

## **Loxwood Neighbourhood Plan Consultation Statement**

### **Preamble**

This Consultation Statement details the communication process of the Loxwood Neighbourhood Plan (NP). The process involved the residents of the parish and other stakeholders over a period of two years. Initially the communication centred round the development of a Community Led Plan (CLP) which collected ideas and opinions from a wide ranging set of topics until it was decided that much of the data collected about development in the parish could form the evidence base for a Neighbourhood Plan. Work was then switched from the CLP to a determined effort on the NP. Since that time all communication with the residents and other stakeholders has been centred on the NP. This document will provide a detailed commentary on the various consultations the Loxwood Neighbourhood Plan Steering Group (NPSG) had with the many interested parties.

### **Initial work on the CLP**

With the help of The Glass-House, three workshops were run in March 2012. Participants were led by a facilitator from The Glass-House who encouraged serious debate about the structure of the Parish, the likes and dislikes of the residents and a focus on key issues for further action.

To continue the CLP activity towards a final plan, Action in Rural Sussex (AiRS) was contracted to support the NPSG and commenced work immediately. The ideas from the previous work were classified into groups as follows: - Traffic and Transport; Possible Development Sites; Environment; People and Facilities; Youth and Education. The results were then presented to the residents in an open day held in July 2012 at the village school. Sixty people attended in atrocious weather and were given paper stickers on which they could write their comments and leave them on the presentation boards. They were also encouraged to discuss topics with members of the Steering Group.

From the results of the open day and previous work, a questionnaire was designed to gather the opinions of all the residents and businesses in the Parish. This comprehensive survey document was sent out to every household by post in September 2012. . In all 635 questionnaires were sent

out and the survey attracted responses from 43% of households to which it was sent. To maintain impartiality and to ensure an independent approach, AiRS were commissioned to undertake the analysis of the survey results and produced the Loxwood CLP Survey Report in October 2012. On 20<sup>th</sup> January 2013, an open day was organised to inform the local residents of the CLP survey results and again comments were requested using sticky notes. Sixty people attended the session and gave many useful comments and ideas.

### **Neighbourhood Plan**

As the work on the CLP was progressing it became clear that much of the work undertaken for the CLP would form a firm foundation for a NP. At the November 2012 Parish Council meeting the Parish Council agreed to go ahead with a NP. Locality was selected to offer some aid and funding to the NPSG, but much of the work and direct assistance to the Steering Group was provided by URS, an independent organisation specialising in NP consulting.

Work started on the narrative of the Plan in early 2013 and eventually reached sufficient coherence to allow policies to be formulated. The NP was finalised in first draft form in October 2013 and was ready to be distributed to residents, local businesses and statutory stake holders for comment. The statutory 6 week pre submission draft consultation took place between the 4<sup>th</sup> November and the 15<sup>th</sup> December 2013. The document was made available on the village web site and 200 hard copies were produced. These were made available to parish residents at the village post office, butchers and the two pubs in the parish. Copies were also e mailed to the statutory stakeholders (list provided by Chichester District Council). A flyer (appendix 1) was sent to all households in the parish advertising the consultation. Two consultation open days were held at North Hall (24<sup>th</sup> November and 3<sup>rd</sup> December). The consultation was also advertised (appendix 2) in the local village and community publications (Village Tweet, RH14, Village Voice and Church Parish Magazine) as well as local news media - West Sussex Gazette & County Times and District Post. 17 display boards were also erected around the parish advertising the Open Days. During the consultation period , responses could be sent in by email or letter. 153 residents attended the two open consultation events at North Hall where attendees could read the Policies and have further discussions with members

of the steering group. Again, residents were encouraged to provide comments on a pre-printed form to enable all views to be registered.

A summary of all comments received are shown in a separate spread sheet together with a summary of the complete consultation process from the start of the CLP to the completion of the NP. An audit has been produced giving commentary on the issues raised and to show whether or not they will impact on the revision of the Neighbourhood Plan. The changes will be incorporated into the Pre submission Neighbourhood Plan and sent to Chichester District Council for the mandatory six week review and examination by an independent examiner.

Document compiled by

Loxwood Neighbourhood Plan Steering Group

7 January 2014

## **Appendix 1**



### **LOXWOOD NEIGHBOURHOOD PLAN**

**Parish Consultation 4<sup>th</sup> November to 15<sup>th</sup> December 2013**

**Would you like to be part of the future of Loxwood Parish?**

If so please come along to our two open days in November and December to hear about all the work that has been done in securing a positive future for the development of our village through the Neighbourhood Plan.

The consultation draft of the Neighbourhood Plan can be viewed and downloaded from the village web site [www.loxwood.org](http://www.loxwood.org). Just click on the CLP tab. Copies of the Neighbourhood Plan are also available at the post office, butchers, Onslow Arms and the Tichbourne pub.

It is very important that Loxwood residents have a say in what happens to our village and the Neighbourhood Plan gives us all an opportunity to do this. The document will outline the policies based on people's views taken at several open days over the last two years, and the results of a survey circulated to everyone in the village.

So if you care what happens to Loxwood please come along and let us know what you think, especially if you haven't been to any other of our opens days before, as we want everyone to be involved in this very important time for our village.

**Venue: North Hall, Loxwood**

**Dates: Sunday 24<sup>th</sup> November, 2013 10am-4pm**

**Tuesday 3<sup>rd</sup> December, 2013 6pm-10pm**

**Free tea and cakes**

**You can also e mail your comments on the Neighbourhood Plan to**

**loxwoodclp@btinternet.com or simply write a letter to the Parish Clerk**

**Mrs Beverley Weddell, Lock House Lodge, Knights Lane, Dunsfold, Surrey**

**GU8 4NU**

## **Appendix 2**



### **Loxwood Neighbourhood Plan**

**Open days 24<sup>th</sup> November and 3<sup>rd</sup> December, 2013**

[http://www.loxwood.org/Community\\_Led\\_Plan](http://www.loxwood.org/Community_Led_Plan)

Following the setting up of a Steering Group in 2011 the Loxwood Neighbourhood Plan has reached an important milestone. Following open days and a survey, the draft plan is now ready for the next stage - a 6 week consultation period commencing 4<sup>th</sup> November for 6 weeks ending 16th December. During this time two open days are being held available for everyone in Loxwood parish to come and give their views.

The plan has been put together by the Steering Group from information gained at various events held during 2012. These highlighted the views of the community on a range of issues such as tourism, traffic, transport, housing, sport and leisure etc. including a village walkabout, two workshops with advice from The Glass House a national charity that works to help people make better neighbourhoods and an open day.

A consultation summary of comments is available on the village web site and at the end of the consultation period an independent examination will be carried out with the parish and key stakeholders. These include Chichester District Council plus others advised by them, West Sussex County Council, Southern Water and neighbouring parishes. The next stage will be a village referendum, as required by the Neighbourhood Planning Localism Act with a requirement of a 50% majority. Once adopted the Neighbourhood Plan will form part of the CDC local plan.

Tony Colling Chair of the Steering Group said

*“Our mission is to maintain Loxwood as a semi-rural parish, yet one which welcomes incremental change that will sustain and enhance its facilities and contribute to a greater sense of community and neighbourliness”*

