

# Glentworth Neighbourhood Plan

## Consultation Summary

October 2018



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# 1. Introduction

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## 1.1 What is the Summary of Consultation?

- 1.1.1. The Glentworth Neighbourhood Plan (the Plan) has been produced by the Parish Council, led by a Working Group of residents. The Plan has been produced using the views and opinions expressed by stakeholders in the area, such as; local residents, local business owners and local landowners. The aim of the Plan is to positively plan for the future development of the area to create a sustainable place for people to live, work and visit.
- 1.1.2. This document sets out the chronological sequence of events that have led to the production of the Glentworth Neighbourhood Plan in terms of consultation with local residents and other leading stakeholders and statutory consultees. This consultation has in particular led to the production of the Policies contained within the Plan, aimed at controlling and promoting the sustainable development and growth of the area. This summary sets out the consultation for both the land-use and non-land-use policies and projects contained in the Plan.

## 1.2 Aims of Consultation

- 1.2.1. The consultation was designed to collect the views, ideas and aspirations of the community and collate them into a Plan. The Working Group wanted to ensure that the community remained engaged with and supported the process.
- 1.2.2. The aims of the consultation process were to:
  - **Front load:** The Working Group decided early in the process that as much consultation with local residents would be undertaken before the contents of the plan were discussed and decided. This would ensure that the contents of the Plan were based on consultation undertaken with the local community.
  - **Reach all aspects of community:** Another key aim of the consultation process was to ensure that all different sections of the community, residents, businesses and land-owners, were allowed the opportunity to participate in the Plan process. Every effort was made to ensure that the process was accessible to all residents irrespective of age, gender, ability etc.
  - **Ensure transparency:** The Working Group were keen to ensure that the Neighbourhood Plan process was viewed as open and transparent. This involved not only making all documents and consultation results publically available but also ensuring that local residents were kept up to date with progress of the plan and also how they could engage with and participate at different stages of the process.

## 1.3 General Overview

1.3.1. The Neighbourhood Planning Working Group wanted to ensure that all sectors of the community were given the opportunity to have their say on the contents and policies within the plan. They took advice and assistance from specialists to ensure that consultation was accessible, engaging and fulfilled the regulatory requirements. The methods used are listed below:

- Public meetings and consultation exercises
- Questionnaires delivered to and collected from individual households
- Attendance at community events
- Newsletters
- Parish Council Website
- Social media
- Word-of-mouth

1.3.2. Community Lincs and Open Plan assisted with the design and delivery of consultation events. Community Lincs helped to frame the questionnaires and analyse the results. The distribution of newsletters, notices of meetings and questionnaires, and the collection of questionnaires was undertaken by the Working Group.

## 2. Neighbourhood Area Designation

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### 2.1 Overview

2.1.1. The possibility of producing a Neighbourhood Plan for the area was first explored by Glentworth in May 2016. Glentworth Parish Council submitted an application under the Part 2 of the Neighbourhood Planning Regulations 2012 to West Lindsey District Council for designation of area of the parish of Glentworth for the purpose of creating a Neighbourhood Plan. During the statutory consultation, no objections were received and the area was designated by West Lindsey in December 2016.

2.1.2. The application for the designation of the Neighbourhood Area is available to view in Attachment 8.

## 3. First Event – Public Meeting

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### 3.1 Overview

3.1.1. A public meeting was held in Glentworth Village Hall to introduce Neighbourhood Planning to residents and to gauge the level of support. The event was a mixture of displays, presentations and open discussion.

### 3.2 Why the event was organised

3.2.1. The Public Meeting was organised to:

- present the purpose of Neighbourhood Plans,
- describe the process for establishing a Plan,
- explain the reasons why the Parish Council were supporting the creation of a Plan,
- gauge the level of support from the Parish, and
- recruit volunteers to the Working Group.

### 3.3 The Event

3.3.1. The meeting was held in in Glentworth Village Hall on the evening of Wednesday 15 March 2017. The room was set out with poster displays outlining the Neighbourhood Plan process, with examples of Plans from local areas and with maps of the designated area and some of its features.

3.3.2. The event was advertised with handbills delivered to each address in the Parish and sent to non-resident landowners, in the Glentworth Village News, on notice boards and telegraph poles in the Village and on social media.

3.3.3. Fifty two people attended and had the opportunity to examine the displays while being served with tea, coffee and biscuits. Seating was arranged around tables to encourage attendees to mix and to share views. Attendees were encouraged to write their ideas about the future development of the area on Post-it notes, which were collected for review.

