Brandon & Bretford Development Plan

Consultation Statement

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1.0 Introduction

This Consultation Statement has been prepared in support of Brandon & Bretford 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 Neighbourhood Plan Committee (NPC) and the Parish Council, the details of which are set out below.

The submission plan includes:

- Details of householder, business and club/organisation questionnaires and results.
- Details of public Open Days 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 Brandon & Bretford NDP takes into account representations received to both the formal consultations and comments from the public and local businesses.
2.0 Background

The community of Brandon & Bretford developed a Village Design Statement in 2000. This document was created 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 2000 set out a vision for the future development of the community and how that might be achieved.

As a result of the Localism Act 2012 the decision was taken by the Parish Council to initiate the production of a community led Neighbourhood Plan. The Brandon & Bretford Neighbourhood Plan is work completed by the main steering group of the plan and local residents from November 2015.

This NDP builds on the guidelines and recommendations based on extensive research and evidence, and is influenced by engagement with the local community and their aspirations.

The NDP contains the vision for Brandon & Bretford 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 Green Belt, rural landscape and numerous heritage assets. It also considers the infrastructure needed to support such growth.

On the 7th September 2015 the Parish Council agreed to instigate the NDP.

A public meeting was held on the 9th March 2016, inviting all residents of the Parish and working businesses within the Parish to attend a meeting to ascertain support.

On 16th March 2016 – Application was submitted to RBC for the Designation of the Proposed Neighbourhood Plan Area for Brandon & Bretford – consultation period 29th March to 26th April – Available to view on RBC Website.

This was approved on the 12th May 2016 by RBC. Area covered as per map outlined below.
3.0 Pre Plan Activities and Consultations

In 2016 after the initial public meeting, volunteers were requested to help with the plan, through the meeting and also via the village magazine and website for Brandon & Bretford Parish Council.

The Steering group for the NDP comprised of residents from the Neighbourhood Plan area and Parish Councillor’s. The group numbering fourteen in total.

A funding grant of £8449 was obtained through Groundworks. This funding was used to pay the publishing costs of the Questionnaire and for a traffic report commissioned from PTB Transport Planning Ltd.

The steering group met as a whole and met as subsidiary groups to focus on specific areas numerous times from commencement in 2016 to present.

3.1 Questionnaires

In late October 2016 a cross section of residents including the young, the elderly and families with children were invited to trial a draft questionnaire to identify any problems. Twelve households completed the trial and modifications were made as a result of their comments.

In November 2016 flyers were distributed to all households within the Neighbourhood Plan area with instructions on how to complete the questionnaire and contact telephone numbers for help and advice. There was also an open day at Brandon Club between 2pm – 4pm and 6pm - 8pm where help was available to assist residents in completing the questionnaire.

A pre-paid envelope was included for the return of questionnaires.

Where possible each questionnaire was handed in person by a volunteer to the house holder, and encouragement was given to participate in the process.

The questionnaires were distributed on 12-Nov-2016 with a completion date of 26-Nov-16.

During the 2 week period the Steering Group members called again to encourage residents to complete the questionnaire.

Of 315 residential addresses given a questionnaire 117 were returned, 10 of which were completed online. This resulted in a return rate of 37%.

In parallel to the above the Business questionnaire was also issued. Twenty businesses were identified in the Neighbourhood Plan area and each was visited by a member of the Steering Group to explain the NDP and with an invitation to participate. All agreed to participate.

The business questionnaire was hand delivered to each company along with instructions for completion on line or via the hard copy. A pre-paid return envelope was included.

Of the 20 businesses contacted 10 responded. This resulted in a return rate of 50%.

A copy of the Residential and Business Questionnaire and the analysis of the responses can be found in appendix 1.
3.2 Housing

The Parish Council had already instigated a Housing Needs Survey completed & funded by Midland Rural Housing. The questionnaire was distributed in October/November 2015 and results published in March 2016 – prior to the instigation of NDP questionnaire. The responses submitted by Midlands Rural Housing can be seen in Appendix 2.

3.3 Open Days

An initial Public meeting was held on the 9th March 2016 to engage the residents and ascertain support for the NDP.

When the questionnaire had been delivered an open support meeting was held on 16 November 2016 to help with explaining or filling in the questionnaire.

