

**Swanwick Parish Neighbourhood Plan  
Consultation Statement of Community Involvement  
October 2015**

## Introduction

Swanwick Parish Council recognized that consultation was the key to successfully developing a Neighbourhood Plan (NP) for Swanwick Parish. In doing so, it has acknowledged the need for consultation with local residents, organisations, and businesses, land owners and statutory consultation with prescribed bodies.

In compliance with Section 15(2) of Part 5 of the 2012 Neighbourhood Planning regulations, this statement contains details of:

- a) Process of engagement with the residents and business owners within the neighbourhood area;
- b) Summary of Community Engagement;
- c) The persons and bodies that were consulted about the proposed neighbourhood plan and methods used for this; and
- d) Summary of Public Consultation the main comments and concerns raised by the persons and bodies and the Parish Council response.

## Awareness Raising

Local sites within the countryside surrounding Swanwick were identified in the Strategic Housing Land Availability Assessment (SHLAA) 2011. Over 300 Swanwick residents attended the 'Stop 500' meeting at the Centenary Centre on 25 August 2011<sup>1</sup>. Following the meeting over 100 letters were sent to the local MP.

The 'Stop 500' campaign raised awareness of the SHLAA 2011 and precipitated the desire to exercise powers under The Neighbourhood Planning (General) Regulations 2012. At the same time a developer submitted a proposal to build a crematorium, memorial gardens and cemetery on Protected Open Land (Saved Policy EN5).

Swanwick Parish Council worked in co-operation with the 'Stop 500' Group to protest to Amber Valley Borough Council (AVBC) against the inclusion of sites within the Green Belt, on Protected Open Land (Saved Policy EN5) and Open Countryside in the SHLAA. A petition with over 1800 was organized for presentation to AVBC in order to trigger inclusion as an Agenda item at the relevant Amber Valley Full Council Meeting on 18 January 2012.

The Full Council meeting was publicised with a flyer delivered to every house within Swanwick. A number of speakers presented the case on behalf of Swanwick, as recorded in the Minutes of the meeting<sup>2</sup>. The minutes record brief summaries of the speeches delivered during public participation. The minutes also record

*3401 The Council resolved:*

*That the petition be referred to the Council's Local Development Framework Member/Officer Working Group for their further consideration.*

In the period that immediately followed it was perceived that the petition was 'buried'; the LDF Working Group considered that residents would have further opportunities to comment on site allocations when details of the emerging core strategy was open to consultation.

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<sup>1</sup> 1 Newsletter Nov.Dec 2011 - Copy of all flyers and newsletters mentioned in this document are available on the Neighbourhood Planning page of the Parish Website [www.swanwickparishcouncil.org.uk/neighbourhood-plan.html](http://www.swanwickparishcouncil.org.uk/neighbourhood-plan.html)

<sup>2</sup> <http://www.ambervalley.gov.uk/council-and-democracy/councillors,-democracy-and-elections/council-meetings/committee-documents.aspx>

## Process of Engagement and Identifying the Issues

Following the level of interest and community concern, Swanwick Parish Council appointed Helen Metcalfe, a specialist in community engagement in planning, to run a workshop for parish councillors and local residents to assist them in understanding what a Neighbourhood Development Plan is and its potential value to the Swanwick Community.

The brief for the workshop was to provide an interactive, bespoke training session that allowed local people and Swanwick Parish Councillors, together, to consider

- The implications of a Neighbourhood Development Plan
- What this could mean for Swanwick
- What sort of issues could be addressed in the Neighbourhood Development Plan
- To understand the key procedural steps required to produce a statutory planning document and
- What the content of the plan might be.

The event was publicised by way of a flyer<sup>3</sup>. This was delivered to all 2550 dwellings and premises within Swanwick in advance of the workshop.

Letters<sup>4</sup> were sent to all businesses<sup>5</sup>, schools and local organization including Swanwick Residents' Association in advance of the meeting, informing them of the workshop and its purpose and inviting attendance.

Notices of the workshop were also displayed in some of the local retailers, the Post Office and Pharmacy, the Parish Noticeboards and on the Parish website.

### SNP Workshop 21 June 2012

The workshop was held in the Dining Hall, Swanwick Hall School on 21 June 2012 and was attended by 74 residents. A separate report, prepared by Helen Metcalfe, on the workshop including the list of attendees is available on the Swanwick Parish Council website<sup>6</sup>. The event's success was included in the Newsletter<sup>7</sup> and a further invitation was extended for people to get involved.

