

Cottingham Neighbourhood Plan

CONSULTATION STATEMENT

1. Work on the Cottingham Neighbourhood Plan has been focused on community involvement.
2. This has been achieved through the following procedures: -
 - A series of 13 community workshops to discuss particular sites and / or issues;
 - A total of 4 public exhibitions held in the village;
 - Posters advertising events and important dates in the NP process;
 - Adverts in the local press (Cottingham Times and Hull Daily Mail);
 - Statutory Publicity under Regulation 14 of the NP regulations (in 2015 and 2016);
 - Meetings and discussions with various interest groups;
 - Meetings, correspondence, and discussions with key landowners and interested parties;
 - Regular Steering Group meetings.
3. In addition, progress and updates on the Neighbourhood Plan have been posted regularly on the Parish Council's Web Site, including full pdf versions of the various Draft Plans.
4. Comments received from all interested parties have been discussed at Steering Group meetings, together with feedback from the various workshops, and meetings with interested parties.
5. All significant decisions taken by the Steering Group were based upon advice from IntegreatPlus and The Planning Cooperative who formed the consultancy team.

WORKSHOPS

6. The 13 Community Workshops were focused on the 10 allocated housing sites in the ERYC Draft Local Plan (9), the Market Green and Village Centre areas (2), and the proposed Design Guidance (2).
7. Between 100 and 150 individual letters were posted through the letterboxes of nearby houses inviting local residents to attend each of the workshops focused on the housing allocations. In addition, posters advertising the workshops were placed on Parish Council Notice Boards throughout the village and in shop windows as well as being prominently displayed on the web site.
8. No individual letters were distributed regarding the workshops concerned with the proposed Design Guidance, the Village Centre, or The Market Green area, with greater emphasis being placed on posters in these cases.

9. Workshops were held in the evening between 6 p.m. and 9 p.m. and anyone was welcome to attend. Tea, coffee and biscuits / cake were made available.
10. Attendance at all 13 workshops varied between 15 and 30 people, including members of the Steering Group. Local residents were represented at all the workshop events. Where known, landowners and / or potential developers were invited although such invitations were not taken up in every case.
11. Representatives of local Traders' Associations and Cottingham Civic Society attended the Design and the Market Green workshops.
12. Discussions at the workshops were recorded in note form and through photographic material in addition to the various plans and other illustrations drawn up by participants at the events.
13. This material was then used to produce a draft Concept Statement for each of the sites allocated for development / re-development (in the case of the Market Green) in the Neighbourhood Plan.
14. All workshops were open, inclusive, and conducted in a non-technical user-friendly manner with ample opportunity being given to all those attending to make meaningful contributions towards the final outcomes. Where conflicts arose between participants these were resolved in open discussion.

PUBLIC EXHIBITIONS

15. A total of four public exhibitions were held to display work on the Neighbourhood Plan and to obtain views and opinions from members of the public as well as from other interested parties (including landowners).
16. Three of these (in 2014 -16 inclusive) were held to coincide with the annual "Cottingham Day" celebrations, which attract many thousands of people to the village. These events proved popular with local people and many hundreds of people visited the displays to ask questions and raise issues concerning the Neighbourhood Plan, all of which were fed back to the Steering Group for subsequent consideration.
17. A fourth stand-alone public exhibition was held in the Civic Hall on 19th and 20th September 2014, to seek local views and opinions about the first draft Neighbourhood Plan.
18. This event comprised a series of information boards on each of the allocated housing sites with draft Concept Statements (based upon the workshop events) on display, together with background information, a set of draft "General Policies" and a first draft of the proposed Design Guidance.
19. Once again, the information views and opinions gathered at this event was analysed by the consultancy team and reported back to the Steering Group, resulting in consequential changes to the draft Neighbourhood Plan.

