

APPENDIX 2

Somerby Parish Neighbourhood Plan

Consultation Statement

CONTENTS

		Page
1.	Introduction	2
2.	Compliance	2
3.	First Public Engagement Day	3
4.	Advisory Committee	3
5.	Theme Groups	4
6.	Participation Levels in the Planning Group	6
7.	Household Questionnaire	6
8.	Business Questionnaire	8
9.	Youth Questionnaire	9
10.	Community Group consultations	10
11.	Three further Public Engagement Days	11
12.	Fifth Public Engagement Day	12
13.	Regulation 14 Consultation	12
14.	Methods of Communication	14
15.	How issues and concerns were addressed	15
16.	Conclusion	16
17.	CONSULTATION TIMELINE	18

APPENDICES

2a	2015	Correspondence with Melton Borough Council
2b	2016	Informing Stakeholders
2c	2016	first Public Engagement Day
2d	2016	Advisory Committee – Terms of Reference and Code of Conduct
2e	2017	Household Questionnaire – blank questionnaire
2f	2017	Household Questionnaire - RESULTS
2g	2017	Business Questionnaire – blank questionnaire
2h	2017	Business Questionnaire - RESULTS
2i	2018	Youth Questionnaire – blank questionnaire
2j	2018	Youth Questionnaire - RESULTS
2k	2017	Community Group consultations
2l	2018	fifth Public Engagement Day
2m	2019	Regulation 14 Comments and Responses

1. 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. According to the Regulations, a Consultation Statement:

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

This Neighbourhood Plan has been prepared on the basis that consultation and engagement are required, necessary and desirable at all stages. This Consultation Statement takes a largely chronological approach to providing the required content. **There is a Timeline at the end of this document including all engagement events, meetings and other key dates.**

This statement is accompanied by appendices. They are quite numerous (2a to 2m) but do shorten the main document whilst making as much material as possible available.

2. Compliance with Regulations and Guidance

Decision to make a Neighbourhood Plan

Somerby Parish Council formally decided to undertake a Neighbourhood Plan on 21st October 2015.

Defining and designating the neighbourhood area

The Parish Council applied to the local planning authority Melton Borough Council on 28th October 2015 to designate the Neighbourhood Plan area. This area consisted of the whole of Somerby Parish as illustrated at Figure 1 in the Plan. The proposed Neighbourhood Planning Body was Somerby Parish Council. Melton Borough Council received the application and undertook the notification process. The designation was made by them on 21st December 2015. The correspondence with Melton Borough Council is reproduced at **Appendix 2a**.

Appointment of professional consultant

Following a selection process Somerby Parish Council appointed consultants *YourLocale* to advise and assist in preparation of the Neighbourhood Plan.

Informing Stakeholders

In May-June 2016 Somerby Parish Council wrote to 37 Statutory, District and County Stakeholders, adjoining parishes, elected representatives and local businesses to inform them of the decision to prepare a Neighbourhood Plan and invite any indications they wished to give or issues they wished to raise. 12 of them replied. A copy of the letter sent and a list of the Stakeholders and which ones replied is at **Appendix 2b**.

3. First Public Engagement Day

An initial consultation drop-in event to launch the Neighbourhood Planning Group was held on 18th June 2016 at Somerby Methodist Hall. It was advertised in advance in the parish magazine and notice boards and on the Parish Council website. Parish Councillors greeted visitors and *YourLocale* assisted with the presentations and information on Neighbourhood Planning. 40 people attended. They were able to comment under key headings of Housing, Environment, Transport, Business and Employment and Community Facilities. They could also volunteer to be members of the Planning Group.

79 individual comments were recorded. The areas of concern and aspiration most frequently expressed were, in order:

Housing (numbers, type and design)

Traffic (volume, congestion, parking and the impact of new development)

Protection of the environment (natural and to a lesser extent built)

Relatively few comments were made about employment and community facilities.

A report on this event including analysis of its findings is available at **Appendix 2c**.

4. Advisory Committee

Somerby Parish Neighbourhood Plan Advisory Committee is a sub-committee of the Parish Council. Volunteers were requested by the Parish Council in June and July 2016 and formally invited to join the Advisory Committee on 14th July 2016. Its first meeting took place on 8th August 2016.

It has approved Terms of Reference and an elected Chair. All members of the Advisory Committee signed the Parish Council's Code of Conduct. These Terms of Reference and Code of Conduct can be viewed at **Appendix 2d**.

Meetings of the Advisory Committee were almost always held in public. Exceptions have been two meetings in private to protect business confidentiality of landowner consultees, and one to discuss Regulation 14 responses before they were published. Meetings are advertised in advance on the village noticeboards, the Parish Council website and Facebook account, and in the Parish magazine 'Towards' (printing deadlines permitting). Meetings are minuted and those minutes can be viewed on the Parish Council website www.somerbyparish.org.uk

The Advisory Committee has had ten members; three Parish Councillors and seven other parishioners. Inclusion of Councillors was considered important so that elected representatives could contribute, maintain oversight and ensure that the Parish Council was appraised of developments and progress. The other members broadly represent by their places of residence the distribution of population across the parish. Members have been:

Mary-Anne Donovan (Chair)

Tom Allen

James Brown

Cllr Howard Blakebrough (since Mar 2018)

Mel Davies

Somerby

Burrough-on-the-Hill

Pickwell

Burrough-on-the-Hill

Somerby

Angela Fisher	Somerby
Ros Freeman (until Aug 2019)	Somerby
Cllr Pat Fynn	Somerby
Cllr Colin Marlow (until Feb 2018)	Somerby
Carl Powell (Cllr since May 2018)	Somerby

The Advisory Group has employed two administrators:

Kathryn Staley – inception until December 2016
 Kerstin Hartmann – December 2016 until October 2018

The Advisory Committee seeks to ensure that the Neighbourhood Plan:

- Is compliant with relevant legal frameworks and government guidance
- Is consistent with the NPPF and the strategic policies of the Melton Local Plan
- Contributes to sustainable development
- Is prepared on the basis of sound governance arrangements
- Seeks every opportunity to consult and inform stakeholders and parishioners
- Represents the concerns and aspirations of those stakeholders and parishioners

The Advisory Committee met 25 times between August 2018 and November 2019 (See **Timeline**).

