STAVERTON NEIGHBOURHOOD DEVELOPMENT plan 2017 - 2029

**Consultation Statement V4 21.11.2017**

Abstract

This consultation statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2011 in respect of the Staverton Neighbourhood Development Plan

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# 1 Introduction

1.1 This consultation statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2011 in respect of the Staverton Neighbourhood Plan. At its core is a focus on sustainable development.

1.2 Section 15 (2) of part 5 of the Regulations sets out what a consultation statement should contain:

(1) *Details of the persons and bodies who were consulted about the proposed Neighbourhood Plan*

*(2) Explanation of how they were consulted*

*(3) Summary of the main issues and concerns which arose through the consultation process*

*(4) A description of how issues and suggestions have been considered and where relevantly addressed in the Neighbourhood Plan*

1.3 Whilst this report discharges our responsibilities under Regulation 14 it is also the objective of this report to demonstrate the lengths the Staverton Neighbourhood Development Plan Committee and Parish Council have gone to in order to involve the community in Staverton as a whole in the production of the draft plan.

# 2 Staverton Neighbourhood Development Plan Committee

2.1 The Neighbourhood Plan Working Group, initially led by Tony Glover, has throughout consisted only of residents of Staverton Parish and was subsequently adopted by Staverton Parish Council as a committee with Jo Gilford formally elected to Chair. The Terms of reference for the committee can be found in Appendix 1. In October 2017 the Parish Council engaged professional consultants Kirkwell’s to assist in the final stages of the plan making and took over direct responsibility to complete the plan with Tony Glover as Chair.

2.2 Overall a total of fourteen residents have served on the working group including three elected Parish Councillors as per the Terms of Reference and one Parish Councillor as an independent member.

2.3 Members past and present are;-

Yana Andrews Karen Edwards Rupert Frost

Jo Gilford Tony Glover John Golding

Jay Holliday Anna Manning Debra Scott

John Vale Ian Weaver Tracy Whitehead

Carolyn Wilson Vanessa Lee

# 3 Education

3.1 Guided initially by the plentiful information made available by Daventry District Council, both as web based guidance and through individuals nominated to the task within the council, Alan Chantler, Tom James, and Margaret Howe being notable amongst them. The group progressively formulated questions which required further clarification.

3.2 A briefing session was held to talk the volunteers through their role and key stages of the process by Daventry District Portfolio Holder for Strategic Planning, Alan Chantler.

3.3 Continuing updates and education of the working group coupled with regular group meetings where feedback, both local and derived from the experience of other groups, was aired and notable conclusions drawn to inform our approach to structuring our neighbourhood development plan.

3.4 The group also researched other factors that might influence the plan into the future:-

* Developers `waiting in the wings` or plans in process.
* Daventry District Council five-year housing supply
* The consequences of development due to the expansion of Daventry

 town.

* The results of Daventry District Council’s ‘Call for Sites’
* Consultation document November 2017 - Settlements & Countryside Local Plan (Pt 2).

# 4 Consultation:

#  Who was consulted?

4.1 The aim of the Staverton Neighbourhood Development Plan consultation process was to involve all of the community and businesses who wished to express their opinion or take part in the process of developing the Staverton Neighbourhood Development Plan.

#  How they were consulted

4.2 Various modes of communication have been used with a view to achieving this aim:

4.2.1 **Parish Council**

Meets the first Tuesday of each. Meetings are open to the public and include an “Open Forum” where any member of the community may raise a topic(s) for the council to respond to. All meeting agendas and minutes are posted on the Parish Council Notice Boards and Web site.

At all Parish Council meetings an agenda item of “Neighbourhood Plan” has been posted and the Staverton Neighbourhood Development Plan Chairman has reported progress/events to the meeting and answered questions.

**4.2.2 Parish Notice Board**

The minutes of the Parish Council meeting include a full copy of the Staverton Neighbourhood Development Plan update given each month and are displayed on the Parish Notice Board.

**4.2.3 Parish News**

The Staverton Parish News is a free parish information booklet that is distributed free of charge to every home in the parish. Information has been published on an ad-hoc basis up to November 2017.

