



Tugby & Keythorpe Neighbourhood Plan Consultation Statement



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Introduction

This Consultation Statement for the Tugby and Keythorpe Neighbourhood Plan 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:

- 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 Plan.

Aims of consulting on the Plan

The aim of the 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 informed the plan
- Ensure that consultation events took place at critical points in the process.
- Ensure that as wide a range of people as possible were involved, that they could receive information and could provide feedback in a way that suited them.
- Ensure that information was readily available and accessible to everyone.
- Make sure that consultation feedback was available as soon as possible after events

Background to the consultation - Initiating the Neighbourhood Plan

The whole of the parish was formally designated by HDC for neighbourhood planning purposes on 8 November 2017.

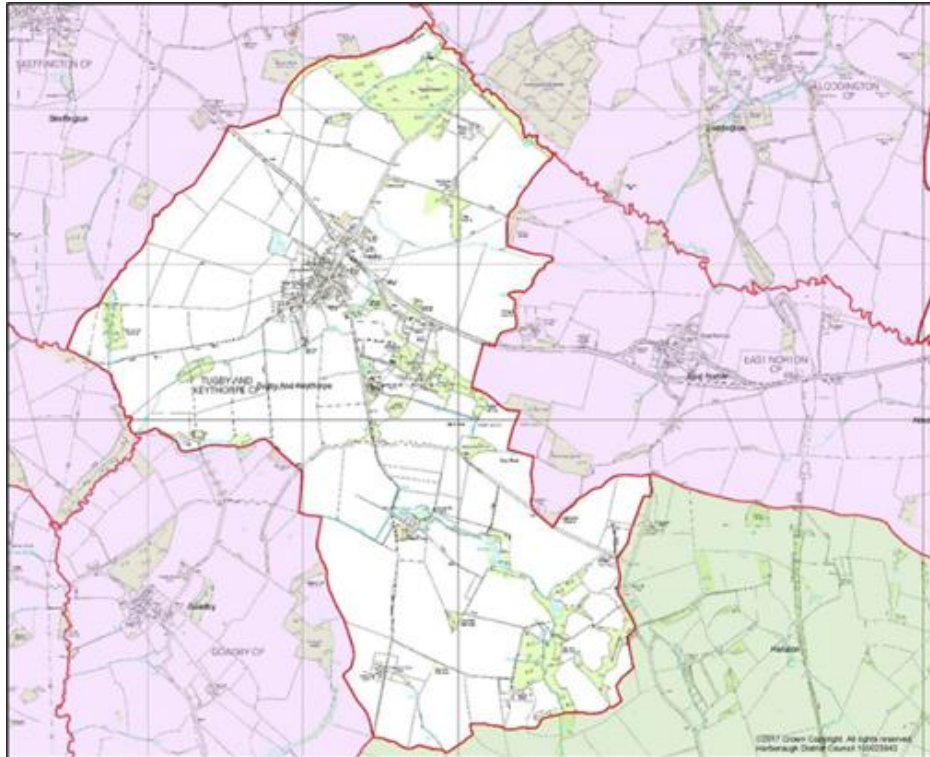


Figure 1 - Parish of Tugby and Keythorpe Designated Area

Tugby and Keythorpe Parish Council took the decision to prepare a neighbourhood plan and established held a kick-off event at the parish church on 17 April 2018 that included a presentation by Matthew Bills, Neighbourhood and Green Spaces Officer for Harborough. The meeting was announced in the Parish newsletter and via the Tugby Together facebook page¹

Following that initial engagement with the local residents a meeting of Parish Councillors and interested residents held in October 2018 and a Neighbourhood Plan Steering Group was established.

