

Broadwas & Cotheridge Neighbourhood Development Plan

Consultation Statement – January 2019

Issue 1.2

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1. Introduction

- a. The Neighbourhood Planning (General) Regulations 2012 (Localism Act 2011) require a Consultation Statement to set out the consultations undertaken for the NDP.
- b. Part 5 Paragraph 15 (2) of The Neighbourhood Planning (General) Regulations 2012, defines a Consultation Statement as a document which includes:
 - i. details of the persons and bodies who were consulted about the proposed NDP.
 - ii. a description of how they were consulted
 - iii. a summary of the main issues and concerns raised by the persons consulted
 - iv. a description of how these issues and concerns have been considered and, if appropriate, addressed in the proposed plan. (PLEASE NOTE: public and stakeholder input was taken into account throughout the development of the plan. Specific examples of where and when this has happened are highlighted in the timeline below with relevant extracts from, or references to, steering group minutes. For the sake of brevity, not all instances are listed, but are available by searching the full set of minutes on the NDP website [here](#).)
- c. Guidance from Department for Communities and Local Government (10 Sept 2013) states that: *'the Consultation Statement submitted with the draft Neighbourhood Plan should reveal the quality and effectiveness of the consultation that has informed the Plan proposals.'*
- d. This Statement sets out details of all consultation and engagement activity. It lists how the local community and other stakeholders have been involved and how their input has informed the development of the Plan.
- e. The aim of the consultations in Broadwas & Cotheridge parishes has been to ensure the widest possible understanding of the purpose and content of the Neighbourhood Plan, and to ensure that every resident and stakeholder had the opportunity to contribute to the development of the Plan.
- f. This Statement demonstrates that there has been extensive community and stakeholder engagement and consultation throughout the process. There is evidence available to support all the statements regarding consultation summarised below.
- g. The community and stakeholders were kept informed and engaged via a range of mediums which are laid out in the Timeline below. These included an NDP website, the Footprints (parish magazine), parish council updates, notice boards, three 'Drop In' events at the Village Hall for people to come and chat about the Plan, and leafleting each property. Steering Group Meetings were also open to the public to attend and these can be viewed [here](#). This link also includes other communications such as Footprints articles, press releases and parish council updates.

2. Broadwas & Cotheridge NDP Consultation Timeline

1	16 th May. 2016	Application for NDP designation made.
	Parish Council	
2	20 th June 2016	Designation approved
	Malvern Hills DC	
3	14 th Nov. 2016	Presentation given by NDP Consultants, Data Orchard, on the purpose and process of Neighbourhood Planning. The Council agreed to proceed with the consultant, and a small steering group was formed.
	Parish Council	
4	10 th Mar. 2017	First full meeting of the steering group to agree Terms of Reference and establish a Project Plan. The group also committed to an early public drop-in event to explain the NDP purpose and process and to obtain feedback on relevant issues. This feedback would then be used to inform a questionnaire for all adults in the parishes.
	Steering Group Mtg.	
5	10 th Apr. & 8 th May 2017	<p>Further work on grant application and preparation of maps and information boards for public drop-in event.</p> <p>Publicity for the event was by posters placed in the 5 village noticeboards and by articles in Footprints.</p> <p>The magazine, Footprints, is free and is delivered to all households within Broadwas & Cotheridge and surrounding area.</p> <p>Item 4 of the Full listing of communications can be found here</p>
	Steering Group Mtg.	



