

# Husbands Bosworth Neighbourhood Plan



## Appendix B

### Consultation Statement

June 2019



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## Consultation Statement

### Introduction

This Consultation Statement has been prepared 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: According to the Regulations, a Consultation Statement:

Contains details of residents, other stakeholders and stake-holding bodies that were consulted about the proposed Neighbourhood Development Plan

- Explains how they were consulted
- Summarises the main issues and concerns raised by the persons consulted
- Describes how these issues and concerns have been considered and, where relevant, addressed in the proposed Neighbourhood Plan.

This document provides a record of the engagement that took place at the various stages of the Plan's evolution. The main methods used to publicise the consultation and engagement process are documented.

### Aims of Consulting on the Plan

The aim of the Husbands Bosworth Neighbourhood Plan engagement process was to:

- Inform residents, local businesses, and other stakeholders about the neighbourhood planning process and to invite their participation so that local opinion drove the Plan.
- Ensure that consultation events took place at critical points in the process.
- Engage in a variety of ways to make sure that as wide a range of people as possible were involved and that they could receive information and provide feedback in a way that suits them.
- Ensure that information was readily available and accessible to everyone.
- Make sure that consultation feedback was available as soon as possible after events.



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## Deciding to make a Neighbourhood Plan

In April 2017, 24 new properties were required by the HDC SHLAA 2015 and should be increased by a 20% buffer against any new figures at a later date. In the Spring of 2016 the Parish Council began investigating making a Neighbourhood Plan and Councillors attended meetings, hosted by Harborough District Council at Great Glen to gather the information about the Neighbourhood Planning process and consider if a Plan was necessary.

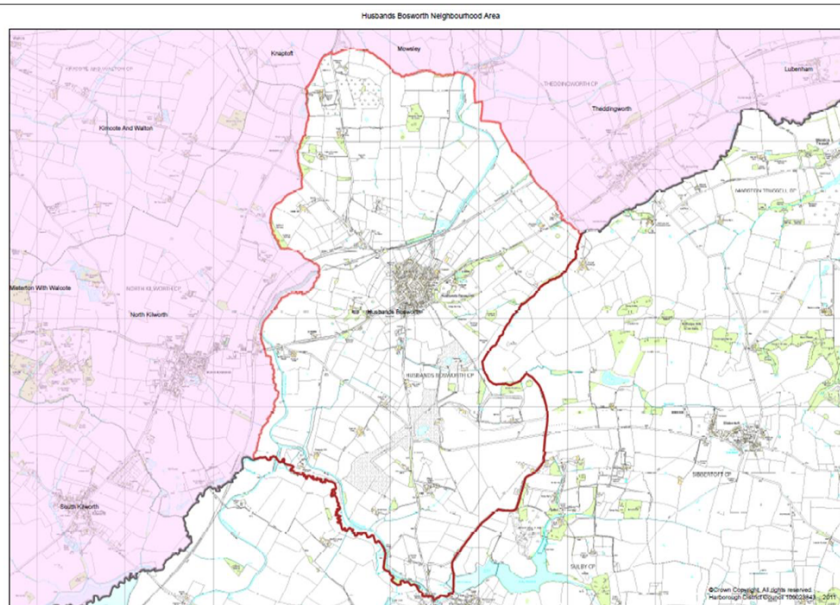
To get the opinions of the residents a public meeting was held on the 23<sup>rd</sup> January 2017, led by YourLocale, a Neighbourhood Planning Consultancy. The meeting was attended by over 80 residents, the majority being in favour on making a Plan.

After further discussion it was agreed that the Council should proceed with preliminary plans to commission a Plan but agreed to further discussion with the community before agreeing to fully designating the project.

After the positive response at the Inaugural Meeting held in February 2017 attended by about 40 residents the Council agreed to embark on a Neighbourhood Plan.

