

STATUS: For publication to aid the future NDP process.
Statement includes the period Nov 2015 – May 2018 (inclusive)



Abbots Bromley Parish Neighbourhood
Development Plan

Abbots Bromley Parish Neighbourhood Development Plan

Statement of Community Involvement



May 2018

1. Introduction and Purpose

1.1 This Statement of Community Involvement (SCI) has been prepared to fulfil the legal obligations of the Neighbourhood Planning (General) Regulations 2012 (as amended), referred to as “the regulations”. The regulations do not stipulate that an SCI should be prepared but keeping an accurate record of the engagement process, consultations and results is required under part 5. Specifically under Part 5 (14) it is identified that:

“Before submitting a plan proposal to the local planning authority, a qualifying body must –

(a) Publicise, in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area-

(i) Details of the proposals for a neighbourhood development plan;

(ii) Details of where and when the proposals for a neighbourhood development plan may be inspected;

(iii) Details of how to make representations; and

(iv) The date by which those representations must be received, being not less than 6 weeks from the date on which the draft proposal is first publicised;

(b) Consult any consultation body referred to in paragraph 1 of schedule 1 whose interests the qualifying body considers may be affected by the proposals for a neighbourhood development plan; and

(c) Send a copy of the proposals for a neighbourhood development plan to the local planning authority.

1.2 Furthermore, the National Planning Practice Guidance requires that the qualifying body should be inclusive and open in the preparation of its Neighbourhood Plan and ensure that the wider community:

a) is kept fully informed of what is being proposed;

b) is able to make their views known throughout the process;

c) has opportunities to be actively involved in shaping the emerging Neighbourhood Plan;
and

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d) is made aware of how their views have informed the draft Neighbourhood Plan or order.

The Abbots Bromley Parish Neighbourhood Development Plan: Statement of Community Involvement shows that a much greater level of consultation and engagement has been undertaken than the legislation requires, as will become clear in this report.

The purpose of this statement is not to show the detail of all consultation results but rather to set out the stages that have been gone through. Detailed results and analysis can be found in other supporting documents.

The aims of the Abbots Bromley Parish Neighbourhood Development Plan consultation process were:

- to ‘front-load’ consultation, so that the Plan was informed by the views of local people from the start of the neighbourhood planning process;
- to ensure that consultation events took place at critical points in the process where decisions needed to be taken;
- to engage with people using a variety of events and communication techniques; and
- to ensure that results of consultation events were analysed, fed back to local people, and used to inform the next stage in the development of the neighbourhood plan

2. Neighbourhood Plan Designation

2.1 Abbots Bromley Parish Council agreed to develop a Neighbourhood Plan for the Parish at its meeting of 29th July 2015. Abbots Bromley Parish Council then applied to East Staffordshire Borough Council (ESBC) for the Parish to be designated as a neighbourhood area (Part 2 of the regulations) and was approved on 8th October 2015 following a 4 week consultation period.¹

2.2 Following the designation as described the Parish Council publicised the result of the consultation in the October 2015 Parish Council bulletin². Within the bulletin the Parish Council also advertised a village hall meeting on 18th November 2015. This meeting was attended by a Planning officer from ESBC with the aim of outlining the Neighbourhood Plan process to the community (Picture 1). The Parish Council also set out that it intended to set up a working sub-group to deliver the plan that would be made up of a mix of Parish Councillors and local residents.

Picture 1 – November 2015, Neighbourhood Plan introduction event



2.3 At the November meeting a number of local residents came forward expressing an interest to join a Neighbourhood Plan Group. As such the Parish Council produced a Neighbourhood Plan Group Terms of Reference (see appendix 1) which was approved at its meeting of 25th November 2015.

¹

<http://www.eaststaffsbc.gov.uk/sites/default/files/docs/planning/planningpolicy/neighplanning/abbots/AB%20designation%20request%20letter.pdf>

² <http://www.abbotsbromley.com/pc/bulletins/Newsletter%2058.pdf>

3. Abbots Bromley Parish Neighbourhood Development Plan Working Group

3.1 With an agreed Terms of Reference (ToR) in place the Neighbourhood Plan Group met for the first time on 22nd January 2016. The group has three Parish Councillors (one of whom is group chair) six local residents and Bagots Ward East Staffordshire Borough Councillor Greg Hall who was present at the first meeting but requested to join (and was excepted) from the second meeting on the 9th February 2016. The core group therefore has ten members. The Clerk of the Parish Council is an unofficial group member, although not tasked to attend it was agreed to include the Clerk in order to maintain contact to the administrative element of the Parish Council.