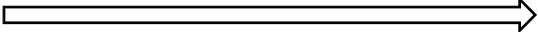
6	20th May 2017	<p>The Launch Day drop-in event presentation material can be viewed by clicking here.</p> <p>A Report on the responses received can be viewed here.</p>	<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Broadwas and Cotheridge May 2017</p>  <p style="text-align: center;">Welcome to the launch of our Neighbourhood Plan</p> </div>
	Public Launch Event		

7	6th June 2017	<p>Review of Launch Event Feedback and commencement of drafting questionnaires, and publicity for the proposed Survey can be found in the Complied Communications here.</p>	<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"><u>Neighbourhood Plan</u></p> <p>Recently the parish was threatened by a possible housing development that many residents did not want. In order to strengthen the parish we need to know what you want for the future. To this end a survey will be coming to each person in the first two weeks of July to help us prepare a Neighbourhood Plan for Broadwas & Cotheridge. The questions will cover such topics as; the Environment, Housing, Economy, Community Facilities, Infrastructure and Traffic & Transport.</p> <p>Please take a few minutes to complete the survey and return it. Don't leave it to others – have your say in helping to develop a plan for the future of the parish of Broadwas and Cotheridge.</p> </div>
	Steering Group Mtg.		

8	July 2017	<p>A questionnaire was posted to all households in the 2 parishes in early July. The instructions included the option of households requesting additional copies. The questionnaires were collected in late July/early August by Data Orchard (consultancy) staff who visited every household in the 2 parishes, more than once if necessary. If no-one was in a card was left explaining options for their return.</p> <p>A further reminder was published in the Footprints magazine in early September with an extended deadline of 15th September for returns</p>	<div style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Dear Resident</p> <p>I tried calling today to collect your completed resident's questionnaire, but unfortunately you were not in. I plan to call again on _____</p> <p>If you think you may not be in, please leave your complete questionnaire inside the sealed envelope and the plastic sleeve provided with the questionnaire outside by your front door.</p> <p>If you can't find your questionnaire and need another copy please get in contact with one of the members of the steering group:</p> <p>Jeff Guest – 07860 271976, Eric Dale – 01905 333256 or Robert Pearce – 01886 821959.</p> <p style="text-align: right;">THANK YOU.</p> </div> <div style="width: 35%; border: 1px solid black; padding: 5px; text-align: center;"> <p>Broadwas and Cotheridge Neighbourhood Development Plan Residents Questionnaire – July 2017</p> </div> </div> </div>
	Questionnaire Distribution and Collection		
9	October 2017	<p>There were 208 responses from residents aged 16 years and over, which represents 45 per cent of those aged 16 and over in the population (462 residents at the 2011 Census). The Questionnaire can be viewed here.</p> <p>The main Results Analysis Report can be viewed here.</p> <p>There were also a series of reports based on the free text feedback from the questionnaire. These can be viewed as shown below:-</p> <p>Vision Statement</p> <p>Environment</p> <p>Housing</p> <p>Economy Section</p> <p>Community Facilities</p> <p>Infrastructure</p> <p>Any Other Comments</p> <p>An update was published in the October edition of Footprints, giving the overall return rate and thanking people who had responded.</p>	
	Questionnaire Results		
10	4th Oct. 2017	<p>Review of interim Questionnaire results and drafting of Vision Statement based on results of Question 1 in the Questionnaire.</p>	
	Steering Group Mtg.		

11	27 th Oct. & 1 st Nov. 2017	Policy development commenced using feedback from questionnaires, including draft housing development and settlement boundary policies.
	Steering Group Meetings	
12	5 th Jan.2018	A Vision Statement and a set of Objectives were published in the first draft of the plan and previewed by the members of the Parish Council.
	Communication	
13	15th Feb. 2018	<p>Press Release produced providing an update on progress and inviting public to view a rough draft of the plan and offer feedback. The statement also notified parishioners that the April meeting of the Parish Council would include an information sharing slot regarding the draft plan. This was published in Footprints as shown below:-</p> <p><i>Press Release for 15th February</i></p> <p><i>Neighbourhood Plan Update</i></p> <p><i>Thank you for your patience in waiting for the proposed Neighbour Plan for Broadwas & Cotheridge. The current timetable is as follows; a raw draft of the plan will be available for you to study in mid-March. To reduce costs the draft will be available in electronic form (as a PDF file). If you would like a copy, please register your email address with me. (ERIC.DALE.QMT@BTINTERNET.COM). You will also be able to feedback your views on the initial draft to the same address. On April 9th at the monthly Parish Council meeting, starting at 7:00 pm, there will be an opportunity to share information. The next stage will be to make any revisions and updates. Following on from that point there will be further public consultation meetings as we hone the proposed document.</i></p> <p><i>The draft plan will be submitted to MHDC planning authority, which will check that proper procedures have been followed in its preparation and that any necessary assessments accompany the plan. Following a period of publicity, the local planning authority will arrange for an independent examination. It will also organise the public referendum, subject to the plan meeting legal requirements.</i></p> <p><i>YOUR VIEWS ARE IMPORTANT.</i></p>
	Communication	
14	9 th Apr. 2018	A presentation of the draft NDP was given with the opportunity for the public and councillors to ask questions and make comments.
	Parish Council Mtg.	

