

**Broad Chalke Neighbourhood Plan  
(BCNP)**

**CONSULTATION STATEMENT**

*Regulation 14 Working Draft Version  
December 2019*

Text in pink is to be updated as work progresses



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## INTRODUCTION

This Consultation Statement is a working draft version. The Consultation Statement is legally required to be submitted with the Neighbourhood Plan as part of the next formal round of consultation. As such, this working draft version is not complete, but is being shared at this stage to share the consultation process that has been undertaken to date. The next version of this Statement will be completed after formal Regulation 14 consultation, to include the full Part C which will include detail on the formal Regulation 14 process, comments received from consultees, and responses from the Neighbourhood Plan Steering Group.

Full Appendices, which include supporting information, will be available when the Plan is submitted formally to Wiltshire Council. Where relevant, this document outlines what the appendices are.

**1.1 Statutory Obligations.** This document fulfils the requirements of the Neighbourhood Planning Regulations 2012<sup>1</sup>. In line with these requirements, this Consultation Statement and the associated Appendices:

- contain details of the persons and bodies who were consulted about the proposed Neighbourhood Development Plan;
- explain how they were consulted;
- summarise the main issues and concerns raised by the persons consulted; and
- describe how these issues and concerns have been considered and, where relevant addressed, in the proposed Neighbourhood Plan covering the Parish of Broad Chalke and known as the Broad Chalke Neighbourhood Plan ('BCNP' or simply 'the Plan').

**1.2** Part A gives an overview of the consultation events and activities that have led to the production of the evolving Plan and ultimately the policies contained within it that aim to control and promote sustainable development within the Parish.

**1.3** Part B gives an overview and description of the first pre-submission consultation, known here as 'Initial Regulation 14 Consultation', that was undertaken on the draft BCNP, and ran from 08 Jul – 20 Sep 2018. The purpose was to ensure that Parish residents, stakeholders and other interested parties had ample opportunity to comment on the draft at that stage.

The comments and issues raised are included in this report and appendices, together with responses. Changes made to the draft BCNP following consideration of consultation responses are outlined.

**1.4** Part C will give an overview and description of the subsequent formal consultation - termed 'Formal Regulation 14 Consultation' here - which is to take place in January 2020. More detail to come.

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<sup>1</sup> Localism Act 2011

## PART A – PRE-REGULATION 14 CONSULTATION

### 2 *Our Approach to Consultation*

**2.1 Background.** Broad Chalke is a close-knit, self-sufficient community which has a long tradition of funding and implementing community projects without outside assistance – based on local consensus. This has resulted in a common approach to environmental issues, the building of a new village hall, village school and sports centre, and the provision of a wide range of self-help social amenities. However, the financial recession that began in 2008 meant that such informal, self-help schemes have become progressively less sustainable.

**2.2 Concept Development.** Inaugural meetings of (what became) the BCNP Planning Group took place in early 2012 to address this conundrum. It was decided to take a more formal approach to assessing and prioritizing these needs in order to attract outside funding. Neighbourhood Planning was seen as the way forward – but not until the Planning Group had the backing of the community, confirmed the key issues and addressed any urgent priorities.

**2.3 Village Meetings.** A series of public meetings therefore took place later in 2012 at which a broad consensus was quickly reached on our continuing community environmental, housing and social needs. [More information will be available in the Appendix.](#)

**2.4 Village Questionnaire.** A village questionnaire was implemented in order to test the emerging consensus, provide a solid evidence base on the key issues facing the community, and to identify priorities. Of these, the most urgent priority was to save our local shop, Post Office and chapel building – all of which were becoming unsustainable as separate entities. It was decided therefore to devote 2012/2013 to combining these functions under one roof in the form of a Community Hub. Having successfully done so it was then decided to tackle the remaining issues raised in the Questionnaire in the form of a Neighbourhood Plan (NP). [More information will be available in the Appendix.](#)

**2.5 Planning Group.** The Neighbourhood Planning process was formally implemented in November 2014 to take the remaining issues forward – using a joint Planning Group made up of parish councilors and residents. Members of the Group were allocated topic areas that they would be interested in, including environmental, architecture and design, housing needs and site selection, road safety and social amenities.

