

## **Consultation Statement (2015)**

(See also 'Statement of Community Involvement' – Appendix 2)

From the beginning, the Parish Council has been aware of the importance of seeking the views of as many people and interested parties as possible in order to prepare a fully representative Neighbourhood Plan (The Plan). Consultation with residents has involved early meetings, regular updates via newsletters and publication of a draft document of The Plan in February 2014. Copies of the draft document were also sent to all relevant organisations, with a six week period allowed for replies. A full list of those contacted is shown in Appendix 1 (see also Section 11 of the Evidence Base in The Plan). Note, some of those approached did not reply whilst others had no comments to make. The following summarises the comments from those who did respond.

Local residents were invited to meetings to explain the benefits of preparing The Plan and, later, were asked to complete a questionnaire to obtain their opinions on a range of issues. In their responses, they expressed the wish to retain the benefits of living in South Wootton such as an independent village identity completely separate from the town of King's Lynn, easy access to green and open spaces and the countryside and feeling safe in a quiet, low crime community. These views have been incorporated in the Vision, Objectives and policies for the Environment, Sections 5, 6 and 7.1 respectively of The Plan

On housing, most residents felt that the current level of housing types, e.g. bungalows, 2, 3, 4 and 5 bedroom houses and care homes, were about right. Although flats and three storey houses were unpopular, building more eco-friendly houses was supported. There was a general feeling that building more houses in South Wootton would harm its village character. The housing policies outlined in Section 7.2 of The Plan reflect these views.

The views of local businesses are included in Section 7.3 of The Plan, policies for Business and Local Economy

Residents were concerned that the current infrastructure would not be able to cope with the proposed increase in development and population. Schools facilities are at capacity and with the surgery at North Wootton unable to expand, there is a need for Primary Health Care provision in South Wootton. In addressing the question of the expected increase in pupil numbers, the Headmaster of South Wootton Junior School suggested that a solution would be to provide an all-through Primary School, probably on the site of the current Junior School. All these issues and concerns are addressed in Section 7.4 of The Plan, policies for Society, Community and Culture.

The need to improve traffic management was stressed very strongly by residents. There were concerns about traffic speeds through the village and congestion along Grimston Road as well as at the Langley Road junction and the Castle Rising Road

traffic lights. In the latter case, lack of adequate filtering for those vehicles turning right was considered a safety issue. Pavement parking and particularly parking at the local schools was mentioned as of concern. All these points have been dealt with in Section 7.5 of The Plan, policies for Transport.

Support for The Plan was received from the two adjacent parishes of North Wootton and Castle Rising.

Advice and comments recommended by Norfolk County Council and the Borough Council on housing and the environment (including the allocation of land for school expansion) have been used to develop policies in the relevant sections (i.e. 7.1, 7.2 and 7.4) of The Plan. On transport policies in The Plan, Norfolk County Council advised that they will look at the implications and knock on effects of the additional traffic flows. Any alterations or additions to the existing traffic management structures would be incorporated in the developer work and would be wholly funded by the developer. They indicated also that there were no plans currently for new footpaths and cycle routes.

A number of meetings have been held with the Borough Council's LDF team. Their advice and suggestions have been very helpful in the preparation of The Plan.

Meetings were also held with the developers/agents and a number of their comments on open spaces, building layout, housing, infrastructure and Masterplans were considered in the preparing the housing policies (section 7.2 in The Plan).

King's Lynn Drainage Board commented on the use of SUDS and the implications of higher than average rainfall and these points were included in the housing policies section 7.2, policy H2 of The Plan.

On environment issues there was no comment from the Environment Agency but both CPRE and Natural England supported the contents of The Plan. Natural England said they were satisfied that The Plan generally seeks to protect and enhance environmental issues and that the scale, location and nature of the development proposed through The Plan policies is unlikely to have an adverse effect on the nearby sites of National and European conservation interest. Norfolk Coastal Partnership mentioned the need to highlight the AONB on the north side of the Grimston Road (see Existing Map in The Plan). Letters (courtesy of Lord Howard of Rising) from English Heritage and a Senior Lecturer at UEA stressed the historical importance of the Knight's Hill area, which forms part of the historic chase of Castle Rising. English Heritage, separately, suggested that the three Grade 2 listed buildings in the village should be marked (see Existing Map in The Plan).

