



## Sileby Neighbourhood Plan

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## Consultation Statement

## Sileby Neighbourhood Plan 2018 – 2036 Consultation Statement

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## Introduction

This Consultation Statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012.

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

According to the Regulations, a Consultation Statement:

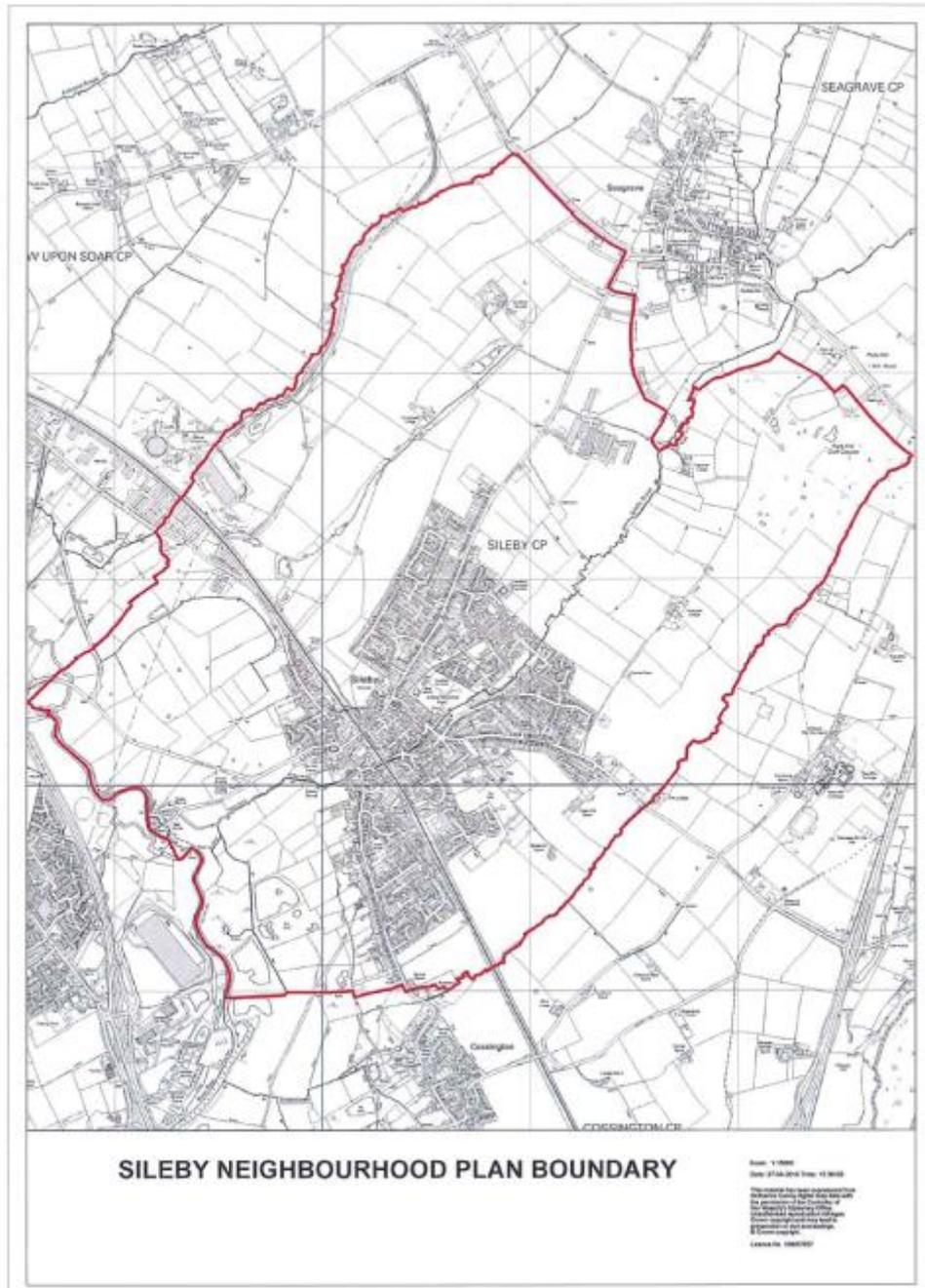
- Contains details of the persons and bodies who were consulted about the proposed Neighbourhood Development Plan;
- Explains how they were consulted;
- Summarises the main issues and concerns raised by the persons consulted;
- Describes how these issues and concerns have been considered and, where relevant, addressed in the proposed Neighbourhood Plan.

This document provides a record of the engagement that took place at the various stages of the plan's evolution, the main methods used to publicise the consultation and engagement process are documented, along with the main findings from the engagement.

