

**TARSET AND GREYSTEAD NEIGHBOURHOOD DEVELOPMENT PLAN 2015 - 2030**  
**Consultation Statement for Submission Draft Plan - June 2015**



## Submission Draft Consultation Statement: Tarset and Greystead

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*All the documents listed in the Appendices can be viewed at [www.tarset.co.uk](http://www.tarset.co.uk)*

## Submission Draft Consultation Statement: Tarset and Greystead

### 1.0 Introduction

This Consultation Statement has been prepared to fulfil legal obligations set out in the Neighbourhood Planning (General) Regulations 2012 and subsequent amendments. These Regulations require that when a qualifying body (in this case, Tarset and Greystead Parish Council) submit a Neighbourhood Development Plan to the Local Planning Authority, they must also provide a Consultation Statement. Regulation 15(2) describes what is required in a Consultation Statement. This indicates that a Consultation Statement must:

- contain details of the persons and bodies who were consulted about the proposed Neighbourhood Development Plan;
- explain how they were consulted;
- summarize the main issues and concerns raised by the persons consulted; and
- describe how those issues and concerns have been considered and, where relevant, addressed in the proposed Neighbourhood development Plan.

This Consultation Statement sets out:

- the background to preparation of a Neighbourhood Development Plan for Tarset and Greystead;
- a timeline of the publicity, engagement and consultation that has helped to shape and inform preparation of the Plan;

- details of those consulted about the Plan at the various stages of plan preparation and the extent to which efforts were made to ensure the Plan was prepared with support and input from the local community; and
- a description of the changes made to policies as the Plan emerged in response to consultation and engagement. These details specifically can be found in Appendix D; and
- a list of documents used for consultation, and the relevant analyses of those consultations.

The Statement concludes that the process and techniques involved in seeking community engagement and the outcomes achieved through preparing the Submission Draft Plan were extensive and appropriate to the purpose of the Plan. The extent of engagement is considered by the Parish Council to at least meet the obligations set out in the Regulations. The Consultation Statement supports and describes the process of plan making as envisaged through the Localism Act 2011 and the associated Regulations and sets out how it has been applied in Tarset and Greystead. The methods used and outcomes achieved from engagement have resulted in the submission of a Plan that, in the opinion of the Parish Council, best meets community expectations expressed during the initial stages of plan preparation.

### 2.0 Tarset & Greystead Neighbourhood Development Plan – Background

In June 2011, Tarset and Greystead Parish Council accepted an invitation from Northumberland National Park Authority (NNPA) to become a ‘Frontrunner’ sponsored by the Department for Communities and Local

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Government (DCLG) following the publication of the Localism Bill in December 2010. They were asked to produce a Neighbourhood Development Plan (NDP). Initially, the three parish councils of Bellingham, Wark, and Tarset and Greystead set up a steering group to work together to initiate the North Tyne NDP.

Three consultation events were organised, one in each parish. The process of gathering information for Tarset and Greystead Parish was launched in Tarset and Greystead village hall with a public consultation on 26<sup>th</sup> January 2012.

The evening was arranged as a drop in session and over 3 hours, it was attended by 30 residents who left their views on matters such as employment, housing, transport, broadband and the local environment along with other issues they felt strongly about. As well as representatives from each of the Parish Councils, there were planners from both Northumberland National Park Authority (NNPA) and Northumberland County Council (NCC) who were able to give advice and answer questions. Similar meetings were held in Bellingham and Wark.

All the data gathered was collated by officers at NCC. The North Tyne Plan: Consultation Report [Appendix C] was presented to the North Tyne NDP steering group at their meeting on 9th March 2012. The community was kept up to date with progress through access to a dedicated website as well as an article in the Tarset News [Appendix C – Articles for Tarset News, Spring 2012] which is distributed to each household in the Parish.

As part of the consultation process, the children at Greenhaugh and Wark First Schools were visited by the engagement team from NCC on 11<sup>th</sup> July 2012. The children were asked for their views on infrastructure,

landscape and environment as well as being encouraged to raise any other issues about their locality. Their views were collated by NCC and reported back to the North Tyne NDP steering group.

Tarset and Greystead Parish Council was represented at a three days residential course “Building Community Planning” at the Eden Project. ‘Building Community Planning’ is a programme of support that helps community groups get involved in local “place shaping” and make the most of the new powers offered through neighbourhood planning.

