

Appendix 2: Community Engagement in the Neighbourhood Plan process

1 Purpose

This appendix summarises our approach to community engagement in the preparation of our Neighbourhood Plan.

2 Approach

Our approach had three main elements:

- 1) Raising awareness and encouraging participation in the preparation of our Neighbourhood Plan.
- 2) Gathering information on communities' views about the development of the Parish.
- 3) Keeping communities informed on progress.

2.1 Raising awareness and encouraging participation in its preparation

This was progressed in autumn 2017 via:

- articles in Parish newsletters and flyers
- public meeting at Hampton Park Pavilion.

These led to the formation in November 2017 of a Steering Group (comprising local residents and Parish Councillors), which subsequently has met on a frequent basis. Agendas and minutes of the meetings are available on the lfcnp.co.uk website.

During 2018, posters publicising the Neighbourhood Plan were placed at various locations, including:

- Laverstock and Ford Village hall
- Hampton Park Pavilion
- Old Sarum Community Centre
- River Bourne Farm Café
- Café on the Green
- Duck Inn
- Hampton Inn.

2.2 Collecting views of Parish communities about the Parish and its future development

This consisted of two stages:

i) informal/ qualitative approach (Feb 2018 – Jan 2019)

This was progressed via:

- short talks/discussions by steering group members at events/meetings within the Parish (see Table 1 below for more details)
- encouraging attendees to give their views (via forms provided) on:
 - likes and dislikes about the parish
 - what would make the parish a better/ worse place to live
 - any other aspect of future development
 - draft Neighbourhood Plan vision statement and objectives.

| Table 1 Activities/ events and publicity for gathering communities' views January 2018 – January 2019 | |
|--|---|
| Activities/events | Location of feedback forms for collecting residents' views on parish |
| <p>Drop in event at Castle Hill Country Park, attended by Steering Group members (April 2018)</p> <p>Roadshows in each of the three wards in the Parish, attended by Steering Group members (July 2018)</p> <p>Short talks/informal discussions by Steering group member at meetings of local groups, including:</p> <ul style="list-style-type: none"> • Laverstock WI • Laverstock Ladies Group • Longhedge and Old Sarum Residents association • Breakfast at St Andrew's Church • Laverstock Art Group • Rock Choir • Laverstock Gardening Group • Laverstock Evergreen Group • Spurgeons Little Learners • Monday Monkeys • Scouts and Guides Groups | <ul style="list-style-type: none"> • Laverstock and Ford Village hall • Hampton Park Pavilion • Old Sarum Community Centre • River Bourne Farm Café • Café on the Green • Duck Inn • Hampton Inn |

ii) Quantitative approach (Sept 2019 – Jan 2020)

The following surveys were undertaken among the following community groups:

| Community group | Date | Target group | Survey format | No of paper forms sent out | Completed |
|-----------------|--------------|---|---------------|----------------------------|-----------|
| Residents | Sept 2019 | All Parish residents | Paper/online | 4,000 | 552 |
| Businesses | Oct/Nov 2019 | All local businesses | Paper/online | 130 | 35 |
| Landowners | Jan 2020 | All landowners with significant landholding | Paper | 35 | 10 |
| School students | Jan 2020 | Secondary school students Years 9-11 | Online | None | 136 |

The residents' survey was publicised via:

- Parish newsletter
- posters in local shops, cafes and community centres
- Facebook.

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To make it easy for residents to participate in the survey, the following steps were taken:

- a freepost envelope was provided for every form delivered to each household
- collection points for completed forms were set up in local shops, cafes and community centres
- an online version of the form was created (in SurveyMonkey).

2.3 Keeping communities informed

This has been achieved via:

- setting up a website specifically for the Parish Neighbourhood Plan, containing latest news, survey results etc
- regular updates on progress in the bi-monthly Parish newsletter, including summaries of the results of the surveys.

A full record of community engagement activities/ events and publicity is available on the Parish Neighbourhood Plan website <https://www.lfcnp.co.uk> in the Supporting Evidence section of the Documents page.

3 Regulation 14 Consultation

In accordance with Regulation 14, the scope of consultation was extended to include Statutory Consultees as well as the local community. This consultation stage initially ran from 8 May to 2 July 2021, although it was extended beyond this date to allow for the late receipt of responses from Wiltshire Council and Salisbury City Council.

The pre-submission Neighbourhood Plan was published on the Parish Neighbourhood Plan website at the start of the consultation period. However, due to the impact of Covid restrictions, it was not practicable to make hard copies of the plan available for public viewing, although individual hardcopies were available on request.

The on-line availability of the plan and the opportunity to comment was publicised via:

- features in the Parish Newsletter, which was delivered to over 4,000 local residents and businesses
- posters around the Parish
- the Parish Neighbourhood Plan website and the Parish Council website
- posts to local Facebook groups.

Individuals, groups and organisations were invited to comment on the pre-submission version of the plan by:

- using the comments form on NP website
- sending written comments by post
- attending either of two Q&A sessions on Zoom, (which replaced public meetings and drop in sessions due to the impact of Covid restrictions).

During the consultation period, there were 983 visits to the Neighbourhood Plan website by 839 different users.

In addition to the general publicity given to public consultation, considerable efforts were made to contact the following:

- statutory consultees

Submission Version

- local businesses
- local landowners (including land agents/trustees)
- other local organisations.

Invitations to comment were sent to a total of 244 organisations/individuals via one or more of email/post/flyers delivered to individual addresses.

Table 2 presents a summary of the numbers contacted by type of consultee.

Table 2

| Regulation 14 Consultation: methods of communication by type of consultee | | | |
|--|---|-------------------------|------------------------------------|
| Type of consultee | Communication method | Number contacted | Number of comments received |
| Local Residents (Households) | Poster/newsletter/website | 4,000* | 11 |
| Statutory Bodies | Email (based on list provided by Wiltshire Council) | 23 | 12 |
| | | | |
| Local Businesses | Email and/or flyer | 147 | 1 |
| Other Local Organisations | Email or flyer | 35 | 1 |
| Landowners and Agents | Email/letter | 39 | 4 |
| Total | | 4,244 | 29 |

Further details of organisations consulted are contained in the Consultation Statement which is available on the Parish Neighbourhood Plan website <https://www.lfcnp.co.uk>

Each of the **29** comments received was logged and a response and follow-up actions (including revisions to the Neighbourhood Plan) were determined; details are available on the Parish Neighbourhood Plan website <https://www.lfcnp.co.uk> in the Consultation Statement and in the Supporting Evidence section of the Documents page.