**Parish Newsletter**

In November 2017 as more and more information needed to be disseminated to the residents of the Parish it was decided to issue a monthly newsletter.

4.2.4 **Parish Website**

The minutes and any information in connection with the Staverton Neighbourhood Development Plan for example Housing Needs Survey are published on the website: [www.stavertonparish.com](http://www.stavertonparish.com)

**4.2.5 Consultation Events**

Four consultation events were held, the first in November 2015 to explain the Neighbourhood plan process and that parishioners would be receiving a Parish Questionnaire to fill in that would inform the plan. A presentation of the event can be found on the Parish Website.

Then on Saturday 5th March 2016 from 10:30am until 12 noon another session was held to explain the Questionnaire that was being distributed. This was attended by 77 Parishioners. A copy of the questionnaire can be found in the Parish Questionnaire statement.

On Saturday 1st October 2016, between 10:30am and 12:30pm, attended by 44 Parishioners the results from the questionnaire were presented along with a presentation on the proposed Vision Statement, Goals and Objectives that had been generated from the analysis of the questionnaire. Members of the Committee were in attendance to answer questions. People were invited to make further comments and give their ideas.

On the 18th November 2017 a further consultation event was held facilitated by the Parish Council’s consultants Kirkwells. The Vision Statement, Goals and Objectives that had been adopted following feedback from the October 2016 consultation were displayed. Also in attendance were the representatives from the two sites that had been chosen to be included in the plan. The impact of the emerging Daventry District Council Settlement & Countryside Local Plan (Pt 2) was also discussed with residents, particularly the intention to name Staverton as a secondary service village in the hierarchy proposals. Following the consultation, a Parish newsletter (Appendix 2) was delivered to every household along with a comment/feedback form (Appendix 3).

The consultation was also used as a ‘dress rehearsal’ to holding a regulation 14 consultation process, albeit being a very much a simplified process. The Parish Council publicised the intention to include sites within the plan; where the sites would be; and what community benefit was on offer for the residents of the Parish.

The event was publicised in a manner that was likely to bring the proposal to the attention of the village and a flyer (Appendix 4) was circulated to all residents’ households, businesses and the school in the Parish. Details of how to make representations were also published, along with the date when representations had to be returned.

**4.2.6 Parish Vote**

 Parishioners at the event on the 1st October were given the opportunity to vote on three potential development sites. To enable those that could not attend on this date a further opportunity to vote was offered on Thursday the 6th October between 6:30pm to 8:00pm.

 The presentation or the event can be viewed on the Parish Council’s website.

**4.2.7 Leaflet Drops**

Before each consultation event a leaflet drop of the Parish was undertaken to publicise these events.

**4.2.8 Annual Parish Meetings**

Parishioners were invited to attend these meetings held in 2016 & 2017 to receive updates and ask questions on the plan.

4.2.9 **Parish Questionnaire**

A questionnaire gave residents the opportunity to feed back their views on what is important to them as well as the opportunity to advise us of their concerns, and their ideas on how the village should develop up to and including 2029. Results of the questionnaire are provided in the Parish Questionnaire Statement which can be found on our Website: [www.stavertonparish.com](http://www.stavertonparish.com)

**4.2.10 Housing Needs Survey April 2017**

Daventry District Council carried out a Housing Needs Survey in Staverton during April 2017. This can be found on our website [www.stavertonparish.com](http://www.stavertonparish.com). This provided data with regard to the Housing Need for Staverton or more specifically if there was any social housing need. The Parish Questionnaire had also been analysed to determine Housing Need which had identified a need for bungalows and smaller houses. The reasoning behind the number of dwellings to include within the plan can be found in the Housing Need Statement on our website: [www.stavertonparish.com](http://www.stavertonparish.com)

