

Stratfield Mortimer Neighbourhood Development Plan

Consultation Statement

Introduction

This Consultation Statement:

- (a) *Details the persons and bodies who were consulted about the proposed neighbourhood development plan;*
- (b) *Outlines how these persons and bodies were consulted.*

The Plan was prepared by the Steering Group on behalf of the Parish Council with the support, advice and guidance of West Berkshire Council (WBC) officers, a team of volunteers and a recently retired planning consultant. The consultation process, policies and the NDP were approved by the Stratfield Mortimer Parish Council at each stage. The community was consulted at 6 key events (see below).

The results from the events were reviewed by the Steering Group on behalf of the Parish Council and reported,

The results from each of the exhibitions and questionnaire events were placed on the NDP website and a paper copy placed in the library. These can be seen in the Stratfield Mortimer Evidence Base. The displays and communications material used for each event can also be seen in the evidence base.

Summary of Key Consultation Points

Event	Date
Launch of the NDP at a public event in St Johns Hall	20 th March 2014
Exhibition and Report	7 th July 2014
Exhibition with public discussion sessions and Report	14 th February – 1 st March 2015
Parish wide survey by questionnaire	24 th April – 22 nd May 2015
Housing Needs Survey	24 th April – 22 nd May 2015
Site Design Public Event	21 st September 2015
Stratfield Mortimer Parish Council approval of NDP and resolved for it to go forward for consideration	9 th October 2015
Pre-submission consultation	Monday 19 th November – midnight Monday 21 st December 2015
Stratfield Mortimer Parish Council accepted the Plan and agreed for it to be submitted to WBC	11 th February 2016

Throughout there were regular meetings with West Berkshire Council officers, Stratfield Mortimer Parish Council at the parish council meetings, St John's Infant and St Mary's Junior schools, and the doctor's surgery. Meetings were held with landowners/their agents and Sovereign Housing.

Key Events

1 Launch Meeting

The Parish Council launched the NDP at a public meeting in March 2014. With standing room only, over 100 residents attended the meeting. The nature and process for the development of the NDP was described together with 3 introductory presentations on residential development, commercial and employment, and infrastructure. Some of principle concerns of the community were identified during the Question and Answer session.

2 Exhibition July 2014

Using feedback from the launch meeting and from discussions with WBC planning officers, the Steering Group held an **exhibition in July 2014** to seek views on a range of ideas structured into 9 themes. To give the exhibition maximum exposure an information centre was run the day before at the Mortimer Village Fun Day; visitors were able to learn about the NDP progress and to express their views and were encouraged to come to the exhibition. At the exhibition a number of ideas were displayed for each theme e.g. a Vision of Mortimer, criteria for selecting sites for new homes, design of new homes, employment needs, biodiversity, infrastructure etc. Attendees were asked to identify within each theme the three ideas or features they considered most important and any they disagreed with. Other ideas, concerns, and issues were collected using feedback cards. Following the exhibition the displays were mounted in the local Budgens store including the opportunity to complete feedback cards. 174 cards were received.

3 Exhibition and Discussion Groups February/March 2015



Mortimer NDP Events Timetable

All the following events take place in here and are open to anyone. You are very welcome to come as many times as you want; if there is sufficient demand, additional opening times will be advertised.

Date	Time	Event
Saturday 14 th February	10:00 - 10:00	Exhibition
Sunday 15 th February	10:00 - 10:00	Exhibition
Thursday 19 th February	19:00 - 21:00	Exhibition
Saturday 21 st February	10:00 - 12:00 14:00 - 16:00	Discussion sessions Where will the houses go and what they will be like?
Sunday 22 nd February	10:00 - 21:00	Discussion sessions What can we do about things like Green spaces, parking, schools, local businesses?
Thursday 26 th February	19:00 - 21:00	Discussion sessions Where will the houses go and what they will be like?
Saturday 27 th February	10:00 - 12:00	Discussion sessions What can we do about things like Green spaces, parking, schools, local businesses?
Sunday 1 st March	11:00 - 1:00	Discussion sessions Where will the houses go and what they will be like?
The exhibition runs continue until 7 th March - dates to be announced		Exhibition

The Exhibition shows the ideas collected so far and explains how they can be developed into the Neighbourhood Development Plan which will then be available for public consultation later this year and then voted on in a referendum. The exhibition is manned and you are encouraged to leave your comments.

At the Discussion Sessions you are invited to sit in groups around tables. Each session starts with a short presentation and round table discussions follow on. There will be various opportunities to issue your comments, add your ideas and express your views.

"Where will the houses go and what they will be like?" sessions concentrate on the options for the sites of residential development, and possible design, landscaping and heritage issues.

"What can we do about things like Green spaces, parking, schools, local businesses?" sessions concentrate on the issues of commercial development, employment, biodiversity, infrastructure, parking and flooding.



Prepared for local approval by the Neighbourhood Development Plan Steering Group, March 2015. All rights reserved by the Council of West Berkshire.

Using the responses from the July 2014 exhibition and from a series of meetings with WBC officers, Mortimer schools and the local medical practice, the Steering Group, together with a team of volunteers, prepared draft options which were put to the community in a parish-wide consultation **exhibition held in February/March 2015**. The event was promoted by way of a flyer delivered to every household and business by a team of volunteers. The exhibition was held in an empty shop at the very centre of the village over a period of 4 weeks with a variety of opening times (weekends/weekdays, mornings/afternoons/evenings) to

- inform the community about options on a range of themes that had been developed including strategic options for the location for 110 new homes
- get feedback on those options.

