



# Earswick Parish Draft Neighbourhood Plan 2016-2036 Consultation Statement



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## **1. Background**

In June 2015 Earswick Parish Council formally submitted an application to City of York Council for the designation of the whole parish as a neighbourhood plan area as a first step towards preparing the Earswick Parish Neighbourhood Plan.

Earswick Parish Council's application underwent the statutory 6-week consultation period that allowed people who live, work and conduct business to comment on the application and the area boundary.

City of York Council approved the neighbourhood plan area on 9 December 2015.

## **2. Compliance with Regulation 15 (Neighbourhood Planning Regulations 2012)**

This Consultation Statement complies with requirements of Regulation 15 of the Neighbourhood Plan Regulations and provides the response to Regulation 14 of the Neighbourhood Plan Regulations (pre-submission statutory consultation) 2012.

This document is a consultation statement detailing the extensive consultation undertaken with the community of Earswick, ie. those who live and work in the Parish. It includes the further consultations that took place during the pre-submission consultation.

Section 15(2) of Part 5 of the Regulations sets out what a Consultation Statement should contain:

- details of the persons and bodies who were consulted about the proposed neighbourhood development plan;
- explanations of how they were consulted;
- summaries of the main issues and concerns raised by the persons consulted;
- descriptions of how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood plan.

This Consultation Statement summarises all statutory and non-statutory consultation undertaken with the community and other relevant statutory bodies and stakeholders in developing the Earswick Parish Neighbourhood Plan. In particular it describes how concerns have been addressed and the changes that have been made to the final draft as a result of statutory pre- submission consultation.

A record of all consultation exercises is available on the Neighbourhood Plan section of the Parish Council website: [www.earswick.org](http://www.earswick.org)

### **3. Consultation on the Neighbourhood Plan**

Earswick Parish Council took the decision to produce a Neighbourhood Plan at its meeting on 3<sup>rd</sup> November 2014 in response to the Government's publication of the Localism Bill. Following a community introduction workshop on neighbourhood planning in March 2015, facilitated by consultants *Yourlocale* and to which all residents of the village were invited, the Parish Council formally agreed to develop a Neighbourhood Plan for Earswick Parish at its meeting on the 20<sup>th</sup> April 2015.

In order to produce this plan the Parish Council established a Neighbourhood Planning Working Party, formed from members of the local community and parish council representatives to oversee a process that will result in the preparation of a plan that will be put to a public referendum. Terms of Reference and Membership of the Working Party were approved by the Parish Council at its Annual Meeting on 25<sup>th</sup> May 2015.

The Earswick Parish Neighbourhood Planning Working Party took on the responsibility of the Earswick Parish Neighbourhood Plan under the auspices of the Earswick Parish Council.

The aims of the Earswick Parish Neighbourhood Plan consultation process were to:

- Involve as much of the community as possible throughout the informal and pre submission consultation stages of plan development

- Ensure that the Plan was informed by the views of local people and local stakeholders from the start of the neighbourhood planning process.
- Ensure that consultation events took place at critical points in the process where decisions needed to be taken.
- Engage with as wide a range of people as possible, using a variety of approaches and communication and consultation techniques; and
- Ensure that results of consultation were fed back to local people via News Letters, open meetings and via the dedicated Neighbourhood Plan section on the Parish Council's website.
- Demonstrate to residents that the development of the plan was carried out in an open, honest and transparent manner.

In preparing the Plan the Working Party has consistently ensured that residents and other stakeholders including local authorities, interest groups, land owners, businesses and statutory bodies have been consulted and that their comments have been noted and, where appropriate, incorporated into the Plan as it evolved.

A dedicated neighbourhood planning email address was set up (earswickneighbourhoodplan@aol.co.uk) for residents to communicate directly with the working party as well as through the normal parish council contacts.

The Working Party has continuously sought to work with the City of York Council and other stakeholders in developing the Plan and has sought to ensure its work aligns with the published information of the early stages of the City of York Council emerging Local Plan.

The level of consultation that has been undertaken is in keeping with that required by the legislation and full details of all consultations are provided in the Consultation Evidence File that supports this Consultation Statement. The Consultation Evidence File is also available to view on Earswick Parish Council's website under the Neighbourhood Plan section.

#### **4. Understanding the Issues**

A number of consultation exercises were designed by the Working Party in order to obtain and understand the “issues of importance” within the local community; one example being the first Residents Questionnaire where all households in the village were surveyed in September 2015. A total of 219 (63%) households responded, of which the great majority stated they were against further housing development in the village and that the Green Belt and Open Spaces surrounding the village were of great importance.

During the period that followed, the views of local residents have been obtained through a variety of exercises including further survey questionnaires, public open meetings and written contributions.

Community groups and businesses were consulted and invited to respond and/or provide submissions in writing, or by way of public meetings. Working Party contact details have been available on the website; **[www.earswick.org](http://www.earswick.org)** and in all Working Party updates; sufficient notice has been given when advertising events, together with a statement encouraging full community engagement.