**2.6 Bottom Up Planning Concept.** In embarking on the formality of the Neighbourhood Planning route, the community were anxious that the necessary bureaucracy and time involved in this process should not stifle local initiative, nor delay implementation of long-standing and high priority requirements. Thus, the initial draft of the BCNP was based exclusively on the stakeholder feedback from the village questionnaire and all subsequent village meetings were based on evolving drafts of it. The 'Steering Group' were determined not to steer – but to be steered by, the community i.e. planning has been a community-led, bottom-up process throughout, and ownership of the Plan rests with the community<sup>2</sup>. Furthermore, wherever and whenever a proposal had strong local support and we were able to do

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<sup>2</sup> For this reason the Planning Group have remained titled as such – and have not adopted the term 'Steering Group'

so, recommendations were implemented as we went along rather than waiting for completion of the Plan or for outside resources to become available. Thus, the draft Plan is a mixture of reported completed actions and planned future policies.

**2.7 Surveys.** The Plan is informed by a number of surveys. These include:

- a) *The Broad Chalke Conservation Area Environmental Assessment & Management Plan* – conducted by Salisbury District Council in 2009 i.e. before the NDP process began. There is no evidence that this document was consulted on at the time that it was written, hence it forms the basis of the Neighbourhood Design Chapter of the NDP, which in turn is being consulted upon as required by the Localism Act.
- b) *Site Assessment Report*. This formed part of the evidence base underpinning the site allocations in the Plan.

**2.8 Village Websites.** There are two websites – one run by the Parish Council (<https://www.broadchalkeparishcouncil.com/neighbourhood-plan-and-housing.html>) and one by the community (<http://www.broadchalke.info/general.php>). Both have been used in tandem to publish questionnaire results and successive drafts of the Plan and encourage comment – although it is a fact that most villagers prefer paper communication at this stage.

**2.9 Village Magazine.** The “Broadsheet” is our community magazine and forecast of events. It is delivered to every household in the parish monthly. In this rural village it is the principle means of regular communication and it avidly read. It has been the principle medium for alerting the community to neighbourhood planning meetings, reporting their outcome and encouraging comment. There are a number of Broadsheet extracts relating to the NDP throughout the appendices.

**2.10 Community Hub.** The Broad Chalke Community Hub, implemented as the first stage of the neighbourhood planning process in 2013, has appropriately become the focal point for much of the Neighbourhood Plan consultation process – both formal and informal. Hard copies of the latest draft BCNP are always distributed via the Hub and copies are always on display for residents and visitors alike. The evolving Plan is discussed at volunteer meetings in the Hub and is a constant source of comment and constructive verbal feedback.

**2.11 Linking with Local Events.** Throughout the consultation process, the Parish Council and Neighbourhood Planning Group have taken every opportunity to use local events to keep stakeholders informed and involved in the planning process. Announcements, updates and discussions have taken place at Parish Council meetings and AGM, Community Hub volunteer evenings and annual Village meetings, School Board meetings, Parochial Parish Council and Chapel Congregational meetings and even during church services.

### **3 Pre-Regulation 14 Plan Preparation and Consultation**

#### **3.1 Summary of Events and Activities**

This section sets out details of public events the BCNP Steering Group and Broad Chalke Parish Council have hosted.

Engagements and consultation have also taken place around specific evidence collection such as Conservation issues, Housing Needs, and Site Selection as recorded in the table. For reasons explained above, we include preparatory events

and consultation which preceded formal adoption of the neighbourhood planning process.

