

SEEND PARISH NEIGHBOURHOOD PLAN CONSULTATION STATEMENT – SUBMISSION DRAFT

1.1 Introduction

This Consultation Statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012 in respect of the Seend Parish Neighbourhood Development Plan (NDP). Section 15(2) of Part 5 of the Regulations requires that a Consultation Statement should:

- contain details of the persons and bodies who were consulted about the proposed Neighbourhood Development Plan;
- explain how they were consulted;
- summarise the main issues and concerns raised by the persons consulted; and
- describe how these issues and concerns have been considered and, where relevant, addressed in the proposed Neighbourhood Development Plan.

Part A gives an overview of the consultation events and activities that have led to the production of the Seend Parish NDP and the planning policies contained within it that aim to control and promote sustainable development in Seend Parish.

Part B gives an overview and description of the formal pre-submission consultation, known as Regulation 14, that was undertaken on the Draft Seend Parish NDP and covered the period from **15th February 2020 until 28th March 2020**. This section includes detail on the consultation; the comments received and resulting amendments made to the Plan, where appropriate.

Appendices are attached to include supporting information:

Appendix 1: June 2015 Event

Appendix 2: Highways event

Appendix 3: April 2017

Appendix 4: Lock Open Day Material

Appendix 5: May 2018 Seend parish Council Annual Meeting

Appendix 6: January 2019 Drop-in Consultation Coffee Morning

Appendix 7: May 2019 Seend Parish Council Annual Meeting

Appendix 8: Stakeholder Engagement Report of Responses

Appendix 9: Business Survey

Appendix 10: Copy of notification sent to statutory consultees and list of contacts to which it was sent

Appendix 11: Regulation 14 Publicity Material

Appendix 12: Complete log of Regulation 14 comments received and responses from Steering Group

1.2 Our Approach to Consultation

The consultation activities and events detailed herein, informed the development of the Seend Parish Neighbourhood Plan, and contributed to the Plan scope and content.

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Our aim was to engage with the Parish Community and wider stakeholders through a range of methods, from regular updates through the Parish Newsletter and the Neighbourhood Plan website www.seendparishplan.org, to consultation events (some NDP specific, together with piggy-backing onto other local events where the NDP was represented) and evidence specific workshops.

Steering Group members also attended other events in the Parish representing the Neighbourhood Plan, in order to engage broadly.

Part A Plan Preparation and Consultation – Pre-Regulation 14

2.1 Introduction

This section sets out details of the public events the Seend Parish Neighbourhood Plan Steering Group and Parish Council have hosted.

In the summer of 2015 an initial consultation event was held to gauge issues and concerns within the Parish. This helped to assess the interest and need to prepare a Neighbourhood Plan for Seend Parish.

In Autumn 2015, Seend Parish Council committed to preparing a Neighbourhood Plan for the Parish and put funding in place to do this. The Seend Parish Neighbourhood Plan Steering Group (S.P.N.P.S.G.) was then formed as a subgroup to the Parish Council. The Group's constitution sets out an aim for the membership to consist mainly of members from the community who were not already Parish Councillors, in order to encourage diversity of the membership. Over the Steering Group's lifespan, the membership has changed as people have come and gone. The maximum size of the steering group at any time has been 11, but the development of the plan has benefited from the changing membership over the years. The Steering Group minutes for open meetings are all available on the website www.seendparishplan.org.

Seend Parish Council is the Neighbourhood Plan's Qualifying Body. The Chair of S.P.N.P.S.G. reports back to the Parish Council at their monthly meetings and the update is recorded in the Seend Parish Council minutes. These minutes are available on the Seend Parish Council website www.seendparishcouncil.co.uk and are also printed in a shortened form again in the Parish Spotlight magazine.

Engagement and consultation have also taken place on specific pieces of evidence that was collected such as Local Green Spaces, and Highways. These are recorded in the table below (2.5) and highlighted in *italics*. Detailed information relating to evidence specific consultation is recorded as part of that specific evidence base (see the Seend Parish Neighbourhood Plan Evidence Base Report available on the plan website and not in this document: www.seendparishplan.org).