Following two further meetings with the two other parishes, Tarset and Greystead PC decided that the interests of Tarset and Greystead would be best served by developing an independent Neighbourhood Development Plan for the Parish so withdrew from North Tyne NDP. Representatives of Tarset and Greystead Parish Council met with Head of Planning, Conservation and Communities in Northumberland National Park to consider and consult on the way forward for the Parish.

Tarset and Greystead Parish Council appointed a Steering Group, which was a mix of Parish Councillors and local residents. Terms of Reference for the group was agreed [Appendix A], and the Steering Group have been responsible in the most part for the preparation of the Neighbourhood Development Plan, with regular reports back to the Parish Council, and approval sought from the Parish Council at key milestones throughout the Plan preparation. Membership has changed slightly over the three years of the Plan’s production, with some members leaving and others joining, due to a variety of circumstances.

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### 3.0 External Support

As the neighbourhood plan area covered two Local Planning Authority boundaries, support has been given by both Northumberland County Council and Northumberland National Park for the preparation of a Neighbourhood Development Plan for the Parish. The support from officers of these two Local Planning Authorities has been invaluable. Planning Aid provided support at various stages of the Plan's production, and the Tasset and Greystead Neighbourhood Development Plan is a Case Study on the Planning Aid website:

<http://www.ourneighbourhoodplanning.org.uk/case-studies/view/538>

In addition to this support, the Steering Group engaged consultants. Spence and Dower Architects assisted with the compilation of specialist parts of the Evidence Base – Landscape and Design Assessment of Tasset and Greystead [Appendix B] and a chartered planning consultant assisted with policy objectives, drafting of policies and the Plan and with the Consultation Statement and Basic Conditions Statement. An informal Health Check from a qualified examiner was also conducted during the development of the Plan [Appendix F].

### 4.0 Consultation and Engagement

The communication and engagement strategy for the Tasset and Greystead Neighbourhood Development Plan was agreed on 25<sup>th</sup> September 2012 [Appendix A]. Engagement with local communities across the Parish has played a significant part in the preparation of a Neighbourhood Development Plan for the Parish and in shaping the scope and content of policies eventually included in the Plan.

The Steering Group developed a Mission Statement early on in the

development of the Neighbourhood Development Plan with regard to consultation which was:

“Empowering the community to take the lead in shaping the living, working and natural environment.” [Agreed in Minutes 23rd October 2012]

The Parish Council has included all local businesses, community and voluntary organizations in the Parish, as well as residents and landowners in consultations during the Plan's production. In many cases, due to the size and rural nature of the Parish, the same people may be residents/business or landowners/voluntary group members.

It would not be appropriate to make the database of residents consulted available to the public through publication within this Consultation Statement due to data protection obligations. However, in accordance with the requirements of the Regulations, details of publicity undertaken about the Plan are described in this Statement and details of all organizations/bodies consulted during plan preparation are identified in Appendix D of this Statement.

### 5.0 Terms of reference

Terms of reference for Tasset and Greystead Neighbourhood Development Plan steering group was formally agreed on 9<sup>th</sup> October 2012. A copy of the Terms of Reference is on the Tasset website [Appendix A].



## 6.0 Timeline of Events throughout the Plan Preparation

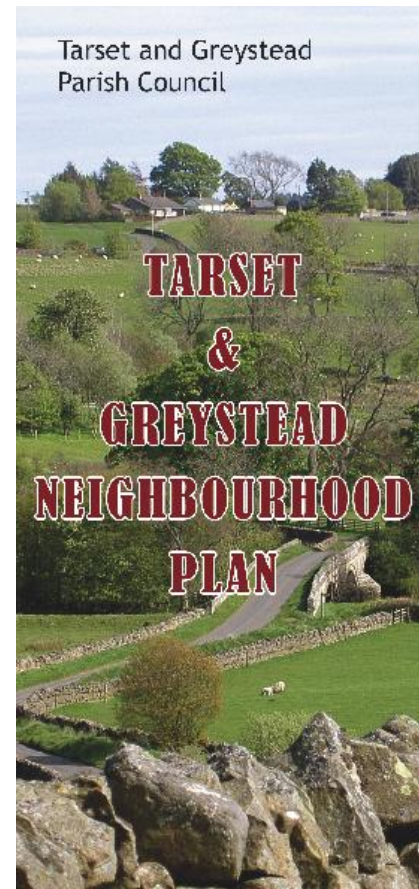
The timeline of events in the preparation of the Tarset and Greystead Neighbourhood Development Plan are outlined below. There have been five stages of consultation, including the statutory Pre-Submission Consultation stage, with additional efforts to consult with local businesses, landowners, and younger people in the Parish as part of, and alongside, these consultations. The whole process has taken just over three years from start to Draft Plan stage and the timeline below covers each stage of consultation:

