

Lostwithiel Neighbourhood Development Plan

Consultation Statement

2016 – 2030

The references cited in this Statement are on the Lostwithiel Neighbourhood Plan website

**Produced by the Lostwithiel Neighbourhood Development Plan Steering Group
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Introduction

The Consultation Statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012 under Section 5(2). A Consultation Statement: Lostwithiel Neighbourhood Plan Steering Group has carried out numerous consultations. These are detailed in the Annex of Evidence on the Lostwithiel Neighbourhood Plan website; see the file Annex of Evidence: contents for guidance on location of the information.

This Consultation Statement (see Annex of Evidence Pub9, and Misc1, 2 and 4) summarises all the statutory and non-statutory consultation that has been undertaken with the community and other relevant statutory bodies and stakeholders in developing the Lostwithiel Neighbourhood Development Plan. It describes how concerns have been addressed and what changes have been made to the final Plan as a result of the pre-submission consultation.

Aims of the Consultation

In the Community and Engagement Strategy (see Annex of Evidence Pub1 and Pub3) produced at the beginning of the Neighbourhood Plan process, we stated what our initial objectives were.

Background Information to the Consultation on the Neighbourhood Plan

Annex of Evidence; Pub9 summarises how the community were consulted during the development of the Neighbourhood Plan.

Summary of the Consultation Process

Initial publicity and explanations.

In October 2015 Newsletter 1 introduced the subject of the Neighbourhood Plan and explained the process. This was augmented by a coloured leaflet put into shops, the Library, pubs and other places and by articles written in the Lostwithiel Community Newsletter.

The consultation process

In 2014, the Town Council published the results of a questionnaire (Ref Misc15) and in 2015 worked with Cornwall Council to conduct out a Housing Survey the latter publicised by a letter sent to all households (Ref Pub10) and Newsletter 2 (Ref H6) and by an article written by the Mayor in the Community Newsletter. A set of draft housing policies was put out to consultation in Newsletter 2 and displayed at three public exhibitions, in December 2015. The exhibitions were attended by members of the Steering Group who engaged with attendees.

The responses to the above were used to produce a Housing Report in January 2017. This report (Ref H3) comprised a comprehensive analysis of the housing needs for the Civil Parish and set out a revised version of the 10 draft housing policies updated as a result of the responses received.

In April 2016 Newsletter 3 (Ref T1) which included a questionnaire seeking views on transport was inserted into the Lostwithiel Community Newsletter. The responses were

analysed and a Transport Report published in May 2016 (Ref T3). Informed by the responses to this questionnaire The Steering Group formulated five potential Policy Areas and asked, in Newsletter 4 published in the September 2016 (ref T2) which of these Policy areas was supported. Responses to this Newsletter and a further exhibition on June 11th (see below) informed the Neighbourhood Plan's policies on transport.

An exhibition and consultation event was held on June 11th 2016 which further consulted on the draft housing and transport policies. A member of the Steering Group discussed with attendees in a series of workshops, what they saw as the most important features of Lostwithiel. These discussions were used to produce the 'Word Cloud' on page 9 of the Neighbourhood Plan and the 'Vision for Lostwithiel' on page 10.

Newsletter 4 advertised the forthcoming Employment and Business Survey. This survey, which was carried out in conjunction with the Lostwithiel Business Group, was sent with a covering letter (see Refs BLE1 and BLE2) to all businesses in the town. The responses were analysed (Ref BLE3) and used to formulate the Neighbourhood Plan's Draft policies on business and the economy.

A set of questionnaires was published in September 2016 asking for views on Heritage, the Environment and Community and Recreation (see Refs EH1, EH5 and CWR1) These formed part of the exhibition and consultation event on September 24th 2016. The questionnaires were also on the Neighbourhood Plan Website. The responses to these questionnaires were analysed (Refs EH2, EH6 and CWR2) and used to formulate a set of draft policies which were published as a second set of questionnaires in December 2016 (Refs EH3, EH and CWR5). Each was accompanied by an informative 'Narrative' (Refs EH10, EH11 and CWR4) The questionnaires and narratives were presented as part of a series of public exhibition events on December 14th, December 15th 2016, January 9th and January 30th 2017. The responses were analysed (Refs EH4, EH8 and CWR3) and used to formulate the Neighbourhood Plan policies on Heritage and the Environment and Community, Wellbeing and Recreation.