2.2 ONGOING ACTIVITIES – Steering Group Workshops

S.P.N.P.S.G took part in a number of Steering Group Workshops led by the consultants Place Studio, who were appointed to guide and support the group in the plan's preparation process.

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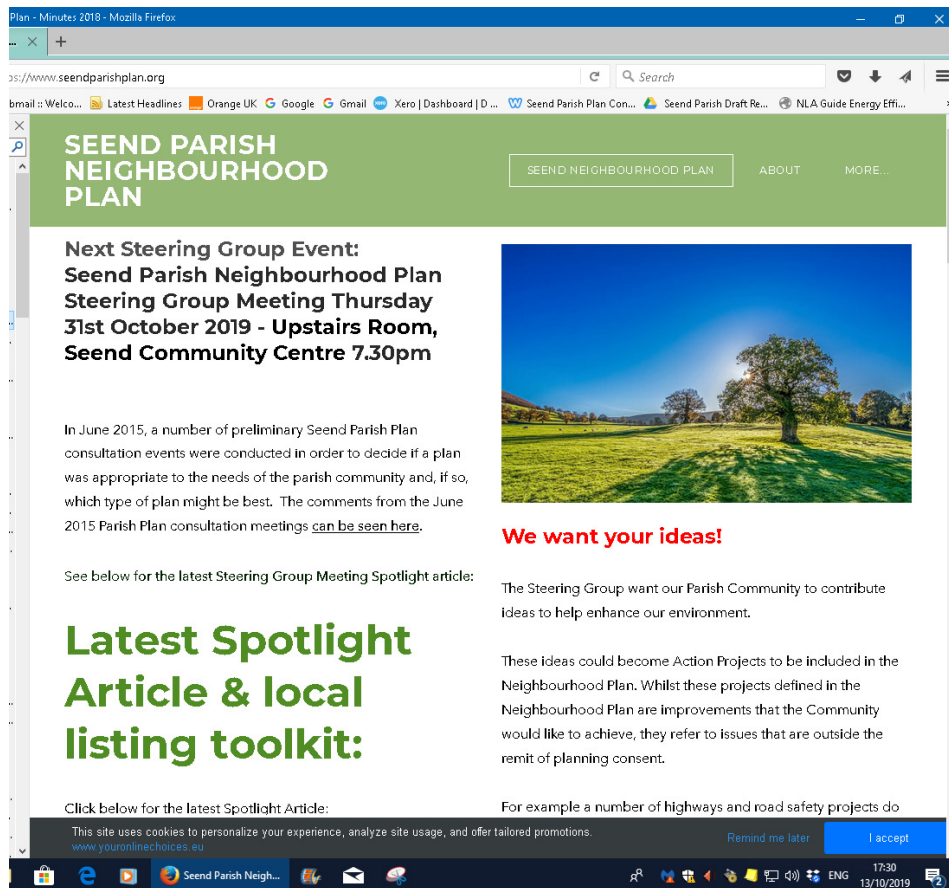
2.3 ONGOING ACTIVITIES - Parish Newsletter

From the inception of the Steering Group we have entered articles in the village magazine called Spotlight, of which there are 10 editions every year. This article informs Parishioners of our open meeting dates, current consultations and work in progress. The website address is also always advertised to encourage people to look at it for more information. Spotlight has featured a regular 'Seend Parish Neighbourhood Plan Steering Group Update' for over 4 years, see <http://www.seend.org.uk/spotlight.shtml> for access to the archive of Spotlight articles.

2.4 ONGOING ACTIVITIES - Website

As mentioned, the Steering Group has a dedicated website for the Neighbourhood Plan process and the address is www.seendparishplan.org (see below image).

Below: Screen shot of Neighbourhood Plan Website (13.10.19)



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2.5 Sequence of Events and Activities

The following sections describe the type of event or activity that took place, and the chart below shows the sequence of activities and events (other than those described as ‘ongoing’ above).

Where engagement and consultation have taken place on specific pieces of evidence such as Local Green Spaces and Highways, these are recorded in italics below.

