



# **LOXLEY PARISH**

## **NEIGHBOURHOOD DEVELOPMENT PLAN**

— COMMUNITY GUIDING GROWTH —

2011 - 2031

## **CONSULTATION STATEMENT**

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## **1.0 Introduction**

This Consultation Statement has been prepared in support of Loxley Parish Council's submission of its Neighbourhood Development Plan (NDP) to the Local Planning Authority (LPA). It has been prepared with the aim of fulfilling the legal obligations of the Neighbourhood Planning Regulations 2012, which are set out below.

### **Legislative Basis**

Section 15 (2) of Part 5 of the Regulations sets out that a Consultation Statement should be a document containing the following:

- a) Details of the persons and bodies who were consulted about the proposed NDP
- b) Explanation of how they were consulted
- c) Summary of the main issues and concerns raised by those consulted
- d) Description of how these issues and concerns were considered and, where relevant, addressed in the proposed neighbourhood development plan.

An extensive level of consultation, both with the community and statutory bodies, has been undertaken by the Loxley Neighbourhood Plan Steering Group (SG) and the Parish Council, the details of which are set out below.

The submission plan includes:

- Details of householder questionnaires and results
- Details of public consultation events and responses
- Details of local engagement and communication throughout the development of the Neighbourhood Plan
- Details of the consultation on the Neighbourhood Plan, responses and how these have been addressed in the final submission version of the plan.

The Loxley NDP takes into account representations received to both the formal consultations and comments from the public and other stakeholders.

## **2.0 Background**

The community of Loxley has a strong tradition of taking decision making into its own hands. In 2005, the residents of Loxley developed a Loxley Parish Plan followed by a Village Design Statement in 2006. Both of these documents were drafted by groups of residents following extensive consultation and public meetings.

The Village Design Statement is a Supplementary Planning Guidance note and details the character, settlement patterns, buildings and open spaces as well as laying out Design Guidelines. The Parish Plan of 2005 set out a vision for the future development of the community and how that might be achieved. It consolidated and documented the information obtained from the Community Questionnaire of 2005 and laid out opportunities and threats to the community. It also set out a short and long-term action plan covering facilities, infrastructure, environment and development.

## Loxley NDP - Consultation Statement

As a result of the Localism Act 2012 the decision was taken by the Parish Council in December 2014 to initiate the production of a community led Neighbourhood Plan. The Loxley NDP is the culmination of over three years work by the Loxley NDP Steering Group (SG), Parish Council, local residents and local organisations.

The NDP for Loxley that has been prepared by the Working Group and adopted by LPC builds on the guidelines and recommendations of the previous plans, adding updates and new elements based on community consultation. It is based on an extensive evidence base including consultation with the community, local surveys of residents, discussions with key stakeholders and on-going engagement with the local community.

The NDP contains the vision for Loxley that was developed through consultation with the local community and key stakeholders, and sets out clear planning policies to realise this vision. This NDP is in conformity with the strategic direction of the Core Strategy as documented in the Basic Conditions Statement. It allows the village to develop through steady but moderate growth, meeting the housing needs of the community while at the same time preserving the importance of the special landscape area, rural landscape and numerous heritage assets. It also considers the infrastructure needed to support such growth.