15	25th Apr. & 18th July 2018	The meeting was attended by the senior planning officer at Malvern Hill DC, Data Orchard (NDP consultants) and members of the NDP Steering Group. Draft policies were discussed, including development boundary options, and amendments agreed, including finalisation of maps. Regulation 14 arrangements were also discussed and progressed along with the impact of the recent housing needs survey.
	Meetings with District Council	

16	23rd Aug. 2018	Finalising of all documentation and communications related to Regulation 14, including: - <ul style="list-style-type: none"> • press releases • list of statutory consultees and other interested parties • leafleting every household • arrangements for drop-in public consultations on 1st, 3rd and 4th October, where the public could see hard copies of all of the Reg. 14 documentation and discuss their content. 		<div style="border: 1px solid black; padding: 5px;"> <p align="center">BROADWAS & COTHERIDGE NEIGHBOURHOOD PLAN</p> <p align="center">Consultation on Draft Plan</p> <p>The South Worcestershire Development Plan (SWDP), prepared by Malvern Hills District Council, Wychavon District Council and Worcester City Council, allows parishes to create their own Development Plans. A Local Steering Group comprising a number of Parish Councillors has prepared a draft plan for Broadwas & Cotheridge about the future sustainability of the parishes.</p> <p>The Local Steering Group has tried hard to reflect the views and aspirations of the 2 parishes expressed through drop-in events and questionnaires.</p> <p>Currently the draft plan proposes:</p> <ul style="list-style-type: none"> • Defining the development boundary for future development • Defining the open countryside beyond it. • The designation of local green spaces and recreational green spaces • The protection of important views from within the parishes • A design guide for new development • Standards for existing and new employment sites • The identification, protection and enhancement of community facilities • Standards for renewable energy schemes • The prioritising of developer contributions for parish improvements <p>You are invited to comment on the Plan which is available on line at https://www.broadwas-cotheridge.com/ Paper copies are also available by contacting: Robert Pearce on 01886 821959</p> <p>The Parish Council is also holding drop-in events at the Village Hall between 6:00pm and 8:30 pm on Monday 1st, Wednesday 3rd and Thursday 4th of October 2018, where you can discuss the draft plan with members of steering group.</p> <p align="center">The six-week Consultation on the Draft Plan commences at 8.00 am, on Monday 17th September 2018 and ends at 12.00 noon on Monday 29th October 2018.</p> <p align="center">All comments must be received by 12.00 noon on Monday 29th October 2018</p> </div>
	Steering Group Mtg.			

