

# **West Bergholt Neighbourhood Plan 2018 to 2033**

## **Consultation Statement**



**Presented by the West Bergholt Neighbourhood Plan  
Steering Group**

**December 2018**

## Contents

<b>1</b>	<b>INTRODUCTION .....</b>	<b>3</b>
<b>2</b>	<b>SUMMARY OF ENGAGEMENT AND CONSULTATION ACTIVITIES, ISSUES AND OUTCOMES .....</b>	<b>4</b>
<b>5</b>	<b>STRATEGIC ENVIRONMENTAL ASSESSMENT AND HABITATS REGULATION ASSESSMENT .....</b>	<b>14</b>
<b>6</b>	<b>CONCLUSION .....</b>	<b>15</b>
<b>Appendix A</b>	<b>Comprehensive list of engagement activities</b>	
<b>Appendix B</b>	<b>Regulation 14 Submission Consultees and respondents</b>	
<b>Appendix C</b>	<b>Letter to Statutory Consultees</b>	
<b>Appendix D</b>	<b>Responses to Regulation 14 submission</b>	

# 1 INTRODUCTION

- 1.1. The policies contained in the West Bergholt Neighbourhood Plan ('the WBNP' or 'the Plan') have been developed as a result of extensive interaction and consultation with the community and businesses within the parish. This engagement process has been an ongoing part of the work, since the inception of the WBNP in 2012 and has included articles in the Village Bulletin, surveys, public exhibitions and presentations to community groups. It has built upon previous engagement activity that took place as part of the development of the West Bergholt Parish Plan (2009) and the production of the Village Design Statement (2011).
- 1.2. This Consultation Statement has been prepared in accordance with regulation 15(2) of Neighbourhood Planning Regulations 2012, which requires that a consultation statement should:
- contain details of the persons and bodies who were consulted about the proposed neighbourhood development plan;
  - explain how they were consulted;
  - summarise the main issues and concerns raised by the persons consulted; and
  - describe how these issues and concerns have been considered and where relevant addressed in the proposed neighbourhood development plan.

## **West Bergholt Neighbourhood Plan Steering Group**

- 1.3. In 2012, the Parish Council decided that it would like to develop a neighbourhood plan for West Bergholt, to enable it to have a greater influence over land-use and planning in the area. An initial team of people came together to learn about what the process would involve and set out a plan to making this happen. In December 2012, following an invitation to local people to join, the full Steering Group was established and the various roles and responsibilities attributed to each member.
- 1.4. The Steering Group developed a constitution, with the following aims:
- To produce a Neighbourhood Plan for West Bergholt that fulfils the requirements needed for adoption of the plan by the relevant Local Authority.
  - To define neighbourhood planning powers to establish general planning policies for the development and use of land in the parish. These are described legally as 'neighbourhood development plans'.
  - To obtain information as necessary to influence the statutory authorities and other decision-making bodies on planning considerations which affect and or are acceptable to village residents for future developments.
  - To allow all residents and businesses within the boundary of West Bergholt an opportunity to have their say on planning issues and considerations.
- 1.5. It also agreed a Memorandum of Understanding with Colchester Borough Council (CBC).
- 1.6. The Steering Group comprises a mix of local councillors and individuals, each of whom have given up significant amount of their time and energy to work on the neighbourhood plan.

## 2 SUMMARY OF ENGAGEMENT AND CONSULTATION ACTIVITIES, ISSUES AND OUTCOMES

- 2.1. An important part of the neighbourhood plan process has been to ensure that all residents of West Bergholt parish have had an opportunity to input into the work. The Steering Group has spent a great deal of time and energy speaking to as many individuals, local groups and businesses as possible throughout the process. There has been ongoing engagement with the community – to share and disseminate information and to seek input - and also some key consultation activities at strategic points in the process.
- 2.2. This significant programme of engagement and consultation activity is illustrated in Figure 2.1 and a comprehensive timeline of activity is contained in Appendix A.

