

Neighbourhood Planning
Guidance Note 14

Writing a consultation Statement

April 2013 - Revised June 2015



When finalising your Neighbourhood Development Plan, you will also need to submit a consultation statement to demonstrate how you have consulted on your Neighbourhood Development Plan throughout the process and how you have utilised the information gathered.

This guidance note will help inform you of how to produce your statement and what is needed within your statement to comply with regulations.

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Introduction

When your Neighbourhood Development Plan is submitted to Herefordshire Council, the Neighbourhood Planning regulations require it to be accompanied by a consultation statement. The examiner will use the consultation statement to judge the effectiveness of the process for engaging the whole community in the preparation of the Neighbourhood Development Plan.

What should be included?

Your consultation statement should include information on **how** you consulted the public, **who** you consulted (including any statutory consultees), a summary of the **main issues raised**, and **how you have addressed** those issues in any review of your Neighbourhood Development Plan. It will be easier for you to produce this statement if a record is kept throughout all of the consultation processes.

Neighbourhood Planning Regulation 15 (2) highlights that consultation documents should include:

- a) Details of the persons and bodies who were consulted about the proposed Neighbourhood Development Plan
- b) Explain how they were consulted
- c) Summarise 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 Development Plan

Explain how they were consulted

It will be important to show how consultation was undertaken at the various stages of your plans production and how this reached a wide variety of people within the community. Records and copies of posters, adverts and questionnaires should be included within the appendix to demonstrate how the community was told about an event or consultation period. Lists of attendance including age ranges and locations will help to demonstrate

that all members of the community have been involved.

How to show the issues raised during consultation

Throughout the process of developing your Neighbourhood Development Plan it is useful to complete a record of each consultation event or period that you have undertaken and what issues were raised from these as you go. You may wish to record the events in different ways depending upon the format of the consultation; however you must include the date of the consultation, what form the consultation took place, who you consulted and what were the results/issues raised. This will help meet the requirements within part c and d of the Regulations.

If you undertake several different consultation events then you may either choose to write a separate consultation report for each event or create 'portfolios' to include as one document at the end, where each event represents a chapter. (For the various consultation methods you could use, see guidance note 12: Best practice community engagement techniques).

It will be important to record all minutes from your steering group and parish council meetings where decisions were taken based on consultation outcomes. The examiner will be looking for a clear audit trail of all decisions made and how consultation responses were taken into consideration and balanced with any evidence and specific information gathered.

Consultation template

Appendix 1 is a template that can be used for recording the issues raised at each event and it will also enable you to show how the parish council/steering group have addressed these issues during the preparation of your NDP.

If you follow the template your consultation statement should comply with the Regulations section c and d. You will also need to include under 'details of consultation event' on the template, a write up of each event/consultation method which will provide more details of who was consulted and what the event entailed to meet section a and b of the regs. If you need a word version of the template in Appendix 1 ask your Neighbourhood Planning support officer who

Writing a consultation statement

will be able to email one across to you.

Separate guidance is available regarding the requirements to consult statutory bodies and organisations. See guidance note 13: Statutory consultees.

Writing a consultation statement

Neighbourhood Planning guidance notes available:

Deciding to produce a Neighbourhood Development Plan

1. Which is the right tool for your parish
2. What is a Neighbourhood Development Plan
3. Getting started
4. A guide to procedures
5. Funding

Plan Production

6. Developing a Vision and Objectives
7. Generating options
8. Writing planning policies
9. Environmental Assessment
10. Evidence base and information requirements
11. Implementation and Monitoring
12. Best practice community engagement techniques
13. Statutory consultees
14. Writing a consultation statement
15. Planning and other legislation
16. Web enabling your plan
17. Using OS based mapping
18. Glossary of planning terms

Topics

19. Sustainable Water Management in Herefordshire
20. Guide to settlement boundaries
21. Guide to site assessment and choosing allocation sites
22. Meeting your housing requirements
23. Conservation issues
24. Recreational areas
25. Renewable energy
26. Transport issues
27. Community Infrastructure Levy

Additional Guidance

28. Setting up a steering group
29. Creating a questionnaire
30. Community facilities
31. Conformity with the Local Plan (Core Strategy)
32. Examinations of Neighbourhood Development Plans
33. Guide to Neighbourhood Development Plan Referendums
34. Tourism
35. Basic Conditions
36. Your plan - Contributing to sustainable development