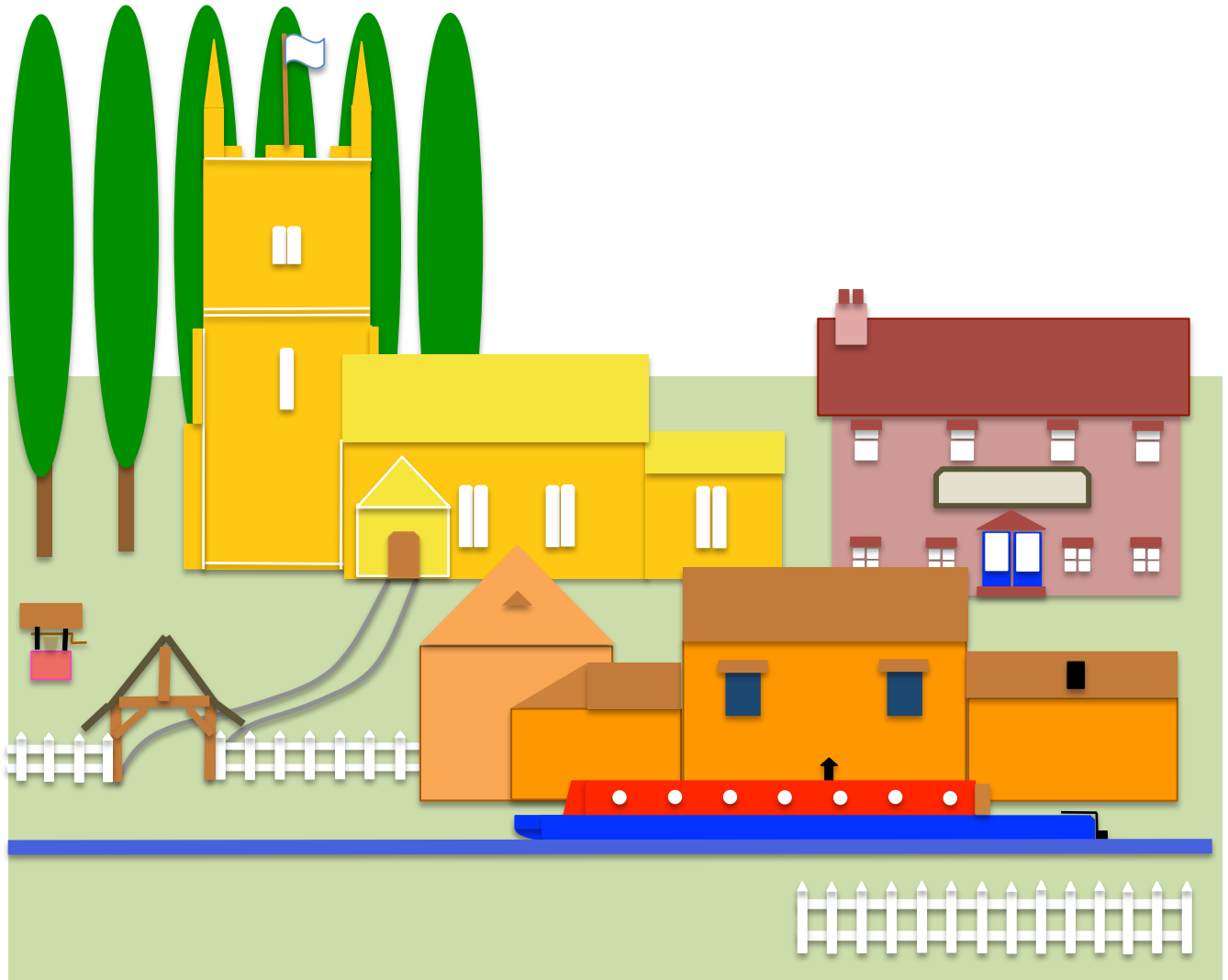


Clarborough & Welham

Neighbourhood Plan



**Clarborough & Welham Neighbourhood Development Plan
2016 – 2031**

Consultation Statement

Your village. your plan. your future

Contents

1	Introduction	3
	Why has this Consultation Statement been produced?	3
	The Consultation Statement	3
	Neighbourhood Plan Designation	4
2	Establishing the Neighbourhood Plan in the Parish	5
	A Steering Group	5
	Professional Support	5
	Developing a 'Brand'	6
3	The Consultation Process	6
	Engagement Strategy	6
	Reaching All the Community	11
	Types of Events used in Consultation	12
	Publications and Social Media	14
	Methods of Response to Consultation Events	16
	Feedback from Consultation	17
4	Resident Consultation Process Pre Submission Draft Plan	18
	Documentation	18
	The 6 Week Period	18
	Publicity	19
	Public Meetings	20
5	Results of Resident Consultation – Pre Submission Draft Plan	21
	Attendance at Consultation Events	21
	Comments made at the Consultation Events	21
	Results from the 'Consultation Questions' booklet	22
	Responses to Questions in the 'Consultation Questions' booklet	22
6	Residents Written Comments and Steering Group Response	24
	Highlights of the Written Comments	
24		
	Steering Group Response to Written Comments	25
7	Statutory Bodies Consultation	27
8	Appendices	36
	Appendix A: Notification of Request for Neighbourhood Plan Designation	36
	Appendix B: Examples of early Publicity Material	37
	Appendix C: Records of Awareness Raising Events	38
	Appendix D: Broad Gores site – Consultation Publicity	40
	Appendix E: Draft Plan – Consultation Publicity	42
	Appendix F: Statutory Consultees	44

1 Introduction