The Steering Group originally consisted of:

- | | |
|---------------------------------|--|
| • Chair | Simon Cowan |
| • Vice Chair | Colin Storry |
| • Parish Council representative | Roger Peel |
| • Members | Julie Dawson, Jenny Hines, Alyson Rees, Madeleine Wang |
| • Parish Clerk | Stephen Butt |

Advisory Group Meetings

The Steering Group met regularly and in accordance with Parish Council regulations, due to Covid restrictions meetings post March 2020 were virtual meetings. For all meetings minutes² were taken

¹ See Appendix 1 - Tugby Together notice 11 April 2018

² See Appendix 2 - Minutes of Steering Group Meetings

and agreed minutes available one week after the meeting on the Parish Council website. Meeting dates were as follows.

- 12 October 2018
- 07 November 2018
- 02 January 2019
- 13 February 2019
- 27 March 2019
- 06 May 2019
- 24 October 2019
- 07 January 2020
- 06 July 2020 (Online meeting)
- 05 November 2020 (Online meeting)

Theme Groups

Following an open event held at the Tugby Village hall on 26 June 2019, three Theme groups were formed to manage Neighbourhood Plan policy development with focus on the Environment. Local Amenities and Housing Requirements. Each Theme group was supported by a YourLocale facilitator with expertise in the relevant field. Other members of the community volunteered to participate in the Theme Groups.

The aim of these groups was to explore in detail the issues that had been raised by villagers at the first consultation event held in the parish Church in April 2018 and to collate evidence and identify emerging priorities. Their expertise, local knowledge and commitment was invaluable in making sure that the Plan reflects the requirements of Tugby and Keythorpe and represents the views of the parishioners. They met regularly over the duration of the project, conducted research and collated a significant amount of evidence to that formed the basis of the Neighbourhood Plan policy development. The meeting held by each group are listed below;

Environment Theme Group

- 18 July 2019
- 06 Aug 2019
- 19 Sept 2019
- 14 Oct 2019
- 31 Oct 2019
- 14 Nov 2019
- 02 Dec 2019
- 09 Jan 2020

Housing Theme Group

- 17 July 2019
- 14 October 2019
- 18 November 2019
- 20 January 2020
- 17 February 2020
- 12 March 2020.

- 13 Jul 2020
- 05 Nov 2020

Amenities Theme Group

- 24th October 2019,
- 7th January 2020
- 6th July 2020

Ongoing Communication with Parishioners

A new website page was added to Parish Council website, specifically to provide updates on news and activities associated with the Neighbourhood Plan and give access to copies of relevant documentation and provide links to information on the Neighbourhood Planning process.

Updates of the progress of the Neighbourhood Plan were published in the “Tugby Diary”, the hardcopy Parish magazine delivered to all households in the Parish on a monthly basis.

Prior to the instigation of the three theme groups two community events were advertised³ and held;

- Stall at the School village fete on Saturday 08 June 2019
- Open Event at Tugby Village Hall on Wednesday 26 June 2019

The display that was prepared and presented at these events was then made available in the parish Church⁴.

Funding and Support

Following a selection process during December 2018 and January 2019 YourLocale was appointed to provide professional support to the Advisory Group.

Funding for YourLocale as well as community consultation and engagement, was by the Parish Council and by grants from the Locality.

Consultation – list of people and bodies consulted

The following stakeholders were contacted at the start of the process and again prior to the Regulation 14 Pre-Submission Consultation:

- Leicestershire County Council
- Harborough District Council
- The Coal Authority

³ Appendix 3 - Extract from Tugby Together 20 May 2019

⁴ Appendix 4 - Extract from Tugby Together - Report on School Fair and display in Church

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- Homes and Communities Agency
- Natural England
- The Environmental Agency
- English Heritage
- Historic England
- Network Rail Infrastructure Limited
- Highways Agency
- British Telecommunications Plc
- Open Reach
- East Leicestershire & Rutland CCG
- National Grid
- British Gas Properties
- Severn Trent Water Ltd
- Anglian Water Ltd
- Age UK Leicestershire & Rutland
- Voluntary Action Leicestershire
- CPRE
- Lutterworth Volunteer Centre
- Leicestershire Ethnic Minority Partnership
- Federation of Gypsy Liaison Groups
- Interfaith Forum for Leicestershire
- St Leonards Church, Misterton
- Market Harborough Chamber of Commerce
- Leicestershire Centre for Integrated Living
- Harborough District Disability Access Group
- Leicestershire Police
- Leicestershire Fire and Rescue
- Langton Homes

