

Winkleigh Neighbourhood Plan Consultation Statement

Introduction

This document sets out how community consultation was undertaken and managed as part of the Neighbourhood Plan preparation process.

This Consultation Statement fulfils the requirements of the Neighbourhood Planning Regulations (Section 15 (2) of Part 5 of the Regulations), setting out:

- Details of the persons and bodies who were consulted about the plan
- An explanation of how consultation was carried out
- A summary of the main issues and concerns raised through the consultation, and
- A description of how those issues and concerns have been considered and addressed in the plan

Winkleigh Parish Council (WPC) is the qualifying body responsible for the preparation, consultation and submission of the Neighbourhood Plan. It has been assisted by a Neighbourhood Planning Group (NPG) set up for the purpose, reporting monthly to the Parish Council. The terms of reference for the NPG are set out in Appendix 1.

The whole of Winkleigh Parish has been designated as the Neighbourhood Plan area.

Community Planning in Winkleigh

Winkleigh is a thriving rural community with a strong cultural and community tradition. Winkleigh's distance from major towns and cities means it has a limited range of services and facilities to meet local needs. It has however been designated as a Local Centre in the Torridge Local Plan. In that role it is expected to accommodate some additional development to meet the District's objectively assessed housing need over the plan period.

The desire of the Parish to help shape its future was first expressed in the Parish Plan (2005) [insert link]. This plan was updated in 2014 [insert link], following a Parish survey and extensive consultation. An action of this updated plan was to review the Village Design Statement [insert link], which was published in September 2016.

The documents already prepared by the Parish indicate the strong track record of community involvement and participation. The preparation of the Parish Plan and Community Plan(offer a good foundation on which to build the proposals of the Neighbourhood Plan. The conclusions of the consultation undertaken for them are important evidence for the Neighbourhood Plan, and complement and reinforce the findings of more recent surveys and events.

The Neighbourhood Plan Group

The Neighbourhood Plan Group (NPG), Chaired by a Parish Councillor, has prepared the plan. The plan group has benefitted from the expertise of those with special interest and expertise in planning, the natural environment, education, housing, economic development and transport. Expertise was also drawn from some of the groups set up to carry forward the actions of the Community Plan.

The work of the NPG was assisted by consultancy work from Hamilton Baillie Associates on traffic and transport issues, and by Devon Wildlife Trust (Biodiversity Audit and Hedgerow Survey). In the

pre-submission consultation stages the group was also advised by Maria Bailey of Clayewater Planning Group.

Neighbourhood Plan Consultation and Community Involvement

Before the statutory six week pre submission consultation, the NPG worked to a consultation strategy with the following key elements:

- Review of the evidence gathered for the Community Plan, and the community survey and publicity event that supported it
- Publication of a Framework Document [insert ref] setting out ideas for inclusion in the Plan. This was complemented by a further Parish wide survey (200+ responses) and exhibition event in October 2017
- Informal meetings with members of WPC to discuss: The role, scope and content of the Plan; housing options; draft policies and proposals
- Meetings with Devon County Council and Torridge District Council
- Liaison with other agencies and service providers; neighbouring Parishes
- Quarterly reports and updates published in Distinctly Winkleigh (delivered to all addresses in the Parish)
- Regular attendance at monthly and weekly markets in Winkleigh, to showcase particular issues and generate debate and awareness of the plan
- A public meeting presented by Ben Hamilton Baillie to discuss the findings of his traffic consultancy report
- Outreach work to provide context for, and to underpin, the vision, culture and tradition of the Parish
- Use of social media for publicity about the plan and to advertise events
- Invitations to landowners and developers with planning applications to meet to discuss the longer term opportunities and implications for Winkleigh
- Regular reports to the Winkleigh Society

The results of survey work in October 2017 indicated a need to engage more fully with younger age groups and the employers in the Parish. Although contact was made with the Primary and Secondary Schools in the Parish, feedback from pupils has been difficult to achieve. Art and storytelling competitions open to the schools have been more successful. To generate more information about the economy and business of the Parish, an employers survey was undertaken [insert ref] which has provided a picture of current business operations and future needs.

The 'mind map' attached to this document summarises some of the community outreach work that has informed the Neighbourhood Plan.

The progress of the Neighbourhood Plan was reported monthly to the Parish Council as a standing agenda item.

Pre-submission Consultation

Following review of previous community plans and the consultation work described above, the NPG identified a series of draft objectives and policies, arranged as themes in the Plan.

Neighbourhood Planning Themes

The Neighbourhood Plan has not attempted to address all the issues in the Parish, but rather to focus on the main issues raised through consultation that can be tackled through the planning system.