YEAR	BUILD-UP PERIOD	ATTENDED / RESPONDED	REF. (where directly relevant to NDP work)
2008	<b>Broad Chalke Conservation Area Appraisal</b> conducted by Salisbury District Council		Forms basis of the Neighbourhood Design Chapter of the Plan
2009	<b>Broad Chalke Conservation Area Management Plan (BCMP)</b> published		Forms basis of the Neighbourhood Design Chapter of the Plan
2010	Future of the Village Shop and Post Office threatened		
2011	Community Hub Action Group formed		
<b>2012 Date</b>	<b>PHASE 1: ESTABLISHING THE BASELINE</b>		<b>Appendix (will be available when the Plan is formally submitted)</b>
11 Jan	<b>Neighbourhood Plan concept launched:</b>		
03 Feb	- Inaugural Steering Group meeting		A1
12 Feb	- Inaugural Parish Council meeting – Village Hall		A1
21 Jun	<b>Neighbourhood Questionnaire</b> distributed	600+	A1
Sep – Nov	<b>Questionnaire Results Display</b> - Village Hall	200+	A1
16/17 Sep	<b>INAUGURAL VILLAGE MEETINGS (x2) – Village Hall</b> (to report on feedback from Village Questionnaires)	180+	A2
<b>2013</b>	<b>PHASE 2: PAUSE TO ADDRESS URGENT PRIORITIES</b>		
All year	Setting up Community Hub – and Neighbourhood Plan background research		
<b>2014</b>	<b>PHASE 3: RESUME FORMAL PLANNING</b>		
Jan-Nov	Background work continues		
5 Nov	BCNP Area designated		
<b>2015</b>	<b>PHASE 4: PRODUCE FIRST DRAFT PLAN</b>		
25 Feb	Affordable Housing Group formed (becomes Community Land Trust [CLT])		
27 Feb	<b>VILLAGE MEETINGS (x2) – Village Hall</b>	160+	A3



/ 1 Mar	(to discuss Concept Draft BCNP and launch CLT)		
8 May	<b>COMMUNITY MEETING – Community Hub</b> (to report on Village Hall meetings)	60+	A3
<b>2016</b>	<b>PHASE 5: CONDUCT HOUSING SURVEYS</b>		
16/18 Sept	Housing Needs Survey conducted Site surveys conducted	120+	See Site Assessment Report sections 1-2
<b>2017</b>	<b>PHASE 6: FINALISE PLANNING</b>		
16 Mar	Community AGM during which updates were given on the status of the NDP	60+	B1
27 Nov	Finalise Initial Regulation 14 BCNP draft		
1 Dec	Print BCNP	250	
<b>2018</b>	<b>PHASE 7: PRODUCE CONSULTATION DRAFT</b>		
8 Jul / 8 Aug	<b>VILLAGE MEETINGS (x2) – Village Hall</b>	180+	B1
18 Jul / 20 Sep	<i>Initial Regulation 14 Consultation</i>	600+	B1-B6
	Broadsheet updates	600+	B1
	Webpage updates – Community and Parish Council	n/a	B1
<b>Throug hout</b>	<b>ONGOING ACTIVITIES</b>		
	Broad Sheet Updates	600+	Throughout
	Webpage updates - Community and Parish Council	n/a	See paragraph 2.8 above

*NB: in judging the figures of people involved, bear in mind that the population of Broad Chalke Parish is c.680 people (not all adults) in c.160 households.*

### 3.2 Consultation with Residents and Stakeholders

Supporting information will be included in the Appendix.

**Event A – Neighbourhood Questionnaire.** A comprehensive questionnaire was drawn up in 2012 to test and quantify public opinion on local issues. This was distributed with the Broadsheet to every household in the parish. Over 60% of households responded to the questionnaire. Although it was based on numerical scoring, most respondents took the opportunity to add extensive and constructive written comments. The feedback was remarkably consistent, with strong consensus themes emerging. Copies of the questionnaire results were displayed in the Village Hall and subsequently in the Community Hub for all to see. The Steering Group wrote these results up in the form of an initial Concept Paper which was used as the basis for the Inaugural Neighbourhood Plan Village Meeting.