REGULATION 14 PUBLICITY

20. The Cottingham Neighbourhood Plan has undergone two statutory periods of publicity under Regulation 14 of the Neighbourhood Planning Regulations.
21. The first of these periods extended from 29th June to 10th August 2015 and included one of the “Cottingham Day” exhibitions referred to above, on 4th July 2015, which was attended by 170 members of the public.
22. The 2015 statutory period was advertised in both The Hull Daily Mail and the Cottingham Times as well as on the Council’s web site and by means of posters in shop windows and Parish Council Notice Boards. A list of those persons and organisations who were specifically consulted is available in the Neighbourhood Plan Evidence Base.
23. A total of 13 formal responses were received in addition to the diverse range of comments and opinions expressed at the exhibition. A list of these responses is included in the Neighbourhood Plan Evidence Base.
24. Unfortunately, subsequent complications and changes to the East Riding of Yorkshire Council’s Draft Local Plan (in particular with respect to the allocated site Cot-M) in the Autumn of 2015 meant that the Steering Group were disinclined to submit the draft Neighbourhood Plan to ERYC for Independent Examination at this stage (as it could have been deemed to be not in compliance with the draft Local Plan Strategy).
25. As a result of the delays in the ERYC Local Plan, (which were only finally resolved following receipt of the Local Plan Inspector’s report), a second draft of the Neighbourhood Plan could not be drawn up until mid-2016. This was displayed at the “Cottingham Day” event held on 6th August, 2016 and, following further revisions, was subject to a second Regulation 14 Consultation period between 3rd October and 14th November, 2016.
26. The 2016 statutory period was also advertised in both The Hull Daily Mail and the Cottingham Times as well as on the Council’s web site and by means of posters in shop windows and Parish Council Notice Boards. A list of those persons and organisations who were specifically consulted is available in the Neighbourhood Plan Evidence Base.
27. A total of 5 formal responses¹ were received from the second Regulation 14 publicity procedures in addition to a range of comments and opinions expressed at the Cottingham Day display.
28. Due to the need to carry out consultations and the restrictions of internal Committee cycles, a formal reply to the second Regulation 14 consultation period was not received from the East Riding of Yorkshire Council until mid-December 2016 and, as this raised some issues that could potentially be held

¹ The Environment Agency, Natural England, NHS Trust, ERYC, and Historic England.

to be of a strategic nature, further discussions were held with them in February 2017.

29. Following the meeting with ERYC, and acting upon the Council's advice, a Strategic Environmental Assessment relating to Heritage issues was drawn up, together with additional evidence on target densities for the allocated housing sites in the Neighbourhood Plan, and various minor amendments to the Policies and Proposals Map.

MEETINGS WITH INTEREST GROUPS

30. Members of the consultancy team have been invited on several occasions to attend meeting to discuss the Neighbourhood Plan. All such requests received have been taken up and valuable information has been obtained from these meetings.
31. In addition to numerous meetings with Officers from the East Riding of Yorkshire Council, members of the consultancy team have attended meetings with Sustrans, The "Cottingham Retail Improvement" and "Greening the Village" project teams, Cottingham Traders, The Cottingham Guild, The Guide Dogs for the Blind Association, and the Cottingham Civic Society.
32. In addition, members of the consultancy team also attending various Parish Council meetings on occasions when the Neighbourhood Plan was of relevance.
33. These meetings were valuable in establishing and maintaining links between the Neighbourhood Plan and other organisations operating within the designated area enabling the Neighbourhood Plan to evolve a set of policies and a series of Concept Statements that complement the aims and aspirations of these other interests and organisations.

DISCUSSIONS WITH LANDOWNERS AND DEVELOPERS

34. These meetings did not constitute a major part of the Neighbourhood Plan and to avoid any accusations of impropriety none were held in private.
35. Occasionally, however, landowners and other interested parties attended one or more of the exhibitions held in the village to display progress on the Neighbourhood Plan on which occasions useful discussions took place.
36. Indeed, a series of discussions with the owners of land in the New Village Road / North Moor Lane area of the village at the exhibitions held in 2015 led to a fundamental review of one particular proposal (identified in the first draft as the "Community Wetland Site") and resulted in the proposal being deleted from the Neighbourhood Plan due to opposition from site owners, in spite of strong community support from other respondents.

STEERING GROUP MEETINGS

37. Whilst not, strictly speaking, comprising either consultation or publicity, the Steering Group comprised representatives of the local community (including several Parish and East Riding of Yorkshire Councillors as well as other co-opted members) but remained open to anyone wishing to attend.
38. Consequently it acted as a valuable sounding board for ideas and opinions received from the various publicity exercises as well as a constant source of ideas and inspiration for the Neighbourhood Plan and could be said to represent a cross section of local views and opinions.
39. In total, 22 Steering Group meetings were held, the minutes of which form part of the Neighbourhood Plan Evidence Base.