Event/Activity	Date
Have your say on Parish Plans	June 2015
<i>Highways Consultation Event</i>	<i>June 2016</i>
Community Stakeholder Engagement	April/May 2016
<i>Housing Needs Survey</i>	<i>June 2016</i>
<i>Business Survey</i>	<i>September/October 2016</i>
Neighbourhood Plan Update	April 2017
Canal and Rivers Trust – Seend Lock Open Day	March 2018
<i>Local Green Space Consultation</i>	<i>March 2018 – Summer 2019</i>
Seend Beer Festival	Saturday 5 th May 2018
Parish Council Annual Meeting	8 th May 2018
F.O.S.S. Royal Wedding Party & Fete	Saturday 19 th May 2018
Seend Breakfasts	Saturdays 2018 14 th July 22 nd July 28 th July 25 th August 1 st September
Flower Show & Village Fete	August 2018
Drop-in Consultation Coffee Morning	January 2019
Seend School Parents Evening	Monday 1 st April 2019 Wednesday 3 rd April 2019
<i>Parish Housing Needs Survey</i>	<i>April 2019</i>
Parish Council Annual Meeting	Monday 20 th May 2019
Flower Show & Village Fete	August 2019
Formal Regulation 14 consultation, see Part B	15 th February 2020 – 28 th March 2020

2.6 EVENTS OPEN TO ALL – June 2015 Have Your Say on Parish Plans

Date	Wed. 24 th June 2015 4.00pm – 7.00pm / Sat. 27 th June 2015 3.00pm – 6.00pm
Venue	The Irene Usher Memorial Pavilion, Rusty Lane.
Publicity	Advertised in Spotlight. Posters on notice boards. Large banners on the Lye Field display stands adjacent to the A361.
Details	This event was held in order to gauge the issues and concerns within the Parish. This helped to assess the interest in and need to prepare a Neighbourhood Plan for Seend Parish. The event set out what a Neighbourhood Plan could and could not do, and captured people’s views on local issues that the plan could address;

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	i.e. housing, highways.
Material	<p>All in appendix 1:</p> <ul style="list-style-type: none"> • Poster, invitation, flyer invitation, banner • Display material example • Power point presentation and prompts • Report of responses and attendee information.

2.7 EVENTS OPEN TO ALL – June 2016 Highways Consultation Event

Date	Thursday 9 th June 2016 2.00pm – 9.00pm
Venue	The Irene Usher Memorial Pavilion, Rusty Lane.
Publicity	<p>The event was advertised in the Spotlight Parish magazine (June 2016). Posters advertising the event were displayed on notice boards around the Parish.</p> <p>A large banner notice was displayed on the Lye Field display stands.</p>
Details	<p>The hall was set out with trellis stands and tables down the middle of the room. Attendees were asked to identify the areas of concern in relation to a number of questionson maps of the Parish with coloured dots</p> <p>In addition, they were asked to write ‘post-it’ notes with their comments and identify the location to which their comment refers to.</p>
Material	<p>See appendix2:</p> <ul style="list-style-type: none"> • A4 Flyer to advertise event <p>And Spotlight June 2016 (see http://www.seend.org.uk/spotlight.shtml)</p> <p>See also: Seend Road Safety Report V2.1 Feb.2017 Pages 38 – 44 (see Neighbourhood Plan Evidence Base)</p>

2.8 EVENTS OPEN TO ALL – April 2017 Neighbourhood Plan Update

Date	Thursday 27 th April 2017 7.00pm onwards
Venue	The Irene Usher Memorial Pavilion, Rusty Lane.
Publicity	<p>Advertised by poster.</p> <p>This was advertised as our monthly open meeting in Spotlight. Promoted at the Seend P.C. meeting on the Tuesday 25th April.</p>
Details	<p>This event aimed to update the community on the progress of Plan’s preparation. There were 95 attendees (see minutes 27.04.2017).</p> <p>We opened up a consultation on our DRAFT V1.7 V.O.P.s, as prepared by a member of the Steering Group, prior to the engagement of our consultants Place Studio. We had little response to this.</p>
Material	<p>All in appendix 3:</p> <ul style="list-style-type: none"> • Poster • Chair’s Spring Review report.