Pauses were occasioned in 2018 by the coming into force of the new National Planning Policy Framework and new Melton Local Plan. Members of the NP Advisory Committee attended and contributed to the 5-day public examination of the Melton Local Plan.

The Advisory Committee was required to report in public at Parish Council meetings and did so 36 times between October 2016 and December 2019. The Parish Council minutes including these updates are accessible through their website.

5. Theme Groups

In August 2016 the Advisory Committee prepared to establish Theme Groups to work on parts of the Plan. The number and remits of these theme groups were decided based upon:

- The areas of interest and concern expressed by parishioners at the 18th June 2016 open day
- Anticipated workload
- The advice of *YourLocale*
- Availability of volunteers

It was decided that three Theme Groups would be effective:

- Housing
- Environment
- Economy, infrastructure, transport and community (hereafter called the 'Economy' group)

The Advisory Committee meeting on 5th September 2016 saw the launch of these Theme Groups and volunteers joining them. Thereafter they worked with a degree of autonomy but always reporting to the Advisory Committee at its meetings. There was at least one member of the

Advisory Committee in each Theme Group to ensure oversight, reporting and support. As they were working groups rather than actual committees they usually met in private (most often a member's home) and were not required to keep formal minutes or elect a Chair, though sometimes they did so if considered useful. They had independent access to advice from *YourLocale* and sometimes consultants attended their meetings, though this had to be authorised by the Advisory Committee in the interests of good governance and managing costs.

Housing Theme Group

Members:

Tom Allen	Kavan Brooke-Shanahan	James Brown
Angela Fisher	Ros Freeman	Helen Harris
Lori King	Gort Measey	David Smith
John Townsend		

This Group met 14 times between October 2016 and June 2017. By July 2017 the framework and draft policies from this Theme Group were in existence and subsequent discussion and modifications took place electronically, overseen by and submitted to the Advisory Committee. Individual members continued to complete pieces of work.

Environment Theme Group

Members:

Wendy Barnett	Flo Batt	Stephen Bennett
Jackie Bennett	Mel Davies	Mary-Anne Donovan (Chair)
Chris Fisher	Suzanne Gortz	Fran Howkins
Rachel Jackson	Matt Larsen-Daw	Colin Marlow
J. Winterton		

This Group met 13 times between November 2016 and January 2018. Additionally fieldwork was carried out by members on 6 days between November 2016 and September 2017.

Economy, infrastructure, Transport and Community Facilities group

Members:

Jonathan Cadman	Veryan Codd	Cllr Pat Fynn
Kerstin Hartmann	Peter Howkins	Carl Powell (Chair)
Christine Tolond	Dawn Wilson	Fred Wilson

The Group met 11 times between October 2016 and June 2017.

In August 2017 this Group submitted drafts of its parts of the Plan to the Advisory Committee and Parish Council. It held no further meetings though individual members continued to complete pieces of work for the Advisory Committee.

6. Participation levels in the Planning Group

The Plan Area population was recorded as 812 in Census 2011. During preparation of this Plan 37 people have sat on one or more of the Parish Council, Advisory Committee or a Theme Group. This means that about 5.5 % of the entire adult population have not only been consulted but also contributed directly by membership of the Planning Group. Combined with the 60% response rate to the Household Questionnaire (below) this indicates strong performance by this Neighbourhood Plan in terms of both wide consultation and direct, decision-making participation.

7. Household Questionnaire

This was considered a most important part of the consultation and engagement process. Questionnaires were delivered to every identified adult (aged 18 and over) in the parish, sufficient for 661 people to complete. This number was checked against the 2011 census which indicated 683 people aged 16 and over in the Parish (no separate figure was available for population aged 16 or 17) which indicates few if any people were 'missed'.

Questionnaires were hand-delivered by volunteers on the weekend of 7th-8th January 2017 and collected on the weekend of 21st-22nd January 2017. There was also an option to deposit questionnaires in a locked box in Somerby General Store. Respondents could include their names and addresses if they wanted to but this was optional. 397 responses were collected which represents a better than 60% return rate. This is considered to be an excellent response rate.

Counting and collating all these responses was a large task. Key findings were known in time for presentation at a series of Engagement Days in March 2017 (below) but it was June 2017 before all results from all questions, including hundreds of verbatim comments, were compiled in a single document. This document was circulated to Planning Group members and published on the Parish Council website. No policies were drafted until this had taken place, ensuring that all subsequent decisions were taken with full knowledge of the expressed views of parishioners.

Main issues and concerns raised in the Household Questionnaire

Caution is necessary when attempting to summarise the responses of 397 people to 39 questions, including many sub-questions and opportunities for free text. The following summary describes only the most frequent responses, in descending order after each question.

Q 1 – 6: Demographics and occupancy

Comparison with Census 2011 indicates the respondents to be representative of the population.

Q 7: Strengths and positives of the Parish

Rurality; access to the countryside; peace and quiet; traditional appearance of the villages.

Q 8: Weaknesses and negatives of the Parish

Traffic volume, congestion and parking; threat of excessive housing development; poor public transport.

Q 9: Frequency of use of amenities/facilities

Footpaths and bridleways; Somerby shop; the tip; pubs; post office.

Q 10: How many new houses should be built in the next 20 years?

10-25 (39%); 26-50 (26%); less than 10 (18%); None (10%); 50+ (7%).

Q 11: What types and characteristics of new housing developments?

Adequate access and parking spaces; 'fitting in' with existing surroundings; small developments of

10 or less houses. Opposition to building in open countryside and developments of 25 or more.

Q 12: What types of new homes?

Smaller private; low cost purchase; additional needs; bungalows; larger private.

Q 13: What principles should influence the design of new homes?

Have a garden; be energy efficient; traditional in design; limited to two storeys.

Q 14: How long have you lived in the Parish?

