



# MEDBOURNE NEIGHBOURHOOD PLAN

Referendum Version - May 2018

## Appendix 2

### Consultation Statement

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Medbourne Neighbourhood Plan

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## Medbourne Neighbourhood Plan

### 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:

- 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 Medbourne 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 informed 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.

#### Background to the consultation - Deciding to make a neighbourhood Plan

During 2014 the Parish Council was advised that Medbourne had been designated a Selected Rural Village in the Core Strategy for Harborough District Council, which meant that Medbourne would be expected to accommodate some housing development. The Parish Council sent a questionnaire to all village residents in November 2014 to gauge the level of interest in developing a Neighbourhood Plan. Two thirds of questionnaires were returned and of these 60% were in support of a Neighbourhood Plan. Therefore, Medbourne Parish Council took the decision to undertake a Neighbourhood Plan at their meeting in February 2015.

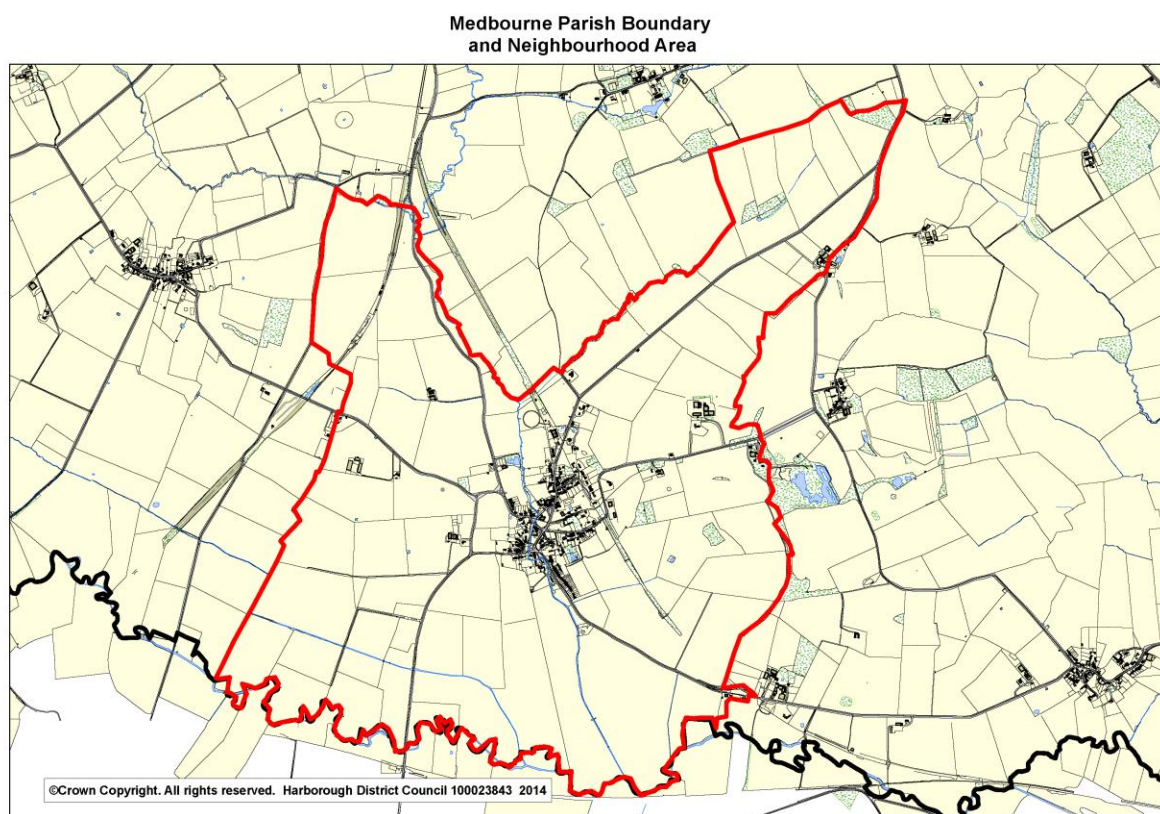
#### Defining the neighbourhood

The Parish Council applied to the local planning authority in February 2015 for the whole of Medbourne to be included in the Designated Area. Matthew Bills (Harborough District Council) attended the Parish Council meeting in March 2015. Harborough District Council formally made the Area Designation on 16<sup>th</sup> April 2015.