# Timeline

4.3 The timetable below (Table 1) sets out the detailed stages and consultations undertaken in the process of developing the Neighbourhood Plan, all supporting documents can be found on our website: [www.stavertonparish.com](http://www.stavertonparish.com)

|  |  |
| --- | --- |
| **TABLE 1**  |  |
| December 2014 | Staverton Parish Council resolved to set up a working group to progress the generation of a Staverton Neighbourhood Development Plan. |
| January 2015 | Staverton Parish Council called for volunteers from the Parish to form a working group. A Letter was sent to Daventry District Council (Daventry District Council) requesting designation of Neighbourhood area for Staverton Parish. |
| April 2015 | The volunteer working group met for the first time whilst the Daventry District Council consultation for designation of the neighbourhood area was undertaken. |
| May - October 2015 | A draft 10 page questionnaire was compiled and funding secured. |
| November 2015 | A consultation event was held at the village hall with the remit to explain the questionnaire to parishioners. |
| December 2015 | Work on a village confines map commenced, and the Parish boundary map approved. |
| January/February 2016 | Work on the village Confines Map continued along with work on the questionnaire and the proposed consultation event. |
| February 2016 | A leaflet drop was made to advertise the Consultation Event |
| March 2016 | A consultation event was held and the questionnaire distributed to all properties listed on the electoral role plus businesses in the parish by volunteers from the group.The questionnaire was used to undertake a call for sites.  |
| April 2016 | The questionnaires were collected, with a 67% response rate being achieved.  |
| May 2016 | The consultation questionnaire results are analysed and work commenced on confirming the Vision and producing Goals & Objectives from the analysis. It was agreed to include the existing Village Design Statement (with amendments) in the Staverton Neighbourhood Development Plan. A further grant application is awarded to the group.  |
| June 2016 | Alan Chantler, Strategic Planning Portfolio Holder from Daventry District Council, attended a meeting to help guide the group. |
| July/August /September 2016 | Work continued on the production of the Staverton Neighbourhood Development Plan Goals, Objectives and Policies. Work commenced on the proposal to hold a second consultation event, specifically to gauge opinion and identify potential development sites following analysis of the questionnaire results. |
| October 2016 | Mags Howe Assistant Policy Officer (Planning) attended a Staverton Neighbourhood Development Plan meeting, to give guidance on specific site deliverability, procedural requirements and answer general questions.A presentation was developed and approved by the group to present to the residents of Staverton.A second parish consultation event was held on October 1st 2016. Parishioners voted on potential development sites. A second opportunity was given on the 6th of October to those who were unable to attend on the 1st October. All votes were counted and logged at the end of that meeting, and the results subsequently posted on the Parish website.  |
| November/December 2016 | Daventry District Council requested toolkits be completed for potential development sites that could meet the criteria identified from questionnaire responses.The structure and framework of headings in the Staverton Neighbourhood Development Plan documents were agreedThe Staverton Neighbourhood Development Plan Committee met with developers to ascertain deliverability of the six potential development sites |
| January/February2017 | Detailed analysis was undertaken to identify potential development sites.  |
| March 2017 | A draft of numbers, size and mix of properties needed in Staverton was compiled by the committee from detailed analysis of the Parish QuestionnaireA further review of the potential identified sites was undertakenDeliverability of sites against the draft Staverton Neighbourhood Development Plan was undertakenFirst draft of the Staverton Neighbourhood Development Plan was presented to Staverton Parish CouncilFirst draft of the Staverton Neighbourhood Development Plan was amended following consultation with Staverton Parish CouncilThe Parish Council instructed Daventry District Council to undertake a Housing Needs Survey |
| April2017 | The Staverton Neighbourhood Development Plan committee met with landowners and developers to establish deliverability of the preferred development sitesAn update of where the committee were in the process of the production of the Staverton Neighbourhood Development Plan was given at the Annual Parish MeetingExternal consultants (AECOM) were engaged to undertake an independent report regarding (1) Sites for inclusion in the plan (2) Review of the Parish Council’s sites assessment statement. |
| May/June 2017 | Daventry District Councils Housing Needs study was published and the plan amended to reflect the need accordingly. |
| July/Aug/Sept 2017 | Further consultation with landowners and an in depth site assessment was undertaken for the six potentially identified sites.External consultants (AECOM) were engaged to undertake an independent report regarding (1) Suitability of sites for inclusion in the plan (2) Review of the Parish Council’s sites assessment statement. |
| October/Nov 2017 | The Parish Council engaged external consultants Kirkwells to undertake a consultation event regarding the proposal to include within the plan allocated sites, where the sites would be and any community benefit on offer. |
| December 2017 | First draft plan produced from data gathered at the November 18th Consultation event.Health Check undertaken of First Draft Plan by external technical consultant |
| January 2018 | Regulation 14 commenced |

