

Neighbourhood Planning

Guidance Note 4

# Consultation

July 2016



[www.breckland.gov.uk](http://www.breckland.gov.uk)



**This guidance note highlights the importance of the consultation process throughout the preparation of a Neighbourhood Plan and provides some contact details for statutory and non-statutory bodies.**

If you need this document in an alternative format, such as large print or a different language, contact Breckland Council on 01362 656870.



**When undertaking a Neighbourhood Plan there is a responsibility to carry out a formal consultation before submitting your final draft to Breckland Council. This is often referred to as pre-submission consultation. Proof of this consultation will need to be shown through your consultation statement that you submit to Breckland Council with your final draft of your Plan.**

During this consultation period everyone who lives, works or carries out business in the Neighbourhood Area will need to be consulted. However, in addition to this there are many other organisations that may need to be consulted, depending on the content of your Plan. This guidance note will help you to identify who some of these organisations may be. It is by no means a complete list as each town or parish will have organisations they will need to consult that are individual to their area.

It is important that this stage of the Neighbourhood Plan is carried out thoroughly. Ensuring that your Plan contains no conflicting interests or policies will make it more likely to pass at examination and be adopted by the community when it reaches referendum.

## Consultation

During the initial stages of developing your plan you will be spending time identifying your vision and objectives. While this process is going on it is a good idea to keep a list as they emerge of the likely organisations that may have some expertise or advice to offer you.

During the consultation process you must:

- Publicise your Neighbourhood Plan in an appropriate manner, to bring it

to the attention of people who live, work or carry out business in the Neighbourhood Area.

Your publicity should include:

- Details of the proposals in your Neighbourhood Plan
- Details of where and when the proposals in your Neighbourhood Plan may be viewed
- Details of how to make comments
- The date by which comments must be received (at least six weeks from when the draft was first publicised).
- Consult any relevant statutory consultees who may be affected by the proposals in your neighbourhood Plan. If you have already been in talks with them whilst drafting the plan, you may get no further comments at this stage. Natural England, the Environment Agency, Historic England and Norfolk County Council must be consulted over any plans.

## Consultation Statement

Included with the final Neighbourhood Plan submission, you will also need a Consultation Statement. This will contain **when, where** and **how** you consulted the public, **who else** was consulted, **issues** that were raised and **how they were addressed** (further guidance for this is available on Breckland Council's website).

If you hold several consultation events, you may wish to write a separate statement to go with each.

The adjoining Districts and Parishes to Breckland are as follows:

**Broadland District Council**

Foulsham  
Themelthorpe  
Reepham  
Great Witchingham  
Weston Longville  
Honingham

**North Norfolk Council**

Raynham  
Dunton  
Pudding Norton  
Ryburgh  
Stibbard  
Wood Norton

**Forest Heath Council**

Elvedon  
Santon Downham  
Brandon

**South Norfolk Council**

Marlingford and Colton  
Runhall  
Barnham Broom  
Kimberley  
Hingham  
Deopham  
Wicklewood  
Wymondham  
Morley  
Bunwell  
Carleton Road  
Tibenham  
Winfarthing  
Shelfanger  
Bressingham

**Mid Suffolk Council**

Wortham  
Redgrave  
Hinderclay

**King's Lynn and West Norfolk Council**

Hockwold cum Wilton  
Feltwell  
Methwold  
Northwold  
Stoke Ferry  
Boughton  
Barton Bendish  
Marham  
Pentney  
East Walton  
West Acre  
Castle Acre  
Great Massingham  
Little Massingham  
Harpley  
West Rudham  
East Rudham

**St Edmundsbury Council**

Thelnetham  
Hopton  
Knettishall  
Euston  
Barnham

## Suggested Key stakeholders

(These stakeholders may also be relevant for Neighbourhood Development Orders and Community Right to Build Orders, depending on their circumstances.)

**Anglian Water** Provide all the water supply infrastructure across Breckland, from collection, storing, purifying, distribution through the mains network and disposal through the sewerage system.

**Contact details:** [www.angliawater.co.uk/help-and-contact-us](http://www.angliawater.co.uk/help-and-contact-us)

**Abellio Greater Anglia** Responsible for running the train line through the district, passing through Attleborough and Thetford.

**Contact details:** [contactcentre@abelliogreateranglia.co.uk](mailto:contactcentre@abelliogreateranglia.co.uk)

**Campaign to Protect Rural England** Campaign organisation lobbying on behalf of 'a beautiful and living countryside'. Would be interested to be consulted on your Neighbourhood Plan.

