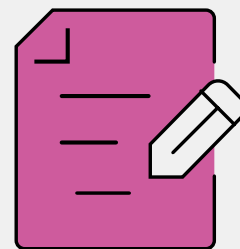




02

Writing a Consultation Statement

Writing a Consultation Statement



When you submit your Neighbourhood Plan to us (Wiltshire Council) at the Regulation 15 stage (prior to the Regulation 16 consultation by us), it will need to be accompanied by a Consultation Statement.

What do you need to include?

Specifically, your Consultation Statement will need to show how you have met the legal requirements, set out in regulation 15(2) of the Neighbourhood Planning Regulations. This means that the statement will need to:

1. Contain details of the persons and bodies who were consulted about the proposed neighbourhood development plan or neighbourhood development plan as proposed to be modified;
2. Explain how they were consulted (e.g., blank copies of questionnaires, posters, leaflets that have been distributed);
3. Summarise the main issues and concerns raised by the persons consulted;
4. Describe how these issues and concerns have been considered, and where relevant, addressed in the proposed neighbourhood plan or neighbourhood development plan as proposed to be modified.

Most of the information can be presented in table format and as appendices.

Drafting the Consultation Statement

Producing the document will be easier if you keep a clear record of the consultation events throughout the neighbourhood planning process. You should record when the consultation took place, what type of consultation it was and who was consulted. You will also need to explain what issues were raised during the consultation stages and how these have been addressed in your Neighbourhood Plan.

It is also a good idea to document consultation events by taking photos, keeping records and evidence of the number of people attending those consultation events, meetings and awareness raising activities as you go along. It is important that you can demonstrate that you reached or sought to reach a wide cross-section of the community.

Copies of photos as well as posters, adverts and questionnaires used to publicise the event or consultation period should be included as appendices. You should also append a copy of the terms of reference for the Neighbourhood Plan steering group if you have one and include copies of any minutes from steering group or parish council meetings where decisions were taken based on consultation outcomes. The independent neighbourhood planning examiner will be looking for a clear audit trail of all decisions made and how consultation responses have been taken into consideration and balanced with any evidence and specific information gathered.

There is no set format for a Consultation Statement, however, keep it short and focused. You may choose to summarise each stage of your consultation or to present information by topic. Many groups use a series of bullet points to detail who they consulted, how and when.

Remember, you will need to make sure that you follow the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR) with the collection, processing and storage of personal data as part of the development of your Neighbourhood Plan. Your privacy notice should set out how the data will be used and stored.

