

# **KIRKBY MALZEARD, LAVERTON AND DALLOWGILL NEIGHBOURHOOD PLAN**

## **CONSULTATION STATEMENT**

This Consultation Statement has been prepared to meet the legal obligations of the Neighbourhood Planning Regulations 2012 in respect of the Kirkby Malzeard, Laverton and Dallowgill Neighbourhood (Development) Plan.

The legal basis of the statement is provided by Section 15(2) of Part 5 of the 2012 Neighbourhood Planning Regulations, which requires that a Consultation Statement should:

- a) Contain details of the persons and bodies who were consulted.
- b) Explain how they were consulted.
- c) Summarise the main issues and concerns raised by the persons consulted.
- d) Describe how those issues and concerns have been considered and, where relevant, addressed in the proposed Neighbourhood Plan.

### **1. Structure of the Consultation Statement**

To meet the above requirements this Consultation Statement is separated into stages, and in each case the nature and extent of the consultation is provided, together with an indication of the issues raised, and the amendments undertaken to address these:

Stage 1 – Informal consultation to obtain Initial Ideas

Stage 2 – Consultation prior to creation of the Draft Plan

Stage 3 – Consultation following creation of the Draft Plan

Stage 4 – Consultation on final draft version of the Plan (Regulation 14)

Stage 5 - Consultation on pre-submission version of the Plan

## **2. Background to Consultation Process**

When the idea of creating a Neighbourhood Plan was first considered by the Parish Council in 2018 it was obvious from the onset that such a Plan would only be able to achieve its aims if it had the support of the community. To this end the approach has been to consult fully with local parties, including the public who live, work or operate here together with stakeholders (such as local employers, groups and organisations), to clearly establish what they believed was needed.

By doing so we are confident that the Plan contains Policies which when applied in conjunction with the National Planning Policy Framework and Local Plan Policies, will have a positive influence on the nature of future development in Kirkby Malzeard, Laverton and Dallowgill, in a manner of which the local community approves.

Once the designation of the Plan Area was made by the Local Planning Authority on 04.04.2019 the step was taken to form a Steering Group comprising Parish Councillors and residents, the first meeting of which was held on 10.06.2019. Since then, nine different residents and seven different Councillors have been members. All the Steering Group meetings have been open to the public so that if anyone wished to provide any input, they were able to do so at any point. Agendas and Minutes were published on the local community website <https://www.kirkbymalzeardarea.org.uk/> and (since its inception in 2025) on the Parish Council website [https://kml-d-pc.gov.uk.](https://kml-d-pc.gov.uk/), where these and all other documents relating to the Neighbourhood Plan are now stored.

Similarly, members of the community have also been able to raise issues at any point during the creation of the Plan at the monthly Parish Council meetings, with the Steering Group providing reports to the Council whenever relevant.

Throughout the process we have liaised with the Officers of the Planning Policy Department of Harrogate Borough Council (now North Yorkshire Council) with Joe Varga (Senior Planning Policy and Place Officer) being the lead contact. The Department has provided advice at all stages of the process to help us ensure that the correct procedures have been followed and legal requirements met.

### **3. Stage 1 – Initial Ideas**

Whilst steps were being taken to arrange for the Plan Area to be designated, the Parish Council took the opportunity to publicise the concept of a Neighbourhood Plan by raising the matter at the Parish Meetings in March/April 2019. The matter was also the main item covered at a PC Drop-in Session in April 2019. Later that year we spoke to residents at local events including the Village Garden Party and the Flower and Produce Show.

Events covered:

Laverton Annual Parish Meeting – 25.03.2019 – General discussion with residents to explain the concept of a Neighbourhood Plan and to provide an opportunity for any parishioner to refer to matters which they felt should be covered within the Plan. (Appendix A – Item 1)

Parish Council Drop-in Session – 20.04.2019 - exhibition and handout provided to residents. (Appendix A – Item 2)

Kirkby Malzeard Annual Parish Meeting – 29.04.2019 – General discussion with residents to explain the concept of a Neighbourhood Plan and to provide an opportunity for any parishioner to refer to matters which they felt should be covered within the Plan. (Appendix A – Item 3)

Kirkby Malzeard Community Garden Party – 20.07.2019 – Initial Ideas – stall with table covered in paper to collect suggestions. (Appendix A – item 4)

Kirkby Malzeard and District Flower and Produce Show – 07.09.2019 – Display stand and short questionnaire distributed. (Appendix A -item 5)

Drug Awareness meeting – 10.12.2019 – Short presentation given about Neighbourhood Plan after drug awareness session. (Appendix A – item 6)

Pupils at School asked for their views on good/bad points of local area – September 2019. Some responses obtained of very general nature. (Appendix A – item 7)

#### **4. Stage 2 – Consultation prior to Draft Plan being prepared:**

Having identified issues considered important within the community the next step was to create and publish a Public Consultation Questionnaire to obtain more views and information. This was originally scheduled to be issued March 2020, but regrettably it was necessary to place the process on hold due to Covid epidemic restrictions. (Appendix B – items 1 and 2).