**Contact details:** [info@cprenorfolk.org.uk](mailto:info@cprenorfolk.org.uk)

**Highways England** They operate, maintain and improve the strategic road network in England. They are an executive agency funded by the Department for Transport. In Breckland their responsibility applies to the A11 and the A47.

**Contact details:** [info@highwaysengland.co.uk](mailto:info@highwaysengland.co.uk)

**Historic England** The public body that looks after England's historic environment. They are responsible for listing buildings and monuments and provide advice to Government and Local Authorities. They will have a view on all Neighbourhood Plans that contain listed buildings or Scheduled Ancient Monuments.

**Contact details:** [eastplanningpolicy@historicengland.org.uk](mailto:eastplanningpolicy@historicengland.org.uk)

**Homes and Communities Agency** The Government's housing, land and regeneration agency and regulator of social housing providers in England. They are interested in increasing the numbers of new and affordable homes being built and/or made available, and the amount of land being made available for development.

**Contact details:** [mail@homesandcommunities.co.uk](mailto:mail@homesandcommunities.co.uk)

**National Trust** A charity that preserves and protects historic places and spaces across the UK. These include archaeological remains, buildings, gardens, and natural habitats such as woodlands and meadows.

**Contact details:** [enquiries@nationaltrust.org.uk](mailto:enquiries@nationaltrust.org.uk)

**Natural England** A non-departmental public body of the UK government responsible for ensuring that England's natural environment, including its land, flora and fauna, freshwater and marine environments, geology and soils, are protected and improved. It is also has a responsibility to help people enjoy, understand and access the environment.

**Contact details:** [enquiries@naturalengland.org.uk](mailto:enquiries@naturalengland.org.uk)

**Network Rail** The company that owns and manages the rail infrastructure throughout Breckland that the train operator runs their trains on. Their interests include the railway itself and the land on which it is built, the stations and network buildings and structures (signal boxes, foot-bridges etc), and include bridges, level crossings, and current redundant lines or railway land. Should be consulted if your area includes, or is adjacent to any part of this route or if your plan has an interest in transport connections that include this line.

**Contact details:** [townplanningse@networkrail.co.uk](mailto:townplanningse@networkrail.co.uk)

**Norfolk Chamber of Commerce** A not for profit organisation that supports the local business community. They lobby to ensure that creating and enhancing conditions for economic growth in the region is at the forefront of local and national politics.

**Contact details:** [www.norfolkchamber.co.uk/contactus](http://www.norfolkchamber.co.uk/contactus)

**Norfolk Community Health and Care Trust** A provider of health services in Norfolk. They provide the community services and hospital care (acute and community) across the county.

**Contact details:** <http://www.norfolkcommunityhealthandcare.nhs.uk/About-us/Contact-the-trust/contact-form.htm>

**Norfolk County Council** The County Council is responsible for education services, social service, libraries, recycling centres and the highways throughout Breckland. They are also the local flood authority.

**Contact details:** [stephen.faulkner@norfolk.gov.uk](mailto:stephen.faulkner@norfolk.gov.uk)

**Norfolk Rivers Trust** The Trust's objective is to conserve and restore Norfolk rivers and wetland habitats. Should be consulted if your area includes these features.

**Contact details:** [www.norfolkriverstrust.org/contact](http://www.norfolkriverstrust.org/contact)

**Norfolk Wildlife Trust** The largest member-based wildlife organisation in Norfolk. It is dedicated to inspiring people about wildlife, being a champion on its behalf and creating or protecting wildlife havens. They have reserves and county wildlife sites in Breckland and monitor wildlife in church yards. County Wildlife Sites are often unmarked so it is worth contacting them to see if there are any in your area.

**Contact details:** [planning@norfolkwildlifetrust.org.uk](mailto:planning@norfolkwildlifetrust.org.uk)

**The Environment Agency** Established to protect and improve the environment; they have a statutory responsibility to support sustainable development. They are responsible for regulating industry and waste, treating contaminated land, water quality and resources, fisheries, inland river navigation and conservation and ecology. Consequently, they will have a view on all Neighbourhood Plans.

**Contact details:** [planningliaison.angliancentral@environment-agency.gov.uk](mailto:planningliaison.angliancentral@environment-agency.gov.uk)

**Woodland Trust** A national charity that works to influence others who are in a position to improve the future of native woodlands. They own over 1000 woods across the UK. Should be consulted if any of their sites or woodlands as a whole are within your area.

**Contact details:** [campaigning@woodlandtrust.org.uk](mailto:campaigning@woodlandtrust.org.uk)