



Neighbourhood Planning Pre-Submission Consultation



Parish and Town Councils must undertake a consultation on their draft plan proposal before formally submitting their neighbourhood planning documents to the Local Planning Authority. The guide note sets out what the qualifying body needs to consider during this stage of the neighbourhood planning process.

Strategic Environmental Assessment (SEA)

Before you begin the pre-submission stage of the Neighbourhood Planning process, you need to ensure that a SEA screening has been undertaken by Cornwall Council on the draft plan proposal. It is advisable to have your draft plan formally 'screened' by CC before you carry out pre-submission consultation, so that if an SEA is required you can consult on this alongside your draft plan proposal and incorporate any recommendations into your final submission plan at the end of the consultation period. For further information please refer to the SEA guidance note.

Pre-Submission Consultation

Under the Neighbourhood Planning Regulations 2012 (Part 5, regulation 14) Town and Parish Councils (qualifying body) must publicize the draft plan proposal before submitting the final document to the Local Authority. This 'Pre-submission consultation' must run for a minimum of six weeks from the date that the draft plan proposal is published. Parish and town councils must:

Publicise the draft plan proposal to people who live, work or carry out business in the neighbourhood plan area;

The Neighbourhood Planning Steering Group will need to have agreed how they will consult the local community including; residents, businesses, developers, land owners, statutory, voluntary and other organisations by producing an Engagement Strategy at the beginning of the neighbourhood plan process. Please refer to the Community Engagement Strategy guide notes. You will only need to consult on the draft plan proposal, the Strategic Environmental Assessment and Habitat Regulations Assessment (if required) and supporting documents such as a design guide if you have produced the documents as part of the Neighbourhood Plan process. You do not need to consult on the draft basic conditions or consultation statements but it is recommended that you draft the documents before the pre-submission consultation so you just need to make minor amendments once the consultation period ends.

Provide details of where and when the draft neighbourhood plan can be viewed and include details of how to make comments;

Town and Parish Councils will need to publicise where and when the draft plan proposal can be viewed during the six week consultation. The plan proposal consultation can be promoted through community and parish magazines, the parish or town council website, by placing information on public noticeboards around the village or town and by having hard copies of the plan proposal available in community facilities around the parish to enable people to view the document and provide feedback e.g local library, doctors surgery, community hall or the local pub.



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You might want to organise consultation events for the local community to enable them to speak to members of the steering group and Parish and Town Councillors on the draft plan proposal or attend an existing community event that has been organised and have a display stand for people to view the information and submit comments. We would suggest that you produce a press release with information about your neighbourhood plan proposal for the local paper and send letters to community groups, businesses and other local organisations asking for their feedback and stating where the document can be viewed.

Submit a copy of the draft plan proposal to the Local Planning Authority.

A copy of the draft plan proposal will need to be submitted to the Local Planning Authority at the beginning of the six week consultation. Once the Council receives a copy of the draft plan proposal, the document is circulated to other Council Services for a 21 day consultation period for comments. The responses are then collated and sent back to the parish or town council to review and make minor amendments.

Consult any adjoining parish and town councils and consultation body as set out in paragraph 1 of Schedule 1 of the neighbourhood planning regulations.

You will need to consult a number of organisations including any adjoining Parish and Town councils that may be affected by the neighbourhood plan proposals. The Parish or Town council need to 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 development plan. Please refer to Appendix 1 for the consultation bodies contact details. For the purposes of regulations 14 and 16, a "consultation body" means:-

- a) Cornwall Council, a county, district, town or parish council any part of whose area is in or adjoins the area of the local planning authority;
- b) the Coal Authority (the Coal authority have confirmed that they do not wish to be consulted for plans in Cornwall)
- c) the Home and Communities Agency;
- d) Natural England;
- e) The Environment Agency;
- f) The Historic Buildings and Monuments Commission for England (English Heritage now known as Historic England);
- g) Network Rail Infrastructure Limited;
- h) the Highways Agency;
- i) the Marine Management Organisation;
- j) any person:
 - (i) to whom the electronic communication code applies under section 106 of the Communications Act 2003; and
 - (ii) Who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority;
- k) Where it exercises functions in any part of the neighbourhood area-



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- (i) The Primary Care Trust established under section 18 of the National Health Service Act 2006(a)
- (ii) A person to whom a licence has been granted under section 6(1)(b) and (c) of the Electricity Act 1989(b);
- (iii) A person to whom a licence has been granted under section 7(2) of the Gas Act 1986(c);
- (iv) South West Water (sewage and water undertaker)
- l) Voluntary bodies some or all of whose activities benefit all or any part of the neighbourhood area;
- m) Bodies which represent the interests of different racial, ethnic or national groups in the neighbourhood area;
- n) Bodies which represents the interests of different religious groups in the neighbourhood area;
- o) Bodies which represent the interests of persons carrying on business in the neighbourhood area; and
- p) Bodies which represent the interests of disabled persons in the neighbourhood area.