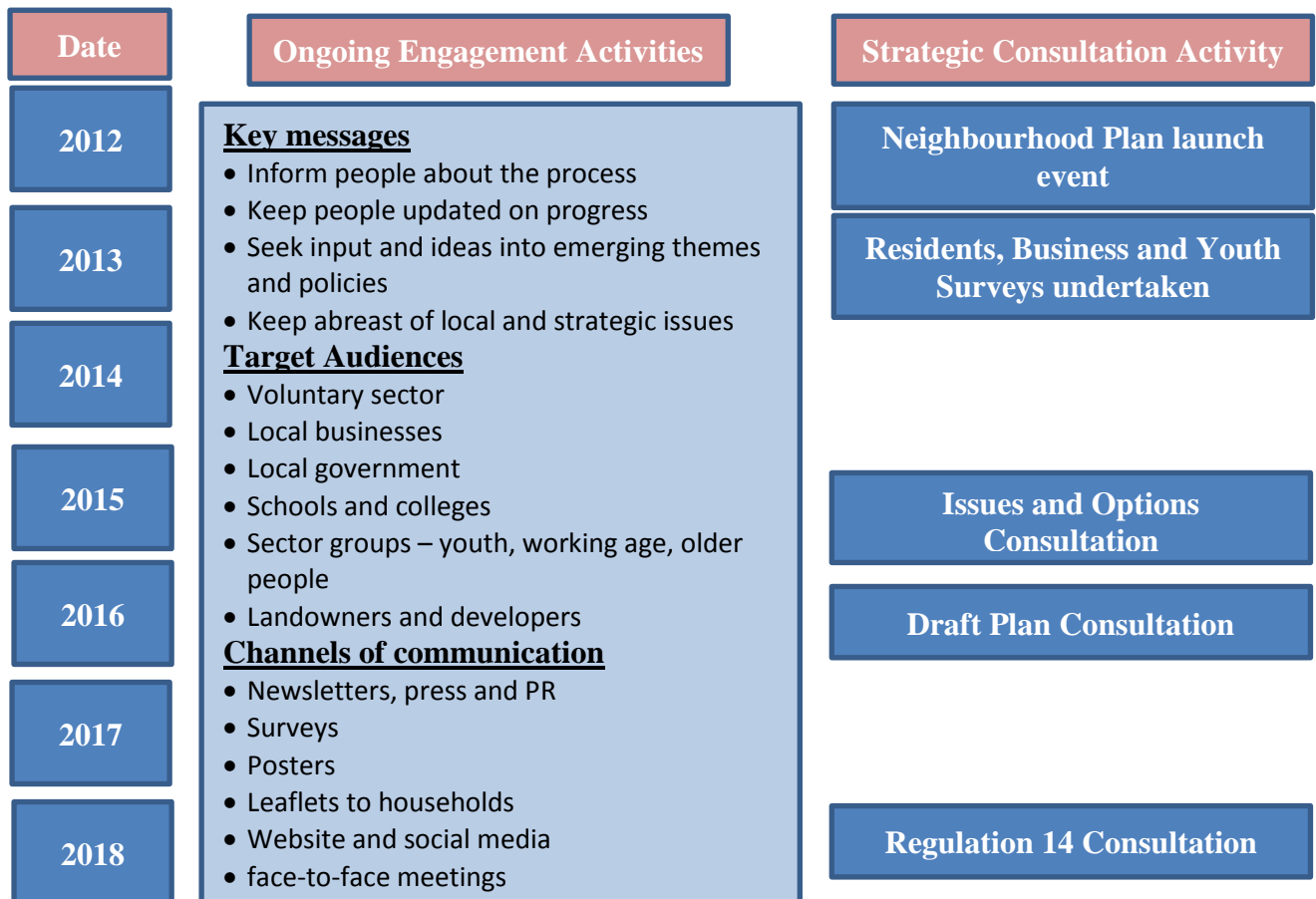


Figure 1: Illustration of ongoing engagement and strategic consultation activities

- 2.3. The sections below describes, in fuller detail, the engagement and consultation 'story' that took place during the course of the Plan preparation. This is divided into five main stages:
- Stage i: Early discussions with stakeholders
- Stage ii: Seeking initial input from the community
- Stage iii: Consolidating local survey findings
- Stage iv: Exploring potential sites for development
- Stage v: Producing the first draft of the Plan

### Stage i: Early discussions with stakeholders

- 2.4. Having agreed to develop a neighbourhood plan, the initial working group organised a neighbourhood planning day to take place on Saturday 24th November 2012. Invitations were targeted to local individuals and organisations in the parish and posters were distributed to key locations, including the Village Hall and the Co-op. The purpose of the event was to explain what neighbourhood planning is and how the parish might benefit from it. In addition, to start the process of gathering information and views from local people about what should be included in such a plan.

**Community Safety • Planning**



**West Bergholt Neighbourhood  
Plan launch event**

**Saturday 24<sup>th</sup> November  
10.30am to 12.30pm  
in the John Lampon Hall**

**If you have ideas about the future  
for West Bergholt you can have your  
say at this Community Workshop**

**All welcome**

**Village Amenities • Democracy**

**Shops & Facilities • Transport • Environment**

**Sporting Facilities • Housing • Communications**

- 2.5. The event was staffed by members of the initial working group, who held two workshops; the first gathered information about what attendees liked and disliked about parish; and the second explored what improvements might be made, bearing in mind the findings of the first workshop. Approximately 40 people attended the event and findings were collated for discussion at a future Steering Group meeting.
- 2.6. The event provided an opportunity to recruit additional volunteers into the emerging Steering Group and at a meeting in December 2013, the respective roles and responsibilities of the Steering Group members were agreed.