The Medbourne Neighbourhood Plan seeks to demonstrate specific and local planning policies for the development and use of land within the Designated Area. The Neighbourhood Plan provides a vision for future development in Medbourne, based on the views of the local community and supported by socio-economic and demographic data.



### Medbourne Neighbourhood Designated Area



### Setting up the Advisory Committee

The Parish Council set-up the Medbourne Plan Advisory Committee (MNPAC), to undertake development of the Plan. Members of the MNPAC were appointed by the Parish Council having volunteered in response to the PC questionnaire. The MNPAC consists of 10 members plus two Parish Councillors. The Parish Council agreed Terms of Reference for the MNPAC in July 2015 (appendix 1).

The Advisory Committee’s mandate was to drive the process, consult with the local community, gather evidence to support emerging policies, and deliver the Plan.

The MNPAC meets monthly and in accordance with Parish Council regulations, these meetings are open meetings, with the agenda available 1 week in advance, and minutes available one week after the meeting on the Parish Council website. The MNPAC has met as a formal committee on the following dates:

August 2015	20 <sup>th</sup> April 2016	15 <sup>th</sup> February 2017
September 2015	15 <sup>th</sup> June 2016	15 <sup>th</sup> March 2017
21 <sup>st</sup> October 2015	20 <sup>th</sup> July 2016	19 <sup>th</sup> April 2017
18 <sup>th</sup> November 2015	17 <sup>th</sup> August 2016	21 <sup>st</sup> June 2017
16 <sup>th</sup> December 2015	21 <sup>st</sup> September 2016*	26 <sup>th</sup> July 2017
20 <sup>th</sup> January 2016	19 <sup>th</sup> October 2016	18 <sup>th</sup> October 2017
16 <sup>th</sup> February 2016	16 <sup>th</sup> November 2016	
16 <sup>th</sup> March 2016	18 <sup>th</sup> January 2017	

\*Theme Group Launch event

Following a formal procurement process in the autumn of 2015, the Parish Council



commissioned an external Consultancy (YourLocale) to provide professional support to the MNPAC to deliver the Neighbourhood Plan.

Funding was provided by grants from Locality and The Big Lottery fund. This enabled the Parish Council to recruit YourLocale to support the MNPAC. As well as funding professional support, these monies provided some funds for community consultation and engagement, for example, printing of posters and leaflets.

The MNPAC held a launch event for Theme Groups in the autumn of 2016. These groups were each led by a member of the MNPAC and 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 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 Medbourne. The three Theme Groups were:

Housing

Environment and Heritage

Community, Economy, and Transport.

They met regularly over a four-month period and collated a significant amount of evidence.

### Consultation methodology

The MNPAC aimed to make clear the relationship between the Neighbourhood Plan and previous questionnaires and reports relating to local design. It was recognised that Medbourne residents had already been involved in the development of a Village Design Statement and had responded to a Parish Council questionnaire in November 2014. Therefore, it was important to make sure people were aware that the establishment of the MNPAC was as a direct response to the questionnaire and that the Neighbourhood Plan is more comprehensive and will have greater statutory weight than the previous design statement.

The MNPAC identified the need for regular communication in different formats to

Communications methods:

Note that examples of the leaflets, notices and letters are attached as appendices.

- Medbourne Neighbourhood Plan logo designed so all communications identifiable as relating to the Neighbourhood Plan.
- Leaflets (in the Parish Magazine)
- Notices (Parish Notice Board, Village Shop, Pub, and Sports Club)
- Electronically – Village email list, Twitter, Parish website (including electronic feedback forms)
- Letters (email or hard copy as appropriate to recipient)
- Open days
- Young Peoples Event
- Participation in other village events, for example, Meet the Neighbours.