The aims of the consultation process were to be inclusive and open in the preparation of the Sileby Neighbourhood Plan (SNP) and to ensure that the wider community:

- was kept fully informed of what is being proposed
- was able to make their views known throughout the process
- had opportunities to be actively involved in shaping the emerging plan
- was made aware of how their views have informed the draft neighbourhood plan
- was consulted from the onset and then at all key stages to ensure that the Plan was fully informed by the views of residents, businesses and stakeholders
- involved a cross-section and that the results of consultations were made publicly available.

**Figure 1 – The Sileby Neighbourhood Plan Area**



## Regulations and government guidance

### Stage 1: Deciding to make a Neighbourhood Plan

The Parish Council of Sileby formally took the decision to undertake a Neighbourhood Development Plan (Neighbourhood Plan) on 17 November 2016. This decision was informed by a series of informative sessions in the year leading up to this decision meeting:

- At a public meeting held 21 February 2017 the Parish Council stated it would look into the benefits of embarking on a Neighbourhood Plan for Sileby.
- Parish Councillors attended informative workshops to understand the benefits and process involved.
- An information sharing session was then held for a representative group of residents to seek their views at the earliest stage. There was majority support for progressing with a Neighbourhood Plan.

### Neighbourhood Plan Advisory Committee and Theme Groups

The Parish Council then undertook a competitive tender process for consultancy Support, and YourLocale were appointed to help produce the plan. An open meeting to formally launch Sileby's Neighbourhood Plan was held on 16 September 2017, attended by 147 residents. This served as a recruitment drive to identify residents keen to join a future Neighbourhood Plan Advisory Committee (NPAC), and suite of theme groups.

A follow up meeting was held on 30 March 2017 for those residents and Parish Councillors who expressed an interest in being members of the Sileby NPAC. The Terms of Reference for the Sileby Neighbourhood Plan Advisory Committee had been approved by the Parish Council on 2 March 2017.

### Stage 2: Defining the neighbourhood

The Parish Council applied to the local planning authority, Charnwood Borough Council on 1 December 2016 to designate the neighbourhood as identified above. This was approved on 20 January 2017.

A formal engagement period provided members of the public and other key stakeholders an opportunity to submit comment on the proposed Neighbourhood Plan

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Area and proposed Neighbourhood Planning Body for Sileby. The proposed Neighbourhood Planning Body was Sileby Parish Council which specifically included the area within the existing Sileby Civil Parish boundary. The proposed Neighbourhood Planning Area is shown in Figure 1 above.

Charnwood Borough Council checked that the application was appropriate and undertook the appropriate notification process. The designation was made on 10<sup>th</sup> February 2017.

### **Detailed reports:**

The Neighbourhood Plan correspondence, designated area map and all supporting documents are contained on the Neighbourhood Plan page on the Sileby Parish Council website.

### Stage 3: Preparing the plan

The Sileby NPAC is a committee of the parish council. Three parish councillors and nine other residents originally agreed to serve on the Committee. The Committee has an elected Chair, Vice-Chair and Council approved terms of reference and governance remit.

Sileby NPAC has worked in an open way to produce a draft plan, ensuring that it is:

- Generally, in line with local and national planning policy framework;
- In line with other legal frameworks;
- Mindful of the need to contribute to sustainable development and a shared local vision for the future development of Sileby
- Prepared based on sound governance arrangements.

The Sileby Neighbourhood Plan seeks to establish specific and local planning policies for the development and use of land in the Parish. The neighbourhood plan has established a shared vision for the future development of the village, informed by the data gathered through community engagement and consultation alongside demographic and socio-economic data.

A listing of the NPAC members and the later formed Theme Group participants are contained in **Attachment 1** - Participants.

The Sileby NPAC met regularly on the last Thursday of the month:

Thursday, 30 March 2017	Thursday, 28 September 2017	Thursday, 31 May 2018
Tuesday, 25 April 2017	Thursday, 26 October 2017	Thursday, 26 July 2018
Thursday, 25 May 2017	Thursday, 30 November 2017	Thursday, 30 August 2018
Thursday, 29 June 2017	Thursday, 25 January 2018	Wednesday 17 October 2018
Thursday, 27 July 2017	Thursday, 22 February 2018	Thursday, 28 February 2019
Thursday, 31 August 2017	Thursday, 22 March 2018	
Thursday, 31 August 2017	Thursday, 26 April 2018	

The Minutes of Meetings of the Sileby NPAC can be found via the Sileby Parish Council website.