**Event B – Inaugural Village Meetings.** Two identical inaugural meetings were held in the village hall on 16 & 18 Sep 2012 – one on a weekday evening, one on a weekend – in order to ensure maximum attendance by both working and retired

residents. Both were well publicised and attended. The Chairman of the Parish Council introduced each event and the Steering Group presented the findings of the Village Questionnaire and their interpretation of it. The purpose of the meeting was to seek the Community's mandate write a Neighbourhood Plan based on the feedback from the Questionnaire. There was near-unanimous agreement drafting a Plan and the issues it should address. All comments were constructive and the audience at both meetings gave the Joint Planning Team a mandate to proceed to the next stage – producing an internal Consultation document.

**Event C – Second Series of Village Meetings.** Two further public meetings were held in the village hall on 27 Feb and 01 Mar 2015 (see Appendix A3). Once again they were well publicised and attended. The main aim of the meeting was to present the first (concept) draft of the BCNP - copies were made available on the village website beforehand and hard copies were distributed at the meeting. Attendees were also given an update how proposals for housing and community issues were developing. Based on questionnaire feedback and analysis, the Steering Group proposed a local Housing Needs Survey to validate and quantify the basic need identified in the questionnaire, and recommended forming a Community Land Trust to take the concept forward if the survey justified it. These motions were carried unanimously.

**Event D – Housing Needs Survey.** The embryonic CLT team subsequently conducted a local Housing Needs Survey based on Wiltshire Council guidance and methodology. This drew a good response which confirmed and quantified the original Questionnaire feedback. See Appendix A5 for overview of the Housing Needs Survey Process. A copy of the Housing Needs Survey Report is available as part of the Site Assessment Document.

**Event E – Site Surveys.** Both Wiltshire Council and the BCNP Planning Group consulted local landowners (see para. 3.5 below) regarding the availability of development land (see para. 3.5). Full details are covered in the BCNP Site Assessment Document (separate document).

**Event F – Third Series of Village Meetings.** Two further public meetings were held on 16<sup>th</sup> and 18<sup>th</sup> September 2016 (see Appendix A4). These were general update meetings during which villagers were informed of the housing needs survey results. These events were publicised in Broadsheet and in flyers distributed at the Community Hub.

**Event G – Fourth Series of Village Meetings.** Two public meetings were held in the village hall on 8 Jul and 8 Aug 2018. As before, they were well publicised and attended. By this stage the Regulation 14 Consultation Document had been drafted and hard copies were distributed at the meetings – which effectively became the launch of the Regulation 14 consultation period. The Chairman of the Parish Council commended the document to attendees, and the Planning Group briefed them on its contents. The latter contained no surprises as it was simply a development of the original questionnaire and actions agreed at earlier meetings. Attendees were asked to study the report at their leisure and comment in writing before the end of the consultation period. Further hard copies of the draft Plan were deposited at the Community Hub for collection. All included a response form for comments. Soft copies of the draft Plan and Site Selection document were also posted on the village websites. Responses to this stage of consultation are covered at Part B.

**Event H – Ongoing Updates.** Throughout the whole consultation process to date, notifications and progress reports have been sent to every household in the parish



via the Broadsheet at least every 3 months, and monthly in the period leading up to, and after, Village meetings.

**3.3 Working with Salisbury District and Wiltshire County Council.** Throughout the process, the Planning Group worked closely with our Local Government Representative and with the Wiltshire Council (Spatial Planning and Highways Departments). Meetings were held to discuss ideas, housing issues and the call for sites process (see separate Site Assessment note) There was ongoing dialogue to discuss early drafts of the plan. See Appendix A4 Attachment 5 for correspondence with Wiltshire Council Planning Department.

**3.4 Working with Adjacent Parishes.** No adjacent parishes are conducting Neighbourhood Planning exercises, although several are considering doing so. In this latter respect, members of the BCNP have had discussions with representatives from the neighbouring Chalke Valley parishes of Bowerchalke and Combe Bisset and with Fovant beyond the dividing ridge to the north. During these discussions we have briefed these adjoining parishes on our evolving planning process and given advice on neighbourhood planning. No gaps, duplication or cross-boundary issues were identified in these discussions. We also attempted – without success - to engage with the more distant Wilton Council (our nearest town) but as our parishes are not adjacent and we have little interaction with Wilton.