3.3.4. Mr Luke Brown, the Neighbourhood Planning Officer from West Linsey District Council had been scheduled to lead the meeting but had to withdraw at less than 48 hours' notice. Instead, the meeting was led by Ms Janet Clark, Senior Rural Officer with Community Lincs, who presented an overview of Neighbourhood Planning, what it is, who does it, what it costs and the timescales.

- 3.3.5. The meeting was then opened for questions and views. There was a lively debate with contributions from a number of people and some vocal opposition from a very small minority.
- 3.3.6. At the conclusion, by a show of hands, there was overwhelming support for developing a Neighbourhood Plan

## 3.4 Conclusions

- 3.4.1. The Working Group was encouraged by the level of interest, by the support for the process and by the ideas collected. It was also useful in identifying those opposed to the process and the nature of the opposition, largely along the lines that it could make no difference and was therefore a waste of time.

# 4. Second Event – Opinion Survey

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## 4.1 Overview

- 4.1.1. In order to ensure that the policies of the Neighbourhood Plan were reflective of the opinions of residents of the Parish, an opinion survey was conducted and the results analysed. A very high level of response was achieved.

## 4.2 Why the event was organised

- 4.2.1. The legitimacy of a Neighbourhood Plan depends on its representing the views of the constituency. The Working Group was committed to taking into account opinions from all of the stakeholders when formulating the Plan and decided that the most inclusive approach was to conduct an opinion survey of residents. Obtaining a sufficient response would also provide a mandate to proceed.
- 4.2.2. The survey was launched as soon as possible after the public meeting in order to maintain interest and momentum. The survey document was also used to provide more information about the Neighbourhood Plan process.

## 4.3 The Survey

- 4.3.1. The survey form was designed with the help of Community Lincs and comprised a mixture of tick boxes and space for comments with questions focusing on housing and facilities.

- 4.3.2. The survey was publicised in the April Neighbourhood Plan Newsletter, delivered to each address in the Parish, and on the Glentworth Village Hall Facebook page.
- 4.3.3. Two copies of the survey were delivered by the Working Group to each household in the Parish with a commitment to collect completed forms on a specified date. Forms could also be returned via the Parish Council letter box at the Village Hall or the survey could be completed online via Survey Monkey.

## 4.4 Results

- 4.4.1. 116 surveys were completed (42% of the adult population).
- 4.4.2. The details from paper copies of the survey were transferred to Survey Monkey for analysis and reporting by Community Lincs.. The initial report is included in the Attachment 2.

Note: Some minor discrepancies were found in the calculation of weighted averages in the initial report; the corrected data are presented in the Attachment.

## 4.5 Conclusions

- 4.5.1. The level of response provided a very clear mandate for the development of a Neighbourhood Plan.
- 4.5.2. The priorities and preferences expressed in the survey were used to frame the Policies of the Plan.

## 5. Third Event – Training for the Parish Council and Working Group Members

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### 5.1 Overview

- 5.1.1. The Working Group considered it important to share with the Parish Council the early results and future plans and to set them in context by providing training in the purpose of a Neighbourhood Plan and the process for creating it. The intention was to ensure transparency of the process and to encourage support, particularly in respect of applications for funding.
- 5.1.2. The session was held on 4 July 2017, led by Community Lincs, supported by Open Plan. Handwritten notes together with copies of the presentation material, are included in Attachment 3.

## 6. Fourth Event – Scarecrow Festival

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### 6.1 Overview

- 6.1.1. The Glentworth Scarecrow Festival is an annual event that is well supported by the Village and also attracts visitors. It was an opportunity to maintain the profile of the Neighbourhood Plan process, to provide early feedback of the results of the survey, to engage with the community and to answer questions.
- 6.1.2. A display of the survey results was erected in the grounds of the Village Hall, the hub of the festival activities, and manned by members of the Working Group throughout the afternoon. There was a steady stream of enquiries although no record of the number was collected.

## 7. Fifth Event – Neighbourhood Character Profiling

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### 7.1 Overview

- 7.1.1. Using a process developed by Open Plan, combining a character and design assessment and place-making principles, the Neighbourhood Character Profile was compiled as an open event with all residents invited to attend. The output document has been submitted as an attachment to the Glentworth Neighbourhood Plan.

### 7.2 Why the event was organised

- 7.2.1. In the Central Lincolnshire Plan, the growth target for Glentworth until 2015 was set at 15%, with 10% being the standard for small villages and the additional 5% being added because of the proximity of Glentworth to the Food Enterprise Zone at Hemswell. This 15% target had been translated into nineteen new units, based on the number of dwellings in the Parish. However, under challenge, it was confirmed by the Central Lincolnshire Planning team that the calculation should have been based on the number of dwellings within the developed footprint of the Village and that the target was therefore fourteen. The Working Group was anxious to share this changed information with the community.
- 7.2.2. Open Plan were developing a process for engaging the community in the creation of a Neighbourhood Character Profile to capture and record the features of the area that people valued and wished to preserve when development was being considered. The Working Party believed that the document would be a useful adjunct to the Neighbourhood Plan and that engaging the community in its creation would not only provide the resource to survey and capture the information but would confer legitimacy on the report.
- 7.2.3. In an effort to engage children to give their views about the village, a photographic competition was run in conjunction with the event (see Attachment 5 for details).