3.2 The group agreed at this initial stage that to be fully inclusive would require a wide range of methods to both engage with residents and businesses. As such a website through the Parish Council has been set up alongside a social media Facebook Group that now has over 100 members. A dedicated e-mail address has also been set up for people to both respond to the consultation and/or contact the group more generally. These resources are used as a method to update people, publicise events around the neighbourhood plan alongside more traditional engagement techniques such as the use of village notice boards. Updates regarding the Neighbourhood Plan and publicity material is also provided through the monthly Parish news and the Quarterly Parish Council Newsletter (Bromley Bulletin)

STATUS: For publication to aid the future NDP process.
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4. Initial Issues Consultation – January – March 2016

- 4.1 The first consultation sought to engage the community on a number of broad issues to help the group gauge what is important to residents and businesses, what people like or potentially dislike and would like to see change. Five questions in total were asked

WHO WAS CONSULTED

A questionnaire was posted to every household and business across the Parish as part of the Parish Newsletter. This totalled approximately 750 questionnaires sent. The newsletter had within it an article that set out the basis for the consultation and relevant background detail.

HOW THE RESULTS WERE GATHERED

Three posting “buckets” were placed at businesses within the village. Those businesses also held a number of spare questionnaires in case extras were needed. An electronic copy of the questionnaire was also provided on the website so that it could be returned via e-mail.

Reminders during the consultation period were posted using all the methods previously described.

THE RESULTS

Of the 750 questionnaires posted 96 were filled out and returned representing 13% return rate

A report of the consultation results can be found on the NDP website at the following link:

[file:///C:/Users/71003886/Downloads/Neighbourhood_Plan_Working_Group_Draft_Report_for_21st_April_2016%20\(3\).pdf](file:///C:/Users/71003886/Downloads/Neighbourhood_Plan_Working_Group_Draft_Report_for_21st_April_2016%20(3).pdf)

FEEDBACK TO THE COMMUNITY

A consultation event was held to feedback the results of the consultation to the community on 18th May 2016. The annual Parish Assembly was used for this purpose whereby a presentation of the results was given and displays were available for people to browse. This event was publicised via a flyer that went to every home and business in the Parish, on social media, website and village notice boards.

STATUS: For publication to aid the future NDP process.
Statement includes the period Nov 2015 – May 2018 (inclusive)

Picture 2 – May 2016, Residents viewing feedback displays of the initial consultation



MAIN ISSUES AND CONCERNS RAISED

The consultation identified two principle issues that of housing and transport. The transport issue was concerned mainly with traffic congestion, speed and concerns that development within the village would exacerbate what is already a significant problem.

The Housing issue is dealt with in more detail within section 5.

STATUS: For publication to aid the future NDP process.
Statement includes the period Nov 2015 – May 2018 (inclusive)

5. Housing Needs Assessment (HNA)

CONSULTATION JUNE 2016 – OCTOBER 2016

5.1 Following the consultation and feedback at the May event the group decided that more detail was required regarding the housing question. Whilst residents had made it clear that “housing” was an issue for the plan it wasn’t made clear precisely the nature of the issue. The group therefore sought advice from ESBC and also from a housing consultant who had carried out work for nearby Denstone as part of their NDP. Miles King of Midlands Rural Housing was invited to the group meeting on 14th July.

5.2 At the July meeting the group agreed to bring forward a housing needs assessment in order to explore the housing issue more thoroughly.

Picture 3 – NDP Group members preparing bulletins and surveys for delivery



PUBLICATION OF THE HOUSING NEEDS ASSESSMENT

5.3 In June 2016 a housing needs questionnaire was distributed to every household across the Parish. The questionnaire was posted as an insert to a Neighbourhood Plan Bulletin that gave information about the process and the feedback the group has had. As well as the bulletin the questionnaire was publicised on the website, social media and village notice boards.

HOW THE RESULTS WERE GATHERED

5.4 Three posting “buckets” were placed at businesses within the village. Those businesses also held a number of spare questionnaires in case extras were needed. An electronic copy of the

STATUS: For publication to aid the future NDP process.
Statement includes the period Nov 2015 – May 2018 (inclusive)

questionnaire was also provided on the website so that it could be returned via e-mail.
Reminders during the consultation period were posted using all the methods previously described, an example of which can be viewed in appendix 4.

