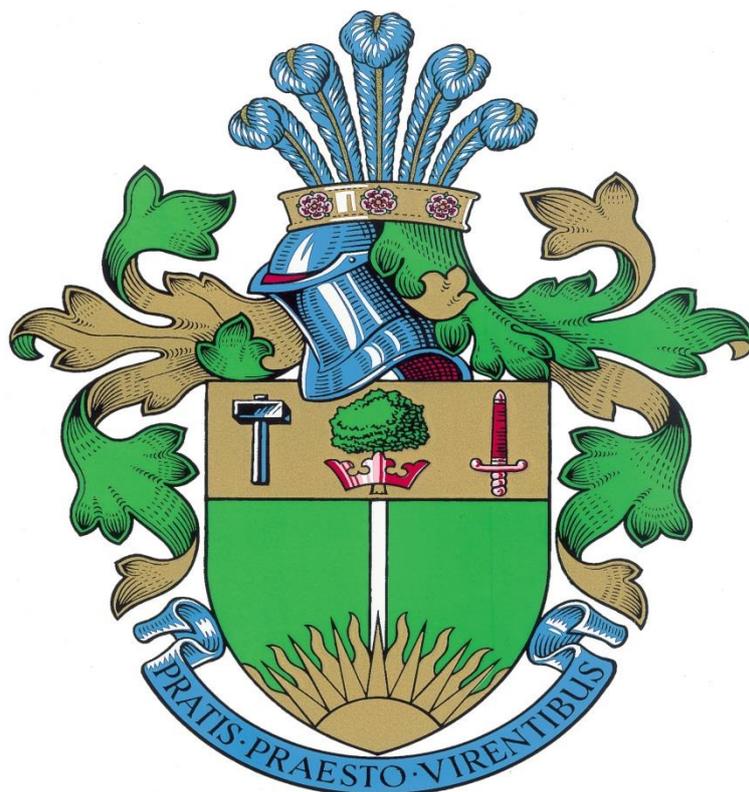


# East Grinstead Draft Neighbourhood Plan

## Pre-Submission Statement of Consultation

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East Grinstead Town Council

December 2015

## **1.0 Introduction**

1.1 This document forms the statement of Consultation for the emerging East Grinstead Neighbourhood Plan as required under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012. The Draft Neighbourhood Plan has been consulted on twice as a formal Regulation 14 consultation and the final plan has now reached the proposed submission stage of the plan making process.

1.2 Regulation 15 (2) of the above regulations requires the publication of the proposed submission prior to the actual submission of the plan for examination. The Town Council is required to publish a statement to set out:

- Which bodies and persons were invited to make representations to the draft plan (under regulation 14)
- How these bodies and persons were invited to make representations
- A summary of the main issues raised by those representations
- How these issues have been addressed in the Neighbourhood Plan

## **2.0 Background**

2.1 The Town Council started the process of producing a Neighbourhood Plan in June 2011 by establishing a Steering Group. The Group reported to the Finance and General Purposes Committee by report from the Working Group chairman as a standing item. All Councillors were invited to 2 workshops to discuss initial thoughts in 2011 and then consideration of the Mid Sussex District Council site assessments in 2012 to determine whether these sites may be supported for development. The group undertook 4 public surveys between October 2011 and May 2013 and an exhibition of possible development sites. There were two workshops facilitated by the retained consultants to establish views on many areas of the plan including housing, infrastructure and town centre. These workshops had representatives from the Council, residents groups, business, local political parties, interest groups (such as Disability Access and Sustrans) and others who had expressed interest in the process. The events were by invitation to ensure continuity throughout the workshops, but covered a cross section of the community. Workshops at Primary and Secondary Schools in the town gave valuable insight from younger residents and the youth council were also canvassed for views.

2.2 From these consultation results and in discussion with the consultants to ensure conformity with the local plan and NPPF the policies were drawn up. The draft plan was also submitted to MSDC prior consultation and their initial feedback was considered and reflected in the draft plan. These amendments were agreed at Special Council on 13<sup>th</sup> August 2013 and then publically consulted 27<sup>th</sup> August - 7<sup>th</sup> October 2013.

2.3 A total of 1117 responses were received to this initial consultation.

2.4 The Sustainability Appraisal to accompany the plan was for many reasons delayed, its scoping document was publically consulted in December / January 2013. An independent healthcheck was undertaken and determined that the document was not ready for regulation 15 submission due to emerging national changes in the process and the result of other examinations. New Consultants,

Kember Loudon Williams LLP, were brought in in 2014 to review the plan and the position. The recommendation was to treat the scoping document as the starting point for the production of the plan and all previous consultation as evidence gathering for the plan itself.

