

Milton Abbot, Chillaton and Kelly

Neighbourhood Development Plan

Consultation and Engagement Plan

Milton Abbot, Chillaton and Kelly
Neighbourhood Planning Team

Bradstone|Chillaton|Dunterton|Kelly|Meadwell|MiltonAbbot|Quither



19th March 2015

Introduction

Milton Abbot Grouped Parish Council and Kelly Parish Meeting have agreed that a neighbourhood development plan should be created for their combined areas. The plan is called **MACKPlan** [the **Milton Abbot, Chillaton and Kelly Plan**].

MACKPlan will enable local people to create planning policies for land use in their locality and a strategy for how the area should develop [or not] in the future. The Plan will need to be endorsed by the Parish Council, Kelly Parish Meeting and the local planning authority [West Devon Borough Council]. It must also be approved by a majority of those voting in a local referendum.

If it is approved and passes an independent examination, it will become a statutory development plan and therefore have considerable 'weight' in any decisions made about development in the MACKPlan area.

MACKPlan must generally conform with the strategic planning policies set by West Devon Borough Council [WDBC] in its Local Plan and provide for at least the minimum number of new homes specified in that Local Plan. WDBC is in the process of creating a new local plan; *Our Plan - West Devon* and this currently envisages a minimum of 20 new homes being built in Milton Abbot village.

It is essential that throughout the process, there is an effective dialogue between the MACKPlan team and those living and working in the plan area and other interested parties.

This document sets out a framework for the consultation and engagement that should take place during the development of MACKPlan and when and how local people and organisations and other stakeholders will be consulted.

It also acts as a record of the achievement of that consultation and the feedback it generates. During the MACKPlan process, the latest version of this Consultation and Engagement Process document can be seen the MACKPlan website <http://www.mackplan.org.uk/> or please contact Howard Asbridge, Chair, MACKPlan team on 01822 860378.

Neighbourhood Area

The area covered by MACKPlan has been confirmed through an application to the local authority. Notices and a map of the proposed area were displayed in the main settlements and an additional consultation took place in Kelly. The area is defined by the boundaries of Milton Abbot Grouped Parish Council and Kelly Parish Meeting.

Our Principles

The principles which underpin our desire for balanced and effective consultation, engagement and communication are:

- ▶ To be 'transparent' and open in what we do
- ▶ To listen to our communities
- ▶ To keep people informed using different methods of communication as appropriate
- ▶ To make sure that information is readily accessible
- ▶ To reach as many people, groups, organisations and sections of the community as possible, invite them to get involved, keep them informed and raise awareness
- ▶ To be proportionate in the amount and type of consultation we do, to avoid 'consultation fatigue'
- ▶ To share and present information of a good quality, but which respects value for money and the availability of resources
- ▶ To keep a record of consultation and engagement activity and the results of those exercises

MACKPlan team

The neighbourhood plan is being developed by a team from the local community, parish councillors and the Chair of Kelly Parish Meeting. The team meets as and when necessary, but also uses email and the MACKPlan on-line forum to communicate.

Terms of Reference have been developed for the Group and can be seen on the MACKPlan website at <http://www.mackplan.org.uk/>

Key stages for producing MACKPlan

We have to go through a number of key stages in order to produce MACKPlan. They ensure that we encourage real community ownership of the outcome and also that we meet various statutory requirements for the process.

Figure 1 is a record of progress to date in consulting interested parties at all relevant stages of the preparation of MACKPlan. This will be updated as the draft plan is progressed.

