parish notice boards.

A second Surveys was undertaken to help understand the issues in more detail, and these findings provided the basis for the community to clearly define the issues to be included in the Neighbourhood Plan and to identify the options through workshops and presentations.

A series of informal lectures and information sharing events were also organised by the Neighbourhood Planning Committee, engaging specialists when required to help the community to understand changes in the planning system as part of converting to a NP.

Finally the role if the Parish Council has been integral to the Plan process. Prior to the decision to develop a NP, the PP Steering Group regularly reported progress to the Parish Council at the Council meetings and sought views from Councillors and public present. Following the decision by Bradwell Parish Council to take the lead in the preparation of the Neighbourhood Plan, the topic has been a regular agenda item. Parish Council agendas and minutes are published on the Parish Council Website www.Bradda.org.uk

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Bradwell Parish website, continues to provide a comprehensive source of up to date information on all stages of the Plan and will be used to inform the community of the referendum, along with other familiar methods of communications used for sharing information.

It is managed the Parish Council with information clearly referenced and easy to find.

Through consultation, and particularly the community survey and subsequent workshops the following top positive and negative issues were identified:

Positive attributes	Negative attributes
3 pubs, 1 church, 7 shops, 1 chapel	Village lacks a natural heart
Shop and pubs: jobs for local people	An aging population
Busy country roads and well maintained footpaths for bicycles and horses – lovely walks – excellent footpath network	Lack of jobs
Many beautiful old buildings form the village	Need for more local employment opportunities and business accommodation
Great history and culture to preserve	Sports pavilion – needs improvement
Make new development small and in taste	A country bus service that is likely to become limited
	Potentially huge housing development on the Newburgh Site

3.2 Summary List of Consultations

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

The Consultation Evidence and Issues Database (CEID) and Traceability Matrix are maintained on the website and these contain details of all non-statutory and statutory consultations that have taken place, including feedback from events, registers of attendance, survey examples and consultation reports.

The website also contains a wide range of core documentation and background information to ensure that anyone who wanted to understand and comment at every stage of the Plan development process had the opportunity to do so in a clear and simple manner.

The following list provides a summary of the consultation methods used to gather information which helped to identify the above “top” positive and negative issues to address within the BPNP and to develop the options.

Reports were provided by external organisations, such as Friends of the Peak .

3.3 Consultation Meetings

April 2013

Launch meeting held in the Methodist Hall attended by over 70 people. There was a lively question and answer session following which there was consensus that the Parish should develop a Neighbourhood Plan. Residents were then encouraged to contribute their initial ideas on a series of display boards linked around some of the key themes. At the meeting the Parish Council asked for volunteers to help with the further development of the Plan through a series of sub committees.

Communication Method

Advertised in Parish Council Minutes, Bradwell News, Bradda.org, Parish Notice Boards, Lamp Posts and the Bradwell Post Office.

April 2013 – September 2014

Four Working Groups were formed around the themes of:

- Infrastructure, Business, Commerce and Transport
- Housing, Buildings and Environment
- Services, Education and Employment
- Sports, Leisure, Culture and Tourism

Many meetings were held to review the Parish Plan and develop the work packages for each of these groups. The village Survey was also developed.

Sept 2013-Jan 2014

A Survey of village residents was conducted from September 2013 to January 2014. The results of this survey can be found at [Appendix 10d](#). The Survey utilised Survey Monkey and for people without the internet hard copies were printed and distributed throughout the village. The survey collected data on housing and built area, parking, renewable energy, traffic and facilities.

Communication

The survey was advertised in Parish Council Minutes, Bradwell News, Village website, Parish Notice Boards, Lamp Posts. Forms available on line (village website) and hard copy at the Bradwell Post Office, village shops and pubs with corresponding collection points. A survey of over 100 local businesses was carried out to get their views. The results can be found at Appendix 10d.

Jan 2014 – Jun 2014

Many committee and working group meetings were held to analyse the Survey Results and to develop topics for future policy. During this time there were also many visits and with village organisations and business to gather their input of concerns and issues affecting their areas. The detail of these meetings can be found in the Traceability matrix.

