

Consultation: key stages

- Neighbourhood Area (“Regulation 5”) (task 1.13 in project plan)
- Stage 1 - Raising awareness and identifying issues
 - Public meetings, surgeries, stalls and stands, exhibitions, etc.
 - Launch event
 - Opinion seeker (a few general questions)
 - Fliers, newsletters, etc.
 - ‘Opening the door’ to stakeholders
 - Local groups, clubs and organisations
 - Strategic organisations, agencies and interest groups
- Stage 2 - Views in depth
 - Residents’ household questionnaire – post, hand deliver, online and paper, drop-off points
 - Businesses – face-to-face, interviews, focus groups, breakfast meetings (questionnaires not traditionally a good response rate)
 - Filling gaps in evidence
 - Focus groups, single topic meetings and events if necessary

- Stage 3 – Endorsement of research and way forward
 - Public event(s)
 - Advertise well
 - Be creative in how you get people engaged
 - Possible content
 - This is what we have found out from written evidence and local consultation
 - We think that it leads to these themes / topics and aims (what we intend to achieve)
 - We think that this is therefore our vision (where we're going)
 - We think that we can achieve it through these objectives (how we are going to do it)
 - If appropriate, set out options on which you need views and endorsement (e.g. if you intend to allocate housing sites) *
 - Invite comments and seek broad endorsement for these as the basis on which to write the plan and its policies
 - When you have draft aims, objectives, a vision and an indication of the likelihood of whether the plan will propose development, approach LPA for formal view of requirement for SEA / HRA

* If there are potentially controversial issues around housing options you may wish to hold a further round of consultation to focus on those and cover other points above in its own consultation first

- Stage 4 – The draft Plan
 - Share first draft with community and make amendments if necessary*
 - Pre-submission version (“Regulation 14”)
 - consult as widely as possible, local and strategic (including statutory consultees / relevant consultation bodies) and make amendments if necessary*
 - 6 weeks minimum
 - Also share drafts of sustainability appraisal or strategic environmental assessment of the plan at above and forthcoming stages

* Always document amendments. Record respondent, comment, your response, whether you intend to make changes as a result, what the change is

- Stages 5 and 6 – Final Plan
 - Submission of plan and associated documents (map, consultation statement*, basic conditions statement, plan) (“Regulation 15”) to local authority
 - Examination (hearings or written reps) (“Regulation 17”) – tested against “Basic Conditions”
 - Referendum (if the plan meets the Basic Conditions) – question is *“Do you want [insert name of local planning authority] to use the neighbourhood plan for [insert name of neighbourhood area] to help it decide planning applications in the neighbourhood area?”*

* includes details of those persons and bodies consulted about the plan, explains how they were consulted, summarises the main issues raised by consultees and describes how issues have been considered and where relevant addressed in the proposed Plan