

Scarcroft Neighbourhood Development Plan

Consultation Statement

April 2018

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Section 1 - Introduction

This Consultation Statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012. Section 15(2). Part 5 of the Regulations sets out that a Consultation Statement should:

- (a) contain details of the persons and bodies who were consulted about the proposed neighbourhood development plan;*
- (b) explain how they were consulted;*
- (c) summarise the main issues and concerns raised by the persons consulted;*
- (d) describe how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.*

The Scarcroft Neighbourhood Plan Consultation Statement:-

- sets out the aims of the Consultation process,
- summarises all the statutory and non-statutory consultation that has been undertaken with the community and other relevant statutory bodies and stakeholders; and
- describes how concerns have been addressed and what changes have been made to the final Submission Draft Scarcroft Neighbourhood Plan as a result of the pre-submission consultation.

The Appendices to this Consultation Statement provide the records of all consultation exercises, comments and feedback.

The Scarcroft Neighbourhood Plan is the result of an active and ongoing process of community engagement. Community engagement has been at the heart of the process since the initial activity in 2011. The process was started by the Parish Council in early 2011 when they resolved to work with a group of local residents to scope the opportunity for preparing a Scarcroft Neighbourhood Plan. A wider community meeting was called in December 2011, attended by over 60 people, at which the idea of a Neighbourhood Plan was discussed and supported.

Interim members of the Scarcroft Development Working Group were appointed and work commenced on the development of a revitalised Scarcroft village website. The Steering Group was subsequently formally delegated to act by the Parish Council.

Members of the community worked together in task groups in 2012/13 to compile information on the village and set out a number of recommendations to be included in the Neighbourhood Plan.

Scarcroft Parish Council submitted their intention to develop a Neighbourhood Plan to Leeds City Council (LCC) on June 2012. LCC advertised the boundary of the Plan – the Neighbourhood Area - with a consultation period of 6 weeks, running from 20 July to 31 August 2012.

A Village Survey was circulated to all residences within the Plan boundary in summer 2012. There was good response rate with 123 forms returned from residents of the village, a return of over 20%. The survey has been used to inform sections of the Plan.

An annual report was prepared by the Scarcroft Development Working Group, summarising progress to date and the next steps. The report was presented to the first AGM of the Scarcroft Development Working Group in January 2013. The principle for draft policies were included within the Annual Report, and the Annual Report was then presented to the Parish Council in May 2013 for endorsement.

Whilst consultation has been an ongoing process throughout the production of the Scarcroft Neighbourhood Plan, the following key dates may be noted:

- A Neighbourhood Plan and Strategic Housing Land Allocation (SHLAA) consultation event was held on 12 June 2013 to gather ideas and information from the community and to advise residents of how to engage with the public consultation in respect of the housing site allocations.
- The first consultation draft of the Plan produced in May 2015 was not consulted on at the time due to uncertainty about site allocations but did receive a 4 week consultation in summer 2016.
- This in turn led to the production of the pre-submission consultation draft which was consulted on in summer 2017 for the statutory 6 week period.
- In the lead up to the Regulation 14 consultation, an informal site and policies consultation was undertaken with land and property owners affected by proposed policies. This took place at the New Inn, Scarcroft on 21 February 2017.

In addition, our website has been updated throughout the entire period, which has allowed everyone to be kept informed and up-to-date with the progress of the Plan.

www.scarcroft.org

Have your say!

Consultation Events
 Monday 5 September
 New Inn Pub
 7 pm - 9 pm
 Saturday 10 September
 Village Hall
 9 am - 11 am

**Scarcroft
 Draft Neighbourhood
 Development Plan**

Consultation Period
 29th August 2016 to
 26th September 2016

**Designating and protecting
 sites and buildings**

Consultation Event
 Tuesday 21 February
 New Inn Pub
 7 pm - 9 pm

**Scarcroft
 Neighbourhood
 Development Plan**

All welcome to attend

Section 2 – Aims of the Consultation

An initial Strategy Document (Appendix 4) was produced in July 2013 which set out the Plan of how, who, where and when the consultation with the community was to be undertaken.

