



# Stevington Parish Council

## Neighbourhood Plan

### Consultation Statement

Published by Stevington Parish Council <date>

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This document is one of the documents supporting the Stevington Neighbourhood Plan, and should be read in conjunction with the other Plan documents:

Stevington Neighbourhood Plan  
Stevington Neighbourhood Plan Supporting Document Index  
Stevington Neighbourhood Plan Consultation Statement (this document)  
Stevington Neighbourhood Plan Consultation Statement Supporting Document  
<to be completed as Plan is progressed/finalised>

The Stevington Neighbouring Plan and all supporting documentation, meeting minutes and evidence can be view on the dedicated Plan website:

[www.stevington.com](http://www.stevington.com)

alternatively printed copies may be inspected via the Parish Clerk

# Consultation Statement



## Foreword

The purpose of this consultation statement is to document the approach of the Stevington Parish Council's Neighbourhood Working Group in engaging with both the residents and the businesses in the parish from the initial notification of intent to create a Neighbourhood Plan in December 2014, though to <date> when the period for comments on the pre-submission Neighbourhood Plan closed.

The consultation statement is arranged in chronological order. It provides information about who was consulted and the methods that were used. It summarises the main points that were raised and indicates the Working Group's responses to those points.

The consultation statement is supported by the Consultation Statement Supporting Document which gives details of each consultation stage, the main issues raised, and the response and/or action taken by the Working Group for each comment made.

The supporting documents also identify the people who attended the pre-submission consultation exhibition and presentations, as well as the organisations and individuals to whom copies of the pre-submission neighbourhood plan and the supporting documents were sent. The document additionally contains the raw data on which the statements of the statistical analysis of the effectiveness of the consultation phase have been made.

## 1. Introduction (example)

The Neighbourhood Plan has been developed based on the consultation exercise carried out at the Launch Event run in May 2015 and by using a more detailed follow-up questionnaire that was distributed to all residents of the village in <date>.

A general initial consultation for the Neighbourhood Plan framework was carried out in <date>. Specific local consultations on <topic>, <topic> and <topic> were carried out in <date> and <date>.

The pre-submission Neighbourhood Plan was the subject of a six week consultation period from <date> to <date>. This included an exhibition about the Neighbourhood Plan at the <tbc> from <date> to <date>.

The Neighbourhood Plan is now being submitted to the Bedford Borough Council. They will carry out a check that it meets the legal requirements, and there will then be a further 6 week period for comments followed by an examination by a qualified, independent inspector. If the Inspector agrees that the Neighbourhood Plan meets the requirements for such plans, a referendum will be held in the parish.

The parish residents will then be given the opportunity to vote to adopt the Neighbourhood plan, if more than 50% of residents vote for the Plan it will become a legal document, and is intended to provide the planning framework for Stevington Parish through until at least <date> with the decision as to whether and/or when it needs reviewing being at the discretion of the Parish Council.



## 2. The Neighbourhood Plan Working Group

Stevington Parish Council resolved to create a Neighbourhood Plan and instigated a Working Group to work on their behalf to manage the consultation and plan creation processes. All decisions and recommendations made by the Working Group are reviewed and endorsed by the Parish Council. The members of the Working Group are as follows:

Heather Eadie

Andrew Lockwood (Parish Councillor)

Mary Morris

Pat Olney (Borough Councillor)

Linda Penney

Graham Read (Parish Councillor - chair of Working Group)

Sue Thornton

## 3. Initial consultation exhibition

The initial consultation of Stevington residents, businesses and landowners specifically for the Neighbourhood Plan took place over the several days and at different village locations on Thursday 23rd, Saturday 25th and Sunday 26th April 2015.

### 3.1 Publicity

Initial notification of the Parish Councils intention to consult the village on the desire for a Neighbourhood Plan were initially published in the Stevington Village magazine in December 2014, and again in March 2015. In April 2015 a dedicated website was created at [www.stevington.com](http://www.stevington.com) containing additional supporting information and relevant links to process documentation and further advice.

A mixture of A3 and A4 posters advertising the launch event consultation were placed strategically around the village, on all notice boards, common venues such as the Community Shop and Social Centre and other prominent locations in the village, event details were also highlighted prominently on the website home page.

A flyer was designed to advertise the launch event consultation, delivered a week before the events commenced to all houses and businesses in the village, this was followed up with a reminder flyer delivered the night before the first event.

Copies of the posters, flyers and notices are available to view in the consultation statement supporting document.

### 3.2 Issues discussed

The exhibition was based around 19 A2 poster boards which described the process and asked those attending to give their comments on a range of topics, suggestions for each topic were included on separate A4 information posters to stimulate thought and discussion, the following areas were covered:

- what a Neighbourhood Plan is



- why Stevington Parish Council have initiated a Neighbourhood Plan
- what would happen if Stevington decided not to have a Neighbourhood Plan
- what a Neighbourhood Plan can and can not do
- the Neighbourhood Plan process, community consultation and participation
- details of the current village state and fundamentals
- the bio-diversity of the parish
- what consultees like about the parish and would like to retain or strengthen
- what consultees dislike about the area and would like to change
- what the consultees consider the parish should be like in 2032
- information about land ownership, to confirm those sites that have been submitted to Bedford Borough Council under the call for sites process
- questions about the key topics—housing, business, infrastructure, environment heritage and community
- an outline of the next steps to be taken

### 3.3 Consultation activities

In addition to the information provided by the launch posters members of the Working Group, representatives of Stevington Parish Council, our Borough Councillor and several resident volunteers circulated throughout the events talking to residents and providing any further information required.

An interactive floor map was used and consultees were encouraged to make specific comments on locations/features on the map. Consultees were also encouraged to add comments directly to any of the topic boards, or submit comments in several post boxes placed around the exhibition rooms.

An information leaflet was created to summarise the key points of the launch event consultation, this was handed out to all consultees, this contained an additional comment form for additional feedback.

An Exit Survey was created to be able gauge the success of the Launch Event Consultation and identify key areas for inclusion in the Plan creation process.

We also used the event to identify additional specialist volunteers who could help support the Plan by providing expert knowledge in specific topic areas



A comments post box was located in the Community Shop, based in the Church Room, Church Road, Stevington, residents were encouraged to use the Information Leaflet comments form to add any further ideas or suggestions they may think of after the event.

Consultees were also encouraged to visit the website [www.stevington.com](http://www.stevington.com) for additional information and where additional feedback could be submitted.

Details of the display boards used in the exhibition are given in the consultation statement supporting document.

Initial feedback from the launch event consultation was analysed to establish an even participation of residents from all parts of the parish, as part of that analysis it was identified that one particular group of residents (Foxbrook) were under represented at the launch.

The Working Group devised a targeted engagement strategy by identifying a willing resident to act as Plan champion for Foxbrook, provided a personal invite to submit comments to be distributed along with the information leaflet created for the launch event. This was followed up with a door to door visit to encourage the residents to provide feedback and to participate in future events /questionnaires.

### **3.4 Launch Event Consultation closure**

A deadline for feedback from the launch event was given as 1st June 2015, providing the residents with six weeks to review the information provided, ask any supplementary questions and to provide their comments for inclusion in the Plan creation process.

Every comment raised was documented, reviewed and either passed to the relevant topic working group for inclusion for the plan, passed to the Parish Council for issues outside of the scope of the Neighbourhood plan or a response given to non-plan comments. Details of these comments are given in the consultation statement supporting document.