**3.5 Landowners.** Landowners in the parish have received regular updates on our work and invitations to partake in it, attend meetings and comment on our evolving draft Plan. Please see the Site Assessment Document for more detail on this.

**3.6 Businesses.** There are few businesses – other than farming – in the neighbourhood area. The Planning Group have worked hard to secure the views and input of the local business community in the BCNP. Apart from landowning farming businesses (covered in para 3.5) the two main businesses in Broad Chalke are the new Community Hub (incorporating Chalke valley Stores, Café and Post Office) and the Queen's Head public house. The latter was formed as a result of the neighbourhood planning process and has been intimately involved throughout. The landlords of the latter change frequently (three times in the course of this consultation) – they have been invited to engage but have not had time or inclination to do so; however, inasmuch that the BCNP seeks to ensure the continued sustainability of Broad Chalke they are supportive of the Plan.

**3.7 Services & Amenities.** Most local services and social amenities are provided or managed by local people – all of whom have been consulted as part of the process (mainly via the Neighbourhood Questionnaire 2012 and at subsequent village consultation meetings outlined in Section 3.1 above). Particular discussion has taken place with the Parish Church authorities and Village School governing body.

## PART B: INITIAL REGULATION 14 CONSULTATION

In 2018, the NDP held an initial 6 week Regulation 14 Consultation ('Initial Regulation 14 Consultation'). This Initial Regulation 14 Consultation did not meet the Neighbourhood Planning regulations in that the full list of statutory consultees were not formally contacted. Due to this, and a number of changes made to the content of the NDP since, there will be a second Regulation 14 consultation ('Formal Regulation 14 Consultation') during 2019. **This will be covered fully in Part C below.**

### PRE-SUBMISSION PUBLICITY & CONSULTATION

**Supporting information will be included in the Appendix.**

**4.1 Consultation Approach.** This section of the Consultation Statement outlines the approach taken by the Steering Group to consult on the Draft NDP at the Initial Regulation 14 stage of the process. A series of overlapping events was carefully arranged to ensure that all neighbourhood stakeholders were: made aware that the Regulation 14 draft BCNP was about to be launched and where they could access a copy; given every opportunity to be briefed on its contents; and given clear guidance on how to comment accordingly. These measures are covered in the following paragraphs.

**4.2 Consultation Period.** The consultation period was effectively launched at the first of the two annual consultation meetings on 8 Jul 2018 and ran for 10 weeks until 20 September 2018. This 4-week extension to the statutory consultation period took account of the summer holiday period and the fact that the second annual village meeting did not take place until 8 Aug 2018.

**4.3 Publicity.** Announcements of the forthcoming Regulation 14 consultation period were distributed to *every* household in the parish with the village magazine (The Broadsheet) in the months leading up to the 2018 village meetings – which were also thus advertised. Announcements were also made on the village hall and community hub noticeboards. Reminders were published during the consultation period using the same means. This was in addition to use of the website and social media outlined below. Verbal announcements and reminders were made at various village events preceding and during the consultation period including at parish council meetings, church services, and community hub meetings. These various measures generated a great deal of interest in the community and ensured high attendance at the subsequent village consultation meetings.

**4.4 Website** Copies of the draft plan and supporting documents were published on the Village websites at the beginning of July i.e. in anticipation of the 2018 village meetings. Broad Chalke is still traditional in its methods of communication: mobile signal and broadband are only just reaching the Chalke Valley, and the village websites are fairly basic, i.e. not interactive and not yet widely used.

**4.5 Documents.** Approximately 150 x hard copies were distributed to those attending the village meetings on 8 Jul and 8 Aug 2018. A further 100 (+) hard copies were collected from a distribution point in the Community Hub and further copies were available on request<sup>3</sup>. A response form accompanied every hard copy of the Plan; was inserted in the relevant copies of the Broadsheet (see above); and were available for collection in the Chalke Valley Stores and Community Hub coffee shop counters.

