**General Guidance on Regulation 14**

The regulations can be found here: <http://www.legislation.gov.uk/uksi/2012/637/regulation/14/made>

It is critical that you meet the regulations as not doing so could mean that the examiner does not recommend your plan for adoption.

Consultation on the plan (and supporting documents SEA Screening, evidence base, views assessment) is required for at least 6 weeks prior to submission to the local planning authority for independent examination. We recommend 8 weeks.

In advance of the consultation the local planning authority will need to approve the draft plan and confirm that the Regulation 14 consultation can take place and the borough council will usually provide comments on a draft.

Neighbourhood plan groups must publicise the consultation in a way that is likely to:

* Bring to the attention of people who live, work or carry out business in the area details of the proposals;
* When and where the plan can be inspected;
* How to respond;
* The deadline for responding.

A copy must also be sent to the local planning authority and other statutory consultees that they have – such as Natural England, which the planning authority can advise on. The Borough Council have been asked to provide a list of statutory consultees. Groups may wish to send an electronic copy to local parish / town councils and local community organisations that are relevant.

Groups may choose to produce a summary version of the document, leaflet or display boards that could be used to set out the main aims and focus of policies in the plan. This summary version must make it clear how to access the full draft plan.

Printed copies of the plan must be made available at key locations within the community, such as public buildings. It is not specifically necessary for printed copies to be sent to all residents, however a hard copy must be made available to people who request it if they are unable to access a digital or display copy.

It is advisable to include drop in events so that people can discuss their views on a one-one basis.

All comments / representations received must be considered by the neighbourhood planning group. Decisions whether or not to amend the plan according to representations need to be recorded and incorporated into the consultation statement which will be submitted alongside the plan for examination.

**Recommended approach for Reedham**

The requirement is for the consultation to last a minimum of 6 weeks. We would recommend extending this to 8 weeks.

|  |  |  |
| --- | --- | --- |
| **Method** | **Explanation** | **Who aimed at** |
| Leaflet | Short leaflet or article in local magazine that is dropped through all doors. This should:   * Explain what the NP is * Dates of consultation * Where (and when) people can view the document (online, in places around the village, by calling xx person to request a hard copy is dropped to them).   The leaflet could include a hardcopy of the survey. | Residents |
| Press release – to be sent to the local newspaper / included within other local magazines | This needs to include:   * Reedham are consulting on the pre-submission draft of their neighbourhood plan * Dates of consultation * How people can view the plan (where & when) * How people can provide their comments | Residents / other local stakeholders |
| Posters/banners – to be put up in various places around the villages. | Produce a poster that includes:   * Consultation dates * How people can view the plan (where & when) * How people can provide their views | Residents |
| Hard copies of the plan | Hard copies of the plan must be made available from a public place within the community. This could be in the village hall. Hard copies could also be available through contact with a member of the steering group / parish clerk. | Residents |
| Website | Include all the relevant documents on the website including:   * Pre-submission version of plan * Evidence Base * Views & LGS assessment documents * SEA/HRA Screening * Leaflet put through resident’s doors * Hardcopy of the survey   The website must contain information on the dates of the consultation and how to respond | Residents, Stakeholders |
| Survey | Develop online survey (CCP to undertake)  Develop hard copy survey  Suggested that you make the hardcopy of the survey available in public places alongside the plan. Or include this with the leaflet that’s put through people’s doors. | Residents |
| Email to stakeholders | Parish Clerk to send an email (see suggested text below) to all the relevant stakeholders | Stakeholders |
| Drop in event | Plan for at least one drop-in event so that residents / local stakeholders are able to ask questions about the plan. This is subject to current COVID-19 guidance. | Residents / stakeholders |

**Stakeholders**

Suggested email for statutory consultees:

Send to yourself, BCC the stakeholders (also include [louise@collectivecommunityplanning.co.uk](mailto:louise@collectivecommunityplanning.co.uk))

Dear Stakeholder

**Reedham Neighbourhood Plan Pre-Submission Regulation 14 Consultation**

Reedham Parish Council, as the qualifying body, are now consulting on their Pre-Submission Draft of the neighbourhood plan for Reedham. This consultation is in line with Regulation 14 of the Neighbourhood Planning Regulations (2012) and will run for a period of xx weeks from xx to xx.

The consultation offers a final opportunity for you to influence the Neighbourhood Plan before it is submitted to Broadland District Council and the Broads Authority.

All comments received by xx will be considered by the Neighbourhood Plan Steering Group and may be used to amend this draft. A Consultation Statement, including a summary of all comments received and how these were considered, will be made available alongside the amended Neighbourhood Plan at a future date.

The Pre-Submission Plan and supporting evidence can all be found online: xx

Should you wish to provide comments you can send these to xx via email xx or send them to xx.

Yours faithfully