## Defining the Neighbourhood Plan Area

### Husbands Bosworth Neighbourhood Plan Designated Area



The Parish Council applied to the local planning authority in April 2016 for the whole of Husbands Bosworth Parish to be included in the Designated Area. Harborough Council formally designated Husbands Bosworth Parish as Neighbourhood Plan area on the 25<sup>th</sup> April 2017. (Appendix 1)



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### Setting up the Advisory Committee

Husbands Bosworth Plan Advisory Committee (HBAC), was set up as a sub-committee reporting directly to the Parish Council to undertake development of the Plan. Members of the HBAC were appointed by the Parish Council from volunteers who attended the Inaugural Meeting. The HBAC consists of 7 members plus one Parish Councillor. The Parish Council agreed Terms of Reference for the Advisory Committee and they were circulated and agreed by the PC at the AC meeting on 24<sup>th</sup> April 2017. (Appendix 2)

The Parish Council granted the Husbands Bosworth Advisory Committee the authority and autonomy to deliver the Neighbourhood Plan for Husbands Bosworth. (Appendices 3i & 3ii)

The HBAC generally meets monthly and in accordance with Parish Council regulations, these meetings are open meetings, with the agenda available in advance, and draft minutes available one week after the meeting on the Parish Council website. The HBAC has met as a formal committee on the following dates:

24 <sup>th</sup> April 2017.	15 <sup>th</sup> January 2018	4 <sup>th</sup> June 2018
22 <sup>nd</sup> May 2017	5 <sup>th</sup> February 2018	30 <sup>th</sup> July 2018
26 <sup>th</sup> June 2017	26 <sup>th</sup> February 2018	19 <sup>th</sup> November 2018
4 <sup>th</sup> September 2017	27 <sup>th</sup> March 2018	14 <sup>th</sup> January 2019
23 <sup>rd</sup> October 2017	24 <sup>th</sup> April 2018	25 <sup>th</sup> February 2019

All HBAC agendas and minutes are available on the Parish Council website.

### The Advisory Committee Vision for the Neighbourhood Plan (adopted by AC on 4 9 2017)

*"The Advisory Committee of the Husbands Bosworth Neighbourhood Plan seeks to guide the sustainable and controlled development of the community.*

*Husbands Bosworth is a designated Rural Centre and, as such, will be a focus for future development. The commitment, within the Neighbourhood Plan, is to guide this development and ensure that Husbands Bosworth retains its individuality, rural identity and community pride.*

*The Neighbourhood Plan will seek to protect the character, heritage, environmental and visual amenity and encourage a natural mix of housing development, employment opportunities, social and leisure facilities that will ensure the future sustainability and viability of our community."*



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### Financing the Neighbourhood Plan

The Parish Council Clerk also fulfilled the role of Returning Financial Officer for the Advisory Committee. Funding was provided by grants from Locality and The Big Lottery fund. This enabled the Parish Council to recruit YourLocale to support the HBAC as well as a part-time clerk. As well as funding professional support, these monies provided some funds for community consultation and engagement, for example, printing of posters and leaflets. The Parish Council agreed to cover any financial shortfall.

A balance sheet has been available for the HBAC to peruse at the meetings.

### Theme Groups

In October 2017 flyers were posted to all the residents inviting them to volunteer to become a member of a Theme Group (Appendix 4).

On November 27<sup>th</sup> an Inaugural meeting was held for the Theme Group volunteers. These groups were each led by a member of the HBAC and supported by a YourLocale facilitator with expertise in the relevant field. The aim of these groups was to explore in detail the issues that had been raised by villagers at the first consultation event and to collate evidence and identify emerging priorities. Their expertise, local knowledge and commitment was invaluable in making sure that the Plan reflects the particular characteristics of Husbands Bosworth.

The three Theme Groups were:

Housing,      Environment and Heritage,      Community, Economy and Transport

The Groups met regularly over an eight-month period and collated a significant amount of evidence.

### Consultation Methodology

The HBAC aimed to make clear that an essential element of making the Plan was providing opportunities for the Husbands Bosworth Parish residents to engage with the Neighbourhood Plan process.

The aims of the consultation process were to be inclusive and open in the preparation of the Husbands Bosworth Neighbourhood Plan and to ensure that the wider community:

- was kept fully informed of what is being proposed
- was able to make their views known throughout the process
- had opportunities to be actively involved in shaping the emerging plan
- was made aware of how their views informed the draft Neighbourhood Plan
- was consulted at all key stages, as wide a cross- section of the community as possible was engaged and that the results of consultations were made publicly available.