Theme 1: The Environment and Resources – seeking net gains in biodiversity; protection and enhancement of the landscape and built and cultural environment; looking to reduce the carbon footprint of the Parish by promoting low carbon energy.

Theme 2: Housing, Community Life & Wellbeing – seeking to influence the amount and type of development for Winkleigh, to secure affordable housing and promote interconnected neighbourhoods.

Theme 3: The Economy – seeking to strengthen, diversify and improve the quality of the jobs on offer, upskill the work force, and make use of the knowledge economy, ICT and the employment land resources we have. Securing the shops and services in the centre of the village.

Theme 4: Transport, Travel and Movement – seeking to reclaim streets for people, recognising the importance of the public realm in reducing congestion and traffic speeds. Making sure parking is provided. Extending footpath networks to benefit the health and leisure of residents.

Theme 5: Delivery and Implementation – highlighting the delivery agencies and the ongoing work of the Parish Council in realising the Neighbourhood Plan

The pre-submission Neighbourhood Plan was publicised and made available for consultation in accordance with Regulation 14 of the Regulations, from [insert dates]. The draft Plan and supporting documents were made available on a dedicated website, (with a link from the Parish Council website), at key locations (Post Office, shops, pubs, schools, doctors surgeries, vets and other businesses visited by the public) and public libraries in Okehampton and Crediton. This was supported by publicity on the Winkleigh Facebook page and by delivery of summary leaflets to all addresses in the Parish. A public meeting was held on ***November 2018 to discuss the contents of the Plan.

Those consultation bodies prescribed in paragraph 1 of Schedule 1 of the Regulations were consulted, along with other relevant local groups and organisations. A copy of the consultation letter/email and details of those bodies and organisations to which it was sent is included as Appendix 5.

The Response Report (Appendix 8) lists those comments received and proposed changes.

Appendices

Appendix 1 : Constitution/Terms of Reference of Neighbourhood Plan Working Group

Appendix 2: Designated Neighbourhood Plan area

Appendix 3: List of bodies and organisations consulted on the draft plan

Appendix 4: Letter to consultees and interested parties

Appendix 5: Consultation ‘mind map’

Appendix 6: Leaflet delivered to all addresses

Appendix 7: Summary of responses

Winkleigh Neighbourhood Plan Informal Working Group Terms of Reference

Purpose

- a. The main purpose of the Winkleigh Working Group is to oversee the preparation of the Neighbourhood Plan draft document for Winkleigh in order that these will then progress to Independent Examination and a successful community referendum and ultimately be adopted by Torridge District Council to become planning policy.
- b. The Working Group will operate informally and will have no delegated powers from the Parish Council
- c. The Working Group, on behalf of the Winkleigh Parish Council, will engage the local community to ensure that the Plan is truly representative of the ambitions of Winkleigh. The Group will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

Principles

- a. The Working Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community
- b. All decisions made shall be fully evidenced and supported through consultation with the local community.

Roles and Responsibilities

In order to achieve this, following resolution by the full Parish Council at each relevant stage, the Working Group will carry out the following roles:

- Copy the Parish Clerk into all emails and written correspondence, using the Parish Council address for all correspondence matters and not personal addresses. The Clerk will scan and forward any replies to all NP members when received.
- Evidence gathering and analysis of data used in preparing the Neighbourhood Plan for Winkleigh;
- Produce, monitor and update a project timetable, to include a consultation and public engagement plan;
- Produce a consultation and engagement plan, showing how the public will be involved throughout the process;
- Report back to the Parish Council by written report following each Working Group meeting and verbal account with recommendations at each Parish Meeting for consideration of approval;
- To undertake analysis and evidence gathering to support the plan production process;
- Identify funding requirements and potential sources of funding and report to RFO in writing;
- Liaise with relevant authorities and organisations to make the plan as effective as possible.

- Consult as widely and thoroughly as is possible to ensure that the conclusions reached in the draft and final NDP is evidenced and representative of the views and issues of all residents
- Submit to the Parish Council, a final draft version of the Draft Winkleigh Neighbourhood Development Plan for ratification and submission to Torridge District Council

Membership

- The Working Group will be made up of a cross-section of volunteers from the community, including Parish Councillors. Effort will be made to seek representation from under-represented sections of the community.
- Membership of the Working Group will be open to the public indefinitely in addition up to a maximum of 4 Council members.
- The Parish Clerk will be an ex-officio member of the NP Working Group

Decision Making

- The Working Group will report monthly to the Parish Council setting out progress on its work. The Parish Council will consider approval of all expenditure, consultations and the Submission Draft Neighbourhood Development Plan prior to publication for consultation and independent examination following a written report from the Working Group.
- The plan-making process remains the responsibility of the Parish Council as the qualifying body. The NP Working Group will seek full Council approval for all publications, consultation and community engagement exercises that will be undertaken by or on behalf of the Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.