One of the first priority activities of Sileby NPAC was to produce and promote a Neighbourhood Plan community questionnaire to seek views on village development, the committee's plans and proposed village themes. This was made available in

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September 2017 as both hard copy or online survey versions. This questionnaire is included on the Parish Council website.

The questionnaire was a further opportunity to obtain expressions of interest to help with the Plan's preparation. NPAC members were so pleased to find that over 70 new offers of help from residents were pledged.

With a second wave of new interest, NPAC decided to invite these new potential members to a facilitated open meeting on 18th January 2018. This session was designed to bring any new members up to speed with progress so far and to highlight the different ways they could get involved.

At the NPAC meeting on 26 October 2017 five theme groups were launched and approximately 5-7 members appointed to each. NPAC kept its cycle of monthly meetings, whilst theme groups arranged their own schedule of meetings. To ensure work progressed in a coordinated way, each theme group appointed a lead member (and also an NPAC member), and they were tasked to provide theme group updates at NPAC meetings.

The Groupings\* were agreed as:

- Housing (7 members)
- Environment (9 members)
- Transport (7 members)
- Community Facilities (6 members)
- Employment (3 members)

\*each theme group was supported by a YourLocale consultant.

Theme group members were tasked with analysing the comments and ideas that emerged from the initial round of community consultations. Groups undertook valuable local research, assessments and pooling of up to date local evidence, enabling them to start work on shaping draft policies.

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- The Housing Theme Group met 13 times between November 2017 and October 2018

16/11/2017 Steaming Billies	07/03/2018 Steaming Billies	04/06/2018 Steaming Billies	24/07/2018 Community Centre
13/12/2017 Steaming Billies	23/04/2018 Community Centre with Landowners	26/06/2018 Community Centre	01/08/2018 Community Centre
29/01/2018 Steaming Billies	14/05/2018 Steaming Billies	10/07/2018 Community Centre	26/09/2018 Community Centre
02/10/2018 Community Centre			

- The Environment Theme Group met 13 times between November 2017 and April 2018

26 October 2017	19 December 2017	13 March 2018	8 May 2018
21 November 2017	16 January 2018	3 April 2018	
27 November 2017	30 January 2018	20 April 2018	
5 December 2017	19 February 2018	24 April 2018	

- The Transport Theme Group met 12 times between December 2017 and May 2018

First meeting 11/12/2017	15/01/2018 Steaming Billies	05/02/2019 Steaming Billies	12/03/2018 Steaming Billies
11/12/2018	29/01/2018 Traffic Survey	07/02/2018 Traffic survey	13/03/2018 Traffic Survey
26/03/2018 Steaming Billies	09/04/2018 Steaming Billies	30/04/2018 Steaming Billies	28/05/2018 Steaming Billies

- The Community Facilities Theme Group met 9 times between November 2017 and May 2018

20/11/2017	05/12/2017	29/01/2018	19/02/2018
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19/03/2018	03/04/2018	24/04/2018	08/05/2018
29/05/2018			

- Employment Theme Group met 4 times at Conference Suite at Sunrise Eggs

20/11/2017	05/12/2017	03/05/2018	07/06/2018
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Additional meetings were planned in at appropriate points with LPA Principal Planning officers, Local Member of Parliament and Leicestershire County Council Officers. All were attended by the most relevant members of NPAC. Leicestershire Neighbourhood Planning Network meetings were also attended.

Meetings that took place with Charnwood Borough Council:

- Transport Theme Group CBC Meeting Friday June 1<sup>st</sup> 2018, at CBC with Karl Harrison, Alan Twells, Paul Gilding minutes in transport appendix
- Rebecca Raines and Paul Gilding, 7<sup>th</sup> June 2018 – Emma and Liz attended

Meetings that took place with Leicestershire County Council:

- Transport Theme Group LCHHA 14<sup>th</sup> August 2018 at LCC with Janna Walker, Mark Palfreyman, George Nock Andy Stinson report in transport appendices
- Paul Gilding Gary Kirk, John Frost, Liz Astill attended for Housing numbers

Meeting with Nicky Morgan MP and John Howells MP (Neighbourhood Plan Champion):

- Friday 16<sup>th</sup> November 2018 – constituency office

## Communications

The Sileby Neighbourhood Plan team and Parish Council Clerks have managed the on-going promotion of the plan and associated activities locally and to key stakeholders. A series of media options have been utilised to engage with all sections of the parish community.

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### **Local press:**

*Talk @ Sileby* – quarterly parish magazine (hard copy delivered to every household in Sileby)

### **Social media:**

*Facebook* – Dedicated Sileby Neighbourhood Plan page, shared via Sileby Community page and Sileby Parish Council page

*The parish council website* <https://www.silebyparishcouncil.org.uk/>

### **Parish Community Engagement:**

The Parish Council was updated monthly, during update items at their meetings on progress of the Neighbourhood Plan.