### 7.3 The Event

- 7.3.1. Because of the innovative approach, a trial-run was undertaken by the Working Group with family members roped-in as guinea pigs to check the feasibility and timings. Some small adjustments to the proposed programme were made as a result and captured in a Session Plan.

- 7.3.2. The event was publicised in the Neighbourhood Plan Newsletter and on follow-up flyers delivered to each address in the Parish, in the Glentworth Village News and on roadside boards on the key entrances to and exits from the village.
- 7.3.3. The event took place on Sunday 17 September and was attended by 25 people.
- 7.3.4. In first session, after a welcome and an explanation of the process, participants annotated a number of maps to identify, for example, landmarks, views, traffic routes, recreational routes, services etc.
- 7.3.5. In the second session, the attendees divided into two groups and surveyed the village streets in a “walkabout” and recorded their observations on templates provided by Open Plan, using the headings
- Topography
  - Street scene
  - Open spaces
  - Buildings
  - Landmarks
  - Improvement ideas
- and separately
- A description of the view
  - The significance of the view
- Observations were supported with photographs.
- 7.3.6. The groups came back together with time to share their findings while light refreshments were served.
- 7.3.7. Despite the bad weather, the programme was completed. providing sufficient detail for Open Plan to compile the draft Neighbourhood Character Profile. The document was subsequently edited and approved by the Working Group.
- 7.3.8. The level of engagement was good and demonstrated ongoing support for the process and the direction in which it was going.
- 7.3.9. Two entries were received for the children’s photographic competition and were judged at the Visioning Day on 30 September. Whilst the entry was disappointing, the quality was high and the winning entry captured the importance placed by the Village on its setting and views.

## 7.4 Conclusions

- 7.4.1. The event was successful in collecting direct input from the Community into the Neighbourhood Character Profile.
- 7.4.2. The Neighbourhood Character Profile provides an important record of the key characteristics of the Village, as seen through the eyes of residents.
- 7.4.3. The event provided a validation of the previous work and a mandate to continue.
- 7.4.4. Efforts to engage children in the process were generally unsuccessful.

*Note: The Parish Council and the Village Hall Committee are currently engaged in reviewing the provision in the Village for young people, with a view to making significant improvements.*

## 8. Sixth Event – Visioning Day

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### 8.1 Overview

- 8.1.1. Residents were invited to an event in the Village Hall to create a shared vision for the future of the Village. The Working Group was supported by Community Lincs and Open Plan, who provided a number of displays and interactive tools to stimulate participation. The Vision statement was drafted and shared in an open session.

### 8.2 Why was the event organised

- 8.2.1. The event was organised to:
  - engage the Community in creating a shared vision for Glentworth in the future, to be included in the Neighbourhood Plan and to help shape the policies,
  - share the details of the original opinion survey,
  - feedback on the progress to date, and
  - announce the winners of the children’s photographic competition.

## 8.3 The Visioning Day

- 8.3.1. Leaflets inviting residents to the event, which included a Lincolnshire-themed buffet lunch, on 30 September 2017, were delivered to each address in the Parish. The event was also advertised on notice boards and on roadside placards.
- 8.3.2. Thirty people attended; not all signed the attendance sheet.
- 8.3.3. The maps from the Neighbourhood Character Profiling event were displayed and corrections, clarifications and modifications were discussed with participants.
- 8.3.4. Input to the creation of the Vision was collected largely through postings on the “Wishing Line”. Participants were invited to write a “wish-you-were-here” postcard from Glentworth in 2036.
- 8.3.5. Children were invited to make their contributions on a “Graffiti Wall”.
- 8.3.6. James Green (Open Plan) drafted the Vision statement based on Wishing Line cards and views collected in the opinion survey and previous consultation events. In an open session, it was shared with participants on a projected display and small modifications were made in response to comments.
- 8.3.7. The final Vision was unanimously accepted by those in the room.
- 8.3.8. The winners of the Photographic Competition were announced.

## 8.4 Conclusion

- 8.4.1. The Vision statement completed during the event was a faithful representation of the consensus view of the participants and the Working Group were very pleased to use it as the guiding document when finalizing the Policies of the Plan.

