

Hallaton Neighbourhood Plan



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:

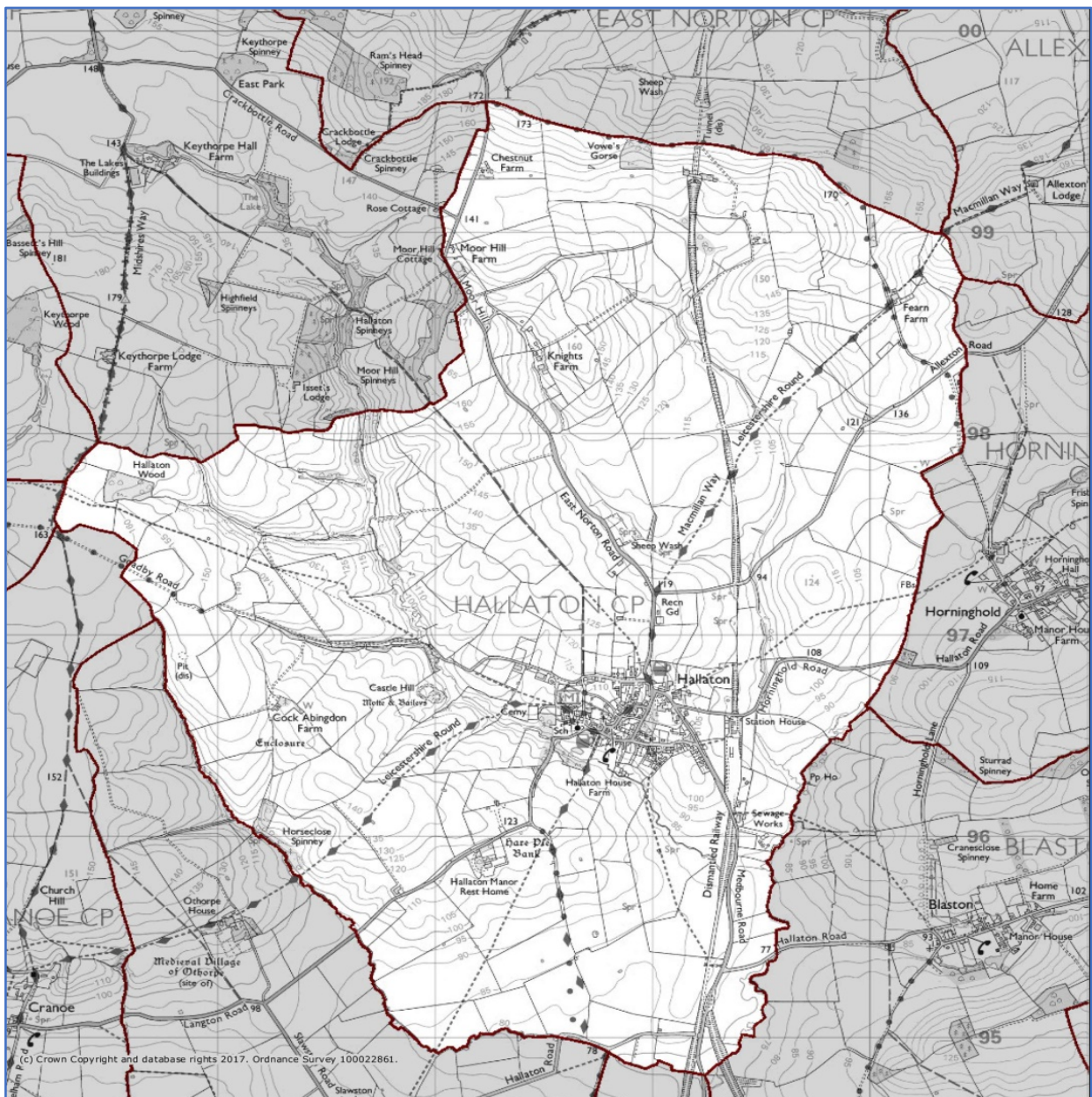
- Contains details of the persons and bodies who were consulted about the proposed Neighbourhood Plan;
- Explains how they were consulted;
- Summarises the main issues and concerns raised by the persons consulted;
- Describes how these issues and concerns have been considered and, where relevant, addressed 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 Hallaton Neighbourhood Plan (HNP) and to ensure that the wider community:

- was kept fully informed of what was 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
- to “front load” the consultations to ensure that the Plan was fully informed by the views of residents, businesses and stakeholders
- to ensure consultation took place at all key stages, to engage as wide a cross-section of the community as possible and to ensure that the results of consultations were made publicly available.

Figure 1 – The Hallaton Neighbourhood Plan Area



Regulations and government guidance

Stage 1: Deciding to make a Neighbourhood Plan

Hallaton Parish Council formally took the decision to undertake a Neighbourhood Plan at a Council Meeting in March 2017, when it was decided to set up a joint Parish Council/ Community group as an Advisory Committee of the Parish Council.

The Parish Council appointed Gary Kirk MA CQSW MCIH, Managing Director YourLocale Ltd to act as a consultant in the preparation of the Plan.

Stage 2: Defining the Neighbourhood Plan Area

The Hallaton Neighbourhood Plan Area was formally designated on 17 January 2017 after Harborough District Council publicised the request for designation which had been submitted by the Parish Council. No adverse comments were received.

The Hallaton Neighbourhood Plan Area constitutes the whole of Hallaton Parish in the Harborough District. See Figure 1 above

Funding

Funding for the development of the Hallaton Neighbourhood Plan was provided by Awards for All, Big Lottery Fund, and Locality Funding from the Neighbourhood Planning Programme funded by the Ministry of Housing, Communities and Local Government (administered by Groundwork UK). We much appreciate this support.

Detailed reports:

The Hallaton Submission Neighbourhood Plan and supporting documentation are available on the Leicestershire County Council Communities website at:

<https://www.leicestershirecommunities.org.uk/np/hallaton.html>

Stage 3: Establishing the Hallaton Neighbourhood Plan Advisory Committee

The Hallaton Neighbourhood Plan Advisory Committee (HNPAC) is a committee of the Parish Council. Two Parish Councillors agreed to serve on the Committee, alongside other community representatives. The Parish Council approved the appointment of the Chair and members, together with the HNPAC Terms of Reference. See

Appendix A

Membership of the Hallaton Neighbourhood Plan Advisory Committee:

Linda Jones (Chair)	John Norton (Councillor from May 2019)	John Morison
Chris Kilby (Councillor)	Della Stones	Ali Rutherford
Kay Bogg (until August 2018, Councillor)	Melisa Brucciani (Councillor from May 2019)	Jeremy Mears (from June 2019, Councillor from May 2019)
Chris Clarke (From August 2019, Councillor from May 2019)		

HNPAC has worked to produce a draft Plan, ensuring that it is:

- In line with local and national planning policy frameworks;
- In line with other legal frameworks;
- Mindful of the need to contribute to sustainable development;
- Prepared based on robust evidence;
- Good governance arrangements; and
- Effective and extensive consultation.

The Hallaton Neighbourhood Plan seeks to establish specific and local planning policies for the development and use of land in the Parish. The Neighbourhood Plan establishes a vision for the future considering the data gathered through community engagement and consultation, alongside demographic, socio-economic data and further research.