Figure 1

| Action | When was it done? | Who was consulted? | Outcome |
|--|-------------------------|--|---|
| Initial consideration by Milton Abbot Grouped Parish Council [MAGPC] of whether or not to create a neighbourhood development plan [NDP] for the area of the Parish Council | 02/07/2014 | Local residents via village notice boards and email newsletter. | Parish Council decided to hold a special meeting to consider proposal in more detail and to invite Kelly Parish Meeting to consider their inclusion in the plan area. |
| Consideration by Kelly Parish Meeting of the inclusion of its area in the NDP. | 23/07/2014 | Local residents via village notice board and email newsletter. | Kelly Parish Meeting decided to seek the inclusion of their area in the area of the NDP. |
| Neighbourhood Plan Area Designation sought by MAGPC. | 29/07/2014 | Local residents via village notice boards and email newsletter. | Parish Council approved application to West Devon Borough Council [WDBC] for designation of plan area and approval of the constitution of the plan steering group. |
| Advertisement of application to designate Neighbourhood Area by WDBC | 18/08/2014 - 29/09/2014 | Infrastructure consultees [by WDBC] Local residents via village notice boards.* | See below ** |
| MAGPC considered launch publicity leaflet, logo and branding for NDP as MACKPlan | 03/09/2014 | Local residents via village notice boards and email newsletter. | Parish Council approved the publicity leaflet and the MACKPlan identity for the NDP. |
| Dedicated website created | September 2014 | MAGPC | Website able to be advertised in publicity leaflet. |
| Distribution of publicity leaflet | 25/08/2014 – 05/09/2014 | Hand-delivered or posted to every household in MACKPlan area | Awareness of public meeting and reason why a neighbourhood plan is to be produced. |
| Consideration of application to designate MACKPlan area, by WDBC | ??/10/2014 | See above * | Designation of MACKPlan area by WDBC. ** |
| Public meeting at which we: <ul style="list-style-type: none"> explained the neighbourhood planning process and progress so far | 09/10/2014 | Every household in plan area | 42 people attended |