Cottingham Neighbourhood Plan Timeline for Consultation Events

2014

January 2014: Appointment confirmed
16th Jan (in Sheffield) Discuss with RM
21st Jan: Meeting with IP (at PC office)
31st Jan: Meet ERYC Planners CC/SH
4th February: 1st Steering Group (SG) Meeting
6th Pick up plans from ERYC
7th Feb: Site visits and photos (DH)
10th Feb: Letter to agents and landowners
10th Feb press releases to PC (HDM and Cott Times)
19th Feb: Letters to Swifts, Hull and ER NHT, Network rail, Hull University, Hull City Council,
20th Feb: (approx) Letters to residents (Cot-F) by hand
Feb 21st: Site visits and photos (Ben and Jonathan)
27th Feb: Meet Mark Jessop ERYC Highways
27th Feb: e-mail to Sustrans (Rupert Douglas)
1st March: First Site Assessment Workshop (SAW) for Cot-F (150 letters to local residents land-owners and agents)
6th March: 2nd SG meeting
21st March: Meeting (on bikes) with SUSTRANS.
24th March: Meeting with Cottingham Traders
29th March: Cot-C SAW (letters to local residents, land-owners and local agents)
3rd April: 3rd SG Meeting: review SAW 2
7th April: Attend Traders event at King William PH
10th April: E-mail to HCC (A. Codd)
12th April: Village Centre SAW: Infrastructure – esp. flooding; highways and traffic; green issues; retail and local economy (inc. Civic Soc, and Traders)
16th April: Cot-B SAW (letters to local residents and 2 local land agents)
28th April: Design Workshop 1: Shop fronts, extensions, vernacular, etc. (Local Architects (x3) Civic Society, ERYC Urban design)
1st May: 4th SG Meeting: Employment sites; CHH expansion; corner shops, etc; Design Review Panel referrals.
7th May: Cot-D SAW (letters to local residents and Hull University)
17th May: Market Green SAW (no letters – Traders invited)
28th May: Cot-E SAW (letters to local residents)
2nd June: 2nd Design Workshop: Working up a Design Code following DW 1
5th June: 5th SG Meeting
9th June: DH addresses Cottingham Civic Society
18th June: Cot-G and H SAW (letters to local residents)
5th July: Cot-Day: Stand with NP display on King Street
8th July: Flooding in Village Centre
9th July: Cot-A SAW
10th July: 6th SG Meeting: Cot-F proposals;
16th July: Cot-J SAW (100 letters distributed locally)
17th July: DH drafting PC response to Cot-F application
22nd July: DH meeting with ERYC (various issues)
1st August: DH meeting with IP

7th August: 7th SG Meeting: “Identity”; car-parking; Public Exhibition; Snuff Mill Lane;
3rd September: 8th SG Meeting: Draft policies; Wetlands; CHH; Open Areas; Market Green (+ arrangements for Exhibition)
19th and 20th September: Exhibition of Draft Plan in Civic Hall
30th September: 9th SG Meeting: Feedback from exhibition; SPZ alterations and implications; Cot-F application;
9th October; 16th October and 5th November: ERYC LP (DH in attendance)
6th November 10th SG Meeting: ERLP; Wetlands; Market Green; Bungalows; Design Guidance;
26th November: Cot-M SAW (100 letters distributed locally);
10th December: 11th SG Meeting: Cot-M revision; Wetlands support/opposition;

2015

21st January: Cot-A considered at PC meeting (DH in attendance)
28th January: 12th SG Meeting: Draft Plan presented; Cot-M revised; Cot B/K deleted
Consultations with local residents on revised Cot-M (by post)
6th February: DH / IP Meeting
9th February: Cottingham Traders Event
25th February 13th SAG Meeting: Amendments updated/ proposals map
16th March: DH / IP meeting
15th April: 14th SG Meeting: SEA Details : Final draft: ERLP Mods: Timescale agreed
13th May: 15th SG Meeting: Policies/Map finalised and agreed
June: Advance Publicity for Consultation period (posters, web-site, HDM)
11th June 16th SG Meeting: DG finalised and agreed; Cot-Day arrangements finalised
Letters and copies of Plan to consultees (x30) (by hand / post)
29th June: Formal Reg 14 Consultation period begins
4th July: Cot-Day stand with NP display in Civic Hall (170 attendees)
14th July: ERLP Additional Session including Cot-G and Cot-M
4th August: Cottingham Retail Improvement Project Meeting
10th August: Reg. 14 Consultation period ends
26th August: Meeting with ERYC (C.Cole) KC and DJ also attending)
2nd September: 17th SG Meeting: responses from Reg 14 Consultation and ERYC meeting;
4th September: Letters to specific Reg. 14 respondents (CHH, Cot-J, and Cot-M)
22nd September: DH meets IP
21st October: 18th SG Meeting: Draft Final Submission version / progress report.
8th December: Developers Consultation event re: Cot-J

2016

14th January: 19th SG Meeting (progress report)
15th January: Meeting with local Traders (D. Barker)
28th January: Cot-M at ERYC Planning Committee (deferred)
12th February: Cottingham Retail Improvement Project Meeting
5th April: Cottingham “Greening the Village” project.
28th April: presentation to Cottingham Guild (Traders Association);
5th May: Cot-M at ERYC Planning Committee (deferred);
30th June: DH Meeting with IP
6th July: SG Meeting
20th July: Neighbourhood Planning event at County Hall (presentation by MH/KC)

22nd July: Meeting with IP re: Cot Day
28th July: SG Meeting (Housing Issues)
6th August: Cot-Day
14th September: DH project meeting with IP
26th - 28th September: Reg 14 publicity issued. Plans distributed/posted.
3rd October: Second Reg 14 Publicity period begins
14th November: Second Reg 14 publicity period ends.
23rd November: SG Meeting (Reg 14 responses)

2017

9th February: DH project meeting with IP;
20th February: Meeting at County Hall re: ERYC Reg 14 responses
March - April: Draft submissions circulated to SG members
April: Final amendments and Submission to ERYC.