Local Planning Authority

- Leicestershire County Council, Policy and Community
- Harborough District Council

Adjoining Parishes

- East Norton Parish Council
- Hallaton Parish Council
- Goadby Parish Council
- Rollaston Parish Council
- Skeffington Parish Council
- Loddington and Launde Parish Council

Member of Parliament:

- Alicia Kean, MP

Landowners

On 22 November 2019, letters were sent to local landowners, informing them about the Neighbourhood Plan and inviting them to discuss their intentions for their land⁵. They were also sent a further letter (the same as for the Statutory Stakeholders) prior to the Regulation 14, Pre-Submission Consultation (see appendices). For further information please see the Housing Site Assessment statement.

Summary of findings from the events and questionnaires

By involving residents, business owners and other stakeholders at key stages in the development of the Tugby & Keythorpe 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.

Regulation 14, Pre-Submission Consultation

This consultation took place over a six-week period (November 9th to December 21st 2020). The comments received were collated by the Parish Clerk and after an initial review by YourLocale, the updated the plan was agreed and submitted to the Parish Council for final approval ahead of submission to Harborough District Council. The comments and responses are detailed in Appendix 6.

Conclusion

The draft Neighbourhood Plan is now ready to be submitted to Harborough District Council who will publicise it for a further six weeks and then forward it, with accompanying documents and all representations made during the publicity period, to an Independent Examiner who will review it and check that it meets the 'Basic Conditions'. If the Plan successfully passes this stage, following any modifications, it will be put forward for referendum.

The referendum question will be a straight "yes" or "no" on the entire Plan, as set out by Neighbourhood Planning Regulations. People will not be able to vote for or against

⁵ Appendix 5 Letter to Parish Landowners

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individual policies. If 50% or more of respondents vote for the Plan, it will be brought into force ('Made') and become part of District-wide planning policy.

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

Appendix 1 - Tugby Together Facebook Announcement of
Meeting 11 April 2018

Tugby & Keythorpe Neighbourhood Plan - Consultation Statement



Tugby Together

April 11, 2018 · 🌐

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Tugby & Keythorpe Neighbourhood Planning Evening
Tuesday, 17 Apr 2018 19:30pm in St Thomas Becket Church
Tue, 17 Apr 2018 19:00
Public presentation by Matthew Bills
Harborough District Council (HDC)

Please attend this important presentation. This is your chance to help plan the future development of YOUR Parish. Matthew Bills is Neighbourhood and Green Spaces Officer.

Over the next few years, HDC require a minimum of 15 new houses to be built in the Parish. Because the District Council cannot identify sufficient land for development its planning policies are deemed 'out of date'.

In these circumstances it is very hard for them to turn down planning applications. A Neighbourhood Plan helps identify appropriate and sustainable development. It does not stop development but it helps us regain control and prevent inappropriate development because the Plan, once approved, has statutory force.

Contact:

Roger Peel (PC Chair) or Gail Squire (PC Vice Chair)



Appendix 2 - Minutes of Steering Group Meetings

Appendix 3 - Extract from Tugby Together 20 May 2019



Tugby Together

May 20, 2019 · 3

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Tugby & Keythorpe Neighbourhood Plan dates for you diary
Sat 8th June and Weds 26th June. Read on.....

Neighbourhood Development Planning is now moving into the next phase of our drafting. In order to share the progress to date and to encourage wider participation and input to the details of the Parish Plan two events are planned in the coming weeks.

Firstly we will have a stall at the School fete on Saturday 8th June with a display explaining Neighbourhood Plans and various members of the Advisory Committee will be on hand to answer any questions that you may have and we will be joined by Gary Kirk of Your Local later in the morning.