- Informal face to face meetings
- Monthly public Medbourne Neighbourhood Plan Advisory Committee (MNPAC) meetings
- Monthly update from the MNPAC at the Parish Council meeting

**Activities:**

<b>Date</b>	<b>Activity</b>
November 2014	PC Questionnaire asking the community if they wanted a Neighbourhood Plan.
February 2015	Parish Council resolved to develop a Neighbourhood Plan
July 2015	Parish Council approved the Terms of Reference for a Neighbourhood Plan Advisory Committee.
28 <sup>th</sup> August 2015	Inaugural meeting of the Medbourne Neighbourhood Plan Advisory Committee (MNPAC).
August 2015 - present	Poster on PC noticeboard with contact details for MNPAC members. (Also displayed at the Village Shop and Post Office).
October 2015	A Children’s competition was run to get drawings of the village as the basis of a logo for the Neighbourhood Plan. This was intended to raise awareness of the NP in a way that would involve families with young children. Ideas from the entrants were used to develop the logo which is used on all NP communications. A professional brand designer worked with committee members on a voluntary basis to develop the logo.
September 2015	An external communications policy was agreed by the MNPAC (appendix 2).
November 2015	Further analysis of the PC questionnaire results to inform the MNPAC
November 2015	MNPAC pages on PC website
December 2015	Landowner letters – landowners were identified by the MNPAC committee members with the assistance of long term village residents. A letter was sent to all landowners to inform them that Medbourne PC was undertaking a Neighbourhood Plan and to invite them to propose potential development sites (appendix 10)
May 2016	Request for new committee members circulated by a flier in the Parish Magazine
August 2016	Stakeholder letters – letters were sent to all Statutory Stakeholders to inform them that Medbourne PC was undertaking a Neighbourhood Plan and to invite their comments (appendix 8)





Summer 2016	Face to face meetings / site visits with landowners (Chair and Vice Chair)
June 18 <sup>th</sup> 2016	<p>Open Event (1) – Saturday morning</p> <p>The MNPAC ran an Open Event which was attended by 76 local residents. The purpose of the event was to raise awareness and to identify what were important issues for the local community. Free refreshments were provided by MNPAC committee members.</p> <p>The event was publicised by a leaflet delivered to every address in the Parish, posters, and notification through the village email list (appendix 4).</p>
September 21 <sup>st</sup> 2016	Theme Group Launch event – publicised by posters, fliers in the Parish Magazine and via the Village email list and website.
15 <sup>th</sup> November 2016	Committee members participated in a village ‘Meet the Neighbours’ event to raise awareness about the Neighbourhood Plan.
February – March 2017	Questionnaire to local businesses (face to face meetings offered)
March 2017	Update posters on the Parish Noticeboard and Post Office Noticeboard
March 2017	Questionnaire – personally delivered and collected
April 11 <sup>th</sup> 2017	Young People’s event – outdoor early evening ‘Pizza and Participate’ event at local Glamping site. Attended by 15 young people ranging in age from 10 to 18 years old (appendix 7)
May 13 <sup>th</sup> 2017	<p>Open Day (2)</p> <p>The MNPAC ran an Open Event which was attended by 50 local residents. The purpose of the event was to present the draft policies and potential development sites to the local community and to get feedback from the local community. Free refreshments were provided by MNPAC committee members. At the request of residents, the information from this Open day was posted on the PC website for 10 days with an on-line comments form. This enabled those unable to attend or who wished to review the content at their leisure, a further opportunity to comment (appendix 8).</p>
	Monthly public MNPAC meetings. Agenda and minutes available on PC website
	Standing item on monthly PC meetings. Agenda and minutes available on PC website
August to October 2017	Pre-Submission Consultation (Regulation 14). Letters to all Statutory Stakeholders, landowners, and the Local List of stakeholders. A leaflet was delivered to every household (in the Parish Magazine) and posters displayed around the village



	including on the Parish Noticeboard. Electronic notification via the village email distribution list and Twitter. An on-line feedback form was available on the Parish website. Hard copies were available for reference in the Village Shop and Post Office and from the MNPAC Chair and Vice Chair (appendix 9).
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Harborough District Council has supported the development of the Neighbourhood Plan throughout the process through the provision of maps, general guidance, comment on policy development and residential housing site suitability.