## 9. Seventh Event - Consultation on the draft Plan

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### 9.1 Overview

9.1.1. The draft Plan was made available to residents and to statutory consultees for the required six week period. A drop-in event was organised in the Village Hall part way through the period. The comments from the process were collated and reviewed by the Working Group, resulting in 104 amendments to the Plan.

### 9.2 Why was the event organised

9.2.1. The Regulation 14 consultation is a requirement of the Neighbourhood Plan process and ran from Friday 9 February to Friday 23 March.

9.2.2. The drop-in event on Saturday 10 March was organised to:

- encourage participation in the consultation process,
- provide an opportunity to ask questions and get clarification of the process and the policies, and
- provide an alternative channel to collect comments on the Plan.

### 9.3 Consultation with Statutory Consultees

9.3.1. Statutory Consultees were invited by email to comment on the Plan and attachments, with either copies of the documents attached or with links to an online repository of Plan documents.

9.3.2. A copy of the invitation with a full contact list is provided in Attachment 7c.

### 9.4 Consultation with Residents – Invitation to Comment

9.4.1. A document was distributed to each address in the Parish with:

- an explanation of the importance of ensuring that the Plan faithfully reflects the views of the Community,
- ways to view copies of the Plan and the Neighbourhood Character Profile,

- a summary of the purpose of a Neighbourhood Plan and the process of creating one,
- a summary of the previous consultation steps towards the Glentworth Plan,
- details of how to submit comments,
- a summary of the Vision, Objectives and Policies contained in the Plan, and
- a summary of the contents of the Neighbourhood Character Profile and the process for its creation
- a questionnaire to record support for or opposition to elements of the Plan and to collect additional comments, and
- instructions for returning completed questionnaires.

9.4.2. At the end of the consultation period, each address was visited to collect completed questionnaires.

There were thirty responses to the questionnaire from residents. Twenty eight (93%) supported the Plan overall; two (7%) neither supported nor opposed. The only element that was opposed was *Part B.2 - Local Green Space*, which was opposed by two respondents (7%); twenty six respondents (87%) supported the policy.

## 9.5 Consultation with Landowners – designated Local Green Spaces

9.5.1. Letters were sent to the owners of the four Local Green Spaces designated in the Plan. The support of the Parish Council, owners of the Pocket Park and the Village Hall Play Area, was confirmed in writing. An email supporting the proposal was received from Mr. Simon Stiles, owner of one of the paddocks. No response was received from Glentworth Scottish Farms (Mr. Dickinson).

9.5.2. Copies of documents are included in Attachment 7e.

## 9.6 Consultation with Residents – Drop-in Event

9.6.1. The drop-in event was publicised with the Consultation Questionnaire (delivered to each address in the Parish), on roadside placards and by word-of-mouth.

9.6.2. Sixteen people attended the event in the Village Hall, at which light refreshments were provided.

9.6.3. A3 laminated pages were displayed with:

- The Vision
- The Objectives
- The Policies, supported by Policy Maps
- Collected Community Aspirations

9.6.4. The sheets had space for participants to indicate Agree/Disagree by attaching coloured dots. No Disagrees were recorded.

9.6.5. Additional sheets were provided to capture further comments. None were recorded.

9.6.6. While the level of take-up was disappointing, attracting only supporters of the Plan, the Working Group considered that it had maintained the transparency of the process.

## 9.7 Review of comments and amendments to the Plan

9.7.1. A total of 94 comments were received from residents and 85 from statutory consultees. The comments were tabulated, assigned a reference number and reviewed by the Working Group. As a result, 104 amendments (including typographical and grammatical corrections) were made to the Plan. The comments and the resulting actions are summarized in Attachment 7b.

## 10. Attachments (Evidence Pack)

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Attachment 1: Evidence from the First Event – Public Meeting

*including publicity, display materials, attendance sheets and photographs*

Attachment 2: Evidence from the Second Event – Opinion Survey

*including publicity, the survey form and the analysis report*

Attachment 3: Evidence from the Third Event -Training for the Parish Council and Working Group members

*including presentation material and meeting action notes*

Attachment 4: Evidence from the Fourth Event – Scarecrow Festival

*photograph*

Attachment 5: Evidence from the Fifth Event – Neighbourhood Character Profiling

*including publicity, presentation materials, session plans and attendance sheets*

Attachment 6: Evidence from the Sixth Event – Visioning Day

*including publicity, photographs of the event and the input from participants*

Attachment 7: Evidence from the Seventh Event – Consultation on the draft Plan

a) the draft Plan

b) Consolidated comments and actions from Regulation 14 consultation

c) Invitations to Regulation 14 Consultation

d) The Drop-in Event

e) Correspondence – designation of Local Green Spaces

Attachment 8: Glentworth Neighbourhood Plan Designation Statement