20+ years (27%); 11-20 years (24%); 1-3 years (14%); 4-7 years (12%); 8-10 years (9%); less than 1 year (7%); Always (7%).

Q 15: Why did you move to the Parish?

Rural setting / unspoilt countryside (overwhelmingly); work related; peace and quiet; family reasons; attractive appearance of the villages.

Q 16: Are you intending to move house in the next 5 years?

No (58%); Not sure (28%); Yes, out of the Parish (10%); Yes, within the Parish (6%).

Q 17: If you are considering leaving the Parish, why?

Downsizing; upsizing; poor Broadband; poor public transport; work reasons; to be closer to family.

Q 18: If you are considering moving within the Parish, why?

Downsizing; upsizing.

Q 19: Have you tried to sell your house to move and found it difficult?

17 people said they had.

Q 20: If YES to Q 19, why?

Various reasons. Nearly half gave poor parking provision in their answer.

Q 21: Are there any sites not already put forward you think would be suitable for development?

54 people said they wanted none or there were already too many. The only suggestion with significant support (16 people) was the 'Nesbit's' site on Burrough Road, Somerby.

Q 22: Do you work outside the Parish?

77% of those economically active work outside the parish.

Q 23: If YES to Q 22 how do you usually travel to work?

About 93% travel there by car. Only 17 use other methods, mostly train (combined with car).

Q 24: How far do you travel regularly, one-way, for:

Work: average 26.5 miles

School: average 7.1 miles

Groceries: average 6.7 miles

Leisure: average 12.6 miles

Healthcare: average not meaningful, but 51.3% rely on Somerby Surgery.

Q 25: Do you run a business in the Parish?

Of economically active respondents, 22% answered 'yes'.

Q 26: What types of business and employment development would you support?

Arts, crafts and creative; food and drink; domestic and garden; care services; café / restaurant.

Q 27: Should we support the sustainable growth of tourism in the Parish?

Yes 82%; No 18%.

Q 28: What might improve the visitor experience?

Footpath / circular walk maps; observation points; dog waste bins; a café; seating; tourist information.

Q 29: Do you support additional visitor accommodation in the Parish?

Yes 78%; No 22%

Q 30: If YES to Q 29 what types of visitor accommodation would you support?

B&B in existing homes and pubs 78%; Holiday lets in existing buildings 45%; New holiday lets 14%.

Q 31: What features of the Parish are important for a tourist-based economy?

Rural character and countryside; public footpaths; Burrough Hill Park; Pubs; Bridleways; Churches. Suggestions to help tourism: A café; information signage and leaflets; visitor parking.

Q32: Does your household have a car or van?

Data potentially misleading but 98-99% of households have a car or van.

Q33: If YES to Q32, how many?

Data potentially misleading but indicates 49% 2 cars, 26% 1 car, 19% 3 cars, 5% 4+ cars, 1% no car.

Q34: Do you rely on your vehicle(s) for:

Work: 63% (this includes people who do not work)

Groceries: 89%

School: 14%

Leisure: 86%

Other: 23%

Only 1-2% of respondents did not rely on their vehicle for at least one of these uses.

Q35: Do you use the local bus service?

25% of respondents use the bus sometimes. We have no idea how often. Of those 96% also said they rely on their vehicle in Q34.

Q36: If NO to Q35, why not?

Not practical; Not convenient; poor integration with other transport; expensive; unreliable.

Q37: How important is it to maintain distinctiveness of the villages by protecting the green spaces between them?

Very important 68%; Important 25%; neither 4%; Not important 2%; Not at all important 1%.

Q38: How important is it for the Neighbourhood Plan to include policies on the following (choice of 9 all of which were environmental policies)?

Preserve or enhance: Landscapes; Views; Historic buildings; Rights of way; Conservation areas; Diversity of wildlife; Ponds, streams and aquifers; Hedges and trees.

Q39: How important in terms of green infrastructure are the following to you (choice of 20)?

Wildlife habitat; Diversity of plants and trees; Open countryside around villages; Ancient trees and avenues; Peace and tranquility; Wide views across landscapes; Quiet lanes and footpaths.

A blank Household Questionnaire form can be seen at **Appendix 2e**.

The full results of the Household Questionnaire are in a large document at **Appendix 2f**.

8. Business Questionnaire

The Advisory Committee decided at an early stage to consult businesses in the parish or significantly bearing on economy and employment within. The task was delegated to the Economy Theme Group who designed a Business Questionnaire (ratified by the Advisory Committee) and carried out the consultations. In almost all cases these were face-to-face with an owner or authorized representative of the business. 37 businesses were approached and 31 completed the questionnaire between February and April 2017. A wide and representative range of sizes of business was achieved:

BUSINESS SIZE	NUMBER OF EMPLOYEES	BUSINESSES CONSULTED
Medium	50 - 249	1
Small	10 - 49	7
Micro	1 - 9	13
Sole trader	0	10

The range of business types was also very diverse – see **Appendix 2h**.

Main issues and concerns raised in the Business Questionnaire

15 businesses said the attractive appearance of the countryside and villages was important to their business (including the largest employer).

14 described themselves as ‘homeworkers’ though their understanding of the term varied. For example 6 had businesses based at home but travelled to various locations to work.

13 said they would like to appear in a local directory.

10 said they expected to need larger premises in the next 5 years. Of these 3 were renting and intended to move, 6 intended to build on land they already owned. Only one (a farm) wanted more actual land.

8 said attracting tourists and visitors was important (again including the largest).

7 said they would benefit from a business hub or café.

5 said the planning process had caused them difficulty or should be made easier (but none had actually had an application refused).

4 said they would benefit from an improved postal service.

3 said public transport was important to their business.

15 suggested policies (or policy areas) they would like to see included in a Neighbourhood Plan.

Mostly these are reflected in the points above, but the most frequent were, in order:

- Improved mobile phone coverage (4)
- Promote tourism and related activities (3)
- Preserve the visual attractiveness and peacefulness of the villages (2)
- Preserve the open countryside and views (2)
- Improve availability or speed of broadband (2)
- Reduce road congestion and improve parking provision (2).