The Consultation was finally able to commence in Spring 2021, and the Questionnaire document was published and distributed in April with replies to be returned by 08.05.2021. Publicity for the consultation included the initial distribution of a flyer to every residence within the Parish and in addition to traditional publicity methods, such as posters on noticeboards, articles were also placed on the community website. (Appendix B – items 3 and 4)

On this occasion it was felt that printed copies should be used and two copies were distributed to each household so that individual members of the household could respond separately, with the option of additional copies being available on request if required. (Appendix B – items 5a and 5b)

The section of the questionnaire dealing with Community Facilities was produced separately at the time from the main document as we were undecided initially whether to incorporate that topic within the Plan. (Appendix B -Item 5c)

The community were, in due course, made aware that the public consultation had ended and work was underway to analyse the responses received. (Appendix B – item 6)

The analysis of quantitative responses was subsequently undertaken during the second half of 2021 and then published on the website February 2022 together with a schedule of the qualitative responses. (Appendix B – Items 7a, 7b and 7c)

A Stakeholder Consultation was also due to be commenced in March 2020 but was delayed until June 2021. This took the form of each of the major employers (those with over 5 employees) and local groups and organisations being either contacted by the Steering Group in person or being asked to complete a questionnaire. Responses were obtained from Stakeholders until February 2022 when the process was closed. A summary of the stakeholder responses is provided (Appendix B - item 8).

### **Stage 3 – Consultation following creation of Draft Plan**

As detailed within the Steering Group Minutes, the information received from the public and stakeholder consultations was then used to prepare a Draft Plan under the guidance of our Planning Consultants, Andrew Towlerton Associates. An initial draft version was produced during the spring and summer of 2022, and discussions were held with Harrogate Borough Council in August to seek their views on this. This process extended throughout the next twelve months with a process of amendments and further evidence gathering undertaken.

In mid-2023, it was decided to consult further with residents before proceeding to the Regulation 14 Consultation so that any items which they felt required significant amendments could be considered. The views of stakeholders and statutory bodies were to be obtained in conjunction with Regulation 14 Consultation when the input from the residents at this point had been reflected. Preparations for the consultation were made during the Autumn, and the decision was advertised on the community website and on the local Facebook page (Appendix C – Item 1). At the same time the results of the previous public consultation were published.

The Consultation commenced on 01.12.2023 and remained available for comments until 31.01.2024. An on-line consultation process was used with printed copies of the questionnaire available on request (Appendix C – Item 2)

A public workshop was held in the Mechanics Institute Village Hall, Kirkby Malzeard on 20.01.2024 to discuss the Draft Plan with approximately 50 people attending during the morning. (Appendix C – Items 3a and 3b)

104 questionnaires were completed and returned with the written questionnaires being converted to digital entries for analysis.

The analysis of the quantitative responses was produced using Jotform software. (Appendix C – Item 4)

A document was collated incorporating all qualitative responses received, together with the comments of the Steering Group and an indication of any amendments required as a result of these. (Appendix C – Item 5)

Items 4 and 5 were published in June 2024. (Appendix C – Item 6)

## **Stage 4 – Consultation on Final draft version of Plan (Regulation 14)**

Amendments to the Plan were made during spring and summer 2024 to reflect the responses received to the Consultation referred to in Stage 3 above. Then in order to comply with Regulation 14 requirements, a further Consultation process commenced on 8<sup>th</sup> July 2024 and ran until 06 September 2024. As it was important to ensure that anyone interested had the opportunity to respond, the consultation ran for eight weeks rather than the minimum six weeks required.

General publicity was carried out locally including a press release to newspapers, community website entry and Facebook posts (Appendix D – Items 1a and 1b)

The public consultation was carried out on-line with printed copies of the questionnaire available on request. (Appendix D – Item 2). The on-line questionnaire is available on the Parish Council website.

A drop-in session for the community was held at the Mechanics Institute Village Hall in Kirkby Malzeard on 31.08.2024 (Appendix D – Item 3)

The responses received were collated into a document which also includes the comments of the Steering Group and indications of whether amendments were carried out. This document covers not only responses from the community but also those from local stakeholders and statutory/non-statutory bodies. (Item 4 - Due to the size of the document, it is included in a separate Appendix -Appendix E)

Stakeholders were contacted individually to enable them to update their original response from 2022 and provide any additional feedback. (Appendix D – Item 5a).

The full updated responses are shown with any comments specifically related to the current version of the Plan included within