FURTHER PROMOTION OF THE SURVEY

5.5 The group had a stall at the 2016 Abbots Bromley Horn Dance, an annual festival in the village attended by many members of the community. The group presented displays of all of the work and consultation results so far. There was also the opportunity to discuss the HNA process and return questionnaires. Approximately 30 questionnaires were returned on the day and approximately 150-200 people were spoken to with regards the NDP.

Picture 4 – NDP Group members stall on “Horn Dance Day”



STATUS: For publication to aid the future NDP process.
Statement includes the period Nov 2015 – May 2018 (inclusive)

Picture 5 –Local School children visiting the NDP stall on Horn Dance Day



RESULTS OF THE HOUSING NEEDS ASSESSMENT AND FEEDBACK

- 5.6 An analysis of the results can be found in the background supporting document – 2. This document also provides a copy of the questionnaire used as part of the HNA survey. As well as the formal reporting of the results as described above, the group ran a feedback and consultation evening with residents on 1st December 2016. The group produced displays of the results and there was also a short presentation about the NDP process. Some of the displays can be seen in Picture 6.

STATUS: For publication to aid the future NDP process.
Statement includes the period Nov 2015 – May 2018 (inclusive)

Picture 6 – HNA feedback and site assessment process engagement



5.7 SITE ASSESSMENT PROCESS

The event on 1st December was an opportunity to not only feedback the results of the HNA but to engage the community on the next stage of identifying criteria to assess suitable sites to satisfy the local housing need as identified in the HNA. A record of attendees can be found in Appendix 2. As part of this process Picture 7 shows the NDP group out and about familiarising themselves with areas of the village and wider community.

STATUS: For publication to aid the future NDP process.
Statement includes the period Nov 2015 – May 2018 (inclusive)

Picture 7 – NDP group members familiarising themselves with potential sites and areas across the Parish



At the event a notice board was provided with the ten site assessment categories that the group had identified. Each delegate was provided with four post-it notes and asked to place them on the category or categories that are most important to them. This process therefore helped the group to identify which categories for the site assessment should be weighted. Further detail of this can be found in the site assessment background document – 3

6. Housing Needs Assessment Feedback event (15th March)

6.1 Following the site assessment process the NDP group decided to hold a feedback event with the community in the village hall. The purpose of the event was to present the results of the assessment process and allow the community an early opportunity to comment on the preferred sites and the process to bring them forward.

6.2 The NDP group took the view that early engagement was particularly important in order to gain community views on the proposal before the formal draft plan consultation. A full report of the HNA results and process is available in background supporting document 2.

STATUS: For publication to aid the future NDP process.
Statement includes the period Nov 2015 – May 2018 (inclusive)

6.3 An advert was placed in the following:

- Parish magazine (March 2017 edition)
- Bromley Bulletin (February 2017)
- Notice board adverts placed on all village notice boards including surgery, village hall and church
- Abbots Bromley NDP Facebook Page
- Abbots Bromley NDP website

6.4 An invitation was also sent via e-mail to those members of the community who previously attended the event on 1st Dec 2016 and who indicated they would like to be kept informed by leaving their e-mail contact (see list in Appendix 2).

Picture 8 & 9 – Images from the housing sites feedback event



STATUS: For publication to aid the future NDP process.
Statement includes the period Nov 2015 – May 2018 (inclusive)

Picture 8 & 9 – Images from the housing sites feedback event



7. Traffic and parking consultation (15th March)

7.1 The group introduced a “question and answer” format on traffic and parking issues. Residents were shown presentation slides of the issues and were asked to comment and feedback responses.

8. Parish Assembly (2017)

8.1 The Parish Assembly event on the 24th May 2017 was used to update the community on the actions from the event on the 15th March. The group also introduced a first draft of the Plan Vision and Objectives for the community to view and comment on. This was widely promoted using all of the engagement methods as set out at previous stages. The promotion poster used can be seen in Appendix 3.

STATUS: For publication to aid the future NDP process.
Statement includes the period Nov 2015 – May 2018 (inclusive)

Picture 10 – The community commenting on the Draft Vision and Objectives



9. Horn Dance Day (2017)

9.1 Given the engagement success of our presence on Horn Dance Day in 2016 we decided to run a stall again in 2017. The primary purpose was to allow people to freely come along and talk/engage with the NDP process. We also took the opportunity to start a conversation around public realm space, particularly in the village centre. At the Parish Assembly event in May (see section 8) the public had shown support for the idea of looking at how the village centre could work differently to provide the right balance between vehicular access, parking, walking and cycling.