June-Oct 2014

Armed with all the information from the Village Meetings, Survey Reports, and Feedback reports, the BPNPC wrote the Consultation Draft of the Neighbourhood Plan. This involved close collaboration with PDNPA Officers to ensure the Plan met the PDNPA Core Strategy, and the statutory requirements as laid down in the 2011 Act.

October 2014

During development of the PDNPA Core Strategy Bradwell village was identified as having a Brownfield site for development, although with the National Park designation there is no requirement to identify numbers of houses for development. As part of the development of the Neighbourhood Plan the village survey showed that a small development of this site was acceptable and an exercise was undertaken to identify other land within the village Built Area.

The Neighbourhood Planning Committee organised a public meeting in the Bradwell War Memorial Hall to consult with the community. This covered:

- Identification and agreement of the Village Built Area
- Possible in-fill sites for housing development
- A detailed review of the proposed planning policies
- An update on plan status and a review of the timeline

36 people attended the public meeting each staying to examine the plan and information for an average of 40 minutes. This also provided an opportunity to explain the progress made towards the Neighbourhood Plan and get further views about what should be included.

The Bradwell Parish Council Neighbourhood Planning Committee reviewed all the information received for the draft Neighbourhood Plan and the necessary amendments were made to the plan.

Communication

Advertised in Parish Council Minutes, Bradwell News, bradda.org, Parish Notice Boards, and various locations around the village.

The Draft Plan was approved by the Parish Council for Publication on 29th October, 2014.

4 Pre-submission Consultation on draft Neighbourhood (Regulation 14)

Consultation time frame

Consultation with the community and statutory bodies on the final Draft Plan began on the 3rd November 2014 and initially ran until 15th December 2014 although a couple of important submissions arrived after that date they have still been considered in the process..

Who was consulted

The following stakeholders were consulted:

All residents and businesses in Bradwell

- Land owners
- Statutory Undertakers (NP Regs para 1 of schedule1)
- Neighbouring parishes
- Other Community stakeholders and interest groups e.g. LPAs, Derbyshire Dales District Council

A total of 104 “Organisations” were contacted and asked for their views/comments on The Plan. Contact details of all consultees are found in [Appendix 9c](#). For privacy only the contact name for the group is given – full details are held. They were advised of the Village Exhibition and welcomed to attend. However the Planning Committee took the decision to publish the names of individuals who have made comments on the Neighbourhood Plan as part of statutory consultation.

A letter was sent to all consultees (see [Appendix 9](#)) informing of the statutory consultation process and inviting comments on the final draft NDP.

Statutory bodies were involved in much of the non-stat consultation with the community to ensure that comments and feedback could be reflected as far as possible in the final Draft Plan at this stage of consultation.

The Bradwell News (which is delivered to all homes within the village and out laying farms) advertised the consultation and Public exhibition¹ directing them to the Parish Council website to view the final Neighbourhood Plan where comments could be left via a comments box. Posters were placed around the village also directed the community to the website.

PDNPA was given an electronic link to the Plan and a hard copy of the full version of final Draft Neighbourhood Plan was available for anyone wishing to view the paper version.

Use of was made of all notice boards in Bradwell with a notice placed in the Bradwell Post Office shop window.

Summary of Statutory consultation techniques:

- All final draft documents were posted onto the website
- Online responses, via comments box, to the Steering Group website
- E-mail responses and comments to the Committee
- Posted responses to NP Committee

A flyer was provided in the village newsletter explaining about the consultation, advising how to make comments and also promoting the exhibition on the 14th/15th November.

An Exhibition was organised at the Village Hall on 14th and 15th November, 2014 in order to inform and consult with local residents and businesses about the Neighbourhood Plan. Copies of The Plan were available along with members of the Working Group to answer any questions. The Exhibition was open from 1pm to 4pm on both days and 30 people attended. The Bradwell website contained full details of The Plan along with all attachments and also all past documentation. Feedback forms were also available on the day and on-line through the web site.

Communication

The exhibition was extensively advertised in the Bradwell News and Bradda.org, Parish Notice Boards, Lamp Posts and Parish Council Minutes. Around the end of November a second flyer was widely distributed in the Parish to encourage responses to the Plan.