The HNPAC met regularly on:

2017	3 July	11 October	8 November		
2018	10 Jan	14 March	1 May	14 June	12 September
2019	17 Jan	4 July	5 August	21 August	22 October

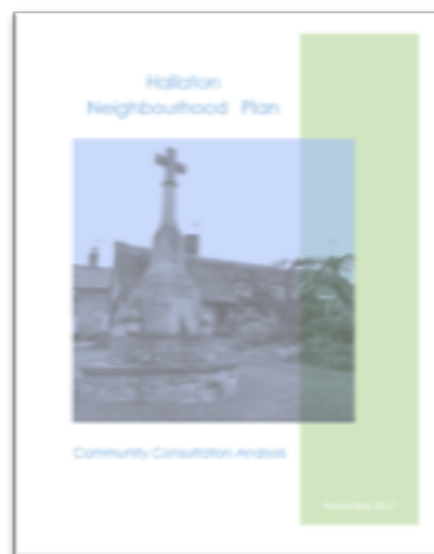
Stage 4: Consultation Event 14 October 2017



The first major community consultation event which the NPAC organised was an Open Event held at the Stenning Hall (village hall) on 14 October 2017. A total of 57 people were in attendance. The event represented an opportunity to share the key issues that can be addressed through a Neighbourhood Plan and to receive parishioners' comments about what the Neighbourhood Plan should address. The report of the event is at **Appendix B**

Stage 5: Parish Questionnaire

A questionnaire was sent to all the households in the Parish in October and November 2017, to help define the priorities for the Plan. The level of response from the community was good, there being 98 responses. The response rate was over 21% of adults, covering 40% of households in Hallaton. The findings of the village questionnaire were used as one basis for the work of the HNPAC and Theme Groups. The full report is available as **Appendix C**



Stage 6: Establishment and work of the Theme Groups

On 17 January 2018, the NPAC held a launch of the Theme Groups. This was a great way to engage more parishioners in the development of the Plan. All parishioners were invited to attend and express their interest in the more detailed work of the Theme Groups. Having had an update about the purpose and process of developing the Neighbourhood Plan, and the role of the theme groups, they joined their preferred choice. All of the Theme Groups included at least 2 Advisory Committee members so that there was a coordinated approach, and a member of YourLocale to advise and guide their work.

Housing and the Built Environment Theme Group

Membership:

John Norton (NPAC)	Tom Brucciani	Alistair Brook
Chris Kilby (NPAC)	Kay Bogg (until August 2018)	Mark Frith
Derek Doran, YourLocale		

The Housing Theme group met regularly:

2018	17 January	30 January	5 February	28 February	4 April
	24 April	9 May	23 May	11 June	27 June
	11 July	28 August			
2019	29 May	6 June			

The key actions taken by the Housing Theme Group were:

- Established a draft policy template
- Established a site selection process
- Established full details of all of the sites that had been put forward by their landowners following the letter from the Parish Council inviting landowners to submit their land for consideration as development sites
- Derek Doran, YourLocale produced draft strategic site assessments, based on the established Red/Amber/Green scoring matrix
- Each draft site assessment was scrutinised by the Housing Theme Group; this process was repeated when further comments were received from the landowner and, if it was deemed necessary, the site assessment was carried out again.
- The new Lines to Development was plotted using the established methodology of keeping as close as possible to the existing buildings to ensure sites at the edge of the village would be outside the line.
- The Housing Design Guide was written.
- The Housing mix was decided upon to reflect the actual needs of the village.

Environmental and Historical Theme Group

Membership:

Melisa Brucciani (NPAC)	John Morison (NPAC)	Bryan Hollier
Pat Wood	Jeremy Mears (NPAC from May 2019)	Denis Kenyon
Tracey Measom	John Martin, YourLocale	

The Environmental Theme Group met on the following dates:

2018	31 January	6 February	13 March	17 April
	30 April	9 May	29 May	19 June
	27 June	25 September		

The key actions taken by the Environmental Theme Group were:

Consultation and Evidence Gathering

- They consulted the following bodies as part of their evidence gathering:
 - Parish Online
 - Natural England Priority Habitat map
 - Historic England
 - Leicestershire and Rutland Records department • Heritage Gateway
 - County Hall
 - Historic Ridge and Furrow maps
 - DEFRA
 - Local Wildlife Trusts
 - HDC Sport and Recreation sites

They also sought to promote this information gathering stage to parishioners to utilise extensive local knowledge. This was done via the Hallaton newsletter HarePie, village Facebook page and school newsletter.