9.2 The group brought forward some suggestions of how a better “balance” could be provided on Crown Bank, simply to stimulate conversation. The public were given the opportunity to feedback their thoughts on the day.

STATUS: For publication to aid the future NDP process.
Statement includes the period Nov 2015 – May 2018 (inclusive)

Picture 11 –Image from Horn Dance Day 2017



10. Parish Assembly 2018

10.1 The Parish Council held their annual Parish Assembly meeting on 23rd May 2018. The meeting was to be used to update residents on the progress of bringing the draft plan forward to consultation, however the meeting was dominated by those determined to halt the process in order to revisit earlier stages. Full reasons for this can be found in the minutes of the assembly meeting, available on the Parish Council website.

STATUS: For publication to aid the future NDP process.
Statement includes the period Nov 2015 – May 2018 (inclusive)

Picture 12 – Image from the Parish Assembly meeting, 2018.



STATUS: For publication to aid the future NDP process.
Statement includes the period Nov 2015 – May 2018 (inclusive)

Appendix 1

Abbots Bromley Parish Neighbourhood Development Plan Working Group

Terms of Reference (ToR) *ToR was updated in 2018 and is available on the NDP website

The key responsibility of the Abbots Bromley Parish Neighbourhood Development Plan Working Group will be to consult on and draft a Neighbourhood Plan for the Parish of Abbots Bromley.

- The group will be responsible for organising and overseeing all consultation events and other work associated with the Neighbourhood Plan
- The group will be responsible for agreeing methods of consultation, social media and website use as deemed appropriate for maximum plan engagement across the Parish
- The group will be responsible for agreeing and allocating resources required for the Neighbourhood Plan process, once agreement through the full Parish Council has been sought.
- The Group will be expected to familiarise themselves as much as possible with the Planning process, in particular Neighbourhood Plan Policy Guidance which provides guidelines that must be followed and gives useful advice. The group chair can advise further on this if necessary.
- The group will understand that the Plan is to be positively prepared. Any issues that may raise a conflict of interest with any group member must be notified to the group chair and will be fed back to the full Parish Council.

The group will be required to feedback and where necessary seek the agreement of the full Parish Council at monthly Parish Council meetings on all issues relating to the Neighbourhood Plan process and policy formulation. This feedback will usually be led by the group chair. The Parish Council, informed by the working group will remain responsible for liaising with East Staffordshire Borough Council and other key stakeholders.

The Parish Council as the responsible elected body for the delivery of the Neighbourhood Plan reserves the right to resolve any issues or matters that arise from the process that cannot be agreed by the working group. The Parish Council will have the final local say over any drafted policies and plan submissions and ultimately the fate of the Working Group.

The Working Group will set out a timescale (Development Scheme) for the Neighbourhood Plan Delivery. This time scale will be taken to the Parish Council early in 2016 for formal agreement. Once agreed the Working Group will be expected to adhere to that timeframe. The chair of the working group will update the Parish Council at the monthly meetings with regards to progress as per the Development Scheme.

Members

Members of the working group will be drawn from elected Parish Councillors and members of the Parish.

STATUS: For publication to aid the future NDP process.
Statement includes the period Nov 2015 – May 2018 (inclusive)

Members are to be drawn from a cross section of the community to include as many groups and interests as possible. The minimum requirement will be:

- Three elected Parish Councillors (the Core 3), one of whom will act as chair of the working group. The Chair of the group (and his/her removal as necessary) will be decided by the full Parish Council
- The vice chair position will be an unelected Parishioner
- A maximum of 10 people overall and an operational minimum of the Core 3
- All elected Parish Councillors reserve the right to attend any working group meeting or event as they wish or substitute for the Core 3 as maybe necessary. This arrangement will also include the Parish Clerk who is able to attend but not substitute for the Core 3.
- The Core 3 must be present at all working group meetings and events. In the event that a Core 3 member is not available then other Parish Councillors can substitute by prior agreement. Any Core 3 substitute must be another Parish Councillor to maintain the minimum operational 3. Only a Parish Councillor can substitute for the group chair.
- If at any point a group member outside the Core 3 expresses a wish to leave the working group they are free to do so but will be expected to raise this with the group chair.

The Parish Council will not support any group that discriminates in any way on the basis of age, sex, religion or race. All members will be expected to act in a courteous and constructive manner. The group chair reserves the right to remove any non-Core 3 group member not adhering to these principles. Any such decision would be taken through the Parish Council.