The most common ways our businesses found clients were (in order) word of mouth, existing customers and the internet.

A blank Business Questionnaire form is at **Appendix 2g**.

A list of businesses consulted and results of the Business Questionnaire are at **Appendix 2h**.

9. Youth Questionnaire

Although not strictly required it was felt by the Planning Group that people under 18, who could not participate in the main Household Questionnaire, should be consulted. This followed the general approach of the Planning Group to maximize consultation, information and inclusion.

It was decided on 2nd May 2017 to conduct a questionnaire for persons aged 11 to 17. This range would include those who were not too young to have a reasonable understanding of the issues and

also some who would surely be of 'voting age' before the Neighbourhood Plan was completed. On 6th June 2017 the questions were agreed and the blank form finalized. There were 10 questions designed to be understandable by younger children whilst open enough to invite free text comments by older ones.

It was recognised that parental consent was required to request or use responses from a child. Therefore blank questionnaires were distributed to all Planning Group members who then approached young people they knew of through a parent or guardian. No strict timescale was set.

Completed Youth Questionnaires were collected in by a member of the Advisory Committee who collated the responses in an anonymized document, updating it as returns were received. 20 Youth Questionnaires were distributed and 13 completed. This is a small number but by our best estimate still 20-25% of people in that age group.

Main issues and concerns raised in the Youth Questionnaire

Likes about the area:

Countryside (9); Peacefulness (7); Friendly community (5); Walking and riding (2); Amenities (1); Wildlife (1); Aesthetically pleasing (1).

Dislikes about the area:

Not much to do (3); Shop prices (3); Traffic problems (2); Isolation (2); Potholes (2); Lack of status (2); Targeted for new housing (1).

Things that should change:

Road improvements (4); More/better recreational space (3); Lower shop prices (2); More activities (2); Number of houses being built (2); A bus shelter (2).

Things that should not change:

The landscape and fields (4); Maintain facilities and community activities (4); Don't build more houses (2); Support for small businesses (1).

A blank Youth Questionnaire can be seen at **Appendix 2i**

The results of the Youth Questionnaire are at **Appendix 2j**

10. Community Group consultations

A number of organisations and groups contribute to the community life of Somerby Parish. The following were invited to and participated in face-to-face consultations:

Somerby Doctors' Surgery
Somerby Primary School
Somerby Memorial Hall (village hall)
Pickwell & Leesthorpe Village Hall
Parish Community Hub
South West Framland group of churches
All Saints' Church, Pickwell
Somerby Town Estates (registered charity)

Summary of Community Group responses:

The Doctors' Surgery has no physical capacity problems though sometimes difficulty recruiting.
Somerby School would like another classroom but this may be dependent on access to developer contributions. Parking and road safety for children are significant issues on Somerby High Street.
Somerby Memorial Hall could benefit from developer contributions but historically has found them difficult to obtain.
Pickwell Village Hall finds parking an issue in that village.
The Parish Community Hub stresses retention of services, and the need for affordable connectivity, domiciliary care and public transport.
South West Framland Group highlighted the wide range of events and activities accommodated or supported by the Churches, in addition to regular religious services.
All Saints' Church, Pickwell used to host talks, book launches and similar events and may have potential to do so again.
Somerby Town Estates does not intend any change of use to the land it holds.

Individual reports on these consultations are at **Appendix 2k**.

11. Three further Public Engagement Days

Following the Household Questionnaire three open days were held across the Parish to present its results. All sessions ran from 10am to 12 noon and were advertised in the parish magazine, notice boards, and on the Parish Council website and Facebook. They took place as follows:

4 th March 2017	Burrough-on-the-Hill Church
11 th March 2017	Somerby Methodist Hall
18 th March 2017	Pickwell & Leesthorpe village hall

Professional displays by *YourLocale* showed the results of the Questionnaire. Pie charts, graphs and other visuals were used with responses broken down by village where the differences were significant, allowing people to view and compare the outcomes. Advisory Committee members were present to welcome attendees. A total of 98 people attended, most staying for about an hour.

These particular events were aimed more at raising awareness of the developing Plan than obtaining opinions and views, because the Household Questionnaire had just taken place. We did not formally record comments. However most attendees said they found the events interesting and informative and were not surprised by the results from the Household Questionnaire.

The single issue most often raised as a concern was parking and congestion on Somerby High Street, and this concern was not confined to residents of Somerby village itself. Participants were asked to suggest possible solutions; the only two suggestions put forward were either a bypass or reduced parking on Somerby High Street by local residents.

Although more qualitative than statistical these three events did confirm that the results of the Household Questionnaire were representative and valid. Parish Council and the Planning Group henceforth proceeded on that basis.

12. Fifth Public Engagement Day

On 17th November 2018 a fifth open event was held in Somerby Methodist Hall. The aim was to share the emerging Plan policies with those who live and work in Somerby Parish and ascertain whether or not they supported them. Display boards presenting those policies were professionally designed and supplied by *YourLocale*.

The event ran from 12.00 midday to 3.00pm and attendees were greeted by members of the Advisory Committee. They were invited to sign in and complete a Response Sheet based on 19 draft policies and community proposals. The sheets allowed the attendee to select from the options of 'agree', 'disagree' or 'not sure' and unlimited opportunity to comment in free text. It was noticeable that many attendees stayed for well over an hour, studying the displays at length whilst working on their response sheets.

73 people signed in and 53 response sheets were completed and handed in (sometimes couples completed one response sheet between them).

Responses under each heading were subsequently totaled. Overall reaction to the draft policies on display was very positive; the mean average response across all 19 policy areas was:

Agree: 73.4% **Disagree: 4.2%** **Unsure: 6.8%** **No answer: 15.6%**

The highest level of agreement was 88.7% (Vision and Character and Design) and the lowest was 60.4% (Connectivity and Community Proposals).

The highest level of disagreement was 11.3% (Limits to Development and Affordable housing). Where people gave reasons for disagreeing with these policies, they said of Limits to Development that one or more of the Melton Local Plan sites should be 'excluded', and of Affordable Housing that house prices are so high in the parish that even substantial 'discounting' would not make them truly affordable.