A public meeting was held on 16th August 2017 to show the results of the questionnaire.
4.0 Pre-Submission Brandon & Bretford Neighbourhood Development Plan Consultation

The official six week public consultation period on the Pre-Submission Brandon & Bretford Neighbourhood Development Plan ran from Friday 23rd March 2018 to 11th May 2018.

21st March 2018 leaflets & notices were placed on the notice boards (3 in Brandon, 1 in Bretford) and leaflets dropped to 330 residents and businesses in the parish. Notices were placed on the PC Website (to include full documents and appendices) and PC Facebook Page. A hard copy of full document & appendices placed at Wolston Library for those without access to internet. Further hard copies were placed in Brandon Club, Royal Oak Pub, Brandon Hall Hotel and the Queens Head pub in Bretford.

23rd March 2018 - 75 emails, 29 letters were sent to notify local council (Parish, Town & County) and businesses of the Proposed Draft Neighbourhood Plan. Notice was placed on RBC website with all documents/policies.

11th May Consultation period closed with twelve valid responses received.
**5.0 Consultation Statement**

The Pre-Submission Brandon & Bretford Neighbourhood Development Plan was published on 21st March 2018, notification was made to the households where to view online on the Parish Councils Website, and where the hard copies could be seen in four locations within the Parish area. Conclusion of the Consultation period 11th May 2018,

Table 1 Details of availability of the Pre-Submission Brandon & Bretford NDP for consultation.

<table>
<thead>
<tr>
<th>Location</th>
<th>Made available from</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>All households in Area</td>
<td>21st March 2018</td>
<td>Flyer to state where the documents could be viewed.</td>
</tr>
<tr>
<td>All businesses in Area</td>
<td>21st March 2018</td>
<td>Flyer to state where the documents could be viewed.</td>
</tr>
<tr>
<td>LPA (Rugby Borough Council), Statutory Consultees and Others</td>
<td>23rd March 2018</td>
<td>Via email/post</td>
</tr>
</tbody>
</table>

Table 2 Details of publicity and events undertaken in relation to the Neighbourhood Development Plan creation and consultation.

<table>
<thead>
<tr>
<th>Method</th>
<th>Target Group</th>
<th>Event</th>
<th>Location</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posters/Notices</td>
<td>All residents</td>
<td>All Open days and consultation period. Notification of working meetings</td>
<td>Village notice boards / emails</td>
<td>As and when required</td>
</tr>
<tr>
<td>Articles in Village Newsletter</td>
<td>All residents</td>
<td>Updates on progress Announcing Open Days and Consultation period</td>
<td>Delivered to all households within the parish</td>
<td></td>
</tr>
<tr>
<td>Notices on village website</td>
<td>All residents</td>
<td>Updates on progress Announcing Open Days and Consultation period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public events</td>
<td>All residents, businesses, and interested parties</td>
<td>Consultation Evening</td>
<td>Brandon Club</td>
<td>9th March 2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Help/Open Event</td>
<td>Brandon Club</td>
<td>16th November 2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Presentation Evening</td>
<td>Brandon Club</td>
<td>16th August 2017</td>
</tr>
<tr>
<td>Questionnaire</td>
<td>Householders</td>
<td>Delivered to all households</td>
<td>October 2016</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Businesses</td>
<td>Delivered to all businesses</td>
<td>October 2016</td>
<td></td>
</tr>
</tbody>
</table>
6.0 Conclusion

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

Appendix 1 The NDP Questionnaire and results, both residential and business.
Appendix 2 The questionnaire and results from the Housing Needs Survey.
Appendix 3 The responses to the Pre-Submission NDP consultation.
Appendix 4 Pre-Submission Brandon & Bretford NDP.

All appendix material is available at http://www.parish-council.com/brandandonbretford/

Appendix 1 shows the questionnaires given to the residents & business within the parish, open meeting material, notices, publicity and other material.

Appendix 2 shows the results from the housing needs survey by Midland Rural Housing that was taken into consideration.

Appendix 3 shows the responses received during the 6 week consultation period, notices, publicity and other material.

Responses received from the consultation period have been scrutinized and considered and where necessary the plan has been updated.