Distribution of flyers advertising the Drop-In Open Events were delivered to every household in the parish (4,182 households). Posters and a large railing banner were designed and displayed around the village to advertise open events and the community questionnaire.

Hard copies of the questionnaires were placed in local cafes, shops, schools, the library and the village post office. A number of convenient drop off points were also chosen in the village for completed questionnaires.

Everyone involved in the preparation of the Neighbourhood Plan acted as local ambassadors to engage with the public and encourage attendance at consultation events.

Community questionnaire – Young People and Adult Questionnaires (November 2017).

Young people focus groups and survey (during 2018) – engagement sessions were carried out by members of NPAC with pupils of the two village primary schools. A logo design competition was launched, and a prize awarded to the winning pupil's logo that has since been adopted.

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Summary of the main communication channels:

- 1. Sileby Neighbourhood Plan drop-in events:** two main public events were held at key points in the engagement cycle, on 21<sup>st</sup> February 2017 and 16<sup>th</sup> September 2017.
- 2. Social Media:**  
**Facebook:** a specific Facebook account was set up for Sileby Neighbourhood Plan to disseminate key information, updates and reminders. <https://www.facebook.com/SilebyNeighbourhoodPlan/> . This currently stands at 188 followers.  
  
Most posts on this page were also shared with the Sileby Community page, which has a reach to 3,590 members, and on the Sileby Parish Council page which has 255 page likes.
- 3. Village noticeboards at 6 x locations** displaying posters publicising open events, meetings, Community Questionnaire completion details and formal notices for the Regulation 14 consultation.
- 4. Leaflets/ flyers** were distributed to each household in the Sileby Parish, inviting residents to attend the Open Events and to participate in the Consultation Questionnaire.
- 5. Update articles** were included in Talk @ Sileby publication during the production of the Plan.
- 6. Sileby Parish Council website:** The Neighbourhood Plan has its own page where all agendas, minutes of meetings, the questionnaires and all consultation results are posted <https://www.silebyparishcouncil.org.uk/neighbourhood-plan1.html> The Regulation 14 consultation material was also posted on the website.
- 7. Information slides:** a set of informative display boards with laminated slides detailing the plans progress were used at both drop-in events and relevant village meetings.
- 8. Stakeholder letters/emails:** A letter/email was sent to all Regulation 14 and Regulation 16 consultation bodies during 31 August 2017 advising them that the parish council were producing a Neighbourhood Plan and inviting them to participate.

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The owners of the proposed Local Green Space sites as stakeholders were also notified by letter.

The stakeholders were contacted again in advance of the Regulation 14 consultation period between November 2018 – January 2019

A letter was sent to all local developers with an interest in the Designated Area in 19 March 2018 to offer an opportunity to meet representatives from the Neighbourhood Plan Housing Group and discuss the Neighbourhood Plan

**9. Logo competition:** the pupils from the two village primary schools were invited to design a logo for the Sileby Neighbourhood Plan utilising their own ideas to represent what Sileby meant to them. The winning entry was selected by a panel and the winning logo showcased at the public Drop-in Event in September 2017.

**10. Vision Statement:** an initial Vision Statement was pulled together for Sileby by a small working group of NPAC, drawing insight from the parish councils application letter, an advisory committee visioning exercise and the comments from community open events. There was overwhelming support for the initial statement that was presented.

## Consultations methodology

The consultations aimed:

- a. To inform as many people as possible of the existence of the neighbourhood planning process
- b. To seek the views of people from the community on the proposals being developed by Sileby NPAC.

## Consultations

Several consultations have taken place, each building on the evidence of the last.

- An initial community consultation evening took place on 21<sup>st</sup> February 2017
- A second consultation event took place on 16<sup>th</sup> Sept 2017
- A comprehensive Community Questionnaire was available for every household to complete on-line or by paper copy during September/October 2018.
- Engagement sessions were carried out with young people within local school settings on 14 July 2017
- A third community consultation event focusing on the emerging policies in the plan took place in the community centre on 8<sup>th</sup> September 2018
- Regulation 14 consultation took place from for 26<sup>th</sup> November 2018 for a period of 7 weeks until 11<sup>th</sup> January 2019.

## Activities

As well as meetings of Sileby NPAC and the work of the theme groups, the following activities were undertaken:

- a. The intention to produce a Neighbourhood Plan and an invitation to contribute toward the process was widely publicised by letter to all stakeholders and in the Parish press.
- b. Notices were placed on the Parish noticeboards asking people to get involved and informing them of progress.