In addition about 180 free-text comments were made, again strongly favourable to the policies proposed but sometimes making suggestions. All responses were collated and circulated to Parish Council and Advisory Group members to ensure they were taken into account during subsequent stages of plan preparation. They were also anonymized and published on the Parish Council website.

A full report on this event and its outcomes can be viewed at **Appendix 2I**.

13. Regulation 14 Consultation

This formal consultation took place from 1st June to 13th July 2019. Advance notice was sent by letter or email individually to stakeholders (**Appendix 2b**). It was also advertised on village noticeboards, Parish Council website and Facebook page and in the parish magazine 'Towards' (May, June and July editions). The Pre-submission draft of the Plan was placed on the Parish Council website. Hard copies were placed in the village halls, pubs and Somerby shop and could also be borrowed from Parish Councillors or Advisory Committee members (about 10 parishioners did this).

Comments were required to be made on a prescribed form provided by *YourLocale*. This could be downloaded from the Parish Council website or requested from the Parish clerk (electronically or in hard copy). They could then be completed electronically or printed off and were to be returned to the Parish Clerk.

11 Stakeholders made 110 comments and 30 residents made 69 comments. All 179 comments were tabulated and circulated to the Advisory Committee for consideration. It was found impractical to discuss every comment and formulate every response individually at a meeting (or even several meetings). Instead the comments were divided into smaller 'parcels' and circulated electronically to the Advisory Committee (including two Parish Councillors) for responses to be suggested. These were collated and combined into a final set of responses and amendments which all members agreed. Agreement was found in this way on all but 14 comments; these were discussed and decided (by consensus or majority) at an Advisory Committee meeting on 6th November 2019.

The quantity and diversity of 179 comments makes summary difficult, therefore caution is advised when considering the following summary:

Stakeholders

Burrough Court Estate proposed one new site for housing development.

Environment Agency recommended widening the applicability of Policy ENV16 (Flood risk)

Ernest Cook Trust objected to designation of 2 Local Green Spaces and 2 Important Open Spaces. They proposed 3 new sites for housing development.

Highways England, Historic England and National Grid did not suggest any changes.

Leicestershire County Council made 25 comments. They highlighted budgetary and legal constraints on any suggested changes to the existing road network. They recommended strengthening of policies on broadband and electric vehicle charging, mention of harm to health from vehicle emissions, and some specific additions to Policy ENV16 (Flood risk).

Mr Mark Curtis-Bennett disagreed with the part of Policy ENV3 (Important Open Spaces).

Melton Borough Council (MBC) made 47 comments, most of them supportive of this Neighbourhood Plan. Importantly however they objected to the statement that some strategic policies in the Melton Local Plan might not actually be 'strategic'. Similarly Chapter 4 (the Whole Parish Approach) and reserve site RSOM1 were not in conformity with settlement roles in the Local Plan. MBC considered several policies in the Pre-submission draft to be too restrictive, such as ENV3 (Important Open Spaces), ENV11 (Trees and hedgerows), ENV13 (Public Rights of Way), ENV16 (Flood risk) and EE1 (Business growth).

Pickwell Parochial Church Council highlighted (among other matters) speeding through the village and the illegal use of Stygate Lane by HGVs.

Somerby Parish Council expressed support, but asked why no Local Green Spaces had been identified in Pickwell.

Residents

15 of 30 expressed unconditional support for the Pre-submission Draft Plan.

8 were concerned about traffic volume, speeding, parking and illegal use of Stygate Lane by heavy vehicles.

4 expressed the importance of preserving rurality and/or tranquillity.

3 requested change to the boundary of Somerby Hall Parkland (ENV3, ENV 4).

3 requested deletion of an Important Open Space.

2 requested alteration of Limits to Development in Pickwell.

1 requested that a Local Green Space should become an Important Open Space.

The full Regulation 14 document (comments, responses and resulting amendments to the Plan) can be seen at **Appendix 2m**.

14. Methods of Communication

This section describes the principal methods of communication with residents and stakeholders during preparation of this Plan. Not all methods could be used for all purposes; for example we could not put large documents on village noticeboards. Therefore we outline below the purposes for which each method was used.

1. Individual letter or email.

Statutory and other Stakeholders.

2. Parish Council website which has a link to the Neighbourhood Plan.

All purposes. Advertising Parish Council and Advisory Committee meetings, engagement days, questionnaires and Regulation 14 consultation. Publication of minutes, questionnaire and engagement day outcomes in full, and the Pre-submission Draft Plan.

3. Parish Council meetings.

One or more members of the Advisory Committee attended most Parish Council meetings and provided updates to Councillors and all parishioners present.

4. Parish Council Facebook page which has 112 follower.

Advertising Parish Council and Advisory Committee meetings, engagement days, questionnaires, Regulation 14 consultation. Signposting where large documents such as the Household Questionnaire results or Pre-Submission Draft could be found electronically or in hard copy.

5. Parish magazine 'Towards' which has a circulation of 400 hand-delivered to households and businesses 11 times a year.

Advertising Parish Council meetings and occasionally Advisory Committee meetings (printing deadlines usually prevented the latter). Advertising questionnaires, engagement days and Regulation 14 consultation. Signposting where large documents such as the Household Questionnaire results or Pre-Submission Draft could be found electronically or in hard copy. Updates on the progress of the Neighbourhood Plan.