Environmental Inventory

- Produced a Parish map with all fields illustrated and numbered; the Group’s teams

visited each of the fields, assessing them according to agreed criteria.

- Assessed the information gathered, discussed to ensure consistency and included any local knowledge received from their notice in the Newsletter.
- Revised the assessment criteria to reflect historical significance and the value given to local green space by residents.
- Agreed a final list of Green Spaces and Important Open Spaces, although one Green Space has subsequently been added as recent planning permission has granted public access to a borderline site moving it past the threshold score.

Trees

- A member of the Environmental and Historical Group had conducted a survey of heritage trees 14 years previously which was lodged with County Hall. This she accessed and updated this, with an extensive survey and collation of photographic records, to include any trees of note in the Parish.

Ridge and Furrow

- A member of the Environmental and Historical Group Hallaton Field Work Group had several maps documenting Ridge and Furrow from 1947 and 1997. He conducted a new survey of each recorded field to grade all remaining examples of Ridge and Furrow according to how well preserved it is today.

Local Heritage Assets and Non-designated Assets

- A current list of Listed Buildings was obtained from Historic England and a new survey conducted to ensure the inclusion of all Local Heritage Assets. These were documented and photographed to be included as an Appendix.

Views

- A list of notable views was compiled, mapped and photographed.

All evidence was presented at the village consultation events and received 100% support from parishioners.

Community Facilities, Employment and Transport Theme Group

Membership:

Linda Jones (NPAC)	Della Stones (NPAC)	Ali Rutherford (NPAC)
John Williams	Mike Preston, YourLocale	

The Community Facilities Theme group met on the following dates:

2018	17 January	7 February	6 March	10 April	8 May
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The key actions taken by the Community Facilities Theme Group were:

- Early draft of Community Assets, Transport, Business and Employment section of the Plan drafted by 7 February 2018, based on results of Parish Questionnaire, Open Event in October 2017, other data, local knowledge and commissioning other villagers to draft sections e.g. Hallaton Parish St Michael and All Angels Church, Museum
- Subsequent information and data gathering to fill gaps in evidence and inform updates of draft section including:
 - Meeting to identify and meet the needs older, lonely and isolated people in the village
 - Questionnaire and interviews of local businesses to ascertain their issues and needs
 - Meeting with group of local farmers to illicit their views and discuss proposed policy on farm diversification
 - Home working questionnaire to sample of village to add to information provided in Village Questionnaire
 - Competition in Hallaton Church of England (Controlled) Primary School to design a logo for the Neighbourhood Plan.



Version 8 of the Community Facilities section was completed on 15 May 2018.

Stage 7: Finalising the Pre-submission Version of the Hallaton Neighbourhood Plan

The HNPAC drew coordinated the work emerging from the Theme Groups and finalised the first version of the Pre-submission Neighbourhood Plan. It was submitted to the Hallaton Parish Council in October 2018.

Stage 8: Consultation Event 3 November 2018

A further Parish consultation event was held on 3 November 2018 prior to Regulation 14 Consultation. A total of 104 people attended the event and there was overwhelming support for the policies on display.

Stage 9: Regulation 14 Consultation 2 September to 14 October 2019

The Hallaton Neighbourhood Plan was not put forward to Regulation 14 Consultation until August 2019. In May 2019, there were Parish Council Elections which resulted in 5 new Parish Councillors.

Hallaton Parish Council agreed for the Pre-submission Neighbourhood Plan to move to Regulation 14 Consultation at the Parish Council meeting on 12 August 2019.

Posters announced the formal consultation and flyers were delivered to all houses in the Parish. See **Appendix D**. Electronic versions of the Plan were made available on the Parish Council website, along with the appendices, Strategic Site Assessments and reports of consultation events; hard copies of the Plan were placed in the HarePie Café, Church and Stenning (village) Hall.