### **Key milestones – the first 18 months**

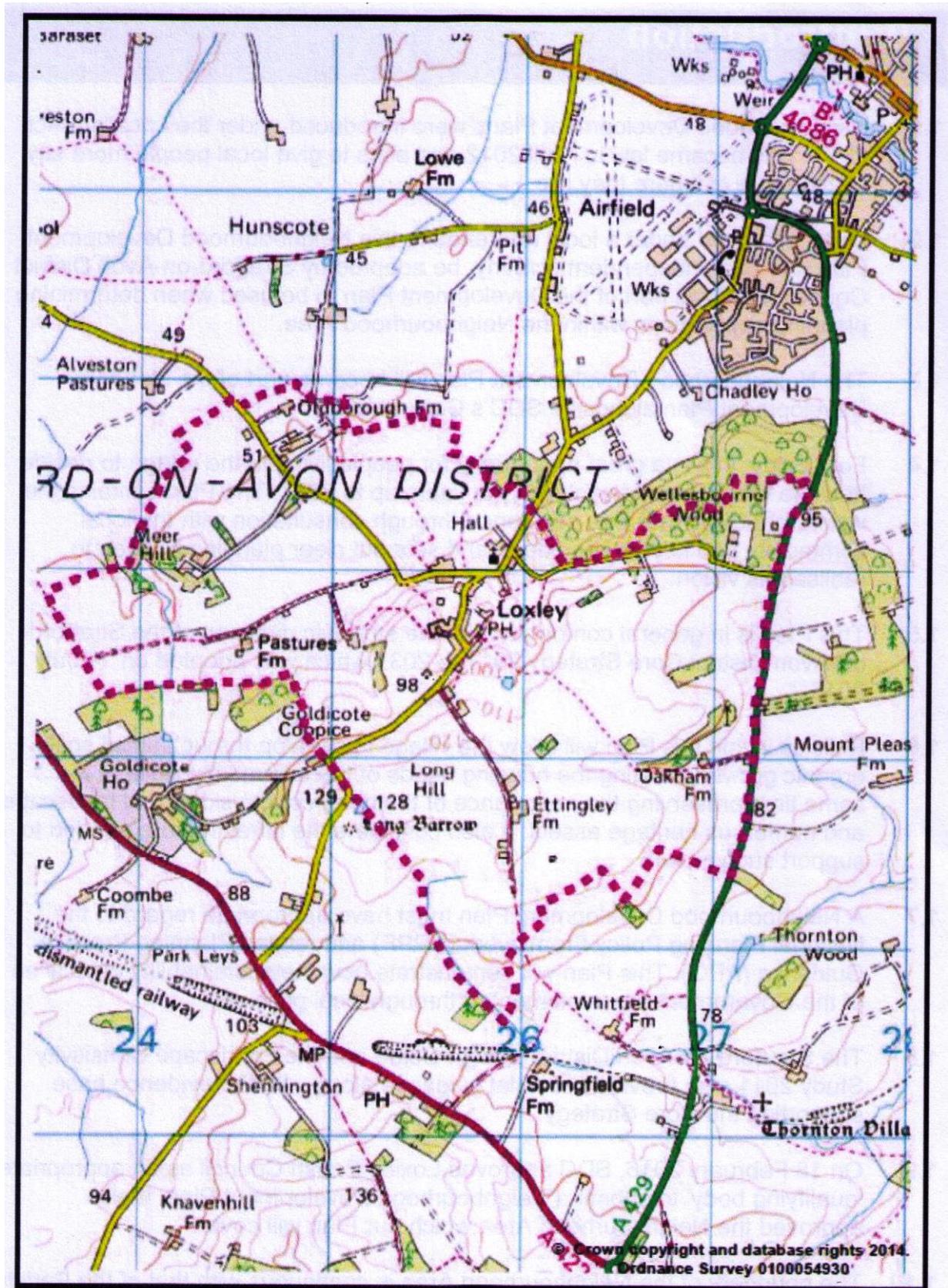
A small resident group initially acted as a catalyst drawing together a small group of residents to examine feasibility issues, establish whether there was sufficient local support and inviting speakers from other NDP areas.

Key milestones in the first 18 months of the project included:

- Letter of invitation to establish interest in setting up a working group - December 2014
- Initial feasibility assessment prepared by an informal group of residents – March 2015
- NDP steering Group established, local leaders appointed and first Steering Group meeting held on 21<sup>st</sup> September 2015
- NDP elect joint Chairs at meeting - 12<sup>th</sup> October 2015
- Regular meetings of the NDP Group held from September 2015 to June 2018
- LPC approve submission of Neighbourhood Plan Application Area – 7<sup>th</sup> December 2015
- Public meeting at the Fox Inn attended by 75 residents – held on 22<sup>nd</sup> February 2016
- SDC Stratford-on-Avon District Council approved the Neighbourhood Area – March 2016 (see map overleaf)
- Community household survey – delivered to households in May 2016
- Public meeting to discuss results – July 2016

Key pre-plan activities and consultations are detailed further in the following section.

### Map of Neighbourhood Area



### **3.0 Pre Plan Activities and Consultations**

A letter of invitation to establish interest in setting up a NDP working group was sent by the Chair of the Parish Council to every resident in the Parish in December 2014. In 2015 informal arrangements morphed into a formal NDP Steering Group established to oversee the production of a NDP for Loxley under the aegis of the Parish Council.