The exhibition was manned by members of the

Steering Group and volunteers who answered questions and helped visitors understand the exhibition.



Six discussion group sessions were held as part of the exhibition each with a leader and rapporteur.

The exhibition was attended by more than 280 households from right across the parish indicated by the 'Where do you live' pin map. (See appendices 1 and 2). 786 feedback cards were returned.

4 Questionnaire April/May 2015

The feedback from the 786 comments cards were used to inform and refine the questionnaire for a **parish-wide consultation held in April/May 2015**. WBC officials provided advice on the design of the questionnaire and its conduct to make ensure it was unbiased and accessible to all.



A team of volunteers delivered a questionnaire to every household and business in the parish. Posters on the railings of the Fairground, the NDP and Parish websites and the NDP and village Facebook pages were all used to promote the questionnaire. In the middle of the questionnaire period, advantage was taken of the polling day for

parliamentary elections to run a stall run by volunteers outside the polling station reminding residents of the



importance. Reminder post cards were delivered to the homes in the parish midway through the questionnaire period. A stall in the village Budgens store was run on the last weekend of the questionnaire period to make a last reminder of the importance of the questionnaire. During the time the questionnaire was open telephone and email help lines were run. If additional paper questionnaires were required these could be requested via the help lines and were delivered within 48 hours. Assistance with completing the questionnaires was also offered if requested.

The Residents of the parish aged 16 and over, together with those who worked in the parish but not resident, were eligible and encouraged to complete a questionnaire. The questionnaire could be completed either online or in paper form over a 4 week period.

Secure boxes in which to post the completed paper questionnaires were positioned in the library, doctor's surgery, post office and Budgens shop. The boxes were emptied every

evening. Returned questionnaires were recorded and entered into the on-line questionnaire data base. The returned questionnaires were then stored in a secure location.

1285 completed valid questionnaires were returned, representing approximately 40% of the electoral roll. The results were placed on the NDP website

Using the returns from the exhibitions and the questionnaire, national and WBC planning frameworks and policies, discussions with landowner/developer, schools and doctor's surgery NDP policies were developed. These were placed on the NDP website to enable the public to comment as they were drafted.

5 Housing Needs Survey

In parallel with the NDP questionnaire a housing needs assessment was conducted by the Community Council for Berkshire on behalf of the parish. This questionnaire was delivered to every home at the same time as the NDP questionnaire. It was open for the same 4 week period as the NDP survey.

31% of the forms were returned.

6 Site Design Meeting

On the **21st September 2015** a public event was held to exhibit and receive opinions, ideas and concerns about draft proposal for the **design of the allocated site** including site specific policies for comment and critique.



7 Stratfield Mortimer Parish Council

At the council meeting of 9th October 2015 the parish council approved the Neighbourhood Development Plan and resolved and resolved for it to go forward for consideration.

8 Pre-submission Consultation

The pre-submission consultation was undertaken from Monday 19th November to midnight Monday 21st December 2015 in accordance with paragraph 14 of the TOWN AND COUNTRY PLANNING, Neighbourhood Planning (General) Regulations 2012.

The consultation was advertised to the people who live, work or carry on business in the parish by way of

- Communication on the NDP and Parish Council websites
- Advert on the railings of the Fairground and in Budgens store window both in the centre of the village
- Notices on the village and parish council noticeboards
- Placements on the village and parish council Facebook services.

Statutory bodies, other parish councils in West Berkshire, adjacent local authorities, St John's and St Mary's schools, Doctors' surgery, Oaktree dental practice, local churches, local charities together with an electronic address list supplied by West Berkshire Council were contacted by email. In all over 1400 emails were sent out.

A copy of the NDP document was made available on the NDP website together with the evidence base. Paper copies were made available in the local Mortimer library.

An electronic copy of the NDP document was sent to West Berkshire Council.

Representations were made either electronically to the Mortimer NDP email service or in writing to the Stratfield Mortimer Parish Council office.

Communication with Parish Council

Throughout the development of the NDP progress was reported to the Parish Council at their regular meetings and, councillors were asked to ratify key proposals and policies as they were developed prior to presentation to the public for consultation.

Third Parties

At key points WBC officials were informed about ideas and possible policies as they were developing to get their support, and for advice and guidance. The two village schools and the doctor's surgery were consulted. The local MP, Rt. Hon John Redwood MP, was briefed on the NDP following the completion of the May 2015 questionnaire along with the new WBC councillor, Graham Bridgman.

A member of the Ascot and Sunningdale (A&S) NDP team advised the Mortimer Steering Group based on their experiences developing A&S NDP including a positive vote in their referendum.

Communications

Advertising boards on the parish Fairground railings and in a local closed shop window in the centre of the village, notices on the village notice boards, the NDP and parish websites, the NDP and Mortimer Village Partnership Facebook pages and flyers were used to keep the Mortimer community informed of progress and up-coming events including the pre-submission consultation.

The minutes of the Steering Group were published on the NDP website. The Parish Council routinely was advised of progress and the NDP Steering Group minutes and reports were submitted. The Steering Group meetings, held in the Parish Office, were open to the public.

The results of the exhibitions and the questionnaire were published on the NDP website and in paper form in the local library.

Appendix 1: 'Where Do You Live' Pin Map – Attendance at the Exhibition February 2015



Appendix 2