- 2.7. In January 2013, the feedback from the workshops was analysed and nine themes were agreed, which would form the basis of work and engagement going forward:
- Housing and Planning
  - Transport and Highways
  - Recreation and Sport
  - Amenities
  - Community Safety
  - Environment
  - Commerce
  - Social and Community
  - Communications
- 2.8. At this time, a webpage was set up to host information about the neighbourhood plan, including the outputs from the launch workshops, and a logo was designed. In addition, the Steering Group put together a Statement of Community Involvement<sup>1</sup> and an engagement strategy was developed to make sure that everyone in the community would have an opportunity to get involved in the Plan if they so wished. The strategy considered the different groups of people in the area, and the types of channels that would be most appropriate to reach them, either to deliver messages about the plan, or to seek input.



Our village & parish life  
in our hands

### **Stage ii: Seeking initial input from the community**

- 2.9. Having established some initial themes for the Plan, the Steering Group wanted to share this with the wider community and gather their views about each. Three questionnaires were developed:
- Residents survey – posing a series of broad questions on each of the nine themes;
  - Youth Survey – a simplified version of the residents survey, with a focus on activities and facilities that under 18s might like to see in the parish; and
  - Business survey – targeting local business owners with questions tailored to what might make running their business easier.
- 2.10. A paper copy of the Residents Survey was delivered to every household in the parish and was also available to fill in online via the website. It was promoted through the Village Bulletin and Village News and advertised on posters around the parish. The Youth Survey was delivered to the local schools and later promoted on Facebook. Prize draws for both surveys were organised to encourage uptake. The Business survey required a new list of businesses to be drawn up and then surveys sent to each.

---

<sup>1</sup> <http://westbergholt.net/neighbourhood-plan/neighbourhood-plan-our-commitment/>

- 2.11. It was acknowledged that some groups of residents might be 'harder to reach' than others, for instance those of working age and younger individuals and families. The group sought to address this by visiting specific groups in the town, such as mother and toddler groups and local associations, and also distributing reminder flyers to households and an article in the secondary school newsletter. Monthly updates were posted on the website and the Steering Group held a stall in the village centre to remind people to complete the survey. To maximise returns, the survey response date was extended.
- 2.12. In total, 468 Residents Surveys were completed, equating to 34% of all households in the parish or 14% of residents (based on 2011 Census figures). This was felt to be a good return rate for a survey. 123 youngsters filled in the Youth Survey, including those of primary and secondary age. 13 businesses completed the Business Survey.
- 2.13. A detailed analysis of the findings of the surveys is contained in the Consultation Report<sup>2</sup>.

### Stage iii: Consolidating local survey findings

- 2.14. Following the completion of the surveys, a parish-wide public meeting was held to update residents on the progress of the neighbourhood plan and importantly, to reveal the findings of the surveys. An initial presentation led into a series of Discussion Groups to begin to pick out the key issues so that these could be used to construct a draft vision, objectives, key issues and proposals to address them.
- 2.15. Consultation to assist in developing this draft vision continued during 2014 with a stand at the Village Fayre, a stall at the Vehicle Rally and a presentation at the Annual Parish meeting.
- 2.16. The draft vision statement and objectives were:

**Vision: By 2025 West Bergholt will be a prosperous community which has taken control of its destiny through local decision-making, which has achieved a sustainable mix of development, and where the combination of the natural environment and the quality of the built provide an attractive location for residents, businesses and visitors alike**

1. **Community:** To improve and extend opportunities for all age groups to take part in a wide range of activities both recreational and as volunteers. Promoting and raising awareness of these to increase participation.
2. **Environment:** To maintain the distinctiveness of the Parish and its identity by protecting the natural and built environment for the enjoyment of future generations and to explore opportunities to create new areas of recreational open space.
3. **Planning and housing:** To support limited expansion in the parish and involve the local community in all aspects of development through consultation and active involvement to determine new housing needs

---

<sup>2</sup> Consultation Report, May 2018

4. **Transport and movement:** Maintain and improve existing accessibility by bus, walking and cycling. Introduce 20mph zones or streets. Improve maintenance of our highways, pathways and verges.
5. **Business and commerce:** Seek to examine controlled expansion of existing employment opportunities or new opportunities, if scope exists; maintain and where practical enhance the existing offer of retail and eating and drinking facilities.
6. **Village and parish facilities:** To provide improved community facilities which support local groups especially in the areas of community buildings, telecommunications and meeting areas.
7. **Sport and recreation:** Provide new areas of open space for formal and informal sport and recreation to promote healthy living and lifestyles.
8. **Community safety:** Maintain the feeling of a safe community where crime and perception of crime is low and where the chance of being the victim of a traffic related accident is minimised.
9. **Communications:** To improve communications through a range of activities with our website and social media at its core to provide residents with a means to be involved and consulted on village affairs.