6. **Village noticeboards in Somerby, Pickwell and Burrough on the Hill.**
Advertising Parish Council and Advisory Committee meetings, Regulation 14 consultation.
7. **Posters in other public places (pubs, shop, village halls).**
Advertising Engagement Days and Regulation 14 consultation.
8. **Public Engagement Days. Between June 2016 and November 2018 five of these took place, three held in Somerby and one each in Pickwell and Burrough on the Hill.**
Presentation of consultation and questionnaire results so far, draft policies according to the progression of the Plan at the time, opportunity to comment (formally or informally) and to question and discuss with Planning Group members face-to-face.
9. **Email. About 70 people and 15 business provided an email address when they returned their questionnaires.**
Advertisement of Advisory Committee meetings until mid-2017; advertisement of questionnaires and Regulation 14 consultation. This did not prove a very effective method; some addresses given were 'undeliverable' and more became so as time went by.
10. **Hard copies in public places.**
Limited use was made of this method due to the environmental and financial cost of printing large documents. However the results of the Household Questionnaire in 2017 and the Pre-submission Draft in 2019 were placed in hard copy in the pubs, shop and village halls. They were also available to borrow on request from the Parish Council and Advisory Committee members.
11. **Word of mouth by Parish Councillors and Planning Group members.**
Difficult to measure but significant. It proved to be the case that not everyone is able or inclined to read long documents, attend public meetings or regularly visit a website. It was common for Planning Group members to be asked informally what the Neighbourhood Plan was 'doing about' some issue of concern. Such inquiries were fed into Advisory Committee meetings.

15. How issues and concerns were considered and addressed

All Planning Group members aspired to thoroughly and fairly consider and address the concerns and aspirations raised in consultation. Indeed it was implicit in the Code of Conduct signed by all Advisory Committee members that they must do so. Diligence and fairness were achieved by adhering to recognised processes as advised by our consultants *YourLocale*:

- Responses from Stakeholders in mid-2016 clarified their areas and levels of interest.
- The initial drop-in event on 18th June 2016 revealed the areas of interest, concern and aspiration of Parish residents. These enabled a vision for the Plan and outline objectives to be drafted.
- These indications from stakeholders and residents were used to decide the number and subjects of the Theme Groups and design in detail the Household, Business and Youth

Questionnaires. The results of these were carefully collated and circulated to inform and guide the Planning Group.

- Three Engagement Days in March 2017 were used to display the findings of the Household Questionnaire to the public, demonstrating to residents that their inputs were duly recorded and under serious consideration by the Planning Group.
- Findings from the Questionnaires and Engagement Days in turn guided the Advisory Committee and Theme Groups in finalizing objectives for the Plan. The Theme Groups then drafted policies intended to achieve those objectives. Those policies were provisionally approved by the Parish Council.
- The final Engagement Day in November 2018 enabled levels of support or otherwise for these policies to be assessed. The level of support was high, indicating that they reflected the wishes of consultees and residents.
- These policies, now tested against local opinion, were used to produce the Pre-submission Draft Plan and proceed to Regulation 14 consultation.
- The formal Regulation 14 consultation generated 179 comments from Stakeholders and residents. These were carefully circulated and thoroughly discussed and resulted in approximately 115 amendments (some small, some large) to the policies, text and maps of the Neighbourhood Plan or appendices.

Throughout this process Planning Group members were mindful that for a Neighbourhood Plan to become made it must, among other requirements:

- Have regard to the National Planning Policy Framework
- Be in general conformity with the strategic policies of the Local Plan
- Pass a referendum.

The approach to Plan preparation was therefore sequential:

Consultation → Objectives → Policies → Check against requirements → Consult again and repeat.

In this way issues and concerns raised during consultation were considered and addressed.

16. Conclusion

This Consultation Statement contains details of the persons and bodies who were consulted about the proposed Neighbourhood Development Plan, explains how they were consulted, summarises the main issues and concerns raised by them and describes how these issues and concerns have been considered and, where relevant, addressed in the proposed Neighbourhood Plan.

Comments and advice from Melton Borough Council have been particularly welcome and have helped to shape the Submission Draft.

The draft Neighbourhood Plan is now submitted for Regulation 16 consultation to Melton Borough

Council who are expected to 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 Neighbourhood Plan passes this stage, with 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. It will not be possible to vote for or against individual policies. If 50% or more of those voting 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.

17. Consultation Timeline

Main consultation events, meetings, questionnaires and publications are summarised below.

Large open consultation / engagement event	
Meeting held in public	
Questionnaires and consultation meetings	

Date(s)	Event	Location	Comments
00/07/15	Publicity	'Towards' magazine	SPC announcing possible NP
00/09/15	Publicity	'Towards' magazine	Reports meeting between SPC and MBC on NP
00/10/15	Publicity	'Towards' magazine	Update on progress towards a NP
21/10/15	SPC decision	SPC	Decision to support a NP
00/11/15	Publicity	'Towards' magazine	SPC announces decision and initial NP process
28/10/15	SPC to MBC	correspondence	Requests designation of NA
00/12/15	Publicity	'Towards' magazine	Update on preparations for a NP
21/12/15	MBC to SPC	correspondence	Designates Neighbourhood Area
00/02/16	Publicity	'Towards' magazine	Update on preparations for a NP
00/05/16	S'holder notifications	Letter or email	37 Stakeholders notified May 2016
00/06/16	Publicity	'Towards' magazine	Invitation to coming Open Event 18/06/16
08/06/16	SPC	Somerby Mem. Hall	SPC provides update, invites participation
18/06/16	Initial Open Event		40 people attended. <i>YourLocale</i> presentation
00/07/16	Publicity	'Towards' magazine	Editorial; report on 18/06/16 Open Event
13/07/16	SPC	Burrough, All Saints'	NP provides update to public
14/07/16	SPC appoint AC	correspondence	Advisory Committee appointed
08/08/16	Advisory Committee	Somerby Methdst Hall	1 st meeting. Presentation by <i>YourLocale</i>
17/08/16	Advisory Committee	Pick. & Lees. Hall	2 nd meeting
25/08/16	Advisory Committee	Somerby Methdst Hall	3 rd meeting. Theme Group leaders decided
00/09/16	Publicity	'Towards' magazine	Report on AC meetings past and forthcoming
05/09/16	Advisory Committee	Pick. & Lees Hall	4 th meeting. Launch of three Theme Groups
05/09/16	Housing group	Pick. & Lees. Hall	1 st meeting
05/09/16	Environment group	Pick. & Lees. Hall	1 st meeting
05/09/16	'Economy' group	Pick. & Lees. Hall	1 st meeting
27/09/16	Advisory Committee	Somerby Methdst Hall	5 th meeting
00/10/16	Publicity	'Towards' magazine	Editorial updates
05/10/16	Housing group	Volunteer's home	2 nd meeting
06/10/16	'Economy' group	Volunteer's home	2 nd meeting. Emerging policies document.
12/10/16	Report to SPC	Pick. & Lees. Hall	1 st report
17/10/16	Housing group	Volunteer's home	3 rd meeting
25/10/16	Advisory Committee	Somerby Methdst Hall	6 th meeting
27/10/16	'Economy' group	Volunteer's home	3 rd meeting
27/10/16	Consult ECT	Private address	Ernest Cook Trust re. neighbourhood planning
00/11/16	Publicity	'Towards' magazine	Editorial, update, next AC meeting
01/11/16	Environment group	Volunteer's home	1 st meeting
02/11/16	Housing group	Volunteer's home	4 th meeting
09/11/16	Report to SPC	Somerby Methdst Hall	2 nd report
13/11/16	Environment group	Fieldwork	1 st fieldwork day
15/11/16	Advisory Committee	Somerby Methdst Hall	7 th meeting