Letters were sent to national and local stakeholders, including the landowners who had submitted land for consideration for development sites. See **Appendix E** for the list of all stakeholders, and whether they responded.

During the official consultation period, an informal information event was held on 26 September 2019 at the Stenning Hall, offering the opportunity to parishioners to come and ask members of the HNPAC any questions or seek clarification. It was made clear that this was not part of the formal process.

In addition to the 14 key stakeholders responding, 12 residents submitted comments under Regulation 14 Consultation.

All of the comments received were considered and a response drafted, with necessary changes being made to the Submission version of the Hallaton Neighbourhood Plan. See **Appendix F**.

Effective Communication and Engagement

The Hallaton Parish Council and its HNPAC have given priority throughout the process of developing the Neighbourhood Plan to effective communications. In addition to the questionnaire, formal and informal consultation processes and events (see above), communication has included:

- Regular agenda item on the Hallaton Parish Council meetings, with updates from the HNPAC and opportunities for parishioners to comment
- Drafts of the Neighbourhood Plan available on the Hallaton Parish Council website
- Meetings of the HNPAC held in public (unless sensitive or private issues are being considered)
- Notices on the Parish Council noticeboard
- Opportunities for Parishioners to contribute to the work of the Theme Groups
- Correspondence with landowners
- Talk to primary school children and logo competition
- Updates in the HarePie, the village newsletter which is published monthly
- Posters
- Flyers, on several occasions, to all houses in the Parish
- Notification of events on Facebook
- Offers to meet with village organisations
- Email correspondence with Parishioners to respond to questions and their issues and concerns

Schedule of Key Activities and Events

Date	Activity/ Event
January 2017	The Hallaton Neighbourhood Plan Area was formally designated after Harborough District Council publicised the request for designation
March 2017	Hallaton Parish Council determined to develop a Neighbourhood Plan for the Parish of Hallaton
July 2017	First meeting of the Hallaton Neighbourhood Plan Advisory Committee
14 October 2017	Hallaton Neighbourhood Plan Consultation Event

November 2017	The Parish Community Consultation Questionnaire was sent to all households in the Parish and the results collated and published
January 2018	The Theme Groups were established
October 2018	Draft Pre-submission Hallaton Neighbourhood Plan was submitted to the Hallaton Parish Council
3 November 2018	2 nd Consultation Event was held to inform parishioners of the contents of the Draft Plan and seek their views about the proposed policies
May 2019	Parish Council Elections
12 August 2019	Parish Council decided that the Pre-submission Neighbourhood Plan should move to Regulation 14 Consultation
2 September – 14 October 2019	Regulation 14 Consultation
25 November 2019	Hallaton Parish Council agreed to submit the Submission Version of the Hallaton Neighbourhood Plan to Harborough District Council

Appendix A: Neighbourhood Plan Advisory Committee Terms of Reference

TERMS OF REFERENCE AND GOVERNANCE FOR HALLATON PARISH COUNCIL NEIGHBOURHOOD PLAN ADVISORY COMMITTEE

1) Name

- a) The name of the Committee shall be the Hallaton Neighbourhood Plan (NP) Advisory Committee.

2) Role

- a) The role of the NP Advisory Committee is to carry out the following NP tasks on behalf of the Parish Council:
 - i) Undertake the preparation of an NP for the designated area of the Parish of Hallaton;
 - ii) Secure external funding for the approval of the Parish Council and take responsibility for planning, budgeting and monitoring expenditure, providing regular feedback to Parish Council meetings for scrutiny and ratification.
 - iii) Liaise with relevant authorities, organisations and identified Stakeholders to ensure the NP is comprehensive and inclusive;
 - iv) Identify and implement a wide variety of ways to engage the whole community throughout the process;
 - v) Appoint Theme Groups as necessary to undertake specific areas of work on behalf of the overall NP Committee, involving additional persons with specific expertise as required;
 - vi) Be responsible for the analysis arising during the NP process and the production and distribution of the final report;
 - vii) To work closely with Harborough District Council throughout the process;
 - viii) To submit the draft NP for consultation with the Parish Council, local residents and Harborough District Council;
 - ix) To secure the endorsement of the Parish Council for the final NP document.
 - x) To prepare the NP for submission to Harborough District Council;
 - xi) To ensure the NP is in general conformity with Harborough District Council's existing Core Strategy;
 - xii) To ensure the NP meets the requirements of the Neighbourhood Planning (General) Regulations 2012, the Localism Act 2011 and other relevant legislation, including European obligations.