# 5 Process

5.1 Section 15 (2) of part 5 of the Regulations sets out what a consultation statement should contain:

5.2 Details of the persons and bodies that were consulted about the proposed Neighbourhood Plan.

5.2.1 Discussions were held with stakeholders in local businesses, local landowners, local authorities, leading to the population of an extensive questionnaire given to local businesses and every household in the parish.

* 1. Explanation of how they were consulted
		1. The questionnaire was given to local businesses and every household in the parish.
		2. The output was then transcribed and summarised to enable statistical analysis with ongoing reference to the detail of the output of the questionnaire.
		3. Four public meetings were held to enable public scrutiny of the work done at key stages with a public vote enabling all parishioners to select from potential development sites as identified through the responses to the questionnaire.
		4. Meetings were held with developers/landowners regarding potential development sites
		5. Throughout the process there was ongoing dialogue with Daventry District Council.

5.4 Summary of the main issues and concerns which arose through the

 consultation process and how they were relevantly addressed in the Neighbourhood Plan

5.41 The questionnaire responses were statistically analysed and prioritised. The resulting data when coupled with numerically weighted comments from the questionnaire resulted in a priority schedule of relevant popular needs and wants.

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| **Retaining the friendly safe rural nature of Staverton as an established village community.***The Vision and Objectives contained in the plan were derived directly from resident’s wishes to enable the friendly, safe, rural nature of Staverton as an established village community to be retained.* |
| **Managing the location and type of any housing development to small sites situated within or adjacent to present confines.***The plan included for site allocations in order that there was control in managing the location and type of any housing development to small sites situated within or adjacent to present confines.* |
| **Providing housing appropriate to local needs both current and future, specifically 1 and 2 bed houses and bungalows of a good efficient design that complement existing properties**. *A Daventry District Council Housing Need Survey was commissioned to ensure the plan provided for appropriate local needs both current and future. Site specific policies were produced to ensure the smaller dwellings were of a good efficient design that complemented existing properties.*  |
| **The retention and improvement of all existing village amenities and the provision of a shop.** *Sites where the proposal had been to knock down current village amenities where excluded from consideration for development.*  |
| **Car parking and the management of traffic both in the village and on the A425 approaches.** *A traffic survey was commissioned to ascertain if there really was an issue on the A425. Negotiations with the proposed developers of the sites to be included in the plan enabled a community benefit of a village car park.* |
| **Protecting green spaces and wildlife habitats.** *Protecting green spaces and wildlife habitats.*  |
| **The improvement of broadband and mobile telephone services.** *During the development period of the plan these services were improved and did not need to be addressed within the plan.* |

5.6 Details of how issues and suggestions have been considered from the event held on the 18th November 2017 and were relevantly addressed in the Neighbourhood Plan.