Next Step

Once the six week pre-submission consultation on the plan proposal has ended, you will need to collate all of the responses and make any necessary amendments based on the evidence received. Please be aware of a couple of important considerations at this stage:

- i. Allow sufficient time in your timetable to consider and address the responses you received through the pre-submission consultation;
- ii. Be aware that if the policies of your plan change significantly at this stage (please speak to CC who can advise whether changes are likely to be considered significant) you may need to repeat the SEA Screening and Pre-Submission Consultation elements of the process; and,
- iii. The outcomes of the pre-submission consultation and a summary of how the responses received have been considered needs to be included within your Consultation Statement. Please refer to the Consultation Statement guidance note.

Once the Final Submission NDP is complete this must be agreed by the neighbourhood plan steering group – is it the steering group or the Town or Parish Council. When the town or parish council come to submit the final NDP to the local Planning Authority under Part 5 (15) of the neighbourhood planning regulations, you will need to include the following documents:-

- A map or statement which identifies the area to which the proposed neighbourhood development plan relates;
- A consultation statement;
- The proposed neighbourhood development plan; and
- A statement explaining how the proposed neighbourhood development plan meets the requirements of paragraph 8 of Schedule 4B to the 1990 Act (Basic Conditions Statement)
- Sustainability Appraisal and other assessments (if required)
- Other supporting documents including Evidence base document (Setting out the evidence base for your neighbourhood plan) and a design guide, if the steering group have agreed to develop the document for the Parish.



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We would suggest that the steering group produce a spreadsheet containing the names of community groups and organisations that are consulted during the Pre-submission consultation. The local Authority is required to consult these organisations as set out below and will need a copy of the information.

If you have any further queries about the pre-submission consultation stage please e-mail neighbourhoodplanning@cornwall.gov.uk



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Appendix 1 – Contact Information

The table outlines the organisations you will need to consult as set out in Paragraph 1, Schedule 1 of the Neighbourhood Plan Regulations and other organisational bodies the steering group might want to consult. The table below is not a definitive list. It is the responsibility of the parish and town council (qualifying body) to produce a list of consultees appropriate to their neighbourhood plan area. Please note: we try to keep these contact details up to date but we cannot always guarantee this, therefore if you spot an error please can you e-mail the Neighbourhood Planning Team you e-mail neighbourhoodplanning@cornwall.gov.uk

Neighbourhood Planning Regulations Reference	Organisation	Address	E-mail	Telephone
Statutory Organisations				
(A)	Cornwall Council Neighbourhood Planning Team	Cornwall Council 4 th Floor Pydar House Pydar Street Truro TR1 1XU	neighbourhoodplanning@cornwall.gov.uk	0300 1234 151
(C)	Home and Communities Agency	Homes And Communities Agency Fry Building 2 Marsham Street London SW1P 4DF	mail@homesandcommunities.co.uk	0300 1234 500
(D)	Natural England	Consultation Service Hornbean House Electra Way Crewe Business Park Crewe Cheshire CW1 6GJ	consultations@naturalengland.org.uk	0300 060 3900



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(E)	Environment Agency	Environment Agency Devon & Cornwall Area Sir John Moore House Victoria Square Bodmin PL31 1EB	cornwall.planning@environment-agency.gov.uk	01208 265047
(F)	Historic England (Formally known as England Heritage)	29 Queen Square Bristol BS1 4ND	e-swest@HistoricEngland.org.uk	0117 9751308
(G)	Network Rail	3 rd Floor Temple Point Redcliffe Way Bristol BS1 6NL	townplanningwestern@networkrail.co.uk	01173721116
(H)	Highways Agency	1 st Floor Ash House Falcon Road Sowton Industrial Estate Exeter EX2 7LB	ian.parsons@highways.gsi.gov.uk	
(I)	Marine Management Organisation	Nick Wright The Fish Quay Sutton Harbour Plymouth Devon PL4 0LH	plymouth@marinemanagement.org.uk	01752 228 001
(J)	Three (Mobile)	Jane Evans Great Brighams Mead Vastern Road Reading RG1 8DJ	jane.evans@three.co.uk	



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	O2 and Vodafone (Mobile)	EMF Enquires Building 1330 – The Exchange, Arlington Business Park, Theale, Berkshire, RG7 4SA	EMF.Enquiries@ctil.co.uk	
	EE Mobile	Corporate and Financial Affairs Department EE The Point 37 North Wharf Road, London W2 1AG	public.affairs@ee.co.uk	
	OFCOM		Spectrum.Licensing@ofcom.org.uk	
(K)	Royal Cornwall Hospital Trust	Bedruthan House Royal Cornwall Hospital Trust Truro TR1 3LJ	garth.davies@nhs.net	01872 252477
	Peninsula Community Health	The Sedgemoor Centre Priory Road St Austell PL25 5AS	pch.communications@nhs.net	01726 627800
	Kernow Clinical Commissioning Group	Sedgemoor Centre, Priory Road St Austell PL25 5AS	Janet Popham janet.popham@nhs.net	01726 627798
	Healthwatch Cornwall	Cornwall Council New County Hall Treyew Road Truro TR1 3AY	ldavey@cornwall.gov.uk	01872 322521