Meetings

- Working Group meetings will take place as necessary, but at least in line with WPC meetings.
- Where possible, all meetings should be held within the Parish
- The Working Group will elect a Chair from its membership to remain in those positions until the project is completed. If these positions should become vacant, the Group will elect an alternate.
- Working Group members should declare an interest where decisions or recommendations could result in potential advantage or disadvantage, whether financial or otherwise, to them, their family, or close associates.
- Disclosure of interests will be recorded in the minutes of the next Parish Council meeting.
- A nominated member of the group will keep a record of meetings and circulate notes to Working Group members and the Parish Council within 30 days of each meeting. The Clerk will circulate to Cllrs and Formal parish contact group.
- At least 3 clear days' notice of meetings shall be sent to members via email or an alternative agreed communication method.
- If necessary, the Parish Clerk will attend Working Group Meetings as an advisory officer.
- Recommendations made by the Working Group should normally be by consensus at Working Group meetings. **A minimum of 3 members shall be present where matters are presented for recommendations to be taken forward to the next Parish Council Meeting.**

Working Parties

- a. The Working Group may establish working parties, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.
- b. Each working party should have a lead person from the Working Group.
- c. Members of the community will be encouraged to participate in the process at all stages.
- d. Parish Council insurance will cover the previously agreed activities of the Working Group and volunteers provided prior notification of the activity and members involved is emailed to the Clerk 5 working days prior to the activity. Working group officers, in liaison with the parish clerk, need to ensure that terms of the insurance are not breached.

Finance

- a. All grants and funding will be applied for and held by the Parish Council RFO who will ring-fence the funds for Neighbourhood Development Plan work.
- b. All expenditure will be bound by the Parish Council Financial Regulations and Standing Orders
- c. The Working Group will notify the Parish Council, advising them of any planned expenditure before it is incurred and seek approval for the expense by resolution.
- d. All invoices will be made in the name of Winkleigh Parish Council.
- e. The Parish Responsible Finance Officer will be responsible for making all payments.
- f. Working Group members and volunteers from any working groups may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work on production of proof of expenditure

Conduct

- a. It is expected that all Working Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.
- b. Whilst Members as individuals will be accountable to their parent organizations, the Working Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.
- c. The Working Group will achieve this through applying the following principles:
 - i. Be clear and open when their individual roles or interests are in conflict;
 - ii. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief; and
 - iii. Actively promote equality of access and opportunity.

Changes to the Terms of Reference

- a. This constitution may be amended with the support of at least (two-thirds) of the current membership at a Working Group Meeting and with the approval of the parish council.

Dissolution

- a. The Working Group will be dissolved once its objectives have been attained and/or when at least (two-thirds) of its members and the parish council, consider its services are no longer required.
- b. The Working Group will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Winkleigh Parish.