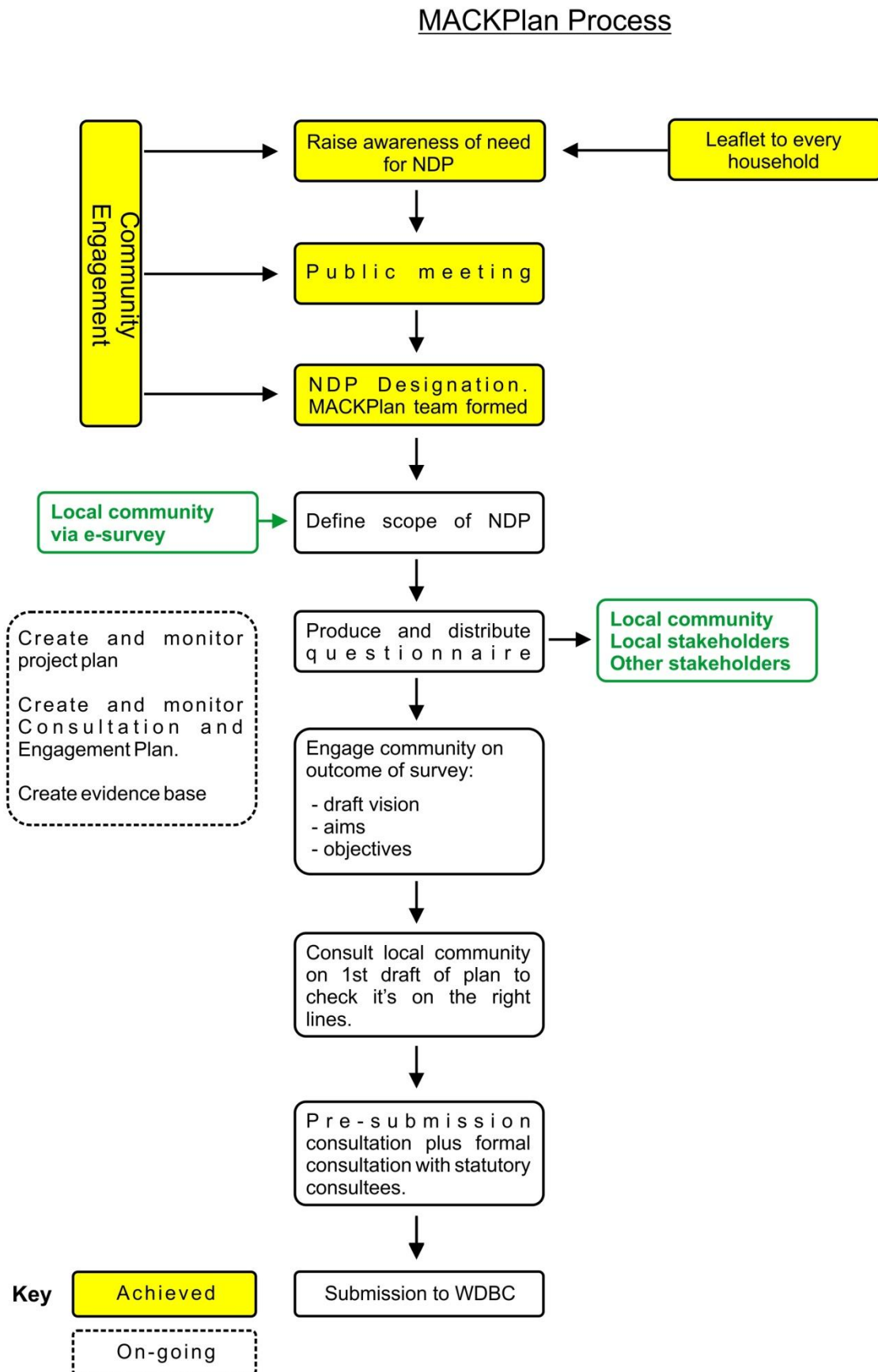
Figure 1

| Action | When was it done? | Who was consulted? | Outcome |
|---|-------------------|--|--|
| <ul style="list-style-type: none"> • gave local people an opportunity to ask questions • encouraged people to tell us what they think are the key issues and opportunities that MACKPlan should focus on • encouraged people to get involved and come and help | | | <p>Need for NDP endorsed.</p> <p>Principles and scope of NDP approved.</p> <p>MACKPlan team members identified</p> |
| Email newsletter service launched | 09/10/2014 | Every household in plan area [via leaflet] | Currently 61 subscribers. |

Key stages in producing MACKPlan

Figure 2 sets out progress to date and how we intend to develop the plan.

Figure 2



Timescale

We must achieve target dates set by WDBC, aimed at ensuring that approved NDPs are in place to provide a local framework for the delivery of the aims and objectives of *West Devon – Our Plan*. Other than that, we will make progress as quickly as local circumstances and our resources allow

How we will consult and communicate with the local community?

We will continue to consult and communicate with our community (both residents and businesses) through a variety of methods, including the following:

- ▶ articles in various parish magazines
- ▶ consultation events, exhibitions, meetings, surgeries and workshops
- ▶ discussions with organisations, community groups and other stakeholders
- ▶ representation at other community events
- ▶ posters and bulletins on public notice-boards
- ▶ e-newsletters to MACKPlan subscribers
- ▶ the MACKPlan website and on-line forum at <http://www.mackplan.org.uk/>
- ▶ press releases and articles in the local press
- ▶ by post, where necessary

Who will we consult?

Our initial lists of consultees are set out in Annexes 1 -3 below. They include a list of the range of consultees we may consult, if they are appropriate to the MACKPlan area plus statutory and infrastructure consultees. Other stakeholders and consultees will be added during the development of the Plan. We will be contacting many of these stakeholders in addition to talking to people in the community about what they think should be in our neighbourhood plan and what are the important issues in the area.

If your organisation or group is not listed in one of these Annexes and would like to be, please contact Howard Asbridge, Chair, MACKPlan team on 01822 860378 or email howardasbridge@btinternet.com

When will we consult?

We will encourage and welcome comment and opinion throughout the plan's development, but there are also a number of key points of consultation and community engagement which take place during the MACKPlan process and are highlighted in Figure 3 below.

Figure 3 - Key Points of Consultation and Engagement

Launch Event: held on 9th October 2014

- MACKPlan launched
- Team members identified
- Website promoted
- Residents subscribed to e-newsletter

Defining the key issues and scope of MACKPlan

We will:

- Encourage subscribers to MACKPlan and village e-newsletters
- Identify local community groups
- Identify key local businesses
- Seek views on MACKPlan draft mission statement and key questions, primarily by an online survey.

Community Questionnaire/Survey

We will issue a community questionnaire/survey which will:

- Seek views on the local issues which have been identified so far
- Give an opportunity to identify other issues
- Ask questions about housing need and other issues where there are gaps in our local knowledge base that need to be addressed, to inform the development of MACKPlan's aims and objectives.