### SNP Drop-in Consultation 7 November 2012

Swanwick Parish Council were aware that they needed to run several events and at different times of the day to ensure that other local people could have their say before they developed any policies for Swanwick. The Parish Council arranged 2 further drop-in consultation sessions to be held at the Old School House, 22 The Green, Swanwick on 7th November 2012. The sessions ran from 3.00pm - 4.30pm and 6.30pm – 8.00pm. However, between 6.00pm - 7.00pm the adjoining room was used to hold a Rainbows' meeting (for young girls aged 5-7) and the opportunity presented itself to have further consultation with the children and later, their parents when the children were collected. Details of the drop-in sessions were notified to businesses and organisations by letter<sup>8</sup> and they were invited to indicate whether attending.

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<sup>3</sup> 3a Meeting 12 June 2012 flyer available on PC website

<sup>4</sup> 3b Letter invite to meeting June 2012

<sup>5</sup> [Local Businesses surveyed in August 2014](#)

<sup>6</sup> [SNP Workshop June 2012](#)

<sup>7</sup> 4 Newsletter Sept 2012

<sup>8</sup> 4a Letter to businesses & organisations Nov 2012

62 people participated in the drop-in consultation and participants ranged in age from 5 to mid-80. (Not all the younger attendees signed in.) A separate report detailing the drop-in consultation is available on the Parish Council website, neighbourhood plan page<sup>9</sup>.

## **Application to Designate a Neighbourhood Area**

An application to designate a Neighbourhood Area, under the Town and Country Planning Act 1990, Neighbourhood Planning (General) Regulations 2012 was submitted by the Parish Council on 12th March 2013. A copy of the application is on Swanwick Parish Council website<sup>10</sup>.

A statutory 6-week consultation period followed, with details of the application posted on Amber Valley Borough Council website; no objections were received.

The area was designated a Neighbourhood Plan Area on 23<sup>rd</sup> May 2013. Copy of the endorsement is on Swanwick Parish Council website<sup>11</sup>. This letter also sets out the resources and support that would be made available from Amber Valley Borough Council as agreed by Full Council on 18th January 2012.

## **Enabling Engagement**

A new website page was set up to feature progress of the Neighbourhood Plan, to keep people up to date and to invite participation and comment on issues. However, the Parish Council was aware that some people will not wish, or be able to use online facilities. Traditional means of engagement and eliciting comments, such as newsletters, questionnaires, meetings and presentation to locals groups continued to be important during the formulation of the neighbourhood plan.

## **Swanwick Neighbourhood Plan Working Group (SNPWG)**

A news flyer<sup>12</sup> was distributed in early March 2013 giving notice of a Neighbourhood Plan Meeting 14 March 2013. The meeting was held at Swanwick Hall School Dining Room between 8.00pm – 9.00pm.

The meeting was to push forward with the neighbourhood plan, and followed on from the two consultation evenings the previous year. The purpose of this meeting was to gather together a group of residents and business people to start producing the draft plan.

A Neighbourhood Plan Working Group was established. The role of the SNPWG was gradually refined to act as a steering group (the title has become interchangeable) and was composed of representatives from the Parish Council, Swanwick Residents' Association and residents. This wider body was able to act as both a source of local information and a means to garner further community involvement and a community sounding board. The membership of the SNPWG is at **Appendix 1**

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<sup>9</sup> [SNP Drop in Session Nov 2012](#)

<sup>10</sup> [Swanwick Neighbourhood Application - Area AVBC Doc](#)

<sup>11</sup> [Designation of NP Area - Email From AVBC](#)