We will also be holding an open event at 19:00 on Wednesday 26th June in the Village Hall where the Neighbourhood Development Parish Advisory Committee and the Your Local team will be in attendance. At the event we will be inviting interested parishioners to join us to form a number of theme groups to undertake the gathering of evidence, devising and drafting our policies.

We hope we will see you at one, or hopefully both events, however if you are unable to make those dates but feel you would like more details or could help or contribute to the plan please contact any of the Advisory Committee and you can find details at <https://tugby-keythorpe-neighbourhood-plan.webnode.com/...>





Tugby Together

June 26, 2019 · 🌐



Neighbourhood Plan consultation in the village hall-YOUR CHANCE TO HAVE A REAL SAY! 7:30pm
26th June
THIS EVENING



Appendix 4 - Extract from Tugby Together - Report on School Fair and display in Church

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Tugby Together

June 9, 2019 · 🌐

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Consultation at Tugby School Fair

The Neighbourhood Plan Steering Group and Your Locale attended Tugby school Fair yesterday, (8th June) to display and explain the Neighbourhood Plan development process. It was great to talk to so many attendees. Thank you for taking the time to read the information and sign up for the focus groups which are being held on for 7:30 26th June.

The display is now in church - open every day from 9 until 4pm. Do visit and sign up for focus groups or just join us in the village hall on the day.



Appendix 5 - Letter to Landowners 22 November 2019

TUGBY PARISH COUNCIL

22 November 2019

Dear Tugby & Keythorpe stakeholders,

As you know a Neighbourhood Plan is currently being created by Tugby & Keythorpe Parish Council in conjunction with the residents of the Parish. The Neighbourhood Plan will define planning policies for our Parish that will shape the future development over the next 12 years. When the Neighbourhood Plan has been adopted by the District Council it will be the material consideration for any future planning application submitted in the Parish. It is very important that the contents of the Neighbourhood Plan incorporate the collective wishes and aspirations of the residents and stakeholders of Tugby & Keythorpe.

We are now writing to you on behalf of the Housing Theme Group which is formulating the policies that will be applied for future housing development within the Parish. These policies will consider housing need, development sites, size of units, the housing mix, the tenure types and appearance of housing as well as how such development can satisfy our obligations under District Council and National planning strategies. They must do this in a manner that best accommodates the wishes of parish residents and meets the policies drafted by the other two Neighbourhood Plan theme groups.

The main points of the housing consultation to date are:

- any new housing should be sympathetic to the village
- housing is currently very expensive to buy and rent.
- if new housing is to be built, then it should include affordable housing, a range of 2 and 3 bed houses and properties for older people such as bungalows

As part of the Neighbourhood Plan we now need to identify land in Tugby & Keythorpe which could potentially be suitable for building new dwellings. If Parish residents and stakeholders collectively identify possible housing sites that are acceptable to local people then it will help us retain our village identity and give direction on what housing is built rather than having it imposed on us.

We are therefore writing to ask if you own or represent someone who owns land in Tugby & Keythorpe Parish which you think might be suitable for building new homes. Please note that this is only an information gathering exercise at this point. Our aim is to understand each landowner's preferences and we are not looking to support or deny any development proposals at this stage. We aim to compile a comprehensive list of all areas of land that may be suitable to meet the housing needs of the Plan and assess the sustainable development potential by ranking these sites.

We need to identify proposed sites in the Neighbourhood Plan. Please note that at present there is no obligation or requirement to build on any identified sites, and identifying a possible site does not infer that it would successfully achieve planning approval. It is a first step in the process we need to identify potential sites that land owners are willing to develop for housing within Tugby & Keythorpe Parish.

Please complete the questionnaire, which can be obtained from Roger Peel by email, and return it to him by email at chairmanrog4@btinternet.com along with a plan of the land concerned by 6th January 2020.

Yours sincerely,

Roger Peel
Chair Parish Council

Simon Cowan
Chair NP Advisory Group

Tugby & Keythorpe Parish Neighbourhood Plan Advisory Group – Housing Theme Group

Appendix 6 - Pre-submission consultation comments and response