- 1.1 The underlying principle in this Neighbourhood Plan was to have local people actively involved in ongoing consultation on the planning issues covered by this Plan. The Neighbourhood Plan Steering Group has been committed to undertaking consistent, transparent, effective and inclusive community consultation throughout the development of the Neighbourhood Plan and the associated evidence base.

Why has this Consultation Statement been produced?

- 1.2 The Neighbourhood Plan Regulations require that, when a Neighbourhood Plan is submitted for examination, a statement should also be submitted setting out details of those consulted, how they were consulted, the main issues and concerns raised and how these have been considered and, where relevant, addressed in the Plan.
- 1.3 The legal basis for this document is set out in Section 15(2) of part 5 of the 2012 Neighbourhood Planning Regulations which sets out that a Consultation Statement should be a document containing the following:
- Details of the persons and bodies who were consulted about the proposed Neighbourhood Plan;
 - Explanation of how they were consulted;
 - Summary of the main issues and concerns raised by the persons consulted; and
 - Description of how these issues and concerns have been considered and, where relevant, addressed in the proposed Neighbourhood Plan.

The Consultation Statement

- 1.4 This statement outlines the methodology which has led to the production of the Clarborough & Welham Neighbourhood Development Plan in terms of consultation with local residents, stakeholders and statutory consultees.
- 1.5 In addition, this document will provide a summary and, in some cases, detailed descriptions of the numerous consultation events which have taken place. It will also indicate the other ways, which were used to provide information to those with a potential interest in the Plan. These different methods were used in order to be as inclusive as possible and in order to give as much opportunity for those with an