2.9 EVENTS OPEN TO ALL – March 2018 Seend Lock Open Day

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Date	10 th March 2018
Venue	Seend Lock No. 18 by The Barge Inn, Seend Cleeve
Publicity	Canal and Rivers Trust Material. The Steering Group 'piggy backed' this event at a late stage so were unable to advertise our presence at this event in Spotlight. Posters were put up on the village notice boards.
Details	The purpose of this event was to 'piggy-back' an existing event to raise awareness and understanding of the Neighbourhood Plan Process and to pick up any canal specific issues.
Material	All in appendix 4: <ul style="list-style-type: none"> • Information poster produced for the event • Photo of stand • Canal and Rivers Trust Poster • Blank response form that was used for feedback.

2.10 EVENTS OPEN TO ALL – May 2018 Seend Beer Festival


Date	5 th May 2018
Venue	Seend Community Centre
Publicity	The Beer Festival was widely advertised in Spotlight and by posters distributed around the village. In the May '18 Spotlight, the group notified their intention to be present at various community events throughout the Summer.
Details	The Steering Group manned a stand at this event from 2.00pm to 5.00pm. The topic presented on the stand was Local Green Space.
Material	N/A

2.11 EVENTS OPEN TO ALL – May Seend Parish Council Annual Meeting

Date	8 th May 2018
Venue	The Irene Usher Memorial Hall (The Pavilion)
Publicity	This village meeting was advertised in Spotlight and by posters on the notice boards.
Details	A stand displaying the Local Green Space consultation material was available for parishioners to look at and comment on.
Material	See Appendix 5: Chair's report

2.12 EVENTS OPEN TO ALL – May 2018 F.O.S.S. Royal Wedding Party & Fete

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Date	19 th May 2018 1.00pm-4.00pm
Venue	The Irene Usher Memorial Hall(The Pavilion)
Publicity	This event was advertised by the school.
Details	A Steering Group member attended this event and Local Green Space material was on a stand for consultation and discussion. Children's green wristbands were handed out, with the website address printed on them
Material	<p>Photo of wristband:</p> 

2.13 EVENTS OPEN TO ALL – Summer 2018 Seend Breakfasts

Date	Saturdays 14.07, 22.07, 28.07, 25.08, 01.09
Venue	Seend Community Centre 8.00am – 10.30am
Publicity	This event was widely advertised in Spotlight, village websites, posters and banners.
Details	Members of the Steering Group attended these breakfasts and engaged in general discussion around Neighbourhood Plan issues. The discussion starter topic was the Local Green Space suggestions and comments.
Material	See Spotlight June 2018 & July 2018 advertising our presence at this event.

2.14 EVENTS OPEN TO ALL – August 2018 Flower Show & Village Fete

Date	11 th August 2018
Venue	The Seend Community Centre
Publicity	<p>The Annual Village Fete & Flower Show were promoted extensively in Spotlight and on banners around the village.</p> <p>The Steering Group announced in their Spotlight article Aug/Sep'18 that Members would be available at the Fete & Flower Show to answer any questions</p> <p>On the day, banners were placed outside the Seend Community Centre and on a gate in The Lye Field.</p>

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Details	The Group manned a stand in the Flower Show held in the Community Centre. Katie Lea from Place Studio attended and helped on the stand. Various maps displayed promoted the Local Green Space consultation.
Material	See Spotlight August / September 2019 for publicity and coverage.

2.15 EVENTS OPEN TO ALL – January 2019 Drop-in Consultation Coffee Morning

Date	26 th January 2019
Venue	Irene Usher Memorial Pavilion
Publicity	This event was publicised in Spotlight, and by posters displayed around the Parish.
Details	<p>The event was well attended with 51 people signing in between 10.30am and 12.30pm on Saturday 26th January at the Irene Usher Memorial Pavilion. The information on display set out details of the process to date, with information on each area of the plan's evidence base. People were invited to leave comments, using pens and post-it notes and comments sheets provided by each information board. The aim was to share work in progress, and to invite comments and suggestions from people at this stage.</p> <p>After the event, a booklet including all of the display boards (apart from the sites information) was put together and left in public locations around the Parish (the Barge Inn, Brewery Inn, Three Magpies and the Community Centre). These were available throughout May and June 2019.</p>
Material	See Appendix 6: Report of event. See also Spotlight December 2018 and January 2019.