|  |  |
| --- | --- |
| **Comment** | **Action** |
| Support site by the school as it took traffic away from the junction at Glebe Lane and the access was from Daventry Road | Look at analysis from comments fed back in writing to determine support for site near the school. |
| Suggested the car park was nearer the school | This was still the consultation period, the car park had already had three locations, there was an option to bring the car park nearer the school as the plan was still in the consultation process |
| Was concerned the site in Braunston Lane would increase traffic congestion | The site had been designed with off street car parking and there was an area of visitor car parking to address this |
| The developers were asked if the garages on the sites would be large enough to get a car into that allowed sufficient space to get in and out of the car | It was pointed out that the developers would have to build as per the policies in the plan so if the PC decided that garages must be of a specific size then they would have the option to include a specific size in the site policy |
| What would the price range of the houses be | It could not be determined at this stage of the process as there were many considerations yet to be taken into account |
| As the site was outside the village confines would there be a section 106 agreement put in placeCould the proposal to have a local connection be included in the S106 agreement | YesYes |
| Who would incur the maintenance costs going forward in relation to the car park, would the Parish precept be increased?Do the developers think there will be a material change in parking in and around the school if a car park was provided? A recent park and stride scheme had not worked as it had relied on participation/engagement of the parents Do they consider the car park could be a ‘white elephant’?How many proposed spaces were there? | The detail had yet to be discussed but there were various options:The S106 would cover the first five years of maintenance costsA management company could be set up so that ongoing maintenance costs would be funded by the development itself in order there was no cost incurred by the Parish. The PC could take on the liability of maintenance costs through the preceptAll acknowledged the car park in itself was not the solution, but it was considered by working with the school/parents the provision of a car park with engagement from the school could help address the traffic problemCurrently there were twenty car parking places but this could be changed as the consultation process was still in progress. |
| Why were Avant Homes who were known to have a history of developing larger sites interested in taking forward a smaller site?Why would Avant Homes not sign a heads of Terms?Could there be a design code produced that the developers would have to sign up to? | Avant Homes is ultimately a house builder and have established themselves locally with sites in Kilsby, Daventry, and Flore. Ultimately, they are interested in housebuilding itself regardless of size with an aim to become the home builder of choice locally.It was explained that any Heads of Terms would have to be with Daventry District Council and not the development committee or the PC. It was also considered a Heads of Terms was not necessary, as Avant were a progressive, responsible homebuilder, who has a commitment to the communities they build in, and the people that live within them. There would be a number of opportunities going forward for the proposal to be influenced by way of the policies contained in the plan therefore it was also considered there was not a need for a Heads of Terms document as ultimately, they would have to deliver what was in the policies.The polices of the plan would in effect be the design code.  |
| Both site allocations are in open countryside and in the special landscape areaDDC has met its rural housing supply and has stock for the next five years. | The Housing Need for Staverton is deemed to be fifteen and there are no sites within the confines that could facilitate a development of fifteen.The plan is for the next 12 years and therefore, if sites are selected, there is another level of protection to protect you for the next 12 years.There is a risk in the future that due to developments not going ahead then this figure could fall below again which would open the village to the risk of sites being granted planning permission. |
| The biggest fear is once a development is included in the plan, what happens next, will it escalate?Say there is a change in government resulting in a change in policy the plan could ‘open the doors’ for a lot more developmentEverybody agrees a plan is neededEverybody agrees more houses are needed Is the answer not to elect representatives to Daventry District Council to address the issue, and not attempt to deal with it at a local level – site allocation is a highly contentious issue | The plan period is up to 2029, no further development above that included within the plan would be permitted, this is how strong a local plan is. Since 1949 there had been no planning decision made without reference to the local planWhat may happen in the future is not a reason not to do something now The plan is the villages opportunity to set out what they want in the plan/village |
| What happens after today | All the written comments received from today will be looked at, analysed and conclusions drawn. The plan will then be amended accordingly.This approach allows residents the opportunity to genuinely influence the plan.There would also be two more formal rounds of consultation to allow further comments to be considered. Notes from the presentation today would be available on the websiteAfter today’s event every household in the village would receive a copy of the newsletter and be given the opportunity to commentIt was important all comments whether positive or negative were put in writing |