### 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:

- British Gas Properties
- British Telecommunications Plc
- BT Open Reach
- Gigaclear
- The Coal Authority
- East Leicestershire and Rutland CCG,
- Two Shires Medical Practice
- English Heritage
- Historic England
- Homes and Communities Agency
- National Grid
- Natural England
- Network Rail Infrastructure Limited
- Severn Trent Water Ltd
- Anglian Water Ltd
- Leicestershire Police
- Leicestershire Fire and Rescue
- Environment Agency,
- CPRE
- Voluntary Action Leicestershire
- Leicestershire Centre for Integrated Living
- Leicestershire Ethnic Minority Partnership
- National Federation of Gypsy Liaison Groups
- Interfaith Forum for Leicestershire
- Market Harborough Chamber of Commerce.
- Harborough District Council
- Harborough District Disability Access Group.
- Leicestershire County Council, Communities, and Places
- Corby Borough Council
- Seven Locks Housing

**Adjoining Parishes:**

- Blaston
- Hallaton
- Slawston
- Brighthurst, Drayton and Nevill Holt

**Councillors/MP:**

- Member of Parliament: Sir Alan Duncan
- County Councillor: Simon Galton
- District Councillor: Mike Rickmann



**Businesses:**

It is notable that other businesses identified are owned by village residents or landowners and would therefore receive notification as a resident or landowner.

Mark Kempe, Nevill Arms

Kerry Flavell, Post Office and Village Shop

**Statutory/Voluntary Organisations:**

Rev. Stephen Bishop, Parish of Six Saints Circa Holt

Women's Institute

Scouts

Mothers and Toddlers

Sports Club

Tennis Club

Cricket Club

Bowling Club

**Landowners**

Members of the MNPAC worked with other members of the community, to identify on a map all the local landowners. Letters were sent to 33 local landowners in December 2016, informing them about the Neighbourhood Plan and inviting them to discuss their intentions for their land (appendix 10). They were also sent a further letter (the same as for the Statutory Stakeholders) prior to the Regulation 14, Pre-Submission Consultation (appendix 9). 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 stage in the development of the Medbourne 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.

These reports can be found in the appendices:

PC questionnaire (appendix 3)

Open event 1 (appendix 4)

Questionnaire (appendix 5)

Open event 2 (appendix 6)

Young Peoples Event (appendix 7)

**Regulation 14, Pre-Submission Consultation**

This consultation took place over a six-week period (August 29<sup>th</sup> to October 10<sup>th</sup> 2017). The comments received were collated and after an initial review by YourLocale, there was a MNPAC meeting to consider the comments and amend the plan as agreed. The Parish Councillors were invited to participate in this meeting to jointly discuss and agree on amendments. Three Parish councillors joined this meeting. The comments and responses are detailed in appendix xx





## 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 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.

## List of appendices

1. MNPAC Terms of Reference
2. MNPAC Communications policy
3. PC Questionnaire additional analysis
4. Open Event (1) analysis
5. MNPAC Questionnaire analysis
6. Open Event (2) analysis
7. Youngsters Event report
8. Stakeholder letter (August 2016)
9. Stakeholder letter (August 2017)
10. Landowner letter
11. Pre-submission consultation comments and response
12. Flyers and posters
13. Website Screenshots

Medbourne Neighbourhood Plan Advisory Committee minutes (see PC website)