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- c. All Sileby NPAC meeting agendas, minutes and key documents were posted on the Sileby Parish Council website.
- d. The Neighbourhood Plan was included as a regular update item at all Parish Council meetings. Minutes of all Parish Council meetings are publicly available on the Council website.
- e. A good working relationship was established with the Borough Council including regular dialogue and meetings.
- f. Staffed displays about the Neighbourhood Plan were a key part of the open events. At these events people were asked to give their thoughts and ideas on priority issues for the Plan.
- g. Two community questionnaires were undertaken.
- h. The village youth organisations were consulted via targeted sessions.
- i. A further staffed event/exhibition took place in September 2018 at which the community was presented with the draft policies. The plans and policies were available to view on presentation boards, and members of Sileby NPAC and YourLocale were present to engage in discussions and respond to questions. Good feedback was given about how informative and well run the events were.
- j. Agencies with a statutory or other significant interest in the Plan were invited to submit their comments in writing by email and letter, at appropriate stages of the planning process, according to the regulations.

## Detailed consultations

The Sileby NPAC's mandate was to drive the process, consult with the local community, gather evidence to support emerging policies and deliver the Plan.

## 1. Contacting Stakeholders

The first task was to contact statutory and local stakeholders and announce the commencement of the Neighbourhood Plan process. The following Statutory Stakeholders were contacted at the outset:

Statutory stakeholders		
Leicestershire County Council	Historic England/English Heritage	Federation of Gypsy Liaison Groups
Charnwood Borough Council	Network Rail Infrastructure Limited	Interfaith Forum for Leicestershire
Mountsorrel Parish Council	The Highways Agency	Seagrave Parish Council
Rothley Parish Council	British Telecommunications Plc	Cossington Parish Council
Barrow upon Soar Parish Council	Leicestershire County and Rutland PCT	
Swithland Parish Meeting	National Grid	Leicestershire Police, Force Headquarters
Woodhouse Parish Council	British Gas Properties	Leicestershire Fire and Rescue
Walton on the Wolds	Severn Trent Water Ltd	MP: Nicky Morgan
The Coal Authority	Anglian Water Ltd	County Councillor: Richard Shephard
The Homes and Communities Agency		District Councillors: Andy Paling Paul Murphy Pauline Ranson
Natural England	CPRE	
The Environment Agency	Leicestershire Ethnic Minority Partnership	.....

A complete list of all stakeholders contacted is detailed in Stakeholder lists dated June 2017 and available for review on the Sileby Parish Council website.

The statutory and other stakeholders were also consulted as part of the Regulation 14 consultation arrangements.

## 2. First Community Event

The first community event took place on 21<sup>st</sup> February in the evening. This was open to anyone from the village to attend, and flyers and posters were used to advertise this.

It covered:

- What a Neighbourhood Plan is and the benefits to Sileby of producing one
- To share our visions for Sileby and consult on the approach we should take to engage the village.
- Officially inviting residents to form the Sileby NPAC to help bring the plan together.

### 3. Second Community Consultation

An open consultation event took place at the Community Centre on 16 September 2017. Displays and exercises were designed to capture the views of the community based on information and maps displayed on how the Sileby Neighbourhood Plan should develop. In total **147** people attended, and the attendees were asked to 'sign in' and the register is held by the Parish Clerk.

#### *Summary of Findings from Second Community Consultation*

This was a very successful event, with good representation from all sections of the community. The comments made form part of the evidence base and were considered in the next stage of the development of the Neighbourhood Plan. The findings for each themed area were then used by the relevant theme group to inform the emerging policies.

### 4. Presentation event

A Policy and Actions Presentation Event took place on 8th September 2018. This brought together all of the volunteers involved in NPAC and theme groups, to cross-reference all of the work being carried out and to discuss any areas of possible contention.

### 5. Community Questionnaires

Building on the first consultation events the Sileby Community Questionnaires were assembled by a small working group of members from NPAC. The Committee and its appointed consultants also gathered the statistical information about the Parish from a range of sources to provide a body of evidence on which to base the Plan's emerging policies.

The first questionnaire contained 35 questions (some designed as a cluster of sub-questions), all based on the theme areas of the plan. The Questionnaires were available to complete electronically and as a paper version. There were 371 responses to the questionnaire. This is a return from 5.8% of the adult population, (6,351 over the age of 16).

