

Uffington and Baulking Neighbourhood Plan

2011-2031

Consultation Statement

**Uffington Parish Council
& Baulking Parish Meeting**

Submission Version

October 2018

1 Introduction

This Consultation Statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012. Section 15(2) Part 5 of the Regulations sets out what a Consultation Statement should contain. It:

- a) contains details of the persons and bodies who were consulted about the proposed Neighbourhood Plan;
- b) explains how they were consulted;
- c) summarises the main issues and concerns raised by the persons consulted;
- d) describes how these issues and concerns have been considered and, where relevant, addressed in the proposed Neighbourhood Plan.

This statement is submitted under Regulation 15 to support the draft Uffington and Baulking Neighbourhood Plan.

2 Aims

The aims of the Uffington and Baulking Neighbourhood Plan consultation process were:

- a) To involve as many of the community as possible throughout all consultation stages of Plan in order that the Plan was informed by the views of local people and other stakeholders from the start of the Neighbourhood Planning process.
- b) To ensure that community consultation events took place at critical points in the process where decisions needed to be taken.
- c) To engage with as wide a range of people as possible, using a variety of approaches and communication and consultation techniques.
- d) To capture all comments and correspondence and record how consultation shaped the policies that emerged, and ensure that results of consultation were made available to all via the website.

3 Background to the Plan

In 2015 Uffington Parish Council and Woolstone and Baulking Parish Meetings published a Community Led Plan (Reference Document A). This was based on responses to questionnaires on a wide range of local matters, distributed to every household. The creation of a Neighbourhood Plan was supported by the great majority of the community and was therefore embedded in the CLP action plan. Following this recommendation, Uffington Parish Council set up a Steering Group in September 2015 to take the Neighbourhood Plan

forward. The membership and terms of reference of the Neighbourhood Plan Steering Group (SG) are on the Uffington and Baulking Neighbourhood Plan website.¹

The plan was developed through the work of five Focus Groups: Design, Economy and Employment, Housing, Landscape and Heritage, and Sustainability and Infrastructure. Each developed policies based on evidence gathered from a range of sources.

The proposals were finalised for formal submission to VWHDC in October 2018.

4 Consultation process

4.1 Communication with the community throughout the process: September 2015 – August 2018

Information about the Plan was disseminated across the Plan area from the outset. We have used existing delivery mechanisms including:

- The Courier (the quarterly printed journal distributed across Uffington, Woolstone and Baulking parishes available to all households).
- Electronic newsletters circulated regularly to Uffington and Baulking residents.
- The Plan was a regular item on the agenda of the Uffington Parish Council meetings and Baulking Parish meetings.
- A website www.ubwnp.net was created early in the programme to describe in some detail the methodology and on-going progress against the project plan. This website provided an opportunity for residents and others to comment on any aspect of the Plan via a feedback form, email or written correspondence. It also gave access to formal documents such as the agenda and minutes of Steering Group meetings, major reports commissioned by the Group, maps, charts and other data. The website and social media were updated regularly to ensure readers were aware of draft documents, and of events of significance, and to advertise consultation meetings.
- Stakeholder meetings and correspondence: throughout this period, discussions were held on specific issues with stakeholders, e.g. landowners, residents, business owners and district officials. All such contact was shared at the Steering Group meetings and recorded in the minutes, which were then made available on the website.
- Displays about the Plan were mounted at some local events, such as Uffington Farmers' Markets, in 2017 and 2018.

4.2 Recording the consultations and actions taken

An electronic record of all consultations was maintained containing details of who (where known) raised which point or issue and when it was raised. Responses were drafted for endorsement by the Steering Group and the agreed action taken. Appendices 1-8 provide a

¹ <https://www.ubwnp.net/app/download/15095272/Terms+of+reference+for+UB+NP+Rev+2018.pdf>

chronological list of the comments and questions gathered through a number of channels, the Steering Group's responses and any changes made to the draft Plan.

Original electronic copies of comments have been retained. Paper records have been destroyed once transcribed. Verbal comments have been transcribed.

4.3 Consultations from January 2016 to May 2018

The table below summarises consultation activities and outcomes. Events were designed to describe progress, to obtain local opinion on that progress and options and to answer any questions. Events were advertised on the website, on notices around the villages, social media and via the villages' email systems.

Publicity materials, pictures of events, supporting documentation and summaries of the events can be found on the website.²

Other, more limited, consultation meetings held between January 2016 and August 2018 are recorded in Appendix 8.

Comments received in the period up to May 2018 and the Steering Group's responses are in Appendices 1 and 2. Comments have been transcribed and anonymised where necessary. The response of the Steering Group to each comment records changes which have been made to the text of the report and/or its policies. In some cases 'no action' or 'noted' has been the response.