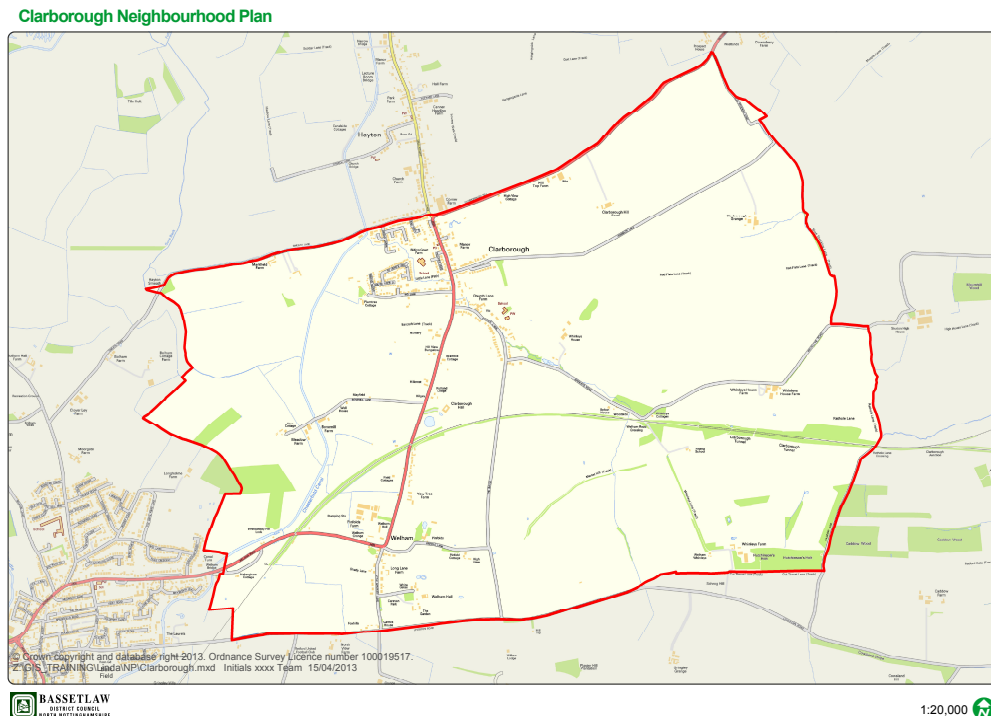
interest in the Plan to influence the content of the Plan. The Appendices A to G, give some detail of how and what processes the Steering Group used including:

- Distributing leaflets and posters;
- Producing questionnaires; and
- Consultation events.

Neighbourhood Plan Designation

- 1.6 As part of the planning process, a Neighbourhood Plan needs to be designated in order to allow a scope of work to be produced. The Neighbourhood Plan area covers the whole of the Parish of Clarborough & Welham. Being a Parish area, the Parish Council became the qualifying body, which leads and manages the Plan process.
- 1.7 The area designation request from Clarborough & Welham Parish Council was submitted to Bassetlaw District Council (BDC) in July 2013 and was subjected to a 6 week consultation period for the public to comment. No objections were received and BDC granted the Neighbourhood Plan Area on the 17 December 2013.

Figure 1: Clarborough & Welham Neighbourhood Plan Area



- 1.8 From July to September 2013 BDC consulted people who live, work or carry out business in the area of the Neighbourhood Plan designation. The full application and relevant information on how to make representations was made available on the BDC website, www.bassetlaw.gov.uk and in the Retford Times and Worksop Guardian weekly newspapers. (See Appendix A, p 36 for published notification).

2 Establishing the Neighbourhood Plan in the Parish

A Steering Group

- 2.1 The Parish Council, in agreeing to the designation of the Plan area also agreed to the setting up of a Steering Group to carry out the work on the Plan. This started in April 2013 following a public meeting (see Appendix B p37, letter advertising this) where, from an attendance of 12 people, 6 members of the public agreed to form a group to oversee the work. This became the Steering Group and a member of the then Parish Council also became an additional member. All were residents living within the Parish, reflecting the importance of anyone with an interest, opinion or offering 'hands on help' could and should be a member of the Group.
- 2.2 This number achieved a maximum of 10 and at the end of the process had again reverted to 6. There were representatives of the 2 villages and both male and female members. A total of some 16 residents have been members during the lifetime of the Group.
- 2.3 The Steering Group has always met on an as needed basis, usually at about 10 day minimum at first but, towards the end less frequently. Attendance at other events has been in addition to the regular meetings. Minutes of these meetings are published on the website.
- 2.4 Regular reports have been made to the 6 weekly cycle of Parish Council meetings in the form of both a written and verbal report. Discussions also take place at these meetings. The Chairman of the Steering Group was co-opted onto the Parish Council.

Professional Support

- 2.5 The Steering Group has received direct support from the BDC Planning Team responsible for Neighbourhood Plans in the District, namely Principal Planner Natalie Cockrell and Planner James Green. This support has been aimed at assisting and

guiding the Group in the right direction with regards to the process and the production of evidence based studies.