Newsletter 5 was published in January and delivered by a team of volunteers to all properties in the Civil Parish. It invited members of the public to make comments, suggest new ideas or put forward additional other policies.

Early Draft Plan published

The Steering Group decided to publish an Early Draft of the Neighbourhood Plan in May 2017 in order to elicit the views of the people of Lostwithiel before producing the further Draft. This was advertised both in Newsletter 6 delivered to all properties in the Civil Parish and in the Community Newsletter. The Early Draft and a Summary formed part of a public exhibition and consultation events held on July 16th and August 5th. Both the Early Draft and the Summary were placed in the Library, Community Centre and Town Library as well as being on the website. The results were analysed (Ref Misc1) and used to inform the writing of the further Draft.

Engagement with the younger generation

As part of the Steering Group's aspiration to engage with the younger generation of Lostwithiel, two workshops were held at Lostwithiel Primary School and one at St Winnow Primary School. Pupils were encouraged to talk to their family and friends about the Neighbourhood Plan.

At Lostwithiel Primary School Fair on December 15th 2016 the Neighbourhood Plan exhibit was set up explaining all sections of the Developing NP. Questionnaires on Environment, Heritage, Community & Recreation were available for attendees to either complete at the fair or to take home to complete.

In February 2017 a letter was sent to parents of pupils at Lostwithiel Primary School inviting parents to read and comment on the Neighbourhood Plan. This was a strategy to involve a section of the community that had not attended consultation events.

Meeting with estate agents.

On October 17th 2017 the Chairman of the Steering Group met with the two Lostwithiel estate agents to discuss the demand for housing in the town and to what extent this demand is able to be met.

Consultation on a further draft of the Neighbourhood Plan

The further Draft Plan was published in December 2017 together with a Summary. Newsletter 7 (Ref. H7) was published in January 2018. It comprised a series of questions to ascertain the level of public support for the position of the Development boundary and the criteria used in order to establish its position and for a number of policies in the December Draft. It included an invitation to submit pieces of land to be considered for inclusion within the Development Boundary. The responses were analysed (Ref H8).

Consultation on the draft Development Boundary

There was a public exhibition and consultation event held at the Community Centre on January 13th 2018. The exhibition showed the rationale for the drawing of the Draft Development Boundary. Attendees were encouraged to ask questions about the updated policies and to take away a copy of the Draft Plan and/or its Summary and to comment on it.

Statutory 6-week consultation

Newsletter 8 (Ref Pub6) was delivered to all households in the Civil Parish in the week leading up to the public exhibition and consultation event in the Community Centre on March 24th. As for the earlier events, members of the Steering Group were on hand to answer questions and discuss issues. This marked the start of the statutory 6-week consultation. The Pre-submission Draft Neighbourhood Plan and its Summary were available to take away and comment on. Further copies of this draft were placed in the Community Centre reception area, the Church and the Town Library.

In response to requests from Lostwithiel residents, an extraordinary meeting of the Steering Group was held on April 10th 2018 to hear comments on aspects of the Pre-Submission Draft.

There was a public exhibition and consultation event held at the Community Centre on April 28th. Steering Group members were in attendance to engage with attendees and to encourage them to submit responses to the Pre-Submission Draft before the closing date of May 6th.

Pre-submission consultation (Regulation 14) Formal Consultee engagement

In April 2018 consultation letters were sent out under The Neighbourhood Planning (General) Regulations 2012; Regulation 14 (b) to all the bodies listed by Cornwall Council and a number of local organisations. The responses from these bodies and organisations together with responses from members of the public and from Cornwall Council can be seen in Refs. Misc10, 11 and 12.

Community Group consultation.

The following community organisations were consulted; none responded.

Boconnoc Estate

Community Link Officer

Headway Cornwall

Lostwithiel Army Cadets

Lostwithiel Brownies

Lostwithiel Business Group

Lostwithiel Church

Lostwithiel Community Association

Lostwithiel Fire Station

Lostwithiel Girl Guides

Lostwithiel Methodist Church

Lostwithiel Museum

Lostwithiel Primary School

Lostwithiel Rotary

Lostwithiel Scouts

Lostwithiel Town Band

Lostwithiel Town Forum

Lostwithiel Twinning Association

Lostwithiel University 3rd Age

Lostwithiel Beavers

St Winnow Primary School

The following individuals were consulted

Cornwall Councillor Colin Martin. He is a member of the Steering Group so was able to comment at and between meetings.