- 2.17. The Steering Group used these objectives, and the feedback from the discussion groups and associated activities, to develop some initial proposals on how they might be addressed. During March and April 2015, an "Issues and Options" consultation was undertaken to test these emerging ideas. This was an important stage as it would inform the development of the draft neighbourhood plan, in readiness for final round of consultation before the Regulation 14 draft Plan could be finalised. The Issues and Options survey was sent to each household and was also available to fill in online. This was to be read and filled in using the information provided in the Exhibition Boards<sup>3</sup>.
- 2.18. 231 'Issues and Options' surveys were completed, equating to 17% of all households in the parish or 7% of residents. There was strong support for the vision and objectives and many ideas and comments were captured about the emerging proposals, to help shape these. A detailed analysis of the findings of the surveys is contained in the Consultation Report<sup>4</sup>.

---

<sup>3</sup> <http://westbergholt.net/wp-content/uploads/2015/02/NP-Exhibition-Boards.pdf>

<sup>4</sup> Consultation Report, May 2018





*The Issues and Options exhibition*

- 2.19. The Rural Community Council was commissioned to undertake a local housing needs survey<sup>5</sup>, which received a 27% response rate. The results, published in November 2015, would provide information about the housing needs of local people, to feed into the emerging draft plan.
- 2.20. In parallel with the Issues and Options Survey, young people's views were again sought via the Bergholt Youth Group and Heathlands School. Their response was one of enthusiasm and interest, and the Steering Group invited a delegation of young people to the next meeting to assist in the process.

#### **Stage iv: Exploring potential sites for development**

- 2.21. An important consideration for the Steering Group was to determine which sites might be available within the parish to allocate. This would be required to meet local housing needs, contribute to the strategic housing need, and provide scope for the delivery of any supporting facilities and infrastructure required by the community.
- 2.22. In 2014, a Local Call for Sites was launched, which invited local landowners, developers and others to submit any land that they wished to be assessed for the purposes of the neighbourhood plan. The Call for Sites was also advertised online and in the local press and Village Bulletin.
- 2.23. In total, three sites were submitted via the Local Call for Sites and these were added to the list of 17 sites submitted to Colchester Borough Council in their Call for Sites. This led to a long list of 20 sites.
- 2.24. The Steering Group worked with the planning team at Colchester Borough Council to develop a framework against which the long list of sites was to be assessed, based upon the criteria adopted following public consultation by Colchester Borough Council. Each site was assessed against these criteria, with a short description and one of the following 'HANBI' ratings, depending on how well it met that criterion:

<sup>5</sup> <http://westbergholt.net/neighbourhood-plan/2018-consultation-for-regulation-14-submission/>

- H: a **High** adverse impact
- A: an **Adverse** impact
- N: a **Neutral** or negligible impact
- B: a **Beneficial** impact
- I: a **highly beneficial** Impact

- 2.25. Site representatives were invited to talk to the Steering Group to discuss any queries about the sites and ultimately an overall conclusion was provided for each site.
- 2.26. It was vital to engage the community on this sites process. This was done initially via the Issues and Options Survey (described above in Stage iii), which sought views on what level of growth might be suitable for the parish. The findings indicated support for around an additional 100 new dwellings, of which the majority would be 'of type, style and numbers deemed necessary to meet the Parish's needs.'
- 2.27. Bringing together the results of the site assessments, the findings of the local housing needs assessment and the views of the local community, and in conversation with Colchester Borough Council, two sites were ultimately put forward for allocation in the neighbourhood plan.

### Stage v: Producing the first draft of the Plan

- 2.28. Following on from the Issues and Options Survey, during 2016 the Steering Group set about developing an initial draft neighbourhood plan.
- 2.29. While this was in progress, consideration was given to what the Plan might look like. It was agreed that a competition would be launched, inviting children to design 'apps' for each of the themes to be included in the Plan. This took place across the summer, with the winning entries receiving a voucher.