## 6. Children and Youth Engagement

Sileby NPAC representatives were very keen to hear the views of the children and young people of Sileby and those who go to school here. Visits were arranged with:

- Highgate Community Primary School
- Sileby Redlands Community Primary School
- Rawlins Academy
- Sileby Guides

Activities involved an informal meeting with the Headteacher and the School Council of Highgate Community Primary School – representing pupils aged 6 – 11 years old. There was a proposed pizza evening which was publicised on social media but unfortunately, due to the lack of uptake, this had to be cancelled. Highgate Community Primary School engaged very positively.

### *Summary of Findings of Young Person's engagement*

Wherever possible the views of young people were sought and fed into the questionnaire results and Theme Groups, particularly the Community Facilities.

## 7. Third Community Consultation

On 8<sup>th</sup> September 2018 a third community consultation event was held at the Community Centre. This event was focused on testing support for the emerging Plan policies, for which there was majority support in every case. In total **107** people attended this event and the attendees were asked to 'sign in' and the register is held by the Parish Clerk.

A further 65 people responded to an on-line version of the display boards via survey monkey, making a total reach of 172 people.

The draft policies for the Neighbourhood Plan were developed from the previous consultations evidence by Sileby NPAC and the consultants, led by the theme group leads.

*Summary of Findings from the third Community Consultation*

Element/Policy in the Plan	Numbers for and against	Element/Policy in the Plan	Numbers for and against
Vision	<b>36 Y 6 N</b>	Important open spaces	<b>39 Y 0 N</b>
Housing target	<b>20 Y 7 N</b>	Important views	<b>39 Y 0 N</b>
Limits to development	<b>30 Y 3 N</b>	Footpaths and bridleways	<b>38 Y 0 N</b>
Windfall	<b>33 Y 6 N</b>	Sites of environmental significance	<b>34 Y 0 N</b>
Design	<b>33 Y 3 N</b>	Biodiversity and hedges	<b>41 Y 0 N</b>
Housing mix	<b>29 Y 6 N</b>	Flood risk	<b>37 Y 0 N</b>
Brownfield development	<b>36 Y 0 N</b>	Building for biodiversity	<b>34 Y 1 N</b>
Support for existing community facilities	<b>25 Y 1 N</b>	Turbines and solar	<b>31 Y 5 N</b>
New and improved community facilities	<b>26 Y 1 N</b>	Ridge and furrow	<b>34 Y 1 N</b>
Assets of community value	<b>24 Y 1 N</b>	Roads and rail	<b>40 Y 2 N</b>
Schools	<b>28 Y 3 N</b>	Walking and cycling	<b>38 Y 0 N</b>
Health and wellbeing	<b>27 Y 4 N</b>	Canal	<b>37 Y 0 N</b>
Noisy sports	<b>19 Y 5 N</b>	Public car parking	<b>38 Y 1 N</b>
Play areas	<b>27 Y 1 N</b>	Heritage assets	<b>37 Y 1 N</b>
Business and employment	<b>34 Y 2 N</b>		
Farm diversification	<b>41 Y 3 N</b>		
Homeworking	<b>39 Y 1 N</b>		
Tourism and the visitor economy	<b>33 Y 1 N</b>		
Broadband infrastructure	<b>41 Y 0 N</b>		

## 8. Consultation Analysis

The results and comments from the consultations were collated and placed into Consultation Analysis Reports which were made available to the public via the website and in hard copies placed in the Parish Council Office. The reports were circulated to individual Parish Councillors and all the Neighbourhood Plan Advisory Committee members.

Each Theme Group reviewed and analysed the comments relevant to their work and they were used as supporting evidence in the formulation of the Plan Policies and Community Actions.

Individual comments received by the Parish Council, NPAC or Theme Groups were routed to the appropriate group for review and analysis and responded to either in person, by email or social media messaging. A full analysis of all the Consultation Surveys and Questionnaires results are available for review on the Sileby Parish Council website.

### **Additional level of local evidence for community facilities**

Additional evidence was deemed necessary for the community facilities policy work. A tender exercise was carried out to appoint a consultancy to carry out a community facilities options appraisal for Sileby. The final report from this appraisal can be found on the parish council website and as a supporting information document in the Neighbourhood Plan.

## **9. Regulation 14 Consultation**

The notification of the formal consultation on the Sileby Neighbourhood Plan, as required under Part 5, Section 14 of the Neighbourhood Planning (General) Regulations 2012, was given by the Parish Council on 21<sup>st</sup> November to statutory consultation bodies via letters. The [stakeholder letter](#) can be found on the Parish Council website.

This consultation took place between 26<sup>th</sup> November 2018 and 11<sup>th</sup> January 2019, with an extra week added to account for the Christmas break.