Signed..... Chair Winkleigh Parish Council

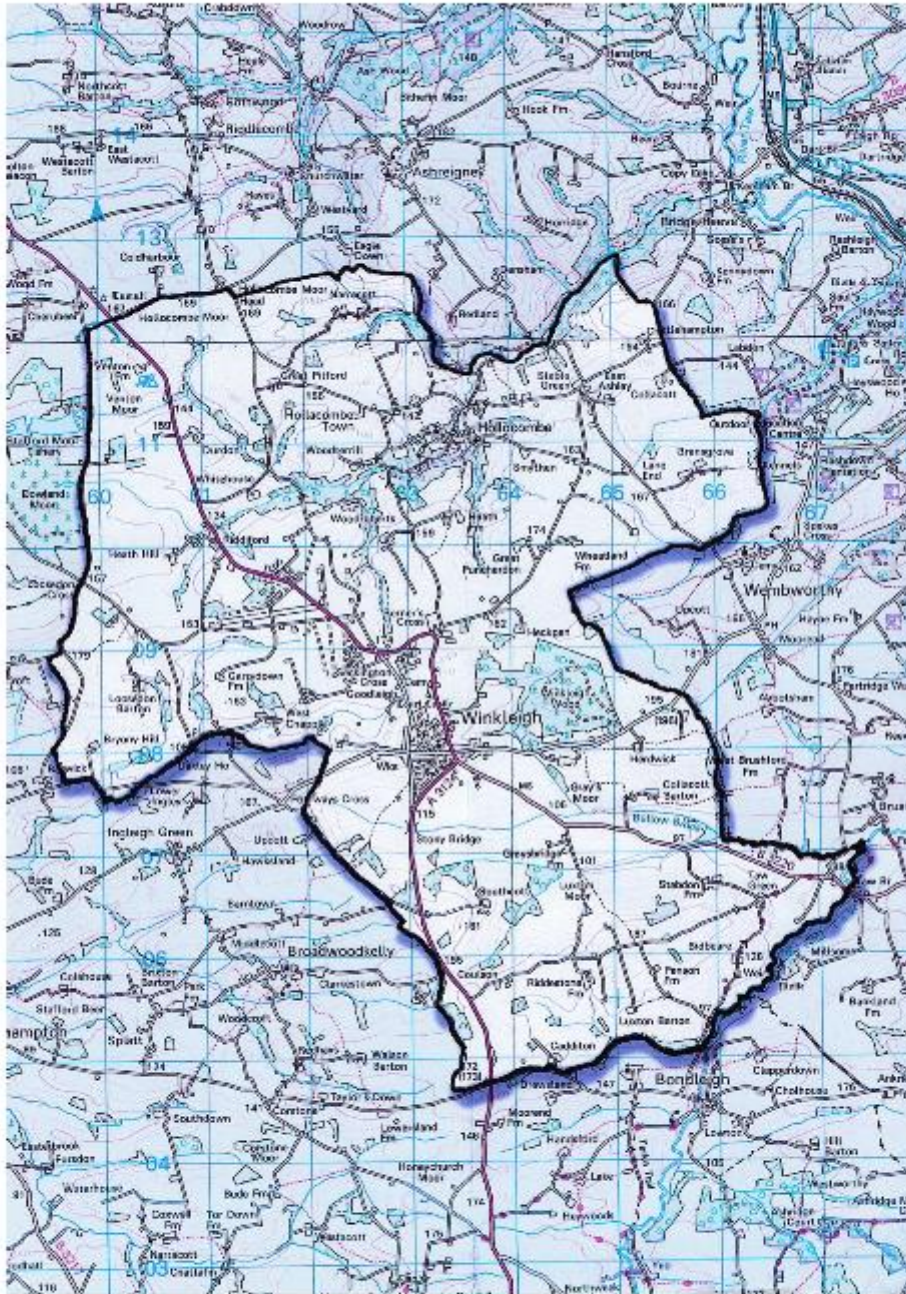
Signed..... Proper Officer WPC

Signed..... Chair NP Working Group

Dated.....26/07/2017..... Ratified Minutes Ref.....7.7.17bi.....

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Designated Plan Area



Winkleigh Parish Winkleigh Parish

Lower Itton, Spreyton, Crediton, Devon EX17 5BB

01837 898095 winkleigh@torridge.gov.uk

www.winkleigh.org.uk
Council

Mr D. Green
Planning Manager
Torridge District Council
Riverbank House
Bideford
EX39 2QG

26th January 2017

Dear Mr Green

Re: Neighbourhood Planning (General) Regulations 2013:

Application for Designation of a Neighbourhood Area: Winkleigh Civil Parish

Under the relevant legislation, as set out in the Neighbourhood Planning (General) Regulations 2012, Winkleigh Parish Council, being a “relevant body” as defined in Section 61(G) of the Town and Country Planning Act 1990, wishes to prepare a Neighbourhood Development Plan.

As required by Regulation 5 of the Regulations, this Application for Designation of Neighbourhood Area is accompanied by the following:

- A map which identifies the area to which the area application relates;

- A statement explaining why this area is considered appropriate to be designated as a neighbourhood area;
- A statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the 1990 Town & Country Planning Act.

We consider the defined area to be appropriate for designation for the following reasons:

- i) The area for which designation is sought covers the entire administrative area of Winkleigh Civil Parish.
- ii) The defined area has an existing sense of community which the Parish Council wishes to nurture and cultivate by creating a Neighbourhood Plan to meet the present and future needs of residents, businesses and organisations in a way that conserves and enhances the environment whilst ensuring community safety. A Neighbourhood Plan will build on the vision for sustainable development set out in the Community Led Plan (published October 2014). It will also include elements of the Village Design Statement (published November 2016).
- iii) In the interests of balance, the Parish wish to emphasise and support the suitable and sustainable development of the Old Airfield as the designated and most appropriate area for industrial development to support the local economy, thus reducing the industrialisation of the countryside which will support the well established tourist businesses in the area.
- iv) The Parish Council will work alongside Torridge District Council (which has a “duty to support”), residents and stakeholders as it has done in producing both a Community Led Plan (2014), Housing Needs Survey (2015) and an updated Village Design Statement (2016) as well as consultation of the emerging North Devon and Torridge Local Plan (2011-2031).