Summary of consultation responses

A total of 5 comments left on website plus statutory respondents gave feedback on the draft NDP resulting from statutory consultation (see [Appendix 9](#)).

In total, 10 comments were received resulting from statutory consultation. Details of all feedback from each respondent following statutory consultation is appended along with the key impact of the policy or site and the key implications for the NDP.

Dec 2014

A pre submission consultation was held with the PDNPA team. Comments were discussed and agreed. Amendments were made to policies H2 and LE2 that provides better clarity and connection.

The following table provides a summary of the changes made to the NDP

Policy Number/Area	Comments	Key issues/ concerns	Changes made to Plan
H2	1	Clarity required between H2 and LE2	H2 to refer to LE2 to cross reference Newburgh Development
H2	2	clarify priority of possible use of Newburgh site	Amended preamble to policy H2 paragraph 1
Appendix 5	1	Need to include more detail on SSSI and NCA	modified to include SSSI and National Character Area (NCA)
Appendix 1	1		Slight changes to preamble
Glossary	2		Amendments and changes to definitions
H1	2	clarify priority of possible use of Newburgh site	Amended to provide better definition
H2	3	clarify priority of possible use of Newburgh site	Amended to improve clarity
LE2	3	clarify priority of possible use of Newburgh site	Amended to improve clarity
Page 7	1	Timeline change	Timeline updated
Contents page 6	1	More detail required	Index updated to identify and name appendices

H2	1	Link required to Housing Needs survey	Linked
H2	1	Link required to NEC map	Linked

This table captures key issues/ concerns and changes made to the final Plan as a result of this statutory consultation.

Appendix 9 provides the full details of all comments received, the key implications for the Plan, how concerns were addressed and also the changes to be made.

Outcome of Statutory Consultation

Following statutory consultation there are 12 changes to the Neighbourhood Plan, five of which relate to policies. There are no material changes following review of policies that would require a second consultation.

The Neighbourhood Plan being presented to the LPA shows the changes identified in the table above.

4.1 Additional Consultation Narrative

The prime objective of the Bradwell Parish Neighbourhood Planning Committee has been to extensively consult the community and local organisations on a wide range of issues that will influence the well-being, sustainability and long term preservation of their rural community and to ensure that the views and plans contained in this document reflect the majority of residents of the Parish.

The committee were mindful of the need to engage some that could be considered “harder to reach” for different reasons including properties that are quite isolated due to the rural nature of the parish. Bradwell is a close-knit parish with awareness of residents with impairments who may have needed additional support to engage in consultations and support was provided through the committee.

4.2. Instruments of Communication

In this document reference is made to the communication process to the community, where listed the following have the respective meanings:-

Parish Council – Meets on the first Tuesday of each month (except August) – meetings are open to the public and include a “Public Session” where any member of the community may raise a topic(s) for the Chairman, or a designated councillor, to respond to. Queries about the Neighbourhood Plan have figured at these sessions. All meeting agendas and minutes are posted on the Parish Council Notice Boards. At all Parish Council meetings an agenda item of “Neighbourhood Plan” has been posted – the Neighbourhood Planning Committee Chairman has reported progress/events to the meeting and answered questions.

Parish Council Notice Boards – There is Parish Council Notice Board situated on the Bradwell War Memorial Hall. All Council Agendas, Minutes, and special meetings are posted.

Bradwell News – The Bradwell News is a free parish information booklet that is distributed free of charge to every home in the parish and is available in the Bradwell Post Office and village pubs also free of charge.

Each copy carries a synopsis of the Parish Council Meetings for that period and articles of parish importance along with activities and adverts on events within the parish.

Bradwell Web Site – www.bradda.org – the Parish Council sponsors the parish web site along with a small amount of advertising. There is free access for any parish society or club to publicise their events and all Parish Council Agendas/Minutes and important events are promoted.

Lamp Posts – Whilst fly-posting is illegal there has been a long tradition of Bradwell residents, clubs and societies posting their events on the village lamp posts. The Parish Council has decreed a protocol on items displayed and their duration. It is workable, acceptable, effective and supported by the community.

The Village Post Office also maintains a notice board that has, free of charge, allowed the use of to promote Village meetings and consultations.

5. Conclusion

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