2.16 EVENTS OPEN TO ALL – April 2019 Seend School Parents Evening

Date	1 st April 2019 and 3 rd April 2019
Venue	Seend School
Publicity	This was an internal event run by the school and was not advertised to the general public.
Details	A Steering Group member attended these two sessions and displayed the 26th January '18 Consultation Boards around the school hall for parents to look at whilst waiting for their appointments.
Material	N/A


2.17 EVENTS OPEN TO ALL – May 2019 Seend Parish Council Annual Meeting

Date	20 th May 2019 7.30pm
Venue	The Irene Usher Memorial Hal (The Pavilion) 7.30pm
Publicity	This village meeting was advertised in Spotlight and through posters on the notice boards.
Details	From the 26 th January '19 Consultation the boards were displayed

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	around the hall for Parishioners to view and make comments.
Material	See Appendix7: Chair's report.

2.18 EVENTS OPEN TO ALL – August 2019 Flower Show & Village Fete

Date	10 th August 2019
Venue	The Seend Community Centre
Publicity	The Annual Village Fete & Flower Show were promoted extensively in Spotlight and through banners around the village. The Steering Group announced in their Spotlight article August / Sep 2019 that group members would be available at the Fete & Flower Show to answer any questions.
Details	Group members took turns at manning the stand in the Flower Show. The emphasis of the display was to encourage ideas for Environmental Enhancement. Not cutting verges and planting them with wildflowers for bees, was one of the ideas received. Another was a wish for more trees to be planted. There were few written responses, however group members engaged in discussion on the developing plan with several Parishioners.
Material	<p>Photo of stand at event:</p>  <p>See Spotlight Aug./Sep.'19 for publicity and coverage of event.</p>

2.19 CONSULTATION ACTIVITY – April 2016 onwards Stakeholder engagement.

Date	Started April 2016
Method	A letter was emailed to the organisation involved or manually delivered to a representative of that group.
Details	The purpose was to inform and involve all the local organisations in the Parish, inviting them to contribute to initial stages of issue identification. There were 21 responses received from 28 letters sent.
Material	See Appendix 8: Report of Responses

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2.20 CONSULTATION ACTIVITY – June 2016 Housing Needs Survey

Date	June 2016
Method	Questionnaires were delivered to the Parish Council for distribution to households within Parish
Details	See Housing Needs Survey Report (part of Neighbourhood Plan Evidence Base)
Material	See Housing Needs Survey Report (part of Neighbourhood Plan Evidence Base)

2.21 CONSULTATION ACTIVITY –September/October 2016 Business Survey

Date	Started September 2016
Method	Local Businesses were identified and the survey was emailed or delivered by hand. Notification of intention to undertake this survey was announced in Spotlight July 2016. Notification of circulation of the Business Survey and an opportunity given to request a survey if a business had not received one was included in Spotlight Nov.'16
Details	See Business Survey Report Appendix A
Material	See Appendix 9: Business Survey Report V1.0 Feb.'17 Business Survey Appendix A Business Survey Appendix B Business Survey Appendix C DRAFT letter to go with survey by hand version Letter to go with survey electronic communication version.

2.22 CONSULTATION ACTIVITY – 2018-19 – Local Green Space Consultation

Date	Summer 2018 – Autumn 2019
Method	Spotlight articles, questionnaires, consultation events and direct contact with relevant landowners
Details	Once an initial list of prospective Local Green Spaces (LGS) had been produced by Steering Group members, consultation was initiated in the summer of 2018 to seek Parishioner's views in terms of the legal criteria for LGS designation (e.g. tranquility, public accessibility, etc.). Landowners of potential Local Green Spaces were contacted directly to ascertain their views on the potential designation of their land as Local Green Space.
Material	See Local Green Space Report (see Neighbourhood Plan Evidence Base) for more information on consultation process including the questionnaire.