2.5 The Plan and Sustainability Appraisal were reconsidered taking in to account the consultation comments. Since early 2014 the Town Council has worked more closely with the District Council and to that extent, regular meetings and written communications between Mid Sussex District Council officers and the East Grinstead Town Council consultants increased to seek advice on the emerging District Plan, the draft policies of the Neighbourhood Plan and to ensure conformity with the adopted local plan. A Special Council of the East Grinstead Town Council met on 23<sup>rd</sup> July 2015 to approve version two of the plan and sustainability appraisal, along with the second Regulation 14 consultation process. The Consultation ran for an eight-week period (as the Summer Holidays were covered) between 27<sup>th</sup> July 2015 - 21<sup>st</sup> September 2015.

### 3.0 Advertising the Consultation :

3.1 The passage of the plan consulted in 2015 has been documented in the Councils Finance and General Purposes and Planning Committees.

Public notices placed in the town council notice boards (x3)	24 <sup>th</sup> July – 22 <sup>nd</sup> September 2015
Press Release issued	Issued 24 <sup>th</sup> July
Public Notice placed in the local newspaper	29 <sup>th</sup> July and 12 <sup>th</sup> August
Letter sent to statutory consultee groups By email or hard copy	Issued 24 <sup>th</sup> July
Banners were displayed on the barriers around the town in three different locations (opposite Library, High Street roundabout and in front of Robert Dyas on London Road). Advertising plan, dates and website	27 <sup>th</sup> July – 22 <sup>nd</sup> September 2015
Councillor Surgeries: Queens Walk surgery met weekly handing out copies of the plan and newsletters. Cllrs were available to speak with the public	10.30 -12.00 every Saturday 29 <sup>th</sup> July – 19 <sup>th</sup> September
Dedicated newsletter delivered to every home in the Parish first week of September (half way through the period). Some non delivery reported but coverage was over 99%	Delivered 1-5 September
Lead story in “the line” delivered to every home in East Grinstead, with deadline looming	Delivered 7-11 September
Website ( <a href="http://www.eastgrinstead.gov.uk/neighbourhood_plan">www.eastgrinstead.gov.uk/neighbourhood plan</a> ) where the PDF was viewable and downloadable. The response form was also downloadable. Respondents were requested to complete the form and email it to a dedicated email address or to write to the Town Clerk at East Court.	- the site remains available but carries a notice that the consultation period has ended
300 hard copies of the plan were printed (including 20 A3 large print) and these were available for collection from East Court and the	Available 27 <sup>th</sup> July - 21 <sup>st</sup> September.

Library. All were distributed.	
A Facebook page with the website links and reminders to submit responses was also set up with reposting during the period. Tweets were sent from the town council account to advise twitter followers of the consultation.	Available 27 <sup>th</sup> July - 21 <sup>st</sup> September with occasional updates to remind of closing date.

Table 1

#### 4.0 Responses

4.1 Where full addresses (or email contact) have been supplied acknowledgements have been sent. 165 respondents commented on the Plan by way of newsletter tear off, written letter, Council issued proforma, or email. An additional 15 late responses (after the closing date) were received up to 30<sup>th</sup> September. Email received at [neighbourhoodplan@eastgrinstead.gov.uk](mailto:neighbourhoodplan@eastgrinstead.gov.uk) were auto received, any late emails received an automated response advising that the consultation had closed. A public copy of the responses has been made available by appointment.

4.2 All responses were considered by the Neighbourhood Plan Steering Group and subsequently East Grinstead Town Council on 10<sup>th</sup> December 2015. All responses have been made available to all Councillors. The report also includes the Council's response to the consultation comments and how they are to be addressed in the plan. The revisions and plan were considered at the Finance and General Purposes Committee on 10<sup>th</sup> December with the Proposal to recommend the Submission Neighbourhood Plan to the Special Council of 14<sup>th</sup> December 2015. Thereafter to be submitted to Mid Sussex District Council with the Basic Conditions Statement, Map of Plan area, Sustainability Assessment and the Statement of consultation.

4.3 The East Grinstead Town Council is grateful to the residents who took the time to submit their views and participate in the different levels of consultation to reach this point. Many of which have been well thought out and constructive. The final plan to be submitted reflects these contributions.

Appendix A - Surveys and consultation responses pre July 2015

Appendix B - Consultation pack July 2015

Appendix C - list of consultees sent letters July 2015

Appendix D - list of respondents – September 2015

Appendix E - summarised responses including Councils comments –October 2015