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<sup>3</sup> This in a Parish of less than 200 households

**4.6 Consultation and ‘drop-in’ Events.** Sessions were held as follows:

- **Village Meetings:** Two public meetings were held (same presentation, different audience) on 8 July and 8 August 2018 - spaced well apart to account for the summer holiday period. As with our other annual village meetings, one was held on a weekday evening and the other at a weekend teatime to enable both working and retired residents to attend. The aim was to brief stakeholders on progress since the last public consultation meeting, distribute and explain the latest version of the Plan, and to provide a forum for discussion and follow-up action. Members of the Parish Council, Neighbourhood Planning Group and Affordable Housing (Community Land Trust) teams – all working together – each presented using PowerPoint photos and diagrams. Further information was available on display boards before, during and after the presentations. Ample time was allocated – and used – for interactive discussion. Inasmuch that residents had been kept fully briefed on progress of the neighbourhood plan through quarterly Broadsheet announcements and there were no surprises in this final draft, the discussion was very supportive and few new issues were raised – the general mood being *‘we have discussed this extensively, we all agree, let’s just get on with it’*. The presenters remained available after the formal presentations and discussion for what effectively became a drop-in session for those who had further questions – in particular those interested in affordable housing.
  
- **Further Drop-in sessions.** In addition to the discussion facilitated above, members of the housing team arranged two drop-in surgery sessions in July 2018 for anyone wishing to know more about affordable housing or the Community-Led housing scheme. These follow-up sessions either took place upstairs in Chalke Valley Stores. These sessions were advertised verbally at the annual meetings, on the notice board at the Hub and via Facebook.
  
- **Community Hub.** Between these meetings, the Community Hub acted as a repository for all display information on the neighbourhood plan, a collection point for picking up hard copies of the Plan, a meeting point for informal discussion on it, and a collection point for written comments.

**4.7 Statutory Bodies.** Wiltshire Council provided a list of bodies to consult but we were unable to obtain a definitive list of Statutory Consultees. A list of consultees contacted during Initial Regulation 14 Consultation is at [Appendix B3](#). Most are represented by Broad Chalke residents. This list of statutory bodies contacted did not meet the requirements of the regulations and so another Regulation 14 consultation will be held in 2019. This will also enable changes to the NDP which have been made since the initial Regulation 14 consultation to be formally consulted upon.

#### **4.8 Initial Regulation 14 Consultee Comments & Responses**

Supporting information will be included in the Appendix.

The Steering Group received a total of 25 written responses to the Initial Regulation 14 Consultation from a mixture of statutory consultees, local developers and members of the local community. The responses were considered by the Steering Group, and those consultees who submitted detailed responses were given feedback. (There was also a number of verbal responses but as these were all either supportive and/or queries, these have not been recorded).

## **PART C: FORMAL REGULATION 14 CONSULTATION**

### **MORE TO COME AFTER FORMAL REGULATION 14 CONSULTATION**

**5.1** Since the Initial Regulation 14 consultation (covered in Part B above) took place, a number of changes have been made to the NDP. A second Regulation 14 consultation ('Formal Regulation 14') is to take place in January 2020. This will also ensure that the statutory requirements are met in terms of statutory consultees.

### **PRE-SUBMISSION PUBLICITY & CONSULTATION**

**5.2 Statutory Requirement.** The Neighbourhood Planning (General) Regulations 2012 states that before submitting a plan proposal to the local planning authority, a qualifying body (Broad Chalke Parish Council) must:

- publicise in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area
- details of the proposals for a neighbourhood development plan
- details of where and when the proposals for a neighbourhood development plan may be inspected
- details of how to make representations and
- the date by which those representations must be received, being not less than 6 weeks from the date on which the draft proposal is first publicised
- consult any consultation body referred to in paragraph 1 of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a neighbourhood plan and
- send a copy of the proposals for a neighbourhood development plan to the local planning authority.

**5.3 Consultation Approach.** This section of the Consultation Statement will therefore outline the approach taken by the Planning Group to consult on the Draft NDP at the Formal Regulation 14 stage of the process.

**5.4 Consultation Period.** The consultation period was effectively launched on 1<sup>st</sup> February 2020 until 14<sup>th</sup> March 2020.