It may be necessary from time to time to draw upon particular people or groups who may have an input at a particular stage of the plan process. In such circumstances such people/groups can be invited on a task and finish basis (in addition to the Core 3 + non-core 7) at the discretion of the working group.

The Core 3 which includes the group chair and the final maximum 7 non-Core 3 group members will be decided by the full Parish Council.

The Chair of the working group has responsibility for chairing working group meetings and leading on feedback and agreement of the full Parish Council. The vice chair is expected to support the chair in this role.

Any administration required by the working group (minute taking at meetings, recording of actions etc) will be agreed through the Parish Council.

General Guidance

- The ToR will be reviewed periodically as necessary by the Parish Council
- The Parish Council as the designated body responsible for the Neighbourhood Plan reserves the right to change the ToR if deemed necessary and/or change the make-

STATUS: For publication to aid the future NDP process.
Statement includes the period Nov 2015 – May 2018 (inclusive)


up of the working group. This would be carried out as part of a Parish Council meeting. Such reasons for this may include (but not limited to)

- 1) Failure of the group to positively agree to the delivery of the consultation(s) and draft plan policies
 - 2) Failure of the group to deliver a plan to the Development Scheme timeframe (or agree reasonable extensions)
 - 3) Tensions/disagreements within the group that lead it to have functional issues
- All members of the Abbots Bromley Neighbourhood Plan Working Group will be expected to read, understand and abide by these terms of reference.

Signed: Councillor Roger Jarman

Abbots Bromley Parish Council Chair

Dated: 25th November 2015

Signed: 

Abbots Bromley Parish Neighbourhood Development Plan
Working Group Chair

Dated: 25th November 2015

Annex: The agreed working group is as follows - as agreed at the 25th November 2015 Parish Council meeting:

Group Member	E-Mail Contact
Cllr Bryn Walters (Chair)	[REDACTED]
Cllr Rosamund Robb	[REDACTED]
Cllr Phil Ryan	[REDACTED]
Neal Haywood	[REDACTED]
Tom Wheeldon	[REDACTED]
Stuart Appleby	[REDACTED]
Stephen Perrins	[REDACTED]
Peter Male	[REDACTED]
Anna Bebbington	[REDACTED]
Cllr Greg Hall (ESBC)	[REDACTED]
Abbots Bromley Parish Council (Sarah Meads)	Parish.council@abbotsbromley.com

- ToR unanimously agreed at the Parish Council meeting – 25th November 2015.

STATUS: For publication to aid the future NDP process.
Statement includes the period Nov 2015 – May 2018 (inclusive)

Appendix 2

Housing Needs Consultation Event – 1st December 2016. Attendee list. (Some information has been redacted for personal data security reasons)

Name	Postcode	e-mail contact (optional)
Bob Payne	WS15 3BV	[REDACTED]
D. Voas	WS15 3AT	[REDACTED]
J. Voas	(as above)	[REDACTED]
A. Bennett	WS15 3DW	[REDACTED]
C. Bennett	(as above)	[REDACTED]
C. O'Hare	ESBC NDP Officer DE14 1LS	[REDACTED]
K. Baker	WS15 3BT	[REDACTED]
G. Brereton	WS15 3DH	[REDACTED]
J. Brereton	(as above)	[REDACTED]
Janice Rea	WS15 3BT	[REDACTED]
Mark Jackson	WS15 3FB	[REDACTED]
Kate McLoughlin	WS15 3EB	[REDACTED]
Simon Davies	Vicarage	[REDACTED]

STATUS: For publication to aid the future NDP process.
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Appendix 3 –Poster used for publicity



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Appendix 4 –Poster used to remind people to return their questionnaires



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Development Plan

Housing Needs Questionnaire

Is your survey still sitting on the kitchen worktop or lying on the coffee table? Perhaps the recycling bin has eaten it?! The Neighbourhood Plan Team can only bring a plan for the Parish together with your help - don't stick your fingers in your ears!



There is still time to fill in and return your survey and make your voice heard up to **31st October 2016**. If you need a survey then they are available from Wilson's Butchers, On the Green or Cash Stores (Top Shop). We really do need *you*.

THANK YOU



abbots.bromleyndp@gmail.com

Find us on [f https://www.facebook.com/ABPNDP/](https://www.facebook.com/ABPNDP/)



http://www.abbotsbromley.com/neighbourhood_plan