<sup>12</sup> 6 News flyer March 2013

## Summary of Community Engagement

ACTIVITY	DATE	COMMENT
Newsletter <sup>13</sup>	July 2013	Meeting of the SNPWG to be held on Wednesday 21 August 2013 open to any interested resident
Meeting of SNPWG	07 May 2014	Consider an early draft of NPV4 and advice on further Planning Aid support, including possible help with an urban character of landscape survey, the need for a Strategic Environmental Assessment (SEA) screening of the draft and statutory consultation.
Email Correspondence with DCLG	01 - 20 May 2014	To seek clarity on NP coming forward in absence of Local Plan
Liaison with AVBC (email)	04 June 2014	<p>Comments from AVBC re NPV4 draft by email qualified 'Once at Regulation 14 stage we will be able to analyse the content of the plan more fully and make detailed comments as necessary'.</p> <ul style="list-style-type: none"> <li>• encourage the Parish Council to continue with the approach that it is taking and also to gather the evidence to support the policies</li> <li>• identified that Policy 9 may not be in conformity with the Borough Council's Local Plan Policies in terms of the designation of a Primary Shopping frontage</li> <li>• Local Plan Part 1 Core Strategy the Inspector issued his initial soundness concerns and questions. This highlighted the fact that it is legally inappropriate for development plan policies to require compliance with non-statutory SPDs or any other documents outside of the Plan, the Parish Council may wish to consider this in relation to the drafted policies.</li> </ul>
Email correspondence with AVBC to seek clarity on comments	06 June 2014	<p>Response received on 27/06/14 by email</p> <p><i>I now understand that other Neighbourhood Plans have had policies relating to primary</i></p>

<sup>13</sup> 8 Newsletter July 2013

ACTIVITY	DATE	COMMENT
		<i>shopping frontages. As you will be aware, any policy needs to be backed by sufficient evidence to support it but I do not see any conflict with the development plan by including a primary shopping policy.</i>
Meeting SNPWG	11 June 2014	To discuss and review draft NPV4 and AVBC comments
Email correspondence with AVBC to seek clarification on inclusion of BFL12 & Design for Life	27 June 2014	Response received 03/07/14 <i>The Lifetime Homes Design Guide and Buildings for Life 12 will not be summarised in the Core Strategy. These documents contain much important information and it is therefore considered appropriate for applicants to refer to the complete design guide and tool. Both are available online</i>
Townscape Workshop facilitated by Planning Aid England	3 July 2014	Three members of the SNPWG attended a Townscape workshop and started work on a Character assessment of Neighbourhood Area.
SNPWG Meeting	30 July 2014	To discuss progress and to outline amendments to a draft plan
Survey of known local businesses & Follow up of business survey	August 2014	Letter, survey questionnaire and summary of comments F/U Letter to all businesses/ little direct participation in WG
Meeting AVBC	13 August 2014	To arrange for help in collecting relevant data and producing maps.
Meeting Consultant	08 Jan 2015	To discuss draft plan and progress work on pre-submission version
SNPWG Meeting	12 March 2015	To progress various items and discuss a Communication Strategy
PC Meeting	19 March 2015	Parish Council approval for Pt 5 Reg.14 consultation period 26/03/15 to 16/05/15
Press release and Public Notice to local papers	20 March 2015 01 April 2015 02 April 2015	Notices & Executive summary in Parish Noticeboards Mansfield & Alfreton Chad Ripley and Heanor News
Distribution	23 March 2015	Distribution of Parish newsletter with Executive Summary & questionnaire to every household & business in Swanwick. Executive summary & questionnaire sent to all local businesses

ACTIVITY	DATE	COMMENT
Upload to PC website	24 March 2015	Draft NP, Executive summary, questionnaire and supporting documents uploaded to Parish website
Reg.14 notice sent to AVBC with supporting documents	26 March 2015	Pre-submission draft NP sent to AVBC and EIP Planning Inspector Mr R Foster
Statutory Consultees	26 March 2015	Pre-submission draft, Executive Summary and questionnaire sent electronically to the statutory consultees for a 16 May 2015 return deadline
Consultation Period	26 March – 16 May 2015	Period extended due to Easter Break
Drop-in sessions	2nd April 2015 10.00am–4.00pm 16th April 2015 4.00–6.30pm 23rd April 2015 10.00am–4.00pm	Old School House, 22 The Green Swanwick School & Sports College Old School House, 22 The Green
Display at Well Dressing Fayre	16 May 2015	Display & Q&A, Exec Summary & questionnaire available

A lot of work was undertaken via email and telephone conversation within the core group in the SNPWG, planning consultants. The above represents a summary of the activity. The Parish Council was kept informed of progress at each of its monthly meetings.

On a lighter note, this email from Planning Aid England contains a Freudian slip, Can you spot it?

*You intend to work towards a programme which will see your (Regulation 14/Pre Submission) consultation in October and November, noting the need for an action plan and for the exercise to include public **consolation** (including a newsletter and questionnaire for every household), businesses, organisations and external consultees.*

## Response to Pre-submission Consultation

### Individuals

A total of 89 questionnaires were returned from individuals. None identified as responses from local businesses. Summary of responses on the community objectives is at **Appendix 2**.

Summary of comments on the Plan Policies and Parish Council Response is published as **Appendix 2a**.