2.23 CONSULTATION ACTIVITY – April 2019 Housing Needs Survey

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<i>Date</i>	April 2019
<i>Method</i>	Questionnaires were delivered to Seend Parish Council for distribution to households within the Parish.
<i>Details</i>	See Housing Needs Survey Report (part of Neighbourhood Plan Evidence Base)
<i>Material</i>	See Housing Needs Survey Report (part of Neighbourhood Plan Evidence Base)

PART B Regulation 14 Pre-submission Publicity and Consultation

3.1 The Neighbourhood Planning (General) Regulations 2012 states that before submitting a plan proposal to the local planning authority, a qualifying body (Seend Parish Council) must:

- Publicise it 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;
- details of the proposals for a Neighbourhood Development Plan;
- details of where and when the proposals for a Neighbourhood Development Plan may be inspected;
- details of how to make representations and,
- 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;
- 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 plan and,
- send a copy of the proposals for a Neighbourhood Development Plan to the Local Planning Authority.

3.2 This section of the Consultation Statement outlines the approach taken by the Steering Group to consult on the Draft NDP at the Regulation 14 stage of the process. Several methods were adopted to ensure that all relevant bodies and parties were informed of the consultation period, as well as ensuring that local residents were made aware of the consultation period and provided with opportunities to give their views and comments.

3.3 Consultation Period. The Regulation 14 consultation period was launched on 15th February 2020 and ran until 28th March 2020. The draft Neighbourhood Plan, Consultation Statement and associated draft evidence base reports were included in this consultation.

3.3 UK-wide COVID-19 lockdown measures were implemented on 23rd March 2020, affecting the final week of the Seend Parish NDP Regulation 14 consultation. However, it is considered that the consultation methods deployed were reasonable and sufficient throughout the consultation period. Comments could still be made on the Plan digitally and in writing during the final week of consultation.

3.4 Viewing the Documents. The draft Neighbourhood Plan, Consultation Statement and associated draft evidence base documents and feedback forms were available to view and download on the Seend Parish Plan website (<https://www.seendparishplan.org/>) during Regulation 14 consultation. Hard copies of the Plan, as well as hard copy feedback forms, were also available to view during opening hours at the following locations during the consultation period (though please note these locations were closed during the final 5 days of consultation due to lockdown measures being implemented):

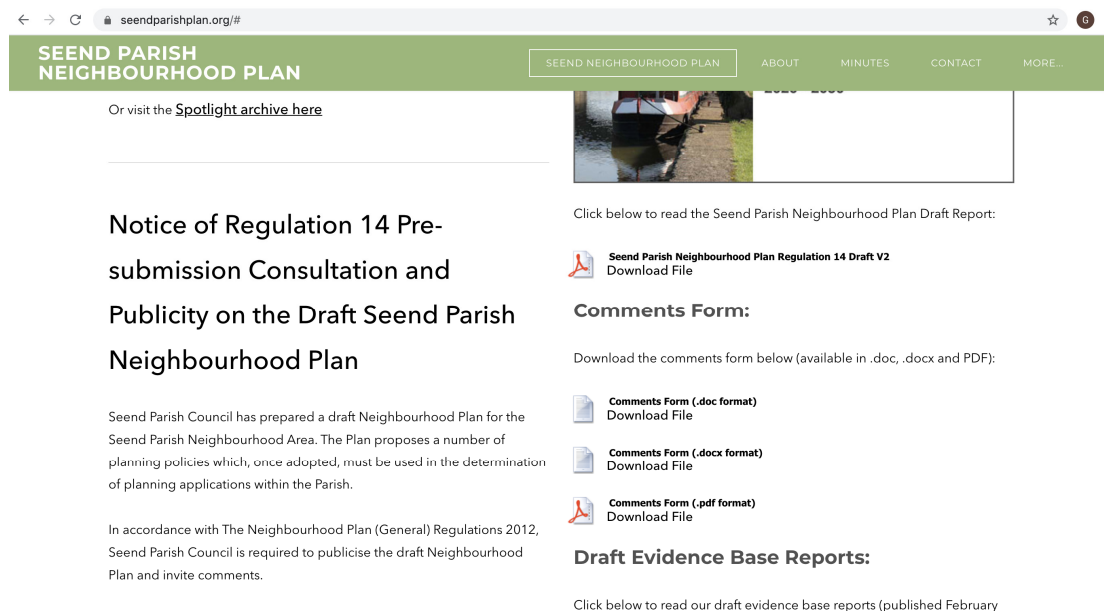
- Advertised locations.
 - the Community Centre
 - the Brewery
 - the Barge
 - the Three Magpies
 - Libraries in Trowbridge, Melksham and Devizes.