3) Membership

- a) The NP Advisory Committee shall have a minimum of eight members, including at least two members from the Parish Council.
- b) The NP Advisory Committee may co-opt additional members at its discretion

- c) The membership and appointments are to be approved by the Parish Council and membership information included on the Parish Council website.

4) Meetings

- a) The NP Advisory Committee shall hold a full meeting at least every two months or more frequently as may be required.
- b) Meeting dates shall be confirmed at least ten days in advance.
- c) The meeting agenda shall be passed to all members, with the details of all supporting documentation, at least 3 clear days prior to each meeting. Members will be expected to have read the papers in advance of the meeting.
- d) Declarations of Interest for Agenda items shall be a standard agenda item at the beginning of each meeting.
- e) The minutes of the meeting shall be produced and circulated to all members within 10 days at most following the meeting, for approval at the following meeting.
- f) Resolutions shall be decided by a majority of votes, with the Chair having a casting vote if required.
- g) A minimum quorum for the transaction of business is 50% of members, including the Chair and at least one member of the Parish Council.
- h) Meetings will normally be open to all members of the public. If a member of the public wishes to speak on a particular subject, the Chair shall invite him/her to speak when the subject is discussed, for no more than 5 minutes.
- i) The agendas, supporting papers and meeting minutes are to be posted on the Parish Council website to provide the maximum opportunity for community participation. The agenda and meeting minutes will also be posted on the Village notice board, with a contact address for those wishing to view the supporting papers.
- j) The NP Advisory Committee can exclude the public and hold a closed session in exceptional circumstances for matters that are sensitive.

5) Theme Groups

- a) The NP Advisory Committee may appoint specific Theme Groups to carry out agreed work on its behalf, with a nominated Leader for each Theme Group. **The work of the Theme Groups does not need to be open to the public and meetings are not required to follow the procedures referenced above.**
- b) Each Theme Group will comprise at least one member of the NP Advisory Committee
- c) The Leader may co-opt additional members to further the work of the Theme Group.
- d) The Theme Group may make recommendations but decisions will be taken by the full NP Advisory Committee, for ratification by the Parish Council.

6) Finance

- a) The Secretary shall maintain a record of all income and expenditure and follow the same financial procedures in accordance with the Parish Council practice.
- b) A current financial statement will be available as necessary and a financial report will be available for each Parish Council meeting as required.

7) General Conduct of NP Advisory Committee Members.

- a) Members are expected to conduct themselves when working on the NP in a manner consistent with the standards of conduct required for those in public life, i.e. selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- b) Members are required to read and sign the Parish Council Register of Interests and Code of Conduct. The Secretary will hold the signed forms in a central place.
- c) Members, including co-opted members, should declare an interest at the beginning of a meeting if the member has a disclosable pecuniary or non-pecuniary interest relating to an agenda item to be discussed.

8) Public Access to Information

- a) Members of the public, under the Freedom of Information Act 2000, have the right of access to all meetings of the NP Advisory Committee, unless specific reasons have been announced in advance when confidential material may be discussed which might be prejudicial to the public interest. It is envisaged that this would rarely, if ever, be implemented.
- b) Members of the public should declare an interest, if applicable, in respect of any agenda item to be discussed at the meeting.
- c) The agendas, relevant papers and subsequent minutes of all NP Advisory Committee meetings will be published on the Parish Council website and available for all members of the public to access.