17	Sep./Oct. 2018	Dedicated NDP website launched containing all previous NDP minutes, and all documentation associated with the development of the Plan. Leaflet publicising Reg 14 delivered to all households, press release and 2 articles issued in Footprints regarding Reg.14.
	Communications	

18	17th Sep. 2018	Regulation 14 statutory consultation opens and closes on 29 th October.
	Regulation 14	
19	2nd, 7th, 22nd and 26th Nov. 2018	Four meetings held to review and respond to all representations received, amend the draft plan and prepare documentation for Regulation 15 submission of final plan.
	Steering Group Meetings	
20	14th January	Submission version of Broadwas & Cotheridge NDP approved in January Parish Council Meeting
	Parish Council Meeting	MHDC to advised of formal submission before 24 th January 2019

[Section 3](#)

Broadwas & Cotheridge Neighbourhood Development Plan

Schedules of Representations in response to Revised Draft Plan (Regulation 14 Stage), January 2018

These can be viewed on-line [here](#)

Section 4. List of responses to representations made to Regulation 14 Draft Plan

These can be viewed [here.](#)

Appendix A. List of Regulation 14 Consultees

Broadwas & Cotheridge – Draft Reg. 14 mailing list.

Statutory Consultees	Other Consultees
Local Planning Authority County Council Parish Council who is in or adjoins area Coal Authority Homes and Communities Agency Natural England Environment Agency English Heritage Network Rail Highways Agency	Primary Care Trust Electric providers, gas providers water and sewage providers Voluntary bodies active in the area Bodies representing interests of: business, racial, ethnic or national groups, religious groups, disability groups.

Consultee:-
Act on Energy
Alfrick & Lusley Parish Council
British Horse Society
CAMRA (Campaign for Real Ale)
Churches Together in Worcestershire
Community First
Council for British Archaeology West Midlands
Ward Councillors:-
D. Chambers (Broadheath Ward)
D. Goodwin (Broadheath Ward)
B. Williams (Martley Ward)
County Councillor Phillip Grove
Coal Authority
County Land and Business Association
CPRE

CPRE Campaign for the Protection of Rural England, Worcestershire Branch
DIAL South Worcestershire
English Heritage
Environment Agency
Federation of Small Businesses Herefordshire and Worcestershire
Forestry Commission
Fortis Living
Harriet Baldwin (MP)
Heart of Worcestershire College
Herefordshire & Worcestershire Chamber of Commerce
Herefordshire & Worcestershire Fire and Rescue Service
Herefordshire & Worcestershire Earth Heritage Trust
Highways Agency
Historic Buildings and Monuments Commission for England
Home Builders Federation
Homes and Communities Agency
Local Organisations:
Broadwas Sports Association
Knightwick Surgery
Broadwas Primary School
Chantry School Martley
Laylocks Nurseries
Elgar Coaches
GHS Ltd
Royal Oak Broadwas
Kenswick & Wichenford Parish Council
Knightwick & Doddenham Parish Council
Leigh and Bransford Parish Council
Lower Broadheath Parish Council
Malvern Hills AONB

Malvern Hills District Council
Martley Parish Council
National Federation of Gypsy Liaison Groups
National Grid
National Trust
Natural England-sustainable development consultation team
Network Rail Infrastructure Limited
NFU
NHS South Worcestershire Clinical Commissioning Group
Npower
Planning Aid England
Police and Crime Commissioner John Campion
Ramblers Association
Renewable UK
Rushwick Parish Council
RWE Npower Renewables Limited
Severn Trent Water
Sport England
Sustrans
Teme Valley Wildlife
The Society for the Protection of Ancient Buildings
West Mercia Constabulary Police HQ
West Midlands Ambulance Service NHS Foundation Trust
West Midlands HARP Planning Consultation
Western Power Distribution
Woodland Trust
Worcester City Council
Worcester Diocesan Advisory Committee Church Buildings Team
Worcestershire Archive and Archaeology Service
Worcestershire Biological Records Centre

Worcestershire County Association of Local Councils
Worcestershire County Council
Worcestershire County Council Ecology Service
Worcestershire County Council Mobile Libraries
Worcestershire Federation of Young Farmers' Clubs
Worcestershire LEP
Worcestershire Scouts
Worcestershire Wildlife Trust-Steve Bloomfield
Wychavon District Council