19/11/16	Environment group	Fieldwork	2 nd fieldwork day
20/11/16	Environment group	Fieldwork	3 rd fieldwork day
22/11/16	Housing group	Volunteer's home	5 th meeting
24/11/16	'Economy' group	Volunteer's home	4 th meeting
26/11/16	Environment group	Fieldwork	4 th fieldwork day
27/11/16	Environment group	Fieldwork	5 th fieldwork day
29/11/16	Housing group	Volunteer's home	6 th meeting
00/12/16	Publicity	'Towards' magazine	Notice of coming Household Questionnaire
06/12/16	Environment group	Volunteer's home	2 nd meeting
07/12/16	Owston PC	Private address	Owston Parish Committee re. N.Planning
07/12/16	Report to SPC	Somerby Mem. Hall	3 rd report – closed Annual Finance Meeting
08/12/16	'Economy' group	Volunteer's home	5 th meeting
12/12/16	Housing group	Volunteer's home	7 th meeting
13/12/16	Advisory Committee	Somerby Methdst Hall	8 th meeting
05/01/17	'Economy' group	Volunteer's home	6 th meeting
05/01/17	Environment group	Volunteer's home	3 rd meeting
07/01/17	Household Quest.	Parish-wide	Distribution by volunteers 07-08 January
10/01/17	Advisory Committe	3 Main St Pickwell	9 th meeting
11/01/17	Report to SPC	Somerby Methdst Hall	4 th report
16/01/17	Consult MBC	MBC	Mtg. Toby Ebbs, MBC Conservation Officer
17/01/17	Housing group	Volunteer's home	8 th meeting
21/01/17	Household Quest.	Parish-wide	Collection by volunteers 21-22 January
24/01/17	Consult BCE	Private address	Burrough Court Est. re. environmental objctvs
26/01/17	'Economy' group	Volunteer's home	7 th meeting
26/01/17	Environment group	Volunteer's home	4 th meeting
31/01/17	Housing group	Volunteer's home	9 th meeting
00/02/17	Publicity	'Towards' magazine	Report on Household Questionnaire returns
01/02/17	Start Business Quest.	Parish-wide	First Business Questionnaire completed
01/02/17	Consult Pickwell VH	Volunteer's home	Pickwell Village Hall
01/02/17	Consult Pickwell chur	Volunteer's home	All Saints' Church, Pickwell
03/02/17	Consult School	Somerby school	MD, CP
06/02/17	Report to SPC	Pick. & Lees. Hall	5 th report
07/02/17	Advisory Committee	Somerby Methdst Hall	10 th meeting
09/02/17	Environment group	Volunteer's home	5 th meeting
10/02/17	'Economy' group	Volunteer's home	8 th meeting
14/02/17	Consult LCC	email	Justin Webber, Leics County Council
14/02/17	Housing group	Volunteer's home	10 th meeting
21/02/17	Environment group	Volunteer's home	6 th meeting
28/02/17	Housing group	Volunteer's home	11 th meeting
00/03/17	Publicity	'Towards' magazine	Invitation to Engagement Days x3
02/03/17	Consult ECT	Private address	2 nd mtg. Ernest Cook Trust re. housing and NP
02/03/17	'Economy' group	Volunteer's home	9 th meeting
03/03/17	Consult Drs' surgery	surgery	Somerby Doctors' Surgery
04/03/17	Engagement day	Burrough Church	*Total of 98 people attended
07/03/17	Advisory Committee	Somerby Methdst Hall	11 th meeting – not public, landowner reps.
08/03/17	Report to SPC	Somerby Methdst Hall	6 th report
09/03/17	Consult SWFramland	Volunteer's home	South West Framland Group of Churches
09/03/17	Environment group	Volunteer's home	7 th meeting
11/03/17	Engagement day	Somerby Methdst Hall	*Total of 98 people attended
14/03/17	Housing group	Volunteer's home	12 th meeting