The aims of the Scarcroft Neighbourhood Plan consultation process were:

- *To involve the community throughout the evolution of the Plan so that the Plan was informed by, and took account of, the views of local people and other stakeholders from the start of the Neighbourhood Planning process;*
- *To engage with as wide a range of people as possible, using a variety of consultation and engagement techniques; and*
- *To build partnerships within the community to ensure that the Plan policies and programmes could be delivered.*

Section 3 – Background to the Consultation on the Neighbourhood Plan and key stages

An analysis of the history of Scarcroft reflects a collection of comparatively large, old houses with very little cohesive linkages to each other or with the community, local agriculture or society. There is an absence of old cottages or houses as used by the historic working or tradesman classes and related infrastructure. These observations re-enforce the impression that the topology of Scarcroft is unlike the usual nature of a village. In the sense of a community, its history is small and it lacks the traditional concentration of services seen in the neighbouring communities of Thorner, Bardsey and Shadwell.

Scarcroft has however grown considerably in the last 50 years, resulting in increasing pressure on the services of neighbouring villages. It is considered to be a desirable village location, which has attracted the interest of house builders and property developers. The Neighbourhood Plan aims to ensure that any additional development is considered in light of the wider community needs, addressing some of the deficiencies in provision caused by the historic nature of Scarcroft's development and the more recent growth in housing numbers.

Within this context, the main consultation activities that were carried out during the process are as follows:-

Consultation was undertaken by Scarcroft Neighbourhood Plan Steering Group. Consultation events took place at the following stages in the neighbourhood planning process:

- *Village Brainstorming session in July 2011*
- *Open village Group Meeting in January, February, April & May 2012*
- *Topic discussed and update to Parish council monthly at meetings*
- *Meeting to liaise with neighbouring village parish council (Bardsey) April & June & October 2012*
- *Questionnaire sent to all households and on website July 2012*
- *Liaise with neighbouring village Shadwell and attended their NP meeting, July & October 2012*
- *Open Village Meetings July & September 2012*
- *Presentation at Annual Parish Meeting January 2013*
- *Open Village Meetings Feb, April, May & June 2013*
- *First draft Plan prepared 2015*
- *Consultation on the first draft Plan during summer 2016.*
- *Consultation Evening and weekend Events September 2016*
- *Consultation with landowners, February 2017*
- *Consultation on the Draft SNP in accordance with Regulation 14 through the distribution of the SNP Questionnaire to every household, local businesses, landowners, faith groups and sporting groups July-August 2017 (for a 6 week comment period);*

Dates of meetings and consultations

- The project started October 2011 with an initial public meeting.
- In 2012 meetings were held on:-
 - 30 January,
 - 27th February,
 - 16th April,
 - 21st May,
 - 30th July.
- Summer 2012 the first questionnaire was undertaken.
- The Communications Strategy Paper was published in November 2012.
- Subsequently, in 2013 meetings were held on:-
 - 28th January,
 - 11th February,
 - 22nd May.
- And in 2014 one meeting was held,
 - 6th January.

After a hiatus in proceedings due to uncertainty about the impact of site allocations upon the parish and after the preparation of a first draft Plan in 2015, the steering group commenced work again in 2016 and met monthly from that point to the end of the process and the submission of the draft Plan to Leeds City Council for examination.

- Consultation on the 1st draft Plan undertaken late summer 2016.
- The Informal Sites Consultation lasted for 3 weeks starting February 2017.
- The Formal (Regulation 14) Consultation lasted for 6 weeks from 17th July 2017 to 28th August 2017.

During this period, 2015-2017, the Steering Group undertook baseline assessments of the socio-economic nature of Scarcroft; its history, heritage and character; and its environmental assets. An analysis of this evidence base fed into the initial issues raised by the Steering Group and members of the Public.