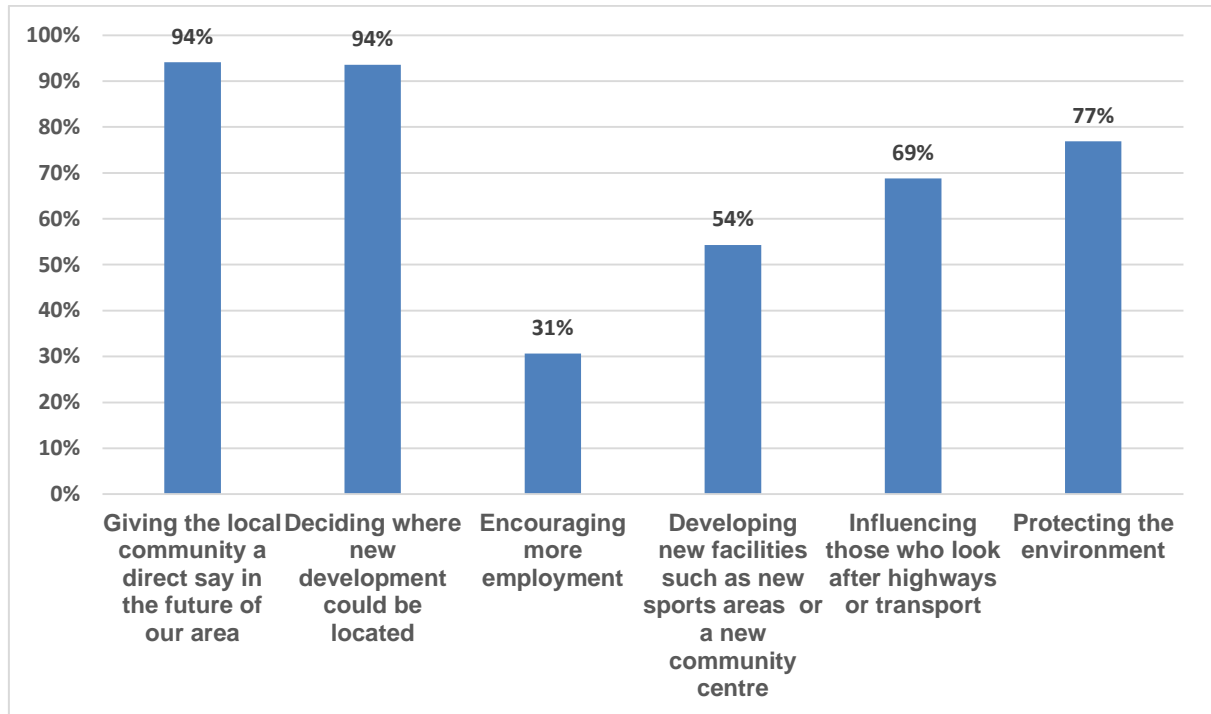
#### Kids App Competition Designs



- 2.30. Meetings with Colchester Borough Council, landowners and developers also took place across this period, to help shape the draft plan.
- 2.31. Once the initial draft was complete, a six week consultation on the draft neighbourhood plan took place between 8 and 19 October 2016. This included a fixed exhibition<sup>6</sup> in the Village Hall and also two community events on the 8 and 15 October. These events were promoted via the Village

<sup>6</sup> <http://westbergholt.net/wp-content/uploads/2016/09/01-Oct-2016-FINAL-CDS-ver-4-small.pdf>

Bulletin, flyers, banners, posters and the website. Over 450 residents attended the events. A questionnaire to gauge support for the proposed policies was constructed and revealed overwhelming support for having a neighbourhood plan, with the most important topics as follows:



2.32. A detailed analysis of the findings of the 190 completed surveys is contained in the Consultation Report.

2.33. The following activities were undertaken as part of the process during stages (i), (ii), (iii) and (iv);

### Media and public relations

**Logo:** A logo was developed to accompany all Forum documents and information.

**Dedicated email and website:** A series of webpages dedicated to the neighbourhood plan were added to the main West Bergholt site: <http://westbergholt.net/neighbourhood-plan/>.

**Facebook page:** Updates were posted on the West Bergholt Parish Council page, which had 554 followers at 10 September 2018, and also the dedicated Neighbourhood Plan page, which had 297 members in September 2018. These updates were regularly shared onto the West Bergholt Hub and community page (1046 members), the West Bergholt and surroundings selling page (864 members) and West Bergholt latest news (7 members). There are also a number of Facebook pages for the cricket club, football club, parent and toddler group, Bergholt Youth Group and West Bergholt Pharmacy all totalling circa 850 members, which also received shared news on the Plan.

**Twitter:** Regular posts were placed on Twitter under West Bergholt PC (137 followers), West BergholtCC (450 followers) and WestBergholtFC (894 followers) accounts.

**Village Bulletin:** Updates on progress were provided in the quarterly publication, which is delivered to all household. It was also used to promote engagement activities.

**Village News:** Produced most months and displayed on the notice boards and other key sites around the parish.

**Other newsletters and noticeboards:** Information about progress has been regularly posted onto noticeboards and the newsletters of other organisations, including the school and the church.

**Information leaflets:** Letters and leaflets were delivered to all properties within the parish at key milestones in the formulation of the neighbourhood plan.

## Local Surveys

**Paper and online:** Numerous surveys were undertaken prior to the Regulation 14 consultation: the Residents Survey, Youth Survey, Business Survey; Organisational Survey; Issues and Options Survey; and the Draft NDP Survey.

## Face-to-face meetings/ letters

The Steering Group interacted with a variety of stakeholders during the planning process. A summary of the face-to-face engagement activity is detailed below by sector:

**Local community groups:** Representatives from the Steering Group went along to numerous local community groups including: Little Ducks parent and toddler group; the library; The Steering Group took out a stall to promote the Plan at the Village Fayre and the Vehicle Rally. A presentation about the Plan was presented each year the Annual Parish meeting.

**Youth groups and Schools:** The Steering Group invited members of the Bergholt Youth Club and the two schools to fill in the Youth Survey. It also reached these groups via Facebook. Members of Heathlands School Council were invited to attend a Parish meeting to get more involved in the planning process. A design competition was run over the summer of 2016, inviting children to submit pictures for each section of the Plan.