### 6.1 First Stage of Consultation – January 2012 Initial Community Consultation as part of the North Tyne Neighbourhood Plan

Although this consultation was conducted for the whole of the North Tyne, the results revealed that a number of issues were important to the Tarset and Greystead community. Following the withdrawal from the other parishes in the North Tyne Plan Area, the Tarset and Greystead Neighbourhood Development Plan Steering Group was set up by the Parish Council, and progressed on a single plan for the parish of Tarset and Greystead.

### 6.2 Second Stage of Consultation – 26 February 2013: Distribution of leaflet and questionnaire, specific to Tarset and Greystead Neighbourhood Development Plan

To facilitate an understanding of the neighbourhood planning process, a pamphlet was distributed to each household in the Parish and key stakeholders in November 2012 with an accompanying letter. This outlined the purpose of a Neighbourhood Development Plan and



confirmed that further community engagement would be sought. A copy of this document is on the website [Appendix C].

### Construction of questionnaire

Having looked at the feedback and data from the initial consultation in early 2012, led by Northumberland National Park Authority, the steering group decided to gather more information from the local community by constructing a questionnaire [Appendix C]. The questions related to housing, the environment and sustainable community, employment in the Parish. There was a balance between closed and open questions so that residents were able to raise issues considered to be a high priority for Tarset and Greystead. (An optional sheet requesting demographic information was also distributed).

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### Distribution of questionnaire

The questionnaire was posted to each resident in the Parish, over the age of 16, on 26<sup>th</sup> February 2013. Every household had a follow up phone call from members of the steering group to check that the questionnaire had been received, to respond to any queries and to ask if any support was required in its completion, and to give the reminder that the deadline for the return of questionnaires was 14<sup>th</sup> March 2013.

A press release was distributed and published in the Hexham Courant (the local newspaper covering the Parish area) to coincide with the distribution of questionnaires. [Appendix C – Press release for Hexham Courant]

### Analysis of questionnaire

All information from the completed questionnaires was input into SNAP. From this data, a summary analysis was compiled and the literal responses were transferred to a sift document. [Appendix C –Sift Document of Literal responses to Questionnaire]

The questionnaire received a 67% response rate of households, and provided large quantities of information from the local community. To ensure that all responses were properly processed, a full analysis was undertaken by a statistician and a report produced: *Travelscape Reporting for Tasset and Greystead Neighbourhood Plan Community Consultation* (2013). This gave the Steering Group a clear steer for the policy direction of the Neighbourhood Development Plan.

Careful attention was paid by the Steering Group to the need to interpret all data correctly in order to continue on the right course for the Plan.

Some clear conclusions came out of the consultation which demonstrated the strength of feeling within the local community on a number of matters. In particular, the importance of preserving and enhancing the special landscape qualities of the Parish, both those areas within and outside the National Park.

More information is contained in the Travelscape reporting document (2013), which is in Appendix B.

### May/June/July 2013: Targeted consultation at Schools, questionnaires and interviews with young people in the Parish

The initial consultation by Northumberland National Park Authority in July 2012 involved just over 100 pupils from the First Schools at Greenhough and Wark. The vast majority of respondents lived outside the Parish and many of the issues they raised were relevant to other Parishes. The steering group were keen to hear the views of the 34 first, middle and high school students who live in the Parish. Group meetings were held at their schools during May and June 2013. Personal letters were sent to High School students, encouraging an on-line response. Details of all these consultations are included in the Youth Consultation Reports for Tasset and Greystead NDP [Appendix C].

Discussions were centred on: What do you **like** about where we live? What **don't you like** about where we live? What do you think would make Tasset and Greystead an **even better** place to live?

Many of the responses received were around traffic and highways matters, outside the scope of the Neighbourhood Development Plan, but included within the Plan as Community Action Proposals

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### June 14/15th 2013: Consultation event and letters sent out to local businesses and the farming community

A consultation event was held in the Village Hall and invitations were sent out and made available on the website, asking what was good and what was bad about the Parish for local business (including farming/tourism) [Appendix C]. A number of responses were received, but many of the comments were to do with matters outside the scope of the Neighbourhood Development Plan. These matters have been incorporated into the list of Community Action Proposals. [Appendix 2 of the Submission Draft Tarset and Greystead NDP]

### **6.3 Third Stage of Consultation: 23rd October 2013: Vision and Objectives Consultation**

A copy of the Vision and Objectives consultation document [Appendix C] was posted on the website, on the Village Hall notice board, and written about in the Tarset News.