At the start of this consultation period, Sileby Parish Council:

- a) prepared and displayed a [Regulation 14 leaflet](#) on notice boards around the village.
- b) Posted the regulation 14 notice on the Parish Council's website on 20<sup>th</sup> December 2018, Facebook, twitter pages and the dedicated Sileby Neighbourhood Plan Facebook page.
- c) Sent a copy of the draft plan with the full set of appendices to the local planning authority. The Parish Council uploaded all documents to be viewed or downloaded from the Neighbourhood Plan section of the Sileby Parish Council website. Anyone requiring a hard copy of the plan to review or make representations on were encouraged to contact the Clerk.
- d) At timely intervals, the Parish Council and NPAC promoted the Regulation 14 consultation to the village, with reminders to highlight its closing date.
- e) Details of how to make representations on the draft Plan were publicised and comments invited via a standard written comments form, e-mail or letter to be returned to the Parish Council Office by 11<sup>th</sup> January.
- f) Issued a [stakeholder letter](#) on 21<sup>st</sup> November 2018 to the [statutory consultation body list](#) (referred to in Paragraph 1 of Schedule 1 of the Neighbourhood Planning (General) Regulations 2012), whose interests may be affected by the proposals within the draft neighbourhood development plan. The local planning authority forwarded the same letter to all landowners in the SHLAA.

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The resulting representations were then tabulated and the Sileby NPAC met for a focus session on 28<sup>th</sup> February 2019 to consider its responses and agree amendments to the draft plan which are included in the [Pre-Submission Consultation](#) Responses document.

### *Summary of Findings from Regulation 14 Consultation*

The consultation elicited 12 representations, eight from the statutory stakeholders, three from landowners/agents and one from a local resident. The subjects included:

Housing allocations, site allocations, typographical corrections and recommendations. The representations, comments and the responses are detailed on the [Pre-Submission Responses Final](#) document available on the Sileby Parish Council website.

## Conclusion

Comments from Charnwood Borough Council Planning Officers in relation to late versions of the draft Neighbourhood Plan have helped to shape the pre-submission version.

The draft Neighbourhood Plan is now ready to be submitted for Regulation 16 consultation to Charnwood Borough Council, who will publicise it for a further six weeks and then forward it, with accompanying documents and all representations made during the publicity period, to an Independent Examiner who will review it and check that it meets the 'Basic Conditions'. If the Plan successfully passes this stage, with any modifications, it will be put forward for referendum.

The referendum question will be a straight "yes" or "no" on the entire Plan, as set out by Neighbourhood Planning Regulations. People will not be able to vote for or against individual policies. If 50% or more of those voting vote for the Plan, it will be brought into force ('Made') and become part of District-wide planning policy.

## Sileby Neighbourhood Plan 2018 – 2036 Consultation Statement

This Statement of Consultation and the supporting Attachments and Documents are provided to comply with Section 15(2) of part 5 of the 2012 Neighbourhood Planning Regulations.

Signed

A handwritten signature in black ink, appearing to read 'Emma Compson', is written over a light grey rectangular background.

**Emma Compson – Chair of the Advisory Committee,**

**28<sup>th</sup> June 2019**

## Attachment 1 - NP Participants

The Sileby Neighbourhood Planning Advisory Committee (QNPAC) is a committee of the parish council. The long-term serving members are listed below:

<b>Cllr Liz Astill</b>	<b>Shelly Mastericks</b>
<b>Cllr Billy Richards</b>	<b>Phillip Crawley</b>
<b>Cllr Valerie Mariot</b>	<b>Jon Frost</b>
<b>Peter Astill</b>	<b>Peter Small</b>
<b>Emma Compson</b>	<b>Ady Crawley</b>
<b>Simon Dalby</b>	<b>Liz Jones</b>
<b>Gary Kirk MA, CQSW, MCIH (YourLocale MD)</b>	

Other members who served on the Sileby NPAC for part of the meeting cycle at the very beginning:

**Kaisra Khan**

Five theme groups; 1. Housing, 2. Environment, 3. Community Facilities, 4. Transport, 5. Employment. Initially, four parish councillors, four consultants and 26 volunteer residents agreed to serve on the groups. The long-term serving members are listed below:

### **1. Housing**

Jonathan Frost (lead)  
Ady Crawley  
Simon Dalby  
Cllr Liz Astill  
George Waistell  
Anthony Preston  
John Alder  
Darren Potter

### **2. Environment**

Liz Jones (lead)  
Cllr Valerie Marriott  
Geoff Platt  
Kathy Platt  
Eric Wheeler  
Peter Campbell  
Annette Williamson  
Susan Astill  
Darren Potter  
Robert Butler