**Businesses:** A directory of local businesses was drawn up and these were approached to complete the Business Survey.

**Landowners and developers:** Meetings with the site promoters were undertaken to seek further clarity about their proposals and to update them on the progress of the Plan.

**Liaison with Borough and County Councils:** Frequent meetings have been held with the Planning Team at Colchester Borough Council to ensure that the Plan methodology is correct and to discuss specific aspects of the content.

## Pre-Submission (Regulation 14) consultation

- 2.34. During 2017, the Steering Group finalised the first full draft Plan, bearing in mind the feedback from the consultation on the initial draft. The original nine themes were consolidated to eight, with amenities being amalgamated with community facilities.
- 2.35. The Pre-submission (Regulation 14) consultation ran for seven weeks from 4 June to 22 July 2018. Paper copies of the draft Plan were made available on request and the document could also be viewed on the neighbourhood plan website. A co-ordinated campaign to publicise the draft Plan was undertaken comprising the following:
- An event on 7 June 2018 at the Orpen Hall provided an opportunity for local people to hear about the Plan and provide feedback;
  - Copies of the Plan available on the neighbourhood plan website<sup>7</sup>;
  - A series of exhibition panels<sup>8</sup> used at the 7 June exhibition, in situ in the Orpen Hall throughout the consultation period and also available to view online;

---

<sup>7</sup> <http://westbergholt.net/neighbourhood-plan/2018-consultation-for-regulation-14-submission/>

<sup>8</sup> <http://westbergholt.net/wp-content/uploads/2018/06/Exhibition-Posters-1-to-12-June-2018.pdf>

- Letters were sent to all residents to alert them of the consultation and opportunities to take part;
- Posters advertising the consultation were distributed at key locations around the parish;
- A banner was displayed in the village centre;
- Social media activity on Facebook to publicise the consultation.



**WEST BERGHOLT**  
**WB**  
**NP**  
NEIGHBOURHOOD PLAN

## West Bergholt Neighbourhood Plan 2018-2033

If you are a resident or run a business in West Bergholt this matters to you, so please visit the website or the consultation.

**The final draft (Reg 14) plan is here!**

Online consultation begins on the 4<sup>th</sup> June and runs for SEVEN WEEKS until 22<sup>nd</sup> July to view and comment, please visit:

[www.westbergholt.net/neighbourhoodplan](http://www.westbergholt.net/neighbourhoodplan)

also available to view at the Orpen Hall for one day on

**23<sup>rd</sup> June 2018 10am–4pm**

So what has changed?

You will find the development locations have not changed.  
The planning and community policies have been enhanced and amalgamated.

- 1.1. In accordance with requirements of the Neighbourhood Planning regulations, relevant statutory consultees were notified. In addition, a range of individuals and organisations considered to have a particular interest in the Plan were also written to. A list of consultees – statutory and non-statutory – is contained in Appendix B. A copy of the letter sent to the consultees is shown in Appendix C.
- 1.2. Comments received during the Regulation 14 consultation were analysed and the Plan was amended to reflect or respond to the feedback. In a few cases, the Steering Group did not agree with the comments received. A list of comments, and how they have been addressed, is contained in Appendix D.

## 5 STRATEGIC ENVIRONMENTAL ASSESSMENT AND HABITATS REGULATION ASSESSMENT

### Strategic Environmental Assessment

- 5.1. In July 2018, Colchester Borough Council undertook a screening of the draft Plan, seeking views from the statutory bodies (the Environment Agency, Natural England and Historic England) to assist in the determination of whether or not the WBNP would have significant environmental effects in accordance with the European Directive 2001/42/EC and associated Environmental Assessment of Plans and Programmes Regulations 2004.
- 5.2. The conclusion of the SEA Screening Report, published in November 2018, was as follows:  
*The West Bergholt Neighbourhood Plan determines the use of a small area at local level and is effectively a minor modification to the Colchester Borough Local Plan. The plan will result in positive, long term effects. However, none of these effects will be significant. Therefore, the LPA has concluded that the West Bergholt Neighbourhood Plan will not require an assessment of the significant environmental effects of the plan under the SEA Directive and Environmental Assessment Regulations based on the content of the submission draft plan (November 2018)."*
- 5.3. In addition to conforming to its EU obligations, the Plan does not breach, and is otherwise compatible with, the European Convention on Human Rights.

### Habitats Regulation Assessment

- 5.4. Under Directive 92/43/EEC, also known as the Habitat's Directive<sup>9</sup>, it must be ascertained whether the draft Plan is likely to have significant effects on a European site designated for its nature conservation interest. The Directive is implemented by the Conservation of Habitats Regulation Regulations 2010. Assessments under the regulations are known as Habitats Regulation Assessments (HRA). An appropriate assessment is required only if the Plan is likely to have significant effects on a European protected species or site. To ascertain whether or not it is necessary to undertake an assessment, a screening process is followed.
- 5.5. Colchester Borough Council published an HRA Screening Report in November 2018 and the conclusion was that the Plan is not likely to have significant impacts on European protected species or sites, either on its own or collectively, and therefore an HRA is not required.
- 5.6. The Screening Report, including the response from the statutory body, has been submitted at Regulation 16 stage as part of the evidence base for the Plan.