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This was provided in different formats:

- The Parish Council website
- Articles in the Bosworth Bugle community newsletter (Appendix 5)
- Leaflets and fliers
- Notices in all village social hubs
- Banners
- Advisory Committee and Parish Council meetings
- Electronic feedback forms
- Facebook
- Open Events
- Face to face meetings
- The HB school involvement by being invited to design a logo

### Activities:

Date	Activity
April 2016	Parish Council begins investigating the need for a Neighbourhood Plan for Husbands Bosworth and councillors attend meetings to gather information.
January 2017	Public Meeting to explain what would be involved in a Neighbourhood Plan for Husbands Bosworth, advertised in The Bugle.
February 2017	Inaugural meeting for the Neighbourhood Plan.
March 2017	Parish Council formally agrees to proceed with a Neighbourhood Plan for Husbands Bosworth.
April 2017	Council formally signs up to the Terms of Reference and Governance.
April 2017	First Advisory Committee meeting held.
June 2017	HBAC set up a stall at the Bosworth Festival.  Logos completed by HB school

July 2017	<p>Letters/emails sent to Stakeholders and landowners to inform them that HB is embarking on a Neighbourhood Plan and inviting them to the Open Event.</p> <p>Open Drop – In Event (Appendices 6i &amp; 6ii)</p>
October 2017	<p>Neighbourhood Plan stall and display at the Village Conker Day.</p> <p>Fliers and notices updating residents on the NP progress and inviting them to volunteer to be a Theme Group Member (Appendix 4)</p>
November 2017	Inaugural meeting of the Theme Groups.
December 2017	AC begins the process of organising a questionnaire.
March 2018	<p>30 volunteer residents personally distributed and collected on average 30 designated questionnaires to all house-holds (Appendix 7i).</p> <p>Banners (Appendix 7ii), articles in the Bosworth Bugle, the website and notices reminded residents to fill the questionnaires. Survey monkey was an option.</p> <p>A summary of the questionnaire findings is available on the website and paper copies on request. (Appendix 7iii)</p>
June 2018	PC Office opens and Neighbourhood Plan information is displayed
July 2018	PC undertakes a 'land-call'.
August 2018	<p>Theme Groups complete their tasks</p> <p>Draft of HB Neighbourhood Plan commenced.</p>
January 2019	Pre-submission copy of the Plan signed off by AC and presented to PC for approval.
March 2019	<p>Community Engagement Drop-in-open Event.</p> <p>It is advertised on the website, on notices and fliers, delivered to all residents. (Appendix 8i)</p> <p>The purpose of the Open Event which was attended by 56 local residents, was to present the draft policies and potential development sites to the local community and to get feedback from the local community. (Appendix 8ii).</p> <p>An analysis of the event is also available on the website.</p>
March/April 2019	<p>The AC embarked on the 6week (Regulation 14) Consultation process. Emails and letters were sent to stakeholders and landowners. (Appendices 9i &amp; 9ii).</p> <p>The website, notices, articles in the Bugle inform and fliers inform the residents that the Regulation process was now in place and invited them to respond. They could do so on line, by email and by post. (Appendix 9iii)</p>



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### Regulation 14 Consultation

The consultation took place between March 11<sup>th</sup> and April 21<sup>st</sup> 2019. It elicited 12 representations, one from a resident, the others from statutory stakeholders (Appendix 10). The comments referred to, limits to development, conservation areas, safe-guarding wildlife habitats and green spaces, extending the school, future development impacting on traffic and the preservation of the canal environment.

The comments received were collated and after an initial review by YourLocale, there was a meeting to consider the comments and amend the Plan as agreed. The updated version was passed on to the Parish Council for consideration at their June 2019 meeting.

### Conclusion

By involving residents, business owners and other stakeholders at key stages in the development of the Husbands Bosworth Neighbourhood Plan, the Plan is both evidence-based and has been shaped by local opinion, with policies being tested as they have been developed. There has been detailed analysis after each consultation event or questionnaire which has informed the next step in drafting the Plan.