There was overall endorsement for the Vision and Objectives, and following some changes as a result of the consultation, these were adopted by the Steering Group as the framework in which the Neighbourhood Development Plan would be developed.

Policy Areas emerged from each objective, and the Steering Group decided to gather more evidence on the specific aspects of landscape and design, which were considered so important by the local community. They employed a firm of local architects and landscape architects, to assist with developing an Evidence Base to support specific policies in the Neighbourhood Development Plan.

Proposals maps were developed, which defined limits to development in the settlements, and landscape characterization work took place to define the different landscapes in the Parish, and establish different policies for those landscapes.

### **6.4 Fourth Stage of Consultation: 25th June 2014: Consultation on emerging policy areas and proposals maps**

This stage of consultation was comprehensive [Appendix C.] An open evening was held during which consultants from Spence and Dower presented the Evidence Base and emerging policy areas to the local community at the Village Hall. The event was very well attended.

Questionnaires were distributed to all residents and businesses in the Parish, and opportunity given to feed back. A large response was received to this consultation, and broad support was expressed both at a public meeting and in written responses [Appendix C – Consultation of Emerging Policy Areas and Proposals Maps – summary of responses]. This gave the Steering Group the confidence to proceed with drafting detailed policies in each of these policy areas, and producing a Pre-Submission Consultation Draft.

### **Health Check Review – February 2015**

There was an informal ‘Health Check Review’ undertaken by an NPIERS registered Examiner. This took place by way of a meeting with the Steering Group, the Examiner and representatives from Northumberland County Council and Northumberland National Park Authority. The Examiner was broadly supportive of the Plan. A copy of the report is available in Appendix F.



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### **6.5 Fifth Stage of Consultation: 13th March – 1st May 2015 – Consultation on Pre-Submission Draft of Tarset and Greystead Neighbourhood Development Plan**

This stage involved consulting every resident and business in the Parish. All received a colour copy of the full Pre-Submission Draft of Tarset and Greystead NDP, including proposals maps [Appendix D]. There was again a consultation event in the Village Hall, which was well attended.

There was an overwhelmingly positive response to this stage of consultation (see Table in 7.1), and it is clear that the community strongly endorse the policies and policy intentions in the draft Neighbourhood Development Plan.

In all cases, drop-in events were publicized through the Tarset News (the local newsletter), updates on the website, and door to door delivery of information. Information about forthcoming events was displayed on Parish Boards, and in the Village Hall. Letters were also sent to consultation bodies inviting them to events and to feed back at various stages of the Plan preparation. At pre-submission consultation stage, all bodies in Schedule 1 were formally consulted, and a full breakdown of responses received is in Appendix D – Statutory Consultees’ Responses to Pre-submission Draft.

The statutory consultation period on the Pre-Submission Draft Tarset and Greystead Neighbourhood Development Plan commenced on Friday 13th March 2015 and ran for a period of seven weeks ending on Friday 1st May 2015. Publicity on the Plan comprised the following actions:

- letters and emails sent to all consultation bodies and all other parties identified through the Plan database prior to

commencement of the consultation period, including Northumberland County Council and Northumberland National Park Authority (a full list of organizations and bodies consulted is contained in Appendix D);

- a Screening Opinion as to whether a Strategic Environmental Assessment would be required plus an opinion on whether an Appropriate Assessment under the Habitats Regulations would be required were sought from Northumberland County Council and Northumberland National Park Authority respectively during this consultation period [Appendix G];
- publicity was given through the *Tarset News*, the local newsletter [Appendix C – Articles in Tarset News 2012-2015];
- the Plan and publicity material were posted on the website along with the main Evidence Base document and all other consultation material;
- a full copy of the Pre-Submission Draft Plan was sent to every resident and business in the Parish, with a questionnaire plus a leaflet informing residents and businesses about the consultation event (also available on the website) [Appendix D- Response form for Pre-submission Draft];
- an evening drop-in consultation session was held on the 25th March, and was well attended. There was a presentation, followed by a question and answer session [Appendix D – Questions and answers from public consultation meeting for Pre-submission Draft].