**3. Community Facilities**

Cllr Billy Richards (lead)  
Shelly Mastericks  
Sue Collington  
Karen Freaks  
Emma Compson  
Cllr S Haider

**4. Transport**

Cllr Liz Astill (lead)  
Peter Small (initial lead)  
Inga Vann  
Phillip Crawley  
Peter Astill  
Sue Collington  
Annette Williamson

**5. Employment**

Cllr Billy Richards (lead)  
Peter Astill  
Phillip Crawley

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## Attachment 2 - Letter to Landowners

23 March 2018

Dear Parish Resident/Landowner

### Sileby Parish Neighbourhood Plan 2019 to 2036

I would like to advise you should be aware that Sileby Parish Council is drawing up a Neighbourhood Plan (NP) following the enactment of the Localism Act 2011. This plan will influence and shape future decisions over the growth and development of the parish for the next 18 years or so and it is vitally important that its content incorporates the collective wishes and aspirations of the residents and other stakeholders involved in Sileby Parish.

The plan is being developed by the Neighbourhood Plan Advisory Committee, appointed by the Parish Council, which in turn has set up three working groups to examine the key themes of the NP:

- Infrastructure, Transport and Economic Development
- Environment and Heritage
- Housing

These working theme groups have the job of making policy recommendations that best reflect the collective needs, wishes and aspirations of the parish. To do this credibly and fairly, it is necessary for consultation with all those who may be affected by the NP. This process has already begun with a parish wide questionnaire and our first open day event.

We now write on behalf of the Housing Theme Group who are tasked with recommending policies that we want to apply to future housing development within Sileby Parish. These policies will consider sites and sizes of development, the mix and appearance of housing to be built and how such development can satisfy our obligations under district and Council and national planning obligations. They must do this in a manner that best accommodates the wishes of parish residents and other policies drafted by the parallel working theme groups.

The 2011 census and the recent Housing Needs surveys demonstrate clearly the demographics of an ageing local community but also one where younger people need to be able to stay in the village if they wish to do so. We therefore recognise that further housing, of various sizes and types will be required and we need to identify potential development sites that will best meet these needs.

As an owner of land within the parish boundary (even where in the past that land may have been subject to assessment for development potential by Charnwood Borough Council) we would like to invite you to engage with us so that we can understand your views on development and whether you think your land may be suitable for the building of houses. We are keen to engage with all landowners and to this end, we would be grateful if you would complete and return the enclosed pro-forma as soon as convenient.

All responses will be treated in confidence and detailed information will only be available to the NP Advisory Groups to inform decisions. Responses will not be available to the public. We respect all Landowners' rights to privacy and stress that responses are voluntary.

Please note that this is an information gathering exercise at this point. Our aim is to understand each Landowner's preferences and we are not looking to support or deny any development proposals at this stage. We aim to compile a comprehensive list of all areas of land that may be suitable to meet the needs

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of the Neighbourhood Plan, although we would point out that more than three times the required land for the next 18 years has already been identified through the Borough Councils SHLAA process. Inevitably, many owners will not see their land prioritised in the NP for development.

An open event for all landholders will be held at 7.00 on Monday, 23 April in the Community Centre and this will allow any questions to be answered in an open manner.

Once we know where land owners are willing to develop within Sileby Parish, we can begin to assess each site in order to recommend to the NP those most suitable and desirable to build on. A sustainable site assessment process will be undertaken with professional support and using the National Planning Policy Framework approach to allow a ranking of the sites

This assessment will be based on evidence of housing needs, conformity with local priorities and our obligations under housing plans for the district. The process will be transparent, consultative (with opportunities for community consultation to help shape the outcome) and documented. As a landholder you will be provided with a draft assessment and offered the opportunity to comment upon the veracity of the content. Please note that some of the land assessed will never be required for residential development.

After sites are selected, the NP still needs formal acknowledgement by Charnwood Borough Council and a vote by parishioners in the form of a full referendum. It will then also need the approval of an Independent NP Examiner. Once approved, the NP remains a 'living document' and must be kept under review and updated on a regular basis. In other words, it will always be subject to the potential for future change.

The NP is perhaps the most important policy process in a generation for this parish. To ensure it is as good as it can possibly be, it is vitally important that we can capture as wide a range of views and information as we can.

On completion, the enclosed form should be returned to the parish council office.

Your help in this regard is greatly appreciated.

Yours faithfully

Emma Compson (Miss)  
Chair of the Sileby Neighbourhood Plan  
Advisory Committee

Jonathan Frost  
Chair of the Housing Theme Group