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Western Power Distribution	New Supplies Team Lostwithiel Road Bodmin PL31 1DE	wpdnewsupplies@westernpower.co.uk	08456012989 South West enquiry line (If you contact them by phone you will need to ask for the consultation request to be logged and a planning officer will be assigned.)
EDF Energy	Freepost RRYZ-BRTT-CBJS Osprey House Osprey Road Exeter EX2 7WN		
Wales and West Utilities Limited	Customer Section Wales and West House Spoooner Close Celtic Springs Coedkernew Newport NP10 8FZ	enquiries@wwutilities.co.uk	0870 165 0597
British Gas	Po Box4805 Worthing BN11 9QW		
South West Water	Peninsula House Rydon Lane Exeter Devon EX2 7HR	devplan@southwestwater.co.uk	01392 443702



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The contact information below sets out other organisations that you may wish to consult who have a specific interest or deliver services in your Parish.

Environment			
Forestry Commission	Buller's Hill Kennford Exeter Devon EX6 7XR	Garin.Linnington@forestry.gsi.gov.uk	07917 643373
National Trust	South West Region Killerton House Broadclyst Exeter EX5 3LE	michael.calder@nationaltrust.org.uk	07717 360659
Duchy of Cornwall (Land Steward Western District)	Duchy of Cornwall Hugh House St Mary's Isles of Scilly TR21 0LS	Chris Gregory cgregory@duchyofcornwall.org	01720 422508
Duchy of Cornwall Deputy Estate Surveyor)	The Old Rectory Newton St Loe Bath BA2 9BU	Nick Pollock npollock@duchyofcornwall.org	01225 871 988
Cornwall Wildlife Trust	Five Acres Allet Truro TR4 9DJ	Cheryl Marriott cheryl.marriott@cornwallwildlifetrust.org.uk	01872 273939
National Farmers Union in the SW	Agricultural House Pynes Hill Rydon Lane Exeter Devon EX2 5ST	south.west@nfu.org.uk	01392 440713



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Housing			
Devon and Cornwall Housing Association	The Mount Paris Street Exeter EX1 2JZ	info@dchgroup.com	0300 123 8080
Coastline Housing	4 Barncoose Gateway Park Pool Redruth TR15 3RQ	Matt Ward Head of Development matt.ward@coastlinehousing.co.uk	01209 200200
Westcountry Housing Association	Union Pl Truro TR1 1EP	info@westcountryha.org.uk	01803 200300
Transport			
First Devon and Cornwall (First Group PLC Buses)	The Ride Chelson Meadow Plymouth PL9 7JT		
First Great Western	Floor 1 Intercity House Plymouth PL4 6AB		
Civil Aviation Authority	2W Aviation House Gatwick Airport South West Sussex RH6 0YR		
Civil Aviation Authority (Director Of Airspace Policy)	CAA House 45-49 Kingsway London WC2B 6TE	windfarms@caa.co.uk	02074536545



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Business			
Cornwall Chamber of Commerce & Industry	Chamber Office Stanley Way Cardrew Redruth Cornwall TR151SP	hello@cornwallchamber.co.uk?subject=Enquiry	01209 216006
Cornwall and Isles of Scilly Local Enterprise Partnership	PO Box 723 4 th Floor West Wing New County Hall Treyew Road Truro TR1 9GH	info@cioslep.com	01872 224214
Energy			
Community Energy Plus	3-4 East Pool Tolvaddon Energy Park Camborne TR14 0HX	enquiries@cep.org.uk	01209 614975
Historic Environment			
Cornwall Buildings Preservation Trust	Honorary Secretary Cornwall BPT 13 Gloweth View Truro Cornwall TR1 3JZ	enquiries@cornwallbpt.org.uk	



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Emergency Services			
Devon and Cornwall Police (Architectural Liaison Officer)	St Austell Police Station 1 Palace Road St Austell	martin.mumford@devonandcornwall.pnn.police.uk	
Cornwall Fire and Rescue Service	St Austell Community Fire Station Carlyon Road St Austell PL25 4LD	csadmin@fire.cornwall.gov.uk	
Other Organisations			
Kaolin and Ball Clay Association (UK)	Par Moor Centre Par Moor Par PL24 2SQ	sean.simpson@imerys.com	01726 811311
Imerys Minerals Ltd	Par Moor Centre Par Moor Road Par PL24 2SQ	Gary.Staddon@imerys.com	
Housing Developers			
Persimmon Homes South West	Robert Taylor Strategic Planner Persimmon Homes South West Mallard Road Sowton Trading Estate Exeter EX2 7LD	robert.Taylor@persimmonhomes.com	01392 285423

Please note: If you would like your organisation to be included on this list of consultees please contact the Neighbourhood Planning Team e-mail neighbourhoodplanning@cornwall.gov.uk.