- 2.6 As part of a funding bid to 'Locality' there was the offer of help and advice from Planning Aid England in the form of, firstly, Mike Dando and later, Clive Keble. Both of these advisors have also been invaluable in helping the Steering Group with the task of developing consultation strategies and on the planning processes involved in neighbourhood planning.
- 2.7 After some 18 months, when the evidence for local requirements had been gathered, the Steering Group engaged a planning consultant, Helen Metcalfe (Planning with People), to write the Draft Plan based on that evidence. The consultant had the technical knowledge of Plan writing which the Steering Group lacked.

Developing a 'Brand'

- 2.8 Following advice from the PAE professionals the Steering Group determined to try to 'brand' the Plan in the eyes of residents. A picture based around features of the Parish was designed and began to be used on all publicity material. With flexible usage and adjustments it has been used in several forms for the full duration of the life of the Plan. It forms the front cover of all the current documents. Local people now recognise it as the 'brand' for the Plan. (*See Appendix B, p 37*).

3 The Consultation Process

Engagement Strategy

- 3.1 Consultation with the community is an essential part of the Neighbourhood Plan and one which the Steering Group firmly embraced. The first meeting with the PAE advisor was concentrated on this process of consultation and the Group drew-up an 'Engagement Strategy' as a result. (*see the Plan document Appendix A, page 62*). It was fundamental in guiding the engagement with the whole community in establishing issues, opportunities, future vision and community objectives for the period 2016 – 2031. The 'Engagement Strategy' set out the processes required to achieve this level of consultation.
- 3.2 The benefits of involving a wide range of people and organisations in the planning process, include:

- More focus on the priorities identified by the community;
- Influencing the provision and sustainability of local services and facilities;
- An enhanced sense of community engagement;
- An enhanced sense of community empowerment;
- Improvement in local understanding of the planning process; and
- Increased support for the Neighbourhood Plan through the sense of community ownership.

3.3 The Neighbourhood Plan process had clear stages in which the Steering Group had to directly consult the community on aspects of the emerging Neighbourhood Plan. These were:

- Raising Awareness - with a population that had no idea of what a Neighbourhood Plan is;
- Gathering Ideas - without leading people to our views;
- Consulting on the Draft Plan - which was developed after 'gathering ideas'.

Furthermore, as the process also refers to 'continuous' engagement with the local community, this involved encouraging people to become involved at any time during the course of the process. This happened with the steady enlargement of the Steering Group and with the increasing numbers who wished to voice their opinion and give their ideas.

3.4 This Neighbourhood Development Plan grew out of a sense of disconnection from the planning process then in place as perceived by a number of residents within the community; the feeling that '*they*' did planning '*to us*'. The Steering Group understood that the only way forward with a Plan of this type was to foster a feeling of inclusion by the community. To ensure this, the Plan had to be developed with the community using a clear, open and transparent process. There was much scepticism towards the Plan – "Worksop (*ie BDC*) will do what they want anyway" was a common comment early in the process. The Steering Group adopted two statements very early in the consultation process to try to dispel the fear of this. The first was:

“Planning for us, by us – not to us!”

which always appeared in bold typeface in red!

The second statement was soon adopted as the ‘strap line’ for the Plan and still appears on all publications, including all submitted documents, namely:

Your village. your plan. your future

3.5 To ensure that this distrust of the process was reduced as far as possible, the Steering Group were careful to ensure that consultation was:

- As comprehensive as possible within the constraints of time and finance available;
- Undertaken before any contents of the Plan were discussed and decided in order to ensure that the Plan was firmly based in the findings of the consultations;
- As diverse as possible within the community to ensure that as many sections of the community as possible were given the opportunity to participate in the development of the Plan;
- Included all visitors to the Parish who regularly used facilities within the villages (eg the Village Hall activities). The residents of the north side of Smeath Lane in Clarborough (the Parish boundary runs down the middle of this road) were included in all leaflet distributions despite their being in Hayton Parish. (This was with the agreement of Hayton Parish Council);
- Utilised as many different communication techniques as possible in order to ensure different sections of the community were included. Eg Facebook was probably more appropriate to younger residents;
- Be as transparent as possible by making as much of the process as possible available to the public. The Steering Group also ensured that regular reports were available to the community in different ways and through different media.

This would, it was hoped, ensure that the final Plan would be a true reflection of the views of the whole community of the Parish.