As indicated above, the advice and recommendations received from residents and the other organisations mentioned were used in the preparation of The Plan

## **APPENDIX 1**

List of Organisations contacted by South Wootton Parish Council

### **1. Local Government**

North Wootton Parish Council

Castle Rising Parish Council

Grimston Parish Council

Grimston, Congham & Roydon Residents Association

Head of Planning, Borough Council of King's Lynn and West Norfolk (BCKLWN)

Borough Councillors, Nick Daubney and Elizabeth Nockolds

LDF Team Manager (BCKLWN)

Norfolk County Council, Environment, Transport and Development

County Councillor, Jason Law

Henry Bellingham MP

### **2. Local Businesses**

South Wootton Post Office

The Swan Inn

Wootton Fish Bar

Belford Nurseries

Tesco Express

Talking Heads and Body Talk

Priory Court Veterinary Clinic

ASDA Stores Ltd

Lloyds Pharmacy

Barnardos

Crispens Fish and Chips

Knight's Hill Hotel

Knight's Hill Farm Shop

### **3. Education**

South Wootton Pre-School

South Wootton Infant School

South Wootton Junior School

North Wootton Primary School

Norfolk County Council (NCC), Early Years & Childcare Directorate

### **4. Religion**

The Church in the Woottons (the Rev James Nash)

### **5. Sport**

King's Lynn Golf Club

English Sports Council – East

### **6. Health**

The Woottons Surgery, North Wootton

Clinical Commissioning Group, King's Lynn

West Norfolk Primary Care Trust

NHS England (East Anglia Area)

NCC, Health and Safety Executive,

Care homes at the Woodlands and Lower Farm

Age Concern West Norfolk

### **7. Environment**

Natural England

English Heritage

Council for the Protection of Rural England

National Trust (East of England Regional Office)

RSPB

Norfolk Wildlife Trust

Environmental Agency, East of England Regional Assembly

East of England Development Agency

Countryside Countryside Agency

Norfolk Rural Community Council, Dereham

Public Rights of Way Warden

The Inland Waterways Association

Council of British Archaeology

## **8. Emergency Services**

Norfolk Constabulary, Police Stations at King's Lynn, Dersingham & Hunstanton

Norfolk Constabulary, operations & Communications Centre, Wymondham

Norfolk Fire Service, Western Area Headquarters, King's Lynn

East Of England Ambulance Service

## **9. Utilities**

Nation Grid

BT plc

EDF Energy

AEG Europe UK Head Office

Anglian Water Services Ltd

Water Management Alliance

Polver & Nar Internal Drainage Board

## **10. Transport**

Office of Rail Regulations

Norfolk Green (Bus Services)

## **11. Developers/Agents**

Maxey Grounds & Co.

Clayland Estates Ltd

The Urban Engineering Studio ( Ashdale Homes/ Zurich)

Januarys

One Planning Ltd

## **12. Others**

Gaywood Library

King's Lynn Preservation Trust

West Norfolk Chamber of Commerce

Norfolk Chamber of Commerce

King's Lynn Tourist Information Centre

West Norfolk Tourism Forum

Norfolk Tourism Management Partnership

West Norfolk Hospitality Association

## **APPENDIX 2**

### **SOUTH WOOTTON NEIGHBOURHOOD PLAN (2015 – 2026)**

#### **Statement of Community Involvement (updated November 2014)**

##### **1. Introduction**

The Government's Localism Act encourages local communities to help determine how their neighbourhoods should develop and grow in the future. South Wootton Parish Council has decided to prepare a Neighbourhood Plan for the village of South Wootton. A Project Group consisting of parish councillors and residents has been set up to manage this process.

Once completed and accepted, the Neighbourhood Plan will be incorporated into the Borough Council of King's Lynn and West Norfolk's Local Development Framework (see website, [www.west-norfolk.gov.uk/default.aspx?page=24520](http://www.west-norfolk.gov.uk/default.aspx?page=24520)) and will be used to make decisions on planning applications in South Wootton in the future.

One of the main aims of the Government's new planning system is to improve the opportunity for people to become involved by making sure that they are consulted early in the process so that their input is taken into account from the start.

To ensure that this is done as effectively and efficiently as possible the Parish Council has produced a 'Statement of Community Involvement' document which outlines how this will be achieved so that it meets the Government's requirements as set out in the legislation, known as the Town and Country Planning (Local Development) (England) Regulations 2004 as amended in 2008 and 2009. Note has also been taken of the draft proposals of the draft Neighbourhood Planning Regulations consultation of October 2011. The regulations make clear that the Parish Council must make sure that community involvement meets the duties set out in the Race Relations (Amendment) Act 2000 and the Disability Discrimination Act 1995. Fair and equal treatment must be accorded to all and action will be taken to ensure the full participation of all individuals and groups.

This document sets out the minimum standards the Parish Council aims to reach.