---

<sup>9</sup> Directive 92/43/EEC 'on the conservation of natural habitats and of wild fauna and flora': <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:31992L0043>

## **6 CONCLUSION**

- 6.1. The Steering Group has undertaken a very thorough engagement programme in order to develop its Neighbourhood Plan. It has set out a comprehensive vision and objectives. In developing the policies to achieve the vision and objectives, the Steering Group has actively engaged with a wide range of stakeholders and the Plan has evolved accordingly.
- 6.2. Feedback from Colchester Borough Council and from the Regulation 14 consultation has enabled the Plan to be shaped into its final version, to submit to the Borough Council.
- 6.3. This report fulfils the requirements for the Consultation Statement, set out in Regulation 15(2) of the Neighbourhood Planning Regulations 2012.

## Appendix A Detail of engagement and consultation activities

The following table sets out a detailed timeline of engagement and consultation activity. The Steering Group held regular meetings, open to the public, during the process.

Date	Activity	Coverage
<b>2012</b>		
October	<b>Posters and invites</b> To advertise the neighbourhood plan launch event	At key locations across the parish Local mailing list
November	<b>Neighbourhood Plan launch event and community workshop</b> Held from 10.30am to 12.30pm in the John Lampooon hall with representatives from Colchester Borough Council (CBC) and the Rural Community Council of Essex (RCCE). Invitations were sent out to the County & Borough Councillors and local organisations. During the event, there was a PowerPoint Presentation and two workshops. The resulting data and information was analysed and evaluated by the steering group.	Over 30 people attended
<b>2013</b>		
January	<b>Webpage</b> neighbourhood plan website launched	Parish-wide
January	<b>Logo</b>	To attach to all materials
January	<b>Statement of Community Involvement</b> To set out engagement principles	Identified stakeholders and channels of communication
April	<b>Annual Parish meeting</b> Held from 7.30pm in the Orpen Hall and included a presentation about the emerging neighbourhood plan.	45 residents attended.
April	<b>Application for Neighbourhood Area submitted</b>	Application to CBC (agreed June)
May	<b>Residents Questionnaire launched</b> Comprehensive questionnaire, based on the initial themes, seeking the views of the local community.	Paper copy delivered to all households Online version emailed to mailing list and promoted via the website/ social media



June	<b>Prize draw arranged</b> To encourage people to complete the questionnaire	Parish-wide
June	<b>Flyer</b> To encourage people to complete the questionnaire	1000 distributed across the parish
June	<b>Village Bulletin article</b> To encourage people to complete the questionnaire	Distributed to all households
June	<b>Village newsletter</b> To encourage people to complete the questionnaire	Distributed to all households
June / July	<b>Promotional posters</b> Extending the deadline of the Residents Questionnaire to 19 July	Posted in key locations around the parish
August	<b>Neighbourhood Area agreed</b>	Confirmation from CBC
September	<b>Village Bulletin article</b> To thank the community for their support in completing the survey	Distributed to all households
November	<b>Business Survey launched</b>	Paper copies distributed to businesses Online version available and emailed to local businesses and promoted on the website
<b>2014</b>		
January	<b>Youth Survey launched</b> Delivered to local schools, promoted on Facebook	Paper copies and online (including on Facebook) targeting people aged 18 years and under
January	<b>Prize draw arranged</b> To encourage young people to complete the questionnaire	Young people across the parish
February	<b>Community meeting</b> An open meeting to discuss progress on the neighbourhood plan	43 residents attended
June	<b>Parish Council meeting</b> To provide a progress report	Local councillors and 10 members of the public in attendance
July	<b>Local Call for Sites launched</b> Six week call for sites to identify sites additional to those in the SHLAA	Landowners and developers
July	<b>Village Fayre</b> Steering Group staffed a stall at the Fayre at the school to inform the community of progress. Residents were invited to take part in a quiz and information was displayed.	Open to all parishioners
July	<b>Organisational survey launched</b> Aimed at local community groups	Community and voluntary sector
July	<b>Parish Council meeting</b> To provide a progress report	Local councillors and members of the public
August – October	<b>Site meetings</b> With developers/landowners	Landowners and developers