- 3.6 During this and other events the community were asked about the Parish as it is, as well as, their aspirations for the Parish for the future. This was useful in identifying issues concerning residents. It also identified opportunities which residents would be likely to support. The Steering Group created a ‘vision’ of the future of the Parish based on these observations. It also allowed aims and objectives to be formulated from which the final Policies in the Plan were sculptured.
- 3.7 Examples of publicity for this initial stage of the Plan can be seen in *Appendix B, p 37* with records of the meeting for each group appearing in *Appendix C, p 38*.

Table 1: Summary of the Consultation Stages and Methodology

Stage of Neighbourhood Plan	Consultation Events	Who was Consulted	Method of Consultation
1) Awareness Raising	<ul style="list-style-type: none"> • Visiting existing groups • Discussion with local residents • Discussion with local business • School events • Organising public meetings & workshop • Attending public events • Organising coffee mornings • Sending out questionnaires 	<ul style="list-style-type: none"> • Local residents • Local business • Organisations and groups in the villages • Visitors using village services 	<ul style="list-style-type: none"> • Plan website • Posters • Leaflets • Village Newsletter • Community section of Retford Times • Emails to individuals • Banners • Primary school text messaging service • Facebook

- 3.8 The utilization of land owned by Bassetlaw District Council in Clarborough, known throughout this Plan as the Broad Gores site, is a major element of the Parish Neighbourhood Plan. For this reason it was subject to it’s own process of consultation in order to enable a full discussion on the wishes of the community for the use of this land which is 3.4 hectares near the centre of the village.

Table 2: Summary of the Consultation Stages and Methodology for the Broad Gores Site

Stage of Neighbourhood Plan	Consultation Events	Who was Consulted	Method of Consultation
2) Broad Gores site	<ul style="list-style-type: none"> • 2 public presentations • Organised coffee mornings • 4 Leaflets • 2 Questionnaires 	<ul style="list-style-type: none"> • Local residents • Local business • Visitors using village services • Canal & River Trust • Chesterfield Canal Trust 	<ul style="list-style-type: none"> • Village Website • Posters • Leaflets • Village Newsletter • Community section of Retford Times • Banners • Facebook • Roadside display boards

3.9 This process, requiring detailed discussions and negotiations with the landowner, took a period of some 15 months. This delayed the completion of the Plan but should lead to a much-enhanced feature in the village of Clarborough. *(See Appendix D, p 40 for examples of publicity and results from this consultation).*

3.10 Following the completion of ideas for the Broad Gores site, the Steering Group were then in a position to complete the Draft Plan and move forwards to the Regulation 14 six week consultation which took place between 1 January 2016 and 14 February 2016.

Table 3: Summary of the Consultation Stages and Methodology for Regulation 14 Consultation

Stage of Neighbourhood Plan	Consultation Events	Who was Consulted	Method of Consultation
3) Regulation 14 – Draft Plan	<ul style="list-style-type: none"> • Surveys • Discussion with local people • Discussion with local businesses • 4 Public Meetings • Coffee mornings • Sending out leaflets • Sending out questionnaires 	<ul style="list-style-type: none"> • Local residents • Local businesses • Local Groups and Organisations • Statutory Consultees 	<ul style="list-style-type: none"> • Village Website • Posters • Leaflets • Village Newsletter • Community section of Retford Times • Banners • Facebook • Roadside display boards

Reaching all the Community

- 3.11 The Neighbourhood Plan complies with the general duty in the Race Relations Act 2000 to promote racial equality and with the Disability Discrimination Act 1995. These place a duty to ensure that all members of the community have equal opportunities for engagement. It also recognised that certain sectors of the community may not have the same opportunities to comment on the Plan and additional methods were undertaken in order to allow all sectors of the community to have their say.
- 3.12 All public events were advertised for 'all-comers' but the Steering Group recognised that, particularly in the early days of consultation, some groups would be reluctant to participate. The Group, therefore, took steps to target particular events at different sectors of the community.