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### 7.0 Responses to Pre-Submission Draft Plan

#### 7.1 Residents' Responses

This table summarizes the level of support, policy by policy as a result of the responses to the Pre-Submission Consultation Draft Plan: It was noticeable that seven was the maximum number of respondents who did not approve of any individual policy. Those who did not approve of individual policies were almost always the same respondents.

There were a total of 65 residents made responses which have been compiled and are in Appendix D- Residents' responses to Pre-submission Draft. There was an overwhelming level of support from residents as can be seen from the analysis contained in the table above.

Minor amendments were made to the Plan as a result of the responses. Many of the responses were expressing support for the Plan, and therefore no changes were required. Changes were made to the supporting text to give greater clarity to policies where ambiguity was identified, and some policies have been amended. The main policy amendment has been to policy TG9, as a few residents felt that there was not sufficient evidence to support the concept of inter-visibility between bastles. The policy remains, as the bastles are considered to be a key heritage (and tourism) feature in the Parish, but the policy has been amended accordingly.

Other concerns raised were largely related to supporting information, and changes have been made as a result, and these are clearly outlined in Appendix D, which lists all the changes made, and the reasons for making those changes. Where changes have not been made, planning reasons have also been given.

Average approval across all policies was 95%

Policy	YES	%	NO	%
TG1	58	91	6	9
TG2	61	95	3	5
TG3	62	97	2	3
TG4	63	98	1	2
TG5	57	89	7	11
TG6	63	98	1	2
TG7	62	97	2	3
TG8	64	100	0	0
TG9	59	92	5	8
TG10	59	92	5	8
TG11	60	94	4	6
TG12	61	95	3	5
TG13	62	97	2	3
TG14	60	93	4	7
TG15	62	97	2	3
TG16	62	97	2	3
TG17	59	92	5	8

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### 7.2 Statutory and other Consultees' Responses

In addition to residents, a further nine stakeholder organisations responded to the Draft Plan giving an overall total of seventy four responses. There were a number of responses from Statutory Consultees. Many of them related to minor changes or additions to policy wording and criteria. A full list of changes made is contained in the Schedule of Changes for Statutory Consultees, and is included in the list of documents in Appendix D – Statutory Consultees' Responses to Pre-submission Draft.

### 7.3 Appropriate Assessment

An Appropriate Assessment screening opinion under the Habitats Regulations was given by Northumberland National Park in June 2015 to accompany the Draft Plan. This concluded that some amendments to policies would be required to ensure that an Appropriate Assessment would not be needed. These amendments were made as suggested in that document. The Screening Opinion on Habitats Regulations is available in Appendix G and is also included in the Basic Conditions Statement.

### 7.4 Strategic Environmental Assessment and Screening Opinion

A Screening Opinion was also sought from Northumberland County Council as to whether a Strategic Environmental Assessment (SEA) would be required. The conclusion was that no SEA would be required. No further changes were needed, as comments made by the Statutory Bodies consulted as part of the SEA Screening had already been taken into account in main consultation. The Screening Opinion on SEA is available in Appendix G.

### 8.0 Changes to the Plan

All changes made can be seen on the Schedule of Residents' Responses and on the Schedule of Responses from Statutory Bodies. Some other minor changes to wording or grammatical errors have also been made by the Steering Group. All changes suggested in the Screening opinions under the Habitats Regulations were made, and any changes suggested as part of the SEA Screening Opinion were also made. Some further minor alterations were made to policy wording to ensure conformity with national planning policy.

### 9.0 Conclusions

The Submission Plan is the outcome of three years of continuous community engagement in various forms. It comprises a set of locally specific planning policies intended to guide development management decisions on planning applications so that they better reflect the communities' expectations concerning controls and support for new development in the Parish.

As a front runner, the Parish Council has received considerable support and guidance from many sources during the plan-making process. It is satisfied that the outcome from that support, and the manner in which community aspirations have been captured through the many stages of consultations, have led to the development of a robust set of planning policies which reflect community aspirations for the future.

The Plan provides a set of 17 planning policies that seek to support and guide decisions on sustainable development proposals. The Parish Council believes that the Submission Plan reflects the views expressed by the local community throughout the various stages of plan preparation.

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All legal obligations regarding the preparation of neighbourhood plans have been adhered to by the Parish Council. The Submission Plan is supported by a Basic Conditions Report and by this Consultation Statement both of which adequately cover the requirements set out in the Regulations. The Parish Council has no hesitation in presenting the Plan as a policy document that has the support of the majority of the local community who have been engaged in its preparation.