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- Additional locations not publicly advertised.

Seend School

Holy Cross Church



Above: screenshot of Neighbourhood Plan website publicising Regulation 14 consultation

3.5 Contacting Statutory Consultees. Between 9th February 2020 and the launch of Regulation 14 consultation (14th February 2020), the draft Plan and associated documents were shared with a list of statutory consultees in accordance with the Neighbourhood Planning (General) Regulations 2012 as amended. A copy of the notification sent to statutory consultees, along with the list of contacts to which it was sent is available in Appendix 10. Additional interested parties were also contacted during the first week of the consultation.

3.6 Publicity. As well as contacting statutory bodies as above, the Regulation 14 consultation was publicised through a range of methods, as detailed below.

A Launch event was held on Saturday 15th February 2020 in the Irene Usher Memorial Hall. The event started at 10.30am and ran until 1.30pm. A short presentation was shown at 3 points in the morning and attendees had an opportunity to ask questions during the presentations. A series of boards displaying the policies were also arranged down the middle of the hall for attendees to look at. A handout was produced of the table of policies and corresponding objectives and this was given to attendees as they entered the hall. Approximately 30 people attended. NB. There was severe weather with Storm Dennis occurring the night before the launch event.

Banners promoting the launch event and the subsequent consultation were placed in 3 locations in the Parish:

- The double noticeboard on the Lye Field adjacent to the A361 in the centre of Seend Village
- On the fence at The Brewery Inn in Seend Cleeve

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- On the fence of Equestria in Sells Green. This sign also moved to the gate at the entrance to the Kennet & Avon Canal off Spout Lane.

A poster was created and displayed for the launch event and to promote the consultation. The posters were placed on all 3 Parish Council noticeboards as well as at the Irene Usher Memorial Hall, Seend Community Centre, Seend School, Tesco Express (Bowerhill), and the noticeboard at B.R.A.G. picnic site.

A5 versions of the launch event poster were delivered to several business areas in the Parish within the Sells Green area, Broad Lane Industrial Units and Station Yard.

A number of articles were included in local newspapers and magazines, including:

- Spotlight (Village Magazine) articles in February & March 2020 (see <http://www.seend.org.uk/spotlight.shtml>)
- Article in Melksham News (Thursday 27th February 2020)
- Article in Wiltshire Times (Fri. 6th March 2020)

The Seend Parish Neighbourhood Plan website (see 3.4 above) also included all Regulation 14 material throughout the consultation.

See photos and other supporting material in Appendix 11

3.7 Regulation 14 Consultee Comments & Responses

The Neighbourhood Plan received a total of 23 responses to the Regulation 14 consultation from a mixture of statutory consultees and local stakeholders and members of the local community. Given that some respondents made comments on more than one topic, this has been disaggregated into approximately 123 comments. Key points that emerged from the Regulation 14 consultation included:

- Comments were generally supportive of the content of the Plan and in many cases added useful local detail, and constructive input for the final drafting of the Plan.
- Wiltshire Council provided a number of helpful and constructive comments on the Plan, including recommended wording to strengthen some of the policies.
- Historic England commended the Plan's emphasis on the historic environment.
- The Canal & River Trust welcomed the Plan's recognition of the Canal as an important asset in the Parish. This relates to the Canal's key role in the green infrastructure network and the important unlisted heritage assets along the Canal that the Plan identifies.
- Respondents suggested that the Plan should be more ambitious in confronting the climate emergency and promoting sustainable development. Respondents suggest that the Plan should promote renewable energy, be stronger in promoting net biodiversity gain and generally increase resilience to climate change through various means.
- Comments were also made about the need for the Plan to address the potential Melksham By-pass and its impact on the Parish.

All comments were logged, along with any suggestions / proposals made by respondents. The responses were considered by the Steering Group, and where appropriate, amendments were made to the Plan.

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See Appendix 12 for the complete log of comments made and the Steering Group's responses where appropriate.