Table 4: Consulting 'Hard to Hear' Groups within the Community

'Hard to Hear' Group	Consultation Methods
1) Younger people	<ul style="list-style-type: none"> • Facilitated events with young people, such as engagement at a number of village social events eg Christmas Tree lighting • Consulting with young people at activity group eg Scouts • Meeting held in Clarborough Primary School • Visited 2 of the feeder secondary schools to talk to Parish students (a third refused to allow us to do this!) • Newsletter up-dates
2) Older people	<ul style="list-style-type: none"> • Attending existing activity groups • Attending and displays at Parish events eg Victorian Market, monthly 'Table Top' sale • Coffee Mornings, lunch time meetings, evening events • Visiting existing community groups at their normal meetings eg Table Tennis group • Village Newsletter articles • Retford Times 'Community' section articles
3) Those at work	<ul style="list-style-type: none"> • Evening events • Saturday morning events • Village Newsletter articles • Website up-dates
4) Those with disabilities	<ul style="list-style-type: none"> • Village Newsletter updates • Website updates • Leaflet distribution • Attending public meetings – all venues were accessible to all

Consultation Statement

'Hard to Hear' Group	Consultation Methods
5) Small businesses	<ul style="list-style-type: none"> • Business Breakfast at local pub • Village Newsletter updates • Website updates • Leaflet distribution • Attending public meetings

Types of events used in Consultation

3.13 There were many different formats to events held during the 3 years of the consultation process. There were three basic methods of face-to-face consultation:

1. *Contact existing Parish Groups*

Initially all known organised groups within the Parish were asked to allow us to visit to speak to their members during their normal meeting time. Only one refused! Some 11 different groups were made aware of the Neighbourhood Plan in this way. (See Appendix C, p39).

2. *Attend existing Village Events*

There are 4 regular Parish events annually; Pantomime in February; Village Festival in May; Victorian Market in late November/early December; Christmas Tree lighting ceremony in early December. In addition there is a monthly 'Table Top' sale which was also attended.

All of these have been attended on more than one occasion during the course of this Plan.

3. *Events organised by Steering Group*

These ranged from full presentation events through to small coffee mornings.

Table 5: List of Consultation Events

Event	Date	Pupose	Outcome
1) Village Festival	19 May 2013	To raise awareness.	Some 20 people were approached. As this was the first public event Steering Group members were ill-prepared for the sort of questions asked and some errors were made.

Event	Date	Pupose	Outcome
2) Consultation with Community groups	November 2013 to March 2014	To raise awareness that a Neighbourhood Plan was being prepared and to talk to group members about what they liked and disliked about the area.	This process followed advice given by our PAE advisor. Discussed the Plan process and possible outcomes with 11 different groups, speaking to over 87 members. Whilst sceptical, they suggested ideas for inclusion in the Plan.
3) Victorian Market	29 November 10.30 am to 4 pm At St John the Baptist Church Clarborough	Staffed by Steering Group members a display was shown to provide information for the public attending the event. Leaflets with outline information were also given out.	Over 30 members of the public were able to discuss with Steering Group members the purpose and timescale of the Plan. They also offered issues and suggestions for inclusion in the Plan and planning concerns within the Parish. There was some scepticism. (Interestingly, one year later at the same event, there was great hope and much interest in the Plan!)
4) Christmas Tree Lighting event	3 December 3.30 to 7 pm Clarborough Village Hall	Staffed by Steering Group members a display was shown to provide information for the public attending the event. Leaflets with outline information were also given out.	Over 30 people (mainly young adults) involved in discussion and provided ideas and issues for inclusion in the Plan.

Publications and Social Media

- 3.14 Following advice from our Planning Aid England (PAE) advisor in November 2013, the Steering Group had a page created on the existing village website, www.clarborough-welham.org.uk. This included an outline of the Plan process and minutes of meetings. It was intended that this would increase the potential audience and, therefore, participation for the Plan process. It also included links to wider aspects of the process.

Picture 1: Neighbourhood Plan page from Village website



- 3.15 In April 2014 the Steering Group took the decision to create a specific Neighbourhood Plan website, in order to include more information about the work being carried out. This was created at www.clawenp.btck.uk. It has remained in use to the present time, being updated as new information is to hand. It is managed by a member of the Steering Group.
- 3.16 The website also has a response page linked to the Plan email address, which was created in November 2013: candwnp@gmail.com. Like the website, this address is still active.