Themes, vision, aims and objectives consultation

We will hold a consultative event which draws together all that we have found out from gathering evidence and other consultations and sets out the key issues presented to us to date.

We will do this so that we can:

- Feed back the responses from consultations to date and the questionnaire
- share the main findings and conclusions from our examination of the 'written evidence base' (i.e. national and borough planning policies, strategies, plans, data and other information)

- test our understanding of what we think are the main issues and themes in the parish that MACKPlan should deal with
- share a draft of the plan's aims, vision and objectives
- develop that draft collaboratively at this event

Informal consultation with local community on revised draft MACKPlan

Residents should see the revised draft MACKPlan before any formal consultation with statutory consultees. This will give residents a further opportunity to comment, so that we can amend the plan if necessary before entering the formal stages of the plan process.

We will do this by placing the draft plan on the MACKPlan website and alerting the local community to its availability, using a variety of media. Hard copies will also be available for those without on-line access.

Pre-submission Consultation

We will carry-out the formal six week consultation on the plan that we wish to see examined prior to approval by WDBC. This will be the opportunity to submit formal written representations about MACKPlan and local people and other consultees will be asked for their views. Following this, we will consider comments submitted and decide if changes need to be made to the Plan before it is examined by an independent Inspector.

Submission of the neighbourhood plan

Having taken into account comments made by the independent Inspector we will formally submit MACKPlan to WDBC ensuring that it includes the following, as required by statute:

- A map or statement which identifies the area to which the plan relates;
- A consultation statement;
- The proposed neighbourhood plan;
- A statement on how the plan fulfils the tests set out by the Government, called the 'Basic Conditions', and any other legal requirements.

Further progress

This document will be revised as necessary during the development of MACKPlan to maintain an up to date record of consultation and engagement, together with summaries of findings from those dialogues, so that a formal statement of consultation and engagement undertaken can be submitted for examination, as part of the supporting evidence for MACKPlan.

Consultation and Engagement Plan: Appendix B: Annexe 1

Range of consultees

This is a list of the type of groups, organisations, government bodies, etc, that we will consult at relevant stages in the production of MACKPlan, if they are of relevance to the plan area.

When consulting residents, we will ensure that opportunities are created for the particular needs of the elderly, people with disabilities, young people and children and people with special needs to be identified and taken into account.

| Local | Local |
|---|---|
| All residents | WI Groups |
| Residents organisations: | Cultural and arts groups and clubs |
| Local charities | Scouts, guides etc |
| Retailer groups | RVS |
| Heritage groups | Transition Towns group |
| PCSO | Renewable Energy/Environmental/ 'Green' groups |
| Farmers and Young Farmers | Sports clubs |
| Registered social landlords/housing associations that are likely to have tenants in the MACKPlan area | Local developers |
| Local schools and nurseries | GP surgeries |
| Village hall committees | Allotment society |
| Local businesses (retail, office, industrial) | Gardening club |
| Neighbouring parish councils | Land owners |
| Churches and any other religious groups in the MACKPlan area | Civic society |
| | Rotary club |

| Strategic | |
|--|---|
| West Devon Borough Council (Planning) | National Housing Federation |
| West Devon Borough Council (Housing) | Devon Wildlife Trust |
| West Devon Borough Council (Env. Services) | RSPB |
| Devon County Council (Libraries) | Ramblers' Association |
| Devon County Council (Social Services) | Network Rail |
| Devon County Council (Public Transport) | Transco (Gas) |
| Devon County Council (Highways) | Electricity service infrastructure provider |
| Devon County Council (Education) | Water service infrastructure provider |
| Natural England | BT |

| Strategic | |
|------------------------------|-----------------------------------|
| Sport England | Bus providers |
| Highways Agency | Disability Network |
| English Heritage | Local Enterprise Partnership |
| Environment Agency | Sustrans |
| Canals and Rivers Trust | Racial Equality Council |
| Home Builders' Federation | Faith and Beliefs Forum |
| Police | Health and Wellbeing Board |
| NFU | Partnership NHS Trust |
| Housing Associations / RSLs | NHS Clinical Commissioning Groups |
| Fire and Rescue | CAA / Airports |
| Ambulance Service | MoD / Military Base Commanders |
| Homes and Communities Agency | Home Builders Federation |