PCSO Jamie Ward

Pre-Submission consultation – Community engagement results

The responses to the consultation on the Pre-submission draft were analysed. This analysis can be viewed at Ref. Misc2. A meeting of the Steering Group was held on May 22nd 2018 to consider what changes should be made to the Pre-submission draft in the light of the consultation responses received. Members of the public who attended were asked for their views on each of the decisions before they were voted on.

Landowner engagement

On October 5th 2017, members of the Steering Group met on-site, at the request of the landowner, to consider whether cells 2 and 4 should be included within the Development Boundary.

25th November 2017. Cornish Times newspaper; 30th November; Cornish Times newspaper. Public notice advertising the Neighbourhood Plan 'Call for Sites' which invited land to be considered for inclusion within the Development Boundary.

December 2017 Neighbourhood Plan Newsletter 7 (Ref H7) Delivered to all properties in Lostwithiel Civil Parish included a 'Call for sites' which invited land to be considered for inclusion within the Development Boundary.

End of November 2017 to January 31st 2018 Town Council public notice board and the Neighbourhood Plan Website. Public notice advertising the Neighbourhood Plan 'Call for Sites' which invited land to be considered for inclusion within the Development Boundary.

On May 10th 2018, members of the Steering Group met on-site, at the request of the landowner, to consider whether his land, which is part of Cell 29, should be included within the Development Boundary.

The landowner of cells 2 and 4 attended the Steering Group meetings of 28th November 2017 and 27th February 2018

Landowners were given the opportunity to make personal representation at a meeting of the Steering Group of January 23rd 2018.

Pre-Submission Consultation – Individual Community Responses Received

Members of the community were consulted at each stage of the development of the Neighbourhood Plan.

The annex of Evidence contains documents that detail the responses received; see Ref Misc4, 10 11 and 12.

The Annex of Evidence Contents is a guide to all the documents in the Annex together with a summary of the main subjects therein.

Publicity summary

A full record of the publicity devoted to the Lostwithiel Neighbourhood Plan can be viewed at Ref. Pub9. During the development of the Lostwithiel Neighbourhood Plan we received well over 800 responses from members of the community.

Strategic Environmental Assessment Screening opinion.

The Lostwithiel NDP Steering Group requested that Cornwall Council screen the Neighbourhood Plan for Strategic Environmental Assessment and Habitat Regulations Assessment on August 2017.

Natural England, the Environment Agency and Historic England were consulted as part of the screening process. The screening opinion concluded that an SEA and HRA is not required for the Neighbourhood Plan; see Annex of Evidence Misc7,8 and 9.

Final draft Neighbourhood Plan

The Lostwithiel NDP Steering Group have amended the draft Lostwithiel Neighbourhood Development Plan from comments received during the Pre-Submission Consultation from statutory organisations, businesses and members of the community.

The Lostwithiel Town Council approved the draft Lostwithiel Neighbourhood Development Plan proposal at their Council Meeting on July 3rd 2018.

Neighbourhood Plan Steering Group Members

Neighbourhood Plan Steering Group Members	Responsibility
Councillor Chrissie Anders (From April 2018)	
Mandy Barrass (From July 2016 to September 2017)	Heritage
Councillor Phoebe Beedell (from May 2017 to January 2018)	Newsletter editor
Councillor Ann Duffin (from May 2017)	
Ian Gillett (until December 2017)	First Chairman & Housing Report Author
Councillor David Guiterman	Chairman & Neighbourhood Plan Co-author and environment
Councillor Tim Hughes (from May 2017)	
Councillor Pam Jarrett (until May 2017)	Employment and the Local Economy
Chris Jones (from September 2016)	
Cornwall Councillor Colin Martin (from June 2017)	
Councillor Kieran Park (from May 2017 to February 2018)	
Gill Parsons, former Councillor (until October 2016)	
Mark Pearson (until July 2017)	
Councillor Colin Risner (from May 2017)	
David Robson	Community Wellbeing and Recreation
Professor John Scott	Neighbourhood Plan Co-author and Author of the Transport Survey and Report
Michael Shillaber (from July 2016 to December 2016)	
Richard Trant (from August 2016)	

Steering Group Terms of Reference

See annex of evidence Ref. Misc5