The SG comprised three Parish Councillors and seven to twelve resident volunteers. Although there were some changes in participants, there were at all times typically ten to twelve members in the group. The group initially appointed three joint chairs, one of whom later took on the role of secretary. Also appointed were a project manager and in due course a treasurer. During 2017 following interviews of shortlisted candidates, an independent planning consultant, Neil Pearce of Avon Planning Services, was appointed by the Group to advise and guide the group in their activities. In doing this, it was agreed that he would take over the role of project manager.

Funding of £11,282 was obtained through grants from Groundwork UK. This funding was used to pay the consultant's fees, public meeting and consultation expenses as well as printing and publishing costs. This funding was held and administered by the Parish Council on behalf of the working group.

The SG met regularly, typically once or sometimes twice a month to work on the plan activities. All meetings were open to the public. Additional discussions were held at Parish Council meetings to which the public were also invited.

#### **3.1 Questionnaires – devising the community survey**

The SG created a number of questionnaires and feedback forms during 2016 and 2017 to gather the views of those that live, work and use the facilities in the Neighbourhood Plan Area.

- A public meeting was held on the 22nd February 2016 attended by 75 residents in the Fox Inn to highlight issues and concerns with a view to devising the questionnaire. The minutes of this meeting are detailed on the parish website.
- At the start of May 2016, a residents' questionnaire was delivered to all households in the Neighbourhood Area for completion by the end of May 2016. The questionnaire was advertised on the village website and noticeboard
- Some 150 questionnaires were delivered and a total of 91 (61%) completed responses received
- Responses were reviewed and initial findings were shared with the public at a public meeting held on the 11th July 2016.

A copy of the questionnaire and a summary of the responses can be found in Appendix 1.

#### **3.2 Housing & Site Assessments**

Loxley is a Category 4 Local Service Village, although it only just qualifies. All of the village south of the Stratford Road is in a Special Landscape Area (SLA). There is no brownfield land and limited opportunities for infilling.

A sub-group undertook a comprehensive and without prejudice review of ALL potential sites within the Neighbourhood Plan Area, including those brought forward during the 'Call for Sites'. The sub-group – in consultation with the consultant – identified a range of criteria upon which to assess each site.

Each site (A to N) was evaluated against these criteria in a matrix. The independent consultant who was appointed in February 2017 undertook a detailed Site Assessment for ALL of the identified sites within the Plan Area. The results of the consultants review were tabulated in a revised matrix. Reports were also obtained from WCC Highways Authority on the access and safety of each of the sites.

Using the revised matrix and the reports from the Highways Authority, a full analysis of all sites (July 2017) including a shortlist of developable sites was produced and these initial results were shared with the neighbourhood during public meetings in November/December 2017.

### **3.3 Public Consultation Events – engaging the community**

Throughout the process of creating the NDP, a number of public meetings and consultation events were held to inform the public and interested parties of progress and seek their views and opinions. These responses were taken into consideration by the SG during the preparation of the draft plan. All events were either held in the Fox Inn, Loxley, or Loxley Primary School.

#### **Monday 22nd February 2016 – Initial Public Consultation Event**

- 75 people attended
- Explanation of the purpose of an NDP and key issues by co-chair of the steering group followed by chair of Parish Council and Ward Member, Cllr. Philip Seccombe
- Practical activity engaging residents in their thoughts about a NDP for Loxley
- Next steps including plans for a community questionnaire based on the outcome of the initial public consultation
- Questions and discussion

#### **Monday 11th July 2016 – Public Consultation Event 2**

- 39 people attended
- Presentation of the results of the community questionnaire
- Q and A plus discussion
- Next steps

#### **30th January 2017 – Public Consultation Event 3**

- 35 people attended
- Update on the progress of the NDP
- Reminder of key points arising from questionnaire
- Call for possible sites for development
- Next steps including the appointment of a professional planning consultant

#### **4th February 2017 - Public Consultation Event 4**

- 12 people attended the drop-in session at the School
- Opportunity to study the policies and the sites allocation process and to provide feedback

### **29th November 2017 and 2nd December 2017 - Public Meetings 5, 6 and 7**

- 3 identical meetings: two on the 29th November attended by 25 and 16 residents and one meeting on Saturday 2nd December attended by 14 residents
- Formal presentation on the background and scope of the draft NDP
- Presentation of the latest draft policies and maps showing all the sites that had been reviewed along with the matrix of the site assessments
- Explanation of the rationale for the recommendations in the draft NDP
- Questions and discussion
- Opportunity to provide written feedback on the draft NDP

Appendix 1 contains details of the various Open Days, presentation material, responses and analysis of responses.