##### **2. The Aims of Community Involvement**

The Parish Council understands the importance of involving the whole community in the preparation of its Neighbourhood Plan if it is to be accepted. As well as residents of South Wootton, consultation will include the people who work regularly in the parish and local businesses. The Parish Council will also consult with 'stakeholders', that is any person or organisation with a 'stake' or interest in a particular issue, either

because they will be directly affected by the outcomes, have a technical or professional interest, or may be required to act upon/put into practice the final policies and proposals

The Government has underlined how important it is to start community involvement at an early stage. The Parish Council will hope to ensure that:

- The Council's processes are open and accountable.
- The Council fully understands the concerns that are most important to the community and stakeholders.
- The public is aware of how planning works and understand what can and cannot be done through the different parts of the planning system.
- The public understands the final planning policies and thus the planning decisions which follow these policies.
- Opportunities are available to increase the exchange of information between interested parties, including service/utility providers, landowners and neighbours.
- Efficient use is made of local resources, including the skills, knowledge and resources of the community and other people living or working in the parish.
- Help is provided to enable the community to participate fully in the planning and development process.

### **3. Procedure**

The consultation will need to make clear:

- What document(s) is (are) being prepared.
- What stage in the process it is (e.g. first draft, revised draft, formal submission).
- The issues and questions on which views are sought.
- What people are being asked to do (e.g. fill in questionnaire, attend a meeting)
- When responses will be required.
- How responses will be used and what role they will play in forming the Plan.
- How and when results of the consultation will be made available.
- How decisions will be made using the results of the consultation.



- What the future stages in the process are (Ref: Section 4 Plan Development in Neighbourhood Plan document).

Personal details and information supplied will be treated in accordance with the Data Protection Act 1998 and the Freedom of Information Act 2000.

#### **4. Target Groups**

The Parish Council expects to involve at some level all the groups below but a full list is available from the Parish Clerk:

- The general public – the Parish Council will seek responses that are representative of the population of the Parish of South Wootton.
- Borough and County Councillors.
- Borough and County Councils.
- Adjacent Parish Councils ( i.e. North Wootton and Castle Rising PCs)
- The business community of South Wootton and the surrounding area.
- Developers/landowners/agents.
- Government Agencies.
- Service providers and utilities.
- National and local amenity, campaign, interest and support groups (such as groups representing environment/conservation/heritage concerns, access/disability issues, and religious/ethnic/race concerns).
- Young people, including South Wootton Primary and Junior Schools and young children groups (e.g. Playgroups)
- Other South Wootton groups and organisations (e.g. Wootton Park Association, The Church in the Woottons and South Wootton in Bloom).

Individuals, groups and organisations will also be given the option of being removed from consultation lists on request, either for the whole process or in relation to particular documents.

The Parish Council will decide whether it is necessary to send full copies of documents or whether to notify parties of their availability. Groups and organisations that respond may be asked how widely they have consulted when making a response.

#### **5. Methods and Resources**

- **Printed material** – Plain language will be used as far as possible and efforts made to avoid jargon and to explain technical terms. Printed material will be available through the Parish Council's office and sent directly where the Council considers this appropriate. Responses will be invited by paper copy and via email.
- **Newsletters** – The Parish Council's quarterly Newsletters are delivered to every house in South Wootton. They will include regular updates and progress with a feedback of results.
- **Website** – Information will be made available on the Parish Councils website, [www.southwootton.norfolkparishes.gov.uk](http://www.southwootton.norfolkparishes.gov.uk)
- **Advertising and Press Releases** – This will include local newspapers and radio and the Church 'Contact' magazine. It will also cover advertising at venues in the village, as well as on the Parish Council Notice Boards.
- **Exhibitions and Meetings** – Information will be presented and opportunities provided to ask questions and to provide verbal or written feedback on questionnaires, forms, discussion boards, etc.
- **Elected Members** – Councillors will have an important role to play both in expressing the concerns of residents and interested parties and in the distribution of information to their community. Parish Council meetings are open to the public and they will be able to scrutinise the decision-making process directly.
- **Venues** – The Parish Council will hold all events in South Wootton at the Village Hall or at the Parish Office meeting room. Both venues have easy access for everyone, whether walking, cycling or by car. Events will be timed to allow as wide as possible access for residents taking into account work times and public and school holidays. For residents unable to attend any arranged meetings, it will be possible for them to express their views by contacting the Parish Office by post or email at [swpc@hotmail.co.uk](mailto:swpc@hotmail.co.uk).

## 6. Feedback

As well as consulting the public and stakeholders, the Parish Council will provide for people to see how their contributions have been taken into account and to maintain their confidence in the process. Feedback needs to be relevant, concise and easily understood. The means for feedback will include Parish Council Newsletters, the Church 'Contact' magazine, direct letters/emails as well as at public meetings. Responses to individual letters/emails received outside the consultation process will be made within the Parish Council's target timescale of 5 working days.

## 7. Monitoring

The Statement of Community Involvement will be monitored and reviewed regularly during the preparation of the Neighbourhood Plan to check that the methods and techniques being used are still the most appropriate.

**December 2012**