For the purposes of section 61G of the 1990 Act this letter is our statement.

Yours sincerely,

Melanie Borrett

Melanie Borrett

Responsible Finance Officer and Proper Officer

To Winkleigh Parish Council

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Please reply to:
 Ian Rowland Direct Dial: 31237 428719
 Email: ian.rowland@torridge.gov.uk

**TORRIDGE
 DISTRICT
 COUNCIL**



Melanie Borrett
 Winkleigh Parish Council
 Lower Itton
 Spreyton
 Crediton
 EX17 53B

Our Ref : IR/WINNP
 Date 6th March 2017

Your Ref :

David Green
 Planning Manager
 Riverbank House
 Biddeford
 Devon
 EX39 2QG

DX:53606 Biddeford

Tel 01237 428700

Dear Mrs Borrett,

**Decision regarding the designation of Winkleigh Neighbourhood Area
 under Section 61G of the Town and Country Planning Act 1990 (as
 Amended)**

I am pleased to inform you that pursuant to a resolution of the Full Council on 6th March 2017, Torridge District Council has designated the area contiguous to the Civil Parish of Winkleigh as the 'Winkleigh Neighbourhood Area' in accordance with Section 61G of the Town and Country Planning Act 1990 (as amended).

Office Hours
 Mon, Tue, Wed, Thu
 8:45am - 5:15pm
 Friday
 8:45am - 4:45pm

The relevant designation information is set out on a formal notice, two copies of which are enclosed. One copy is for your records and I would be grateful if you could arrange for the other copy to be placed on a local notice board so as to publicise the designation of the neighbourhood area. A copy will also be made available on the Torridge District Council website in due course.

Head of Paid Service

Jenny Wallace

If you have any further questions regarding the designation or the wider neighbourhood planning process please do not hesitate to get in touch.

Yours sincerely,

Ian Rowland
 Senior Planning Policy Officer
 Enc.



100%

www.torridge.gov.uk

List of Bodies and Organisations Consulted

Statutory Consultees **list to be confirmed in liaison with TDC**

Local Authorities

Devon County Council

West Devon Borough Council

Mid Devon District Council

Ashreigney Parish Council

Bondleigh Parish Council

Broadwoodkelly Parish Council

Brushford Parish Council

Coldridge Parish Council

Dolton Parish Council

Dowland Parish Council

Iddesleigh Parish Council

Wembworthy Parish Council

Other Strategic Authorities and Agencies

The Coal Authority(

The Homes and Communities Agency

Natural England

The Environment Agency

The Historic Buildings and Monuments Commission for England (known as English Heritage)

Network Rail Infrastructure Limited

The Highways Agency;

(k)any person—

(i)to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003; and

(ii)who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority;

(l) where it exercises functions in any part of the neighbourhood area—

(i) a Primary Care Trust established under section 18 of the National Health Service Act 2006(7) or continued in existence by virtue of that section;

(ii) a person to whom a licence has been granted under section 6(1)(b) and (c) of the Electricity Act 1989(8);

(iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986(9);

South West Water

(m) voluntary bodies some or all of whose activities benefit all or any part of the neighbourhood area;

(n) bodies which represent the interests of different racial, ethnic or national groups in the neighbourhood area;

(o) bodies which represent the interests of different religious groups in the neighbourhood area;

(p) bodies which represent the interests of persons carrying on business in the neighbourhood area; and

(q) bodies which represent the interests of disabled persons in the neighbourhood area.

Other Local Agencies and Organisations

Chulmleigh Academy

Winkleigh County Primary School

Wallingbrook Health Centre

Police?

Management Committees of Winkleigh Community Centre; Village Hall; Sports Centre/Playing fields

Devon Library Service

Devon Youth Club

Devon Football Club etc etc **list to be completed**

COMMUNITY OUTREACH MIND MAP



Leaflet Delivered to All Addresses in the Parish

TO BE COMPLETED

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**Schedule of Comments on the draft Neighbourhood Plan
TO BE COMPLETED**

Winkleigh Neighbourhood Plan			
Para No./Policy	Comment No./Name	Summary of Comment	Response
General Comments			
Introduction			
Vision			
Natural Environment			

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