### **30th May 2018 – Public meeting**

Additionally, a Consultation Event was held in the school hall on 30th May 2018 to give all interested parties the opportunity to review the plan, all supporting evidence and discuss the plan with members of the Parish Council.

This event was attended by approximately 40 members of the public.

## **4.0 Pre-Submission Loxley NDP Regulation 14 Consultation**

### **Regulation 14 consultation**

The official six week public consultation period on the Pre-Submission Loxley NDP ran from Thursday 24th May 2018 to 5th July 2018.

A copy of the plan was put on the village website and hard copies of the Plan were made available to residents who wished for one. A letter explaining the consultation with a response form on the reverse was delivered to every household in the Neighbourhood Area.

### **Changes to the Plan**

Following the Regulation 14 comments, the Plan was revised with two sites withdrawn from the Plan.

Given the significance of the changes involved, a further consultation period was held on the revised Plan. This period ran from 15<sup>th</sup> November 2018 to 10<sup>th</sup> January 2019 and invited comments on those specific aspects of the Plan that had been amended, namely the removal of two sites (land previously identified to the south of Home Farm Drive and land to the rear of Box Tree Cottage), plus the addition of a new policy regarding flooding.

### **Regulation 14 consultations**

Appendix 2 (first Regulation 14 consultation May to July) and 2A (second Regulation 14 consultation 15<sup>th</sup> November 2018 to 10<sup>th</sup> January 2019), contain details of the consultation on the Pre-Submission NDP, including the consultation event, presentation material, responses and analysis of responses to both consultation periods.

## 5.0 Consultation Statement

The Pre-Submission Loxley Neighbourhood Development Plan was published in early May 2018. It was made available on the Loxley Village website [www.loxleyvillage.com](http://www.loxleyvillage.com) Hard copies were available on request and were distributed at Meetings.

### Details of key publicity and events

Method	Target Group	Event	Location	Date
Posters	All residents	Meetings, Open Days & Consultation Period	Village Notice Board & Delivered to houses	
Articles in Grapevine Magazine	All residents	Updates on progress and announcing Consultation period	Delivered to all households	
Notices & Reports on Village Website	All residents	Steering Group Meetings notices & minutes. Dates of Open Days. All Consultation documents		
Public Events	All residents	Consultation Evening	The Fox	22 February 2016
		Consultation Evening	The Fox	11 July 2016
		Consultation Evening	The Fox	30 January 2017
		Open Day	The School	04 February 2017
		Open Day	The School	29 November 2017
		Open Day	The School	02 December 2017
		Parish Annual Meeting	The School	16 May 2018
		Consultation Event	The School	30 May 2018
Questionnaire	Households	Households Questionnaire		Spring 2016
	Households	Consultation Questionnaire		May/July 2018
Steering Group Meetings	All residents	Public attendance. Minutes published on village website		As advised on Village Website
Local Press	All residents	Publicity at beginning. Notification of Formal Consultation	Stratford Herald	19 January 2016 & 24 May 2018
		Notification re 2nd Consultation	Stratford Herald	15th November 2018

## 6.0 Conclusion

This Loxley NDP Plan Consultation Statement and its appendices are considered to comply with Section 15(2) of Part 5 of the 2012 Neighbourhood Planning Regulations.

## Loxley NDP - Consultation Statement

- Appendix 1 – Details of pre-plan consultations, including questionnaires, public consultation events and responses
- Appendix 2 – Summary of six week consultation on Pre-Submission Loxley NDP
- Appendix 2A – Summary of second Consultation
- Appendix 3 – Pre-Submission Loxley NDP, May 2018
- Appendix 4 – Submission Document, October 2018 (superseded).

All appendices plus other key documents and minutes – including those of the Parish Council where decisions pertaining to the NDP have been made - are available on the Parish Council website, [www.loxleyvillage.com](http://www.loxleyvillage.com)

Responses were also invited from the LPA, Stratford District Council, and other statutory consultees.

All feedback has been given full consideration by the Parish Council and, wherever possible, relevant and appropriate changes have been made to the Plan prior to submission to the LPA. Elsewhere, in the response justification has been provided in respect of those planning points raised which have not been acted upon and the rationale for this.