| Some felt there had not been enough consultation on the plan and that publishing articles and giving presentations was a ‘talk to approach’ as opposed to an ‘engagement approach’.The decision to have sites included within the plan had been carried by just one vote and of other local plans, only one plan had chosen to include sites. | The PC had been commended by Kirkwells on the amount of consultation that had been undertaken. Today’s event was over and above what was required by way of example, as a considerable amount of consultation had already been undertaken and there were two more formal consultation events to present as part of the plan making process.The purpose of holding events was to ignite comment. However, only written comments whether positive or negative could be taken into account.Cllr Weaver expressed his concern at the comment that no consultation had taken place. Every month the PC met to discuss the plan and the audience attendance at the open meetings was normally only a handful of people. He pleaded, as did Cllr Edwards, if people really want to be involved in the plan making process, they attend the PC meetings.Kirkwells had worked on the other local plans and advised several of them had intended to include sites but due to the process of making a plan taking so long the developers had submitted applications and had them approved before the plan was made therefore there was not a need to include sites. Also, others had had so much development already there was not a need to include sites.The Chair advised Badby had not included sites because the only site they would have considered appropriate was not available, deliverable or achievable as the land owner did not want to develop the site at this time.  |
| The issue was raised that there were fundamental concerns with the site selection. | Kirkwells pointed all to the independent site assessment that had been undertaken by AECOM as evidence that the site (s) put forward were appropriate, advising that this was another example of where the PC had gone ‘over and above’ what was required of them as many plan makers did not opt for an independent assessment. |
| Why can the plan not allow for any development. | A plan has to be sustainable for it to be approved by the examiner, and the approach to have no development is not sustainable. A plan can allow for small scale development but it cannot say no development. |
| Why does the plan have to include sites, other development has occurred on an ad-hoc basis over the years (Churchfields / Windmill gardens)?However, it was agreed the village did need some development and that of smaller dwellings, not larger dwellings.Support was shown for there not to be sites included within the plan. | There is no reason why a plan has to select sites, but by selecting sites the village is selecting where build will occur in the future and what build will occur. The sites given as example of previous development are larger executive homes. By identifying sites, the village can control what is built. By not selecting sites, it is left to developers to initiate speculative development and they build what they want to build. |
| Support was shown for the PC to take forward a plan that would enable residents of the village to downsize and remain with the village | The best way for the PC to facilitate this request was to include sites within the plan. |
| The issue of the Parish Questionnaire not giving the option of no sites was a concern to some | In last years’ questionnaire, and also in October 2016 vote, there was a clear indication that residents wanted sites and where you thought these sites should be. In the questionnaire where residents felt they did not want sites they did not select a site or indicate a site and made a comment instead which were all individually analysed. |
| There was a concern that the policies of the plan were not robust | Kirkwells confirmed they had been engaged to help write the policies in the plan and that funding had been secured to enable a ‘Health Check’ of the plan and polices to ensure they were fit for purpose and robust in relation to the proposed strategy to include sites within the plan |
| What weight is given to the Housing Needs SurveyDoes it not give better protection to include sites within a plan if there has been a housing needs survey undertaken by a local authority? | If an application was received and it was supported by evidence there was a Housing Need by way of a local authority housing needs survey, then it could be looked upon favourably by the local authority. It is all about sustainability.As to the makeup of the housing needs element, most local authorities have a policy which dictates to the developer how the site should be made up in relation to amount of bungalows/small dwellings large dwellings, affordable units/market units.Yes, it is all about risk. By including sites in the plan, the village controls what and where development occurs and a pro-active approach is taken as opposed to a reactive approach as to when a planning application is received. |
| What are the implications in connection with rural allocation in the emerging DDC Settlements & Countryside Local Plan? | The document has only just been published and has yet to be read and ‘fully digested’ so that the PC could comment formally on its contents and impact on the village. |