Consultation and Engagement Plan: Appendix B: Annexe 2

| MACKPlan Infrastructure consultees | |
|---|---|
| Devon County Council (Education, highways, public transport, library services, minerals and waste, archaeology, adult services, youth provision etc) | Eleanor Ward Eleanor.ward@devon.gov.uk |
| South West Water | Martyn Dunn mdunn@southwestwater.co.uk |
| NHS | Ian Turnbull ian.turnbull@nhs.net |
| Devon and Cornwall Police Architectural Liaison Officer | Sarah-Jane Barr Sarah-Jane.BARR@devonandcornwall.pnn.police.uk |
| Environment Agency | Marcus Salmon marcus.salmon@environment-agency.gov.uk |
| Wales and West Utilities | Steve Gray steve.gray@wwutilities.co.uk |
| Open Space, Sport and Recreation | Rob Sekula rsekula@westdevon.gov.uk |

Consultation and Engagement Plan: Appendix B: Annexe 3

Statutory consultees

| | | | | | | | | |
|------------|----------|-------------------------------|----------------------------------|----------------------|-----------------|--|--------------|----------|
| | | | British Gas Connections | 30 The Causeway | Staines | | Middlesex | TW18 3BY |
| Steve | Havers | | Cornwall Council | County Hall | | | Truro | TR1 3AY |
| Dan | Janota | | Dartmoor National Park Authority | Parke | Bovey Tracey | | Newton Abbot | TQ13 9JQ |
| | | | Dartmoor National Park Authority | Parke | Bovey Tracey | | Newton Abbot | TQ13 9JQ |
| Harvey | Gardner | | Devon and Cornwall Constabulary | | | | | |
| Sarah Jane | Barr | Architectural Liaison Officer | Devon and Cornwall Constabulary | Ashburton Road | | | Totnes | TQ9 5JY |
| Barnaby | Grubb | | Devon County Council | County Hall | Topsham Road | | Exeter | EX2 4QD |
| Joe | Keech | | Devon County Council | County Hall | Topsham Road | | Exeter | EX2 4QD |
| Tina | Henry | Public Health Specialist | Devon County Council | | | | Exeter | EX2 4QL |
| Ross | Simmonds | | English Heritage | 29 Queen Street | | | Bristol | BS1 4ND |
| Marcus | Salmon | | Environment Agency | Sir John Moore House | Victoria Square | | Bodmin | PL31 1EB |
| George | Gibson | | Environment Agency | | | | | |

| | | | | | | | | |
|----------------------|----------|---|----------------------------------|--------------------------|-------------------------|--------------------------|----------|----------|
| Sally | Parish | | Highways Agency | Ash House | Falcon Road | Sowton Industrial Estate | Exeter | EX2 7LB |
| Chris | Garcia | Chief Executive | HofSW LEP | | | | | |
| | | | Homes and Communities Agency | Beaufort House | 51 New North Road | | Exeter | EX4 4EP |
| Carolyn | Wilson | Project Manager | Mobile Operators Association | c/o Mono Consultants Ltd | 48 St Vincent Street | | Glasgow | G2 5TS |
| Consultation Service | | | Natural England | Hornbeam House | Electra Way | Crewe Business Park | Crewe | CW1 6GJ |
| Ian | Turnbull | Interim Strategic Primary Care Premises Manager | NHS Devon | Building 1 | Derriford Business Park | Brest Road | Plymouth | PL6 5QZ |
| | | | Secretary of State for Transport | Great Minster House | 76 Marsham Street | | London | SW1P 4DR |
| Martyn | Dunn | | South West Water | Peninsula House | Rydon Lane | | Exeter | EX2 7HR |
| Steve | Gray | Asset Support Assistant | Wales and West Utilities | 2nd Floor, West House | Spoooner Close | Coedkernew | Newport | NP10 8FZ |
| Steve | Cross | Distribution Manager | Western Power Distribution | | | | | |