<b>2015</b>		
February	<b>Issues and Options Consultation launched</b> Available online and paper copy. Sent to all via the Village Bulletin.	Parish-wide, sent to all households and available to complete online
March	<b>Exhibition at Annual Parish Meeting</b> At 7.30pm in the Orpen Hall, including a slide show update on progress, exhibition boards, leaflets, supporting articles in the Bulletin and Village Newsletter.	100 members of the public attended
April	<b>Exhibitions x 2</b> Further exhibitions held from 11am to 4pm on two Saturdays to update on progress and encourage people to complete the Issues and Options Survey.	Over 200 people across the two days
September	<b>Local Housing Needs Survey</b> Undertaken by the Rural Community Council of Essex	331 household surveys returned.
November	<b>Annual General Meeting</b> Neighbourhood plan AGM providing update on the plan	Open to the public, 1 attending
<b>2016</b>		
January	<b>Meetings with Bergholt Youth Council and Heathlands School Council</b> To seek views on the emerging issues and options by posing three key questions about the future	Under 18s in the parish
February	<b>Meeting with Mums and Toddler group</b> At the Methodist Church to seek views on postcards.	29 responses received
April	<b>Parish Council meeting</b> To provide a progress report on the Plan. Members of the Youth and School Councils invited to attend.	Local councilors, members of the public, members of the Youth/ school councils
May	<b>Engagement with Colchester Borough Council</b> To discuss the emerging Local Plan and links with the emerging neighbourhood plan	Borough Council
August	<b>Neighbourhood Plan App Competition launched</b> Competition aimed at children to submit pictures for each section of the plan.	Children across the parish Eight winners announced.
September	<b>Engagement with Colchester Borough Council</b> Letter sent to CBC with comments on the draft Local Plan and a summary of the findings of the first two rounds of consultation on the neighbourhood plan	Borough Council
October	<b>Exhibition to launch Draft Neighbourhood Plan consultation</b> Exhibition on the neighbourhood plan held over two days. Leaflets advertising the events were delivered to all households by the Bergholt Youth Council. Advertising boards and banners were put up in key locations around the parish. Updates on the Village Bulletin, website and social media. The event provided an update on progress, findings of the Issues and Options Consultation and a chance to input in the draft document. Blank postcards were available to collect immediate	1,500 leaflets posted parish-wide Approx. 450 people attended 53 postcard comments collected at the events 190 fuller surveys completed

	thoughts and a fuller survey (paper and online) was available to take away (or collect from the Co-op) to complete.	
December	<b>Annual General Meeting</b> Neighbourhood plan AGM providing update on the plan	Open to the public, 5 attending
<b>2017 – Regulation 14 version of the Plan finalised</b>		
<b>2018</b>		
June/ July	<b>Regulation 14 Consultation</b> Ran from 4 June to 22 July 2018, including a public event on the 7 June, banners and posters across the parish, social media and online promotions, static exhibition at the Orpen Hall throughout the period. Letters sent to all residents with links to the documents (hard copies available at locations across the parish) and statutory consultees contacted.	Parish-wide Statutory consultees

## Appendix B Regulation 14 Submission Consultees and respondents

Category	Statutory Consultees
Local Authority	Essex County Council
Local Authority	Colchester Borough Council
Public body	Coal Authority
Statutory Body	Natural England
Statutory Body	Homes England
Statutory Body	Environment Agency
Statutory Body	Historic England
Utilities - electricity	UK Power Networks
Utilities - gas	National Grid
Utilities - water	Anglian Water
Utilities - phone	British Telecommunications
Public body	Highways England
Neighbouring parish	Fordham
Neighbouring parish	Wormingford
Neighbouring parish	Little Horkesley
Neighbouring parish	Great Horkesley
Health	North East Essex Clinical Commissioning Group
Health	National Health Service Commissioning Board
Health	NHS Property Services
Parish Council	Local Councillors
Other	Essex Wildlife Trust
Other	Local groups/ organisations
Other	Local individuals
Other	Local landowners/ agents

The following responses were received at Regulation 14:

Ref No.	Name	Description
1	Essex County Council	Local Authority
2	Anglian Water	Statutory Consultee
3	Environment Agency	Statutory Consultee
4	Historic England	Statutory Consultee
5	Natural England	Statutory Consultee
6	Colchester Borough Council	Local Authority
7	Myland Community Council	Neighbouring council
8	Highways England	Statutory Consultee
9	Michael Bell	Resident
10	[REDACTED]	Resident
11	[REDACTED]	Resident
12	[REDACTED]	Resident

<b>Ref No.</b>	<b>Name</b>	<b>Descripton</b>
13	NEEB Holdings	Developer
14	Gladman	Developer
15	[REDACTED]	Resident
16	Robert Eburne, Hopkins Homes	Developer

## **Appendix C      Letter to Regulation 14 consultees**

Dear

I would like to inform you that West Bergholt has now begun the Regulation 14 pre-submission consultation and discussion of its draft Neighbourhood Plan.

You can find all of the consultation materials and the plan itself on our website at [2018-consultation-for-regulation-14-submission](#). A feedback form is also available and you are invited to give your comments on the plan itself or the policies within it. The consultation will run until the 22nd July 2018.

There will also be an exhibition open day on Saturday 23rd June from 10-4 pm at the Orpen Hall, Lexden Road, West Bergholt CO6 3BW to which you are welcome to attend. If you have any queries, please do not hesitate to contact me.

Kind regards

West Bergholt Parish Clerk

## **Appendix D – Responses to Regulation 14 submission**

See separate Excel spreadsheet