Issues and Vision Consultation

Coming out of the awareness raising and information gathering was an emerging Vision with key issues. The Steering Group were keen to ensure that these emerging ideas were representative of the community's views and hence the Scarcroft Neighbourhood Plan Issues and Vision Questionnaire was produced. This Questionnaire set out a Vision and 19 key issues. The Questionnaire asked people to respond by either “strongly agreeing”, “agreeing”, “disagreeing”, or “strongly disagreeing”. The Questionnaire also allowed people to comment on each issue or to provide more general commentary on other issues that are important to them. A 28% response rate was forthcoming.

It was clear that there was very strong support for the Vision and the emerging issues. The comments were extensive and provided more detail on the key concerns or opportunities within the issues. This informed the translation of the issues into specific policies. Whilst many comments were received within the Questionnaire responses, none raised new topic themes that the Steering Group considered were not already covered within the Questionnaire.

Engagement with Schools and Community Groups

The Scarcroft Neighbourhood Plan Steering Group wanted to ensure that the voices of all sections of the community were heard and considered. The Steering Group therefore engaged with older people through dissemination of information to established groups such as the Women’s Institute; and to the wider community both through the Questionnaires, open village meetings, consultation drop in sessions and through Parish Meetings.

Meetings were also held with other interested parties including the agents of the NPower site, pup and golf club were consulted. These meetings allowed the Steering Group to understand the current issues / opportunities facing these businesses and to ensure that these were fed into the Scarcroft NP.

Pre-submission consultation on the Draft Scarcroft Neighbourhood Plan

The Pre-submission Consultation and Publicity stage of the Draft Scarcroft Neighbourhood Plan was undertaken in accordance with Regulation 14 between 17th July and 28th August 2017. The regulations require that all local residents and businesses are made aware of the

Draft Neighbourhood Plan and how to comment on it. Also, in line with the regulations, all statutory consultees are invited to comment appropriately within that period.

All the statutory consultees were contacted by e mail / letter to afford them the opportunity. In addition to the non-statutory consultees, residents, landowners, faith groups, community groups and businesses were issued with a Draft SNP Questionnaire to satisfy the requirement for publicity.

Scarcroft Neighbourhood Plan Steering Group consulted local people by:

- uploading the Draft Scarcroft Neighbourhood Plan and supporting documents (including the SEA/HRA screening opinion) to the Neighbourhood Plan website;*
- providing a hard copy of the Plan and supporting documents in the Wetherby Library;*
- hand delivering a copy of the summary Draft SNP Questionnaire to every household and sending a copy to every business and many landowners within the SNP area and encouraging people to feedback using the standard form via post, e-mail or by hand delivery to the boxes displayed at the Village Hall, New Inn Pub;*
- holding informal meetings with local interest groups to answer questions and encourage groups to feedback formally; and*
- holding Drop in sessions on 5 September 7-9pm and 10 September 9-11am for people to get more information or make comments.*

Appendix F comprises an analysis of all the consultation responses received during the pre-submission consultation and publicity stage.. There was overwhelming support for all Policies within the SNP.

All the responses from residents, statutory consultees and local business / community groups were analysed and the Draft SNP was amended to take on board comments raised. The precise changes and reasons for proposing these are set out in Appendix E as is the justification for where the Steering Group have not made changes requested by consultees.

Conclusions

It is clear from the above, that the SNP has been the subject of an ongoing and proportionate level of community engagement that not only meets the requirements of the regulations but which was also tailored to secure input from hard to reach groups.

It is also clear that the policies of the SNP reflect the issues raised as part of this consultation and indeed that the draft policies were overwhelmingly supported by respondents. Where comments / objections were made to the Draft Plan, appropriate changes have been made to these to address legitimate concerns and clear justification has been made where the Steering Group felt that other suggested changes should not be made.

APPENDICES

All appendices are separate documents to this main Statement and comprise the following:

1. Appendix A – Scarcroft first draft Plan 2016
2. Appendix B – Scarcroft NDP first draft Plan consultation analysis 2016
3. Appendix C – Scarcroft NDP first draft Plan survey form 2016
4. Appendix D – Scarcroft NDP pre-submission plan, July 2017
5. Appendix E – Scarcroft NDP: pre submission consultation (regulation 14) feedback assessment
6. Appendix F – Scarcroft NDP pre-submission consultation survey analysis