### Landowners

Response and representation from Signet Planning Ltd on behalf of Peveril Securities, Land owners of Lily Street Farm is published as **Appendix 3**.

No response was received from Antony Asbury Associates Ltd on behalf of Owen Taylor & Sons Ltd.

Summary of comments and Parish Council response published as **Appendix 4**.

## Statutory

Two statutory consultees responded to the consultation and these are published as **Appendix 5a & Appendix 5b**.

Summary of comments from AVBC and Derbyshire County Council with Parish Council response published as **Appendix 6**.

## Dealing with the Comments

Several meetings and telephone conversations/ emails within the SNPWG and with planning consultant to discuss PC responses to comments and amend plan accordingly. Where amendments have been made these are recorded in the summaries against the comments received.

Liaison with AVBC to amend maps to incorporate amendments proposed. AVBC was resource limited due to work preparing for the reconvening of Examination in Public of Local Plan proposals. Late notification by AVBC that SEA/ HRA Screening report could not be completed until 12 October 2015

SEA/HRA screening report was sent by AVBC on 14 October 2015 to 3 statutory consultees, Environment Agency, Natural England & Historic England. Copy of the Screening Report is at **Appendix 7**, accompanying Swanwick NP SPA SAC Map1 at **Appendix 7a** and covering letter with a reply deadline of 11 November 2015 is at **Appendix 8**. In view of track record of statutory consultees being reluctant to comment on screening reports and the fact that AVBC concluded that a full SEA/HRA is not required the PC considered submission of the draft plan.

Basic conditions statement prepared and copy is available with the submitted and supporting documents on the Parish Council website

Parish Council meeting on 15 October 2015 approved the draft Swanwick Parish Development Plan for submission subject to completion of minor amendments and a Sustainability Grid.

Sustainability Grid completed as separate document and is available in the supporting documents on the Parish Council website

Statement of Community Involvement completed.

Swanwick Parish Neighbourhood Plan - Submission version October 2014 and supporting documents uploaded to Parish Council website.

Notice to AVBC of submission in accordance with Part 5 Reg.15 The Neighbourhood Planning (General) Regulations 2012

## What next

- Consultation on a submission version of plan conducted by AVBC
- AVBC arrange for Examination by Independent Examiner
- Report from Examiner detailing comments, with recommendation that final plan may proceed to referendum, with or without modification, & the area to be covered
- Promotion of the final plan and awareness raising for the local referendum
- Referendum
- Swanwick Parish Neighbourhood Plan 'made'



## **Separate Appendices to the Consultation Statement are provided as follows:**

Appendix 1	App 1 Members of Swanwick Neighbourhood Plan Working Group
Appendix 2	App 2 Summary of Views on Community Objective 26.03.15 - 16.05.15
Appendix 2a	App 2a Summary of Individual Comments on Pre-submission Plan & PC Response
Appendix 3	App 3 Signet Planning SNP Representations 15.05.2015
Appendix 4	App4 Summary Consultation Responses (Signet) & PC Response
Appendix 5a	App 5a AVBC Response to Draft Plan-8.06.15
Appendix 5b	App 5b DCC Response to Statutory S14 Consultation SNP 01.06.15
Appendix 6	App 6 Summary Statutory Consultation Responses & PC Response
Appendix 7	App 7 Swanwick NP SEA screening report draft
Appendix 7a	App7a Swanwick NP SPA SAC Map1
Appendix 8	App 8 Letter to Nat Eng re SEA Screening Swan NP

## **Newsletters & Flyers**

All newsletters mentioned within the Consultation Statement are available as separate documents

- 1 Newsletter Nov.Dec 2011
- 2 Newsletter Nov Dec 2011 Crem article
- 2a Flyer AVBC Jan 18 Meeting 2012
- 3 Newsletter April 2012
- 3a Meeting 12 June 2012 flyer
- 3b Letter invite to meeting June 2012
- 4 Newsletter Sept 2012
- 4a Letter to businesses & organisations Nov 2012
- 5 Newsletter Dec 2012
- 6 News flyer March 2013
- 7 Newsletter April 2013
- 8 Newsletter July 2013
- 9 Newsletter Nov 2013
- 10 Newsletter March 2014
- 11 Newsletter July 2014
- 12 Did You Know Leaflet July 2014
- 13 Newsletter Oct 2014
- 14 Newsletter Mar 2015
- 14a Newsletter add on Mar 2015
- 15 Newsletter Aug 2015