18/03/17	Engagement day	Pick. & Lees. Hall	*Total of 98 people attended
22/03/17	Environment group	Volunteer's home	8 th meeting
00/04/17	Publicity	'Towards' magazine	Editorial update
04/04/17	Advisory Committee	Somerby Methdst Hall	12 th meeting
05/04/17	Advisory Committee	Volunteer's home	13 th meeting
06/04/17	'Economy' group	Volunteer's home	10 th meeting
06/04/17	Environment group	Volunteer's home	9 th meeting
11/04/17	Housing group	Volunteer's home	13 th meeting
12/04/17	Report to SPC	Somerby Methdst Hall	7 th report – Annual Parish Assembly
13/04/17	Consult Somerby TE	Volunteer's home	Somerby Town Estates (charity)
13/04/17	Environment group	Volunteer's home	10 th meeting
18/04/17	Environment group	Volunteer's home	11 th meeting
25/04/17	Housing group	Volunteer's home	14 th meeting
28/04/17	Consult Somerby VH	Somerby Village Hall	Somerby Memorial Hall
30/04/17	End Business Quest.	Parish-wide	31 interviews/questionnaires completed
02/05/17	Advisory Committee	Somerby Methdst Hall	14 th meeting
04/05/17	Environment group	Volunteer's home	12 th meeting
10/05/17	Report to SPC	Pick. & Lees. Hall	8 th report – Annual Parish Meeting
18/05/17	'Economy' group	Volunteer's home	11 th meeting
15/06/17	Publicity	SPC Website	Household Questionnaire results published
06/06/17	Advisory Committee	Somerby Methdst Hall	15 th meeting
14/06/17	Report to SPC	Somerby Mem. Hall	9 th report
15/06/17	'Economy' group	Volunteer's home	12 th meeting
20/06/17	Housing group	Volunteer's home	15 th meeting
00/07/17	Publicity	'Towards' magazine	Key early findings of Household Questionnaire
11/07/17	Advisory Committee	Somerby Methdst Hall	16 th meeting
12/07/17	Report to SPC	Burrough, St Mary's	10 th report
00/09/17	Publicity	'Towards' magazine	Editorial update
01/09/17	MBC mtg for NPs	MBC	Advice received from MBC and their Counsel
05/09/17	Advisory Committee	Somerby Methdst Hall	17 th meeting
13/09/17	Report to SPC	Burrough, St Mary's	11 th report
26/09/17	Environment group	Fieldwork	6 th fieldwork day
26/09/17	Consult Leic Uni	Fieldwork	Alan Clark, Leicester University (local history)
00/10/17	Publicity	'Towards' magazine	Update on NP and work of Theme Groups
16/10/17	Belmont Farms	telephone	Anaerobic digester, renewables, environment
06/11/17	Consult academic	written	Mr Robert Hartley, medieval scholar
11/10/17	Report to SPC	Pick. & Lees. Hall	12 th report
00/11/17	Publicity	'Towards' magazine	Editorial update
08/11/17	Report to SPC	Somerby Mem. Hall	13 th report
00/12/17	Publicity	'Towards' magazine	Editorial update
13/12/17	Report to SPC	Somerby Mem. Hall	14 th report – Annual Finance Meeting
10/01/18	Report to SPC	Somerby Methdst Hall	15 th report
11/01/18	Braunston PC	Private address	Braunstone Parish Council re. N.Planning
22/01/18	Environment group	Volunteer's home	13 th meeting
02/02/18	AC, SPC, YourLocale	Som Methdst Hall	Procedural meeting with consultants
14/02/18	Report to SPC	Somerby Mem. Hall	16 th report
14/03/18	Report to SPC	Pick. & Lees. Hall	17 th report
20/03/18	Advisory Committee	Somerby Methdst Hall	18 th meeting
00/04/18	Publicity	'Towards' magazine	Editorial update
11/04/18	Report to SPC	Somerby Mem. Hall	18 th report

09/05/18	Report to SPC	Somerby Methdst Hall	19 th report
15/05/18	Consult C Hub	Volunteer's home	Parish Community Hub
21/05/18	Youth Quest. starts		First response received
00/06/18	Publicity	'Towards' magazine	AC update; distribution of Wildlife Survey
13/06/18	Report to SPC	Leesthorpe, Dairy Cafe	20 th report
11/07/18	Report to SPC	Somerby Mem. Hall	21 st report
12/09/18	Report to SPC	Somerby Mem. Hall	22 nd report
02/10/18	Advisory Committee	Somerby Methdst Hall	19 th meeting
10/10/18	Report to SPC	Pick. & Lees. Hall	23 rd report
15/10/18	Consult ECT	Private address	3 rd mtg. Ernest Cook Trust re. development sites
00/11/18	Publicity	'Towards' magazine	Article for Consultation Event of 17/11/18
07/11/18	Consult BCE	Private address	2 nd mtg. Burrough Court Estate re. site RSOM1
14/11/18	Report to SPC	Somerby Mem. Hall	24 th report
17/11/18	Consultation event	Somerby Methdst Hall	73 people attended, 53 wrote comments
12/12/18	Report to SPC	Somerby Methdst Hall	25 th report
00/01/19	Publicity	'Towards' magazine	Report on Consultation Event of 17/11/18
09/01/19	Report to SPC	Somerby Mem. Hall	26 th report
22/01/19	Advisory Committee	Somerby Methdst Hall	20 th meeting
13/02/19	Report to SPC	Pick. & Lees. Hall	27 th report
19/02/19	Advisory Committee		21 st meeting
27/02/19	Youth Quest. ends		Last of 13 responses received
00/03/19	Publicity	'Towards' magazine	Editorial update
13/03/19	Report to SPC	'Get Busy' Burrough	28 th report
02/04/19	Advisory Committee	Somerby Mem. Hall	22 nd meeting
10/04/19	Report to SPC	Somerby Mem. Hall	29 th report
00/05/19	Reg 14 publicity	'Towards' magazine	Notification of Reg 14 consultation
08/05/19	Report to SPC	Pick. & Lees. Hall	30 th report
28/05/19	Advisory Committee	The Grove, Somerby	23 rd meeting
00/06/19	Reg 14 publicity	'Towards' magazine	Notification of Reg 14 consultation; editorial
01/06/19	Reg 14 Consultation		Reg 14 Consultation Period begins
12/06/19	Report to SPC	Dairy Barn, Leesthorpe	31 st report
00/07/19	Reg 14 publicity	'Towards' magazine	Notification of Reg 14 consultation; editorial
09/07/19	Advisory Committee	Pick. & Lees. Hall	24 th meeting
10/07/19	Report to SPC	'Get Busy' Burrough	32 nd report
13/07/19	Reg 14 Consultation		Reg 14 Consultation Period ends
11/09/19	Report to SPC	Dairy Barn, Leesthorpe	33 rd report
09/10/19	Report to SPC	Pick. & Lees. Hall	34 th report
06/11/19	Advisory Committee	Volunteer's home	25 th meeting
13/11/19	Report to SPC	Pick. & Lees. Hall	35 th report
16/12/19	Report to SPC	Somerby Mem. Hall	36 th report
29/02/20?	Submission draft		Target date for Submission Draft