Date	Activity	Key outcomes and actions
21Jan16	Launch of Three Villages Neighbourhood Plan open to all residents	Village meeting open to all residents. Attended by approximately 70 people. Generally positive feedback on draft Vision and Objectives confirmed direction being taken. Some detailed comments resulted in minor changes to the aim and objective wording. Recognition that a housing allocation may be imposed from VWHDC in order to meet their targets. Several points about issues outside scope of an NP.
27April16	Call for sites letters sent to landowners either for housing or for consideration as Local Green Space (LGS)	Responses from landowners identified potential for 80-200 homes. There were no offers of LGS at this time. See section 3.6.2 of main report for later consultation which yielded 4 LGS sites; these are incorporated in policy L3 of the final version.
14Jul16	Second community event	Approximately 40 people attended along with planning representatives from VWHDC. Characterisation Study results shared and no major changes were required to the report. Consultation on the Steering Group's proposals for selection criteria for proposed sites, and on the areas under consideration. Weightings of proposed scoring system were subsequently adjusted to reflect

² <https://www.ubwnp.net/public-consultation/>

Date	Activity	Key outcomes and actions
		concerns and suggestions made.
08Nov16	Station Road/ Fawler Road potential site: Initial public event	This event was organised by Redcliffe Homes and the subsequent planning application was refused by VWHDC. It gave the Steering Group further insights into community views on land development and design policies.
Jan – May 2017	Housing Needs Analysis carried out independently by Chameleon Consultancy	A questionnaire was delivered to all occupied properties in Uffington and Baulking and made available online. A total of 154 completed surveys were received, a response rate of 42%. By parish the response rates are 38% for Uffington and 81% Baulking. Results of this survey further informed the plan policies. Key outcome was to define the number of dwellings needed in the Plan period and form the basis for Policy H1.
21May17	Farmers' Market	HNA results and draft policies displayed and discussed.
18Jun17	Farmers' Market	HNA results and draft policies displayed and discussed
21Jun17	Third community event	Approximately 40 people attended. The re-designation of the plan area was explained and the results of the Housing Needs Analysis were shared. Views were gathered on a non-allocating plan and on the draft policies for Design; Economy and Employment; Housing; Landscape and Heritage; and Sustainability and Infrastructure. Considerable feedback on housing, design and landscape which was subsequently worked into emerging policies. Support for small groups of (smaller and affordable) houses rather than one large estate.
08Oct17	Village new-comers event	Display of NP policies, maps etc. Few points raised by village newcomers but general interest in the Plan shown.
14Nov17	Fourth community event	Approximately 65 people attended. Results of the Landscape Capacity Study were presented. Consultation on this study plus updated draft policies were discussed in smaller groups so that a wide range of views could be captured. There were separate group discussions for Baulking and Uffington in order to capture specific views about the policies for each area. Some concerns about characterisation of individual parcels but no action taken in order to respect LCS study independence. Almost universal support for developments within the total of 19. Also support for small clusters of a maximum of 4-5 houses in infill locations. Attendees were asked to complete a feedback survey about engagement with the NP {See Appendix 9}
19Nov17	Farmers Market	Display of NP policies, maps etc
15Apr18	Farmers Market	Display of NP policies, maps etc
24Apr18	Fifth community event	Approximately 45 people attended. Updated draft policies were introduced before the start of the six-

Date	Activity	Key outcomes and actions
		week consultation period. Main concern was over 'a minimum of 19' houses in Policy H1 arising from the HNA study. Policy H1 subsequently reworded to be less prescriptive. Other main concern was the 'blanket' ban on building in 'open countryside' which particularly affects Baulking Parish. Policy H3 subsequently reworded to strengthen case.
20May18	Farmers Market	Display of NP policies, maps etc
18Jun18	Farmers Market	Display of NP policies, maps etc

Table 1 – Summary of consultation events

4.4 Pre-submission consultation 7 May – 26 June 2018

The statutory 6-week pre-submission consultation took place between 7 May and 26 June 2018. The Draft Plan and Reference Documents were made available through the website with electronic comments invited. Hard copies of the documents were available in the shop and both churches, where written comments could also be left.

All households in the Plan Area received a flyer including the Executive Summary and a table of draft policies. The start of the consultation was advertised via noticeboards and emails. Owners of land in the Plan Area who live outside the area were informed.

Statutory consultees (public bodies) were informed by email (see Appendix 7, which also shows those who responded). A number of statutory consultees were not approached because their remit had no relevance to the Plan area or because they were covered by an over-arching body.

This process yielded 23 responses on the Draft Plan from residents, public bodies and developers or their agents. Each is recorded with a note of the SG response in Appendices 3 - 6.

As with the earlier consultations, comments have been transcribed and anonymised where necessary. The response of the Steering Group to each comment indicates changes which have been made to the text of the report and/or its policies. In some cases, 'no action' or 'noted' has been the response.

5 Feedback

In order to gauge the effectiveness of communications in general and the Community Event on 14 November 2017 in particular, a feedback form was completed by approximately 50% of attendees (whilst this may seem low, the form was typically completed by only one person of most couples attending).

Feedback was generally very positive with over 85% feeling that the Steering Group had done 'Well' or 'Very Well' at keeping people informed about the NP and almost 90% feeling that they had been able to give their opinions (the remainder gave no answer with zero replying 'No').

The complete results of this survey are in Appendix 9.

Appendices to Consultation Statement

Matters raised by consultees and Steering Group's response

January 2016 – May 2018

Appendix 1: residents

Appendix 2: developers/agents

May 2018 – June 2018 (6-week consultation)

Appendix 3: residents

Appendix 4: developers/agents

Appendix 5: public bodies

Appendix 6: VWHDC

Appendix 7: list of statutory consultees contacted

January 2016 – August 2018

Appendix 8: other consultation meetings

Feedback

Appendix 9: feedback at the 14 November 2017 Community Event