5.6 Analysis of event

# 6 Parish Questionnaire

6.1 A summary of the other issues and concerns which arose through the consultation process and a description of how they have been considered and relevantly addressed can be found in the following supporting documents:

* + **Parish Questionnaire Statement**
	+ **Village Confines Statement**
	+ **Site Assessment Statement**
	+ **Housing Need Statement**

# 8 Discussion

8.1 Active consultation with Parishioners has been undertaken throughout the process as detailed in the timeline in section one and as summarised in table (3) below:

|  |  |
| --- | --- |
| **TABLE 3**  |  |
| November 2015 | Consultation event  |
| February 2016 | Leaflet drop  |
| March 2016 | Consultation event  |
| April 2016 | Questionnaire undertaken  |
| May 2016 | Parish Open meeting update |
| October 2016 | Consultation event Parish Vote  |
| April 2017 | Parish Open Meeting update |
| October 2017 | Leaflet drop |
| November 2017 | Consultation eventParish newsletter |
| December 2017 | Parish newsletter |

8.2 72 meetings of the Neighbourhood Plan committee have been held during the process of which there was a public open forum section on the agenda where the public could speak.

8.3 An update was given on a monthly basis at the Parish Council meetings (39 in total) and the opportunity during the public forum for residents to comment.

9 First Draft Plan

9.1 The First Draft Staverton neighbourhood Development Plan and consultation statement was presented to Daventry District Council on the 12th April 2017. Comments were received back and addressed accordingly as detailed in the minutes of the various meetings.

9.2 An area of specific concern was when during the process of making the plan DDC published their consultation on the Settlements & Countryside Local Plan (Pt 2) in November 2017. As a result the plan was cross checked against the emerging policies and the following amendments made:

# 10 Draft Plan

10.1 Staverton Parish Council in December 2017 engaged external technical consultants to undertake a Health Check of the draft plan before it was subjected to the regulation 14 process and submitted to DDC.

10.2 In January 2018 Staverton Parish Council asked Daventry District Council to undertake a SEA/HRA screening process with the deadline for receipt of assessments being the 1st February 2018.

10.2 Staverton Parish Council also circulated the plan to DDC Development Management Team for comment to be back in mid January 2018.

11 Pre-Submission Plan

11.1 February 2018 the draft plan was amended in light of comments received from DDC Development Management Team and the independent consultant and sent for printing

11.2 Mid February 2018 publicity put up around the Parish - posters and pavement boards to highlight commencement of regulation 14. Email sent to all interested parties, with statutory and local connections

11.3 End of February letter, response form and executive summary of plan delivered to every household in the Parish

11.4 Mar - Consultation Period - Open Day in the Village Hall with display boards x 2 weekends……………..

11.5 Mid April - Consultation responses decided on and included in Consultation Statement and amendments made to draft plan.

11.6 May 2018 plan sent to DDC along with Basic Conditions Statement and Consultation Statement.

# 12 Submission Plan

12.1 Jun 2018 - Further 6 weeks of consultation arranged by DDC

12.2 Thereafter DDC will arrange for an independent examiner. This may mean a wait of 3 months. The plan may also have to be amended in the light of the examiner’s comments. Therefore a referendum will most likely be sometime after Sept 2018. As 28 working days have to be allowed for it to be publicised by DDC the referendum at its earliest will be Nov/Dec 2018.

# 13 Ongoing Review

13.1 It is the intention of the Parish Council to have a review/refresh of the document once adopted every four years after the plan has been made (one in a term of office).

13.2 If the plan is made by 2019 the first refresh would be in 2023, then subsequently in 2027 in readiness for the plan period end.

APPENDIX 1

Staverton neighbourhood Development Plan – Terms of Reference

The Staverton Parish Council recognises the Staverton Neighbourhood Development Plan Working Group (SNDPWG) as a Committee of the Staverton Parish Council (SPC). Their working title will remain as the Staverton Neighbourhood Development Plan Working Group.

As such the SPC have for the time being delegated their responsibility for Neighbourhood Development Planning as defined in the Localism Act 2011 for the Parish of Staverton, Northamptonshire to the SNPDWG to prepare a Draft Plan to progress to Independent Examination and a successful Community Referendum and ultimately be adopted by the Daventry District Council and become Planning Policy.

The SNDPWG will engage the local community to ensure that the Plan is truly representative of the ambitions of the Parishioners of the Parish of Staverton. The SNDPWG will maximise support for the approach taken in the Neighbourhood Development Plan by ensuring high levels of community engagement throughout the plan-making progress.

**SUMMARY**

**Principles**

a. The SNDPWG will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community

b. All decisions made shall be fully evidenced and supported through consultation with the local community.

**Roles and Responsibilities**

In order to achieve this, the SNDPWG will have carried out the following roles.