This Consultation Statement completes the range of tasks undertaken to demonstrate that publicity, consultation and engagement on the Plan has been meaningful, effective, proportionate and valuable in shaping the Plan which will benefit communities across the Parish by promoting sustainable development.

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### **Relevant reports and documents prepared to support the Tarset and Greystead Neighbourhood Development Plan (NDP).**

All these documents are available on the Tarset website: [www.tarset.co.uk](http://www.tarset.co.uk), and are listed as Appendices:

#### **APPENDICES**

##### **Appendix A: Governance Arrangements**

*Communication and Engagement Strategy for Tarset and Greystead NDP (September 2012)*

*Terms of Reference for Tarset and Greystead NDP (October 2012)*

##### **Appendix B: Project Background and Evidence Base**

*Tarset and Greystead Landscape and Design Assessment - Spence & Dower Architects (2014)*

*Travelscape Reporting for Tarset and Greystead Neighbourhood Plan Community Consultation (June 2013)*

*Other Evidence Base documents are detailed in the Submission Draft Plan, and links to the relevant websites are on the Tarset web page.*

##### **Appendix C: Informal Stages of Consultation and Engagement**

*North Tyne Plan: Consultation Report (February 2012)*

*Consultation Pamphlet on initial launch of Tarset and Greystead NDP (February 2013)*

*Articles in Tarset News (2012-2015)*

*Press release for Hexham Courant coinciding with distribution of questionnaire (March 2013)*

*Questionnaire for Tarset and Greystead NDP (March 2013)*

*Youth Consultation Reports for Tarset and Greystead NDP: Greenhaugh First School (21st May 2013), Bellingham and Corbridge Middle Schools (4th/13th June 2013), High Schools' Consultation Document (5th July 2013) – (one response received)*

*Consultation with Local Businesses – Invitation (June 2013)*

*Consultation with Local Businesses – Summary of feedback (June 2013)*

*Travelscape Reporting for Tarset and Greystead Neighbourhood Plan Community Consultation (June 2013) [Also listed in Appendix B]*

*Sift Document of Literal Responses to Questionnaire (2013)*

*Consultation document on Vision and Objectives for Tarset and Greystead NDP (October 2013)*

*Questions for consultation event on Vision and Objectives for Tarset and Greystead NDP (October 2013)*

*Development of Policy Areas for Tarset and Greystead NDP document – assessment of policies against National Policy and Strategic Local Planning Policies (March 2014) [Listed as 10 separate Policy Areas on website]*

*Consultation on Emerging Policy Areas and Proposals Map – document*



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*(June 2014)*

*Consultation on Emerging Policy Areas and Proposals Map – summary of responses (June 2014)*

### **Appendix D: Pre-submission Consultation Stage**

*Questions and answers from public consultation meeting for Pre-submission Draft of Tasset and Greystead NDP (25<sup>th</sup> March 2015)*

*Pre-Submission Draft of Tasset and Greystead NDP - document (as consulted on in March – May 2015)*

*Response form for Pre-submission Draft (March 2015)*

*Details of people, businesses and organisations consulted during plan preparation (2012-2015)*

*Residents' Responses to Pre-submission Draft of Tasset and Greystead NDP, and responses to residents' comments as agreed by Steering Group (minutes of meetings on the website)*

*Statutory Consultees' Responses to Pre-submission Draft of Tasset and Greystead NDP, and responses to Statutory Consultees, as agreed by Steering Group (minutes of meetings on the website)*

### **Appendix E: Neighbourhood Area Designations**

*Applications to designate a Neighbourhood Area for Tasset and*

*Greystead made to Northumberland National Park Authority and Northumberland County Council and the designation documents.*

### **Appendix F: Health Check**

*Informal Health Check Review Report on Pre-submission Draft of Tasset and Greystead NDP (February 2013)*

### **Appendix G: Habitats Regulations Appropriate Assessment and SEA Screening Opinion**

*Strategic Environmental Assessment (SEA) Screening Report from Northumberland County Council (May 2015)*

*Appropriate Assessment Screening Opinion (Habitats Regulations) from Northumberland National Park Authority (June 2015)*

### **Appendix H: Submission Plan and related Reports**

*Submission Draft of Tasset and Greystead NDP for Independent Examination, (June 2015)*

*Basic Conditions Report for Submission Draft of Tasset and Greystead NDP (June 2015)*

*Consultation Statement for Submission Draft of Tasset and Greystead NDP (June 2015)*