During the development of the Neighbourhood Plan, local people were regularly consulted. This regular consultation has maximised the opportunities for those living and working in the village to shape what is “their Neighbourhood Plan”.

#### **5. Overview of consultation approaches to engage the community**

The central focus of all consultation information has been the Earswick Parish Council’s website. This has been a useful and well-publicised source of valuable and up-to-date information about all aspects, and stages of the Earswick Parish Neighbourhood Plan development and includes information on all consultation outcomes.

All updates on the Plan process, and information about forthcoming consultation exercises and events, were published in either letter drops or newsletters delivered to each household; this is particularly useful for those residents without access to a computer.

Details of all documents used have been available for viewing and commenting upon through the website or the dedicated email address and at open public meetings.

At regular intervals draft stages of the Plan and supporting documents were exposed to scrutiny by making them available both on the website or through the residents surveys and at the open public meetings. During these public meetings discussions took place between individuals from the community and those responsible for preparing and writing the Plan.

Notices and posters were also displayed on the numerous Parish notice boards.

Two community surveys were conducted to help understand the issues in more detail, the findings of which provided the basis for developing the Planning Policies within the Earswick Parish Neighbourhood Plan in line with the wishes of the community.

The public open meetings were attended jointly by members of the Earswick Parish Council and the Working Party. This provided opportunities to directly engage with residents and to afford them the chance to discuss and expand upon the issues raised through the Plan's development, particularly the proposed planning policies.

By attending such events this assisted the Parish Council and the Working Party to gain a better understanding of the community's wishes in relation to emerging issues within the Plan; and for the community to gain a better understanding of the consequential changes in the planning system, when converting to a Neighbourhood Plan.

The Parish Council and the Working Party continued to give residents the opportunity to provide their feedback right up to the start of the City of York Council Formal Consultation.

The role played by the Earswick Parish Council has been supportive and integral to the Working Party in facilitating the various stages of plan development; in that Working Party activity was regularly reported to the Parish Council at the Council meetings; seeking the views from all Councillors and members of the public present.

Following the decision by Earswick Parish Council to embark on the preparation of a Neighbourhood Plan, in November 2014 Neighbourhood Planning has been a regular agenda item at Parish Council meetings and is recorded in the minutes, which are published on the Parish Council Website available for all to see.

A Record of Decisions taken by the Working Party at each of its meetings have been regularly forwarded to the Parish Clerk for information and displayed in the Neighbourhood Planning section of the Parish Council website.

The website continues to provide a comprehensive source of up to date information on all stages of the Neighbourhood Plan and, going forward, will be used to inform the Community of the formal consultation process and referendum, along with other familiar methods of communications used for sharing information.

It is not the intention of this Consultation Statement to repeat the findings from the reports produced from the consultation exercises that are all clearly referenced in the Neighbourhood Plan Evidence File.

## **6. Community Surveys**

### **Residents Survey 1: August/September 2015**

All 347 households in the village were canvassed in September 2015 by the Earswick Neighbourhood Planning Working Party and to maintain anonymity the completed questionnaires were collected in unmarked, sealed envelopes. A total of 219 responses were received, 63% of all households. These were entered into an online survey analysis tool (Survey Monkey) by independent analysts.

The results showed that 84% of residents were happy with the village as it is, whilst 61% of respondents were against any further housing development in the village. 87% of respondents attached great importance to the Green Belt surrounding the village.

Residents identified Development Control, Protection of the Green Belt/Open Spaces and Security as their three Key Issues.

The purpose of the survey was to gather up to date information on the profile of Earswick and to provide a holistic view of the parish along with what mattered to local people, the key issues, including aspirations. The survey was developed for the purpose of informing a Community-led Plan and consequently questions asked were wider reaching.

The survey was completed per household.

Residents Survey 2: April 2016 “Vision and Objectives” (Draft plans).

The Earswick Parish Neighbourhood Plan Working Party carried out an initial household survey during August and September 2015 to assist in the preparation of its Neighbourhood Plan. The Parish Council used the findings from the 1<sup>st</sup> survey to propose five objectives to form the draft vision of how Earswick could develop over the next 15 years.

A questionnaire was produced by the Working Party and delivered to households throughout the Parish. To maintain anonymity the completed questionnaires were collected in unmarked envelopes.

A total of 206 completed questionnaires were received. The number of valid returns represents an estimated 61% household response rate. The printed survey responses were entered into an online survey analysis tool (survey monkey) by independent analysts.

An average of over 80% of residents supported the draft policies proposed within the survey.