* Be accountable for providing strategic management of the Plan.
* Regularly report back to the SPC for endorsement of decisions taken;
* To undertake analysis and evidence gathering to support the plan production process;
* Actively support and promote the preparation of the Plan throughout the duration of the project;
* Identify sources of funding;
* Liaise with relevant authorities and organisations to make the plan as effective as possible.
* Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced and that the aspirations and issues of all residents are understood.
* Consult as widely and thoroughly as is possible to ensure that the draft and final Plan is representative of the views of Parishioners
* Agree, subject to ratification by the SPC, a final submission version of the Plan;

**Membership**

a. The SNDPWG will be made up of three SPC Councillors appointed by the SPC for the time being and the present Independent Members of the SNDPWG as at the date of recognition who are hereby so appointed. The Committee will regularly seek to nominate further Independent Members to ensure a cross-section representation of the community. For the purpose of Public Indemnity as referred to at (b) below, such new Members as the Committee decide shall be appointed by the SPC. Retiring Members will be notified to the SPC.

b. Members of the SNDPWG will be covered to the Public Indefinitely via the SPC Insurance Policy

**Decision Making**

a. The SNDPWG have full delegated authority from the SPC to deliver its plan-making functions up to and including publication of the Consultation Draft Plan. The SNDPWG will report monthly to the SPC setting out progress on its work. The SPC will approve the Submission Draft Neighbourhood Development Plan prior to publication for consultation and Independent Examination.

b. The plan-making process ultimately remains the responsibility of the SPC as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the SPC with appropriate recognition of the SPC’s position given in all communications associated with the project.

**Meetings**

a. SNDPWG meetings will take place fortnightly or more frequently or otherwise as the SNDPWG may see fit.

b. Where possible, all meetings should be held within the Parish. The dates of future meetings will be made publicly available via the SPC website.

c. The SNDPWG will elect a Chair for the duration of the project. If the position

becomes vacant, the group will elect an alternative. In the temporary absence of the Chair the Members attending will elect a chair from their number for that meeting. The minutes will be taken by a voluntary independent minute taker or a member of the SNDPWG.

d. The minute secretary will produce the minutes within 3 days of the meeting being held and circulate them to the chair of the meeting to check for factual accuracy. The chair will respond to the minute clerk within 3 days with any factual alterations they consider should be made. The clerk will then decide whether to amend or reject any suggested amendments and circulate the draft minutes immediately to the SNDPWG and Staverton Parish Council within seven days of the meeting.

At the fortnightly SNDPWG meeting the draft minutes will be approved and circulated to all members of the SNDPWG and SPC and published on the SPC website.

e. Agendas shall be prepared by the Chair giving at least three clear days’ notice of meetings and sent to Members via email. In the absence of the chair an appointed co-ordinator will prepare the agenda.

f. Decisions made by the SNDPWG should normally be by consensus at meetings.

g. Where a vote is required each member shall have one vote. A minimum of three Members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The Chairman shall have one casting vote.

**Sub-Committees and Sub Working Groups**

a. The SNDPWG may set up a Sub-Committee or a Sub-Working Group each made up of volunteers from the community to aid them in any Neighbourhood Development Plan related work as appropriate and when necessary.

b. Each Sub-Committee or Sub-Working Group should have a lead person from the membership of the SNDPWG.

c. Members of the community will be encouraged to participate in the process at all stages.

**Finance**

a. All grants and funding will be applied for and held by the SPC, who will ring-fence the funds for Neighbourhood Development Plan work against previously defined expenditure.

c. Any SNDPWG Members and volunteers from any Sub-Committee’s or Sub-Working Groups may claim back any previously agreed expenditure incurred during any Neighbourhood Development Plan related work.

**Conduct**

a. Whilst Members as individuals will be accountable to their parent organizations, the SNDPWG as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.

c. The SNDPWG will achieve this through applying the following principles:

i. Be clear and open when their individual roles or interests are in conflict;

ii. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief; and

iii. Actively promote equality of access and opportunity

**Changes to the Terms of Reference**

a. The Terms of Reference may be amended by the SPC following a resolution to that affect at a meeting of the SNDPWG by at least (two-thirds) of the then current membership and with the approval of the SPC.

 **Dissolution**

a. The SNDPWG will be dissolved by the SPC once its objectives have been attained and/or following a resolution to that affect at a meeting of the SNDPWG by at least (two-thirds) of the then current membership and with the approval of the SPC.

b. The SPC will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Staverton Parish.