Hallaton NP Advisory Committee

June 2017

Appendix B: Report of the Consultation Event 14 October 2017 – see attached

Appendix C: Community Consultation Analysis November 2017 – see attached

Appendix D Poster and Flyer notification of Regulation 14 Consultation

HALLATON NEIGHBOURHOOD PLAN

Notification of Formal Consultation on Hallaton Neighbourhood Plan

**(Regulation 14 Town and Country Planning, England, Neighbourhood
Planning (General) Regulations 2012)**

The Hallaton Neighbourhood Plan has been published for consultation.
Statutory consultees have been contacted.

If you would like to take part in the consultation, please see the information
below.

The consultation period runs for 6 weeks from Monday 2 September to
Monday 14 October 2019.

The Draft Plan and supporting documents, together with the Comments Form,
can be viewed and downloaded from the Hallaton Parish Council website:
<http://www.hallaton.uk.com/neighbourhood-plan>

If you require a hard copy of the Plan, or wish to make representations, please
contact me:

Linda Jones

Beggars Roost, 25 Eastgate, Hallaton, Market Harborough, LE16 8UB

Phone: 07851 163712

Email: l.jones2k@btinternet.com

Following this public consultation process the Plan will be reviewed and
submitted to Harborough District Council.

Harborough District Council will then invite representations, before the Plan is
subjected to Examination by an Independent Examiner. Once any further
amendments have been made the Plan will be subject to a local Referendum.

If the Referendum is successful the Plan will be “Made” by Harborough District Council.

Linda Jones

Chair of the Hallaton Neighbourhood Plan Advisory Committee

Appendix E: List of Stakeholders consulted as part of Regulation 14 Consultation

Regulation 14 Consultation Hallaton Stakeholder List October 2019

Stakeholder	Response?
British Gas Properties	
British Telecommunications Plc	
The Coal Authority	
East Leicestershire and Rutland CCG	
English Heritage	
Historic England	✓
Homes and Communities Agency	
Highways Agency	
National Grid	✓
Natural England	✓
Network Rail Infrastructure Limited	
Severn Trent Water Ltd	
Anglian Water Services	✓
Leicestershire Police	
Leicestershire Fire and Rescue	
Gigaclear	
The Environment Agency	✓
CPRE	
Voluntary Action Leicestershire	
Leicestershire Ethnic Minority Partnership	
Federation of Gypsy Liaison Groups	
Interfaith Forum for Leicestershire	
Market Harborough Chamber of Commerce	
Leicestershire Centre for Integrated Living	
Age UK Leicestershire and Rutland	
Matt Bills Harborough District Council	✓
Harborough District Disability Access Group.	
Leicestershire County Council Transport	
Nik Green Leicestershire County Council, Policy Officer - Communities	✓
Seven Locks Housing	
Blaston Parish Meeting	
East Norton Parish Meeting	✓
Parish Meeting Slawston	
Medbourne Parish Council Clerk	
Glooston Parish Meeting	
Goadby Parish Meeting	
Cranoe Parish Meeting	
Tugby and Keythorpe Parish Council	

Hallaton Neighbourhood Plan 2018 – 2031 - Consultation Statement

Sir Alan Duncan, MP	
County Councillor Simon Galton	
District Councillor: Michael Rickman	
Bewicke Arms, Hallaton	
The Fox Inn, Hallaton	
Star Pubs & Bars Ltd	
The Bottle Kicking Cider Co Ltd	
Hallaton Woodworkery	
Hallaton Manor Care Home	
Tom Flowers Cricket Coaching	
Owners, Spinney View Farm, Hallaton	
Owner, Knapdale Stud, Hallaton	
Hallaton Ground Care Ltd	
St Michael and All Souls Church and Parochial Parish Council	
Hallaton and Isabella Stenning Trust	✓
Hallaton Church of England Primary School	
The George Fenwick Charity	
Hallaton Valentine Goodman Charity	
Hallaton & District Women's Institute	
Evergreens	
19 Landowners of land in Hallaton	✓✓✓✓✓