## Consultation Notice

- Informal 4-week consultation on the draft Neighbourhood Plan aimed primarily at residents of the Parish
- 6 week Statutory Pre submission Consultation with residents, other stakeholders and interested parties.
- Pre submission Consultation phase to include amendments as required prior to Formal Consultation
- City of York Council 6 week Formal Consultation direct with residents of the Parish and other stake holders and interested parties
- Examiner reviews of the Plan, and responses to determine whether the Plan meets all the required standards. If approved:
  - Examiner returns Plan to the Parish for a formal referendum
  - If the Plan receives a majority within the referendum then it passes into planning law

## **7. Conclusion of Surveys**

For each of the above surveys the community was given a reasonable timeframe in which to respond, following which the Working Party members collected the completed questionnaires in sealed, unmarked envelopes. All responses were uploaded into Survey Monkey by the independent firm of analysts. The analysis and report findings were shared with the community at regular intervals throughout the year. These reports are available for crosschecking within the Evidence File.

A significant outcome of these surveys was to provide the Working Party with up to date information on the wishes and aspirations of the Parish. This enabled the Working Party to ensure the content and direction of the draft Earswick Parish Neighbourhood Plan, and the findings and conclusions of the document, were in keeping with the views expressed by the majority of residents within the Parish.

## **8. Pre Submission Consultation**

Notices of the Statutory Pre submission Consultation process were published on the Parish noticeboards and online on the Parish Council website. A newsletter was also distributed to every household within the Parish.

Residents and Business owners were informed as to the purpose of the Pre Submission Consultation and invited to formally respond to the Plan, its aims and its policies.

The Plan and response forms were made available on-line on the Parish Council Neighbourhood Plan website.

Copies of the pre-submission Neighbourhood Plan, together with Appendices were available on request to the Parish Clerk.

A summary of responses will also be included in this document and copies of the consultation return forms will be included on the Neighbourhood Plan website.

As part of the Pre Submission Consultation all interested parties and statutory consultees were directly mailed or emailed copies of the Neighbourhood Plan seeking comments, examples of which include:

The Coal Authority  
The Homes and Communities Agency (Leeds)  
Natural England  
The Environment Agency  
English Heritage (Yorkshire)  
Network Rail Infrastructure Ltd  
The Highways Agency  
BT Group plc  
Primary Care Trust  
National Grid  
British Gas  
Yorkshire Water  
York CVS  
National Trust (Yorkshire)  
York Racial Equality Network  
York Chamber of Commerce

North Yorkshire Police  
North Yorkshire Fire and Rescue Services

### **Consultation Findings: Parish Respondents**

(this section to be completed)

### **Comments in Response to Feedback from Interested Parties and Statutory Consultees**

(this section to be completed)

### **9. Parish Council Amendments to Plan**

In considering the pre consultation feedback from all residents, interested parties and external consultees who responded the Parish Council have adopted the following amendments to the Earswick Neighbourhood Plan:

(this section to be completed)

## 10. Appendices

### Appendix 1

## Community Engagement Drop-In Events 31 September – 4 October 2016 Consultation Outcomes

### 1. Background

Earswick Neighbourhood Plan Working Party determined to hold three of drop-in events on the development of the Neighbourhood Plan between the 31 September and 4 October 2016.

These took place in the Village Hall on:

Friday 31 September between 15:00 and 17:00  
Saturday 1 October 2016 between 2.30 and 4.30  
Monday 4 October 2016 between 10.00 and 12.00

The time and date of the events were purposefully selected to maximise attendance by both residents and stakeholders.

The aim of this event was to help inform the community on the progress of the Neighbourhood Plan and to gain some initial feedback from residents and stakeholders on their views about the initial draft of the Plan and the emerging policies it contained.

### 2. Publicity

The drop-in event was promoted in a variety of ways:

- A letter to all residents;
- Invitations to stakeholders such as City of York Council officers and members;
- Through the parish newsletter;
- Working Party members promoted the event;
- Posters were placed across the Parish in the lead-up to the event and on the day; and
- Through the the Parish website.

### 3. Format of Event.

Sign in	Working Party members welcomed attendees on arrival and asked them to complete a contact sheet that recorded brief details of where the individual lived and the age range/gender of attendees.
Introduction	Several display boards were made available to view. The format of the event was explained to people who attended.
Consultation on key issues	<p>A series of display boards were positioned across the room. Each focused on a specific theme contained in the Plan including the emerging policies. These boards were:</p> <ul style="list-style-type: none"><li>▪ Housing Development</li><li>▪ Landscape and Environment</li><li>▪ Local Facilities</li><li>▪ Transport and Highways</li><li>▪ Safety and Security</li><li>▪ Developer Contributions</li></ul> <p>Copies of the draft Plan were also made available to view and take away, as well as documents explaining what is a neighbourhood plan and the process involved in preparing one</p> <p>Having read the plan and seen the display materials, attendees were asked to comment on each topic using the form supplied. A number of written comments were also received after the event which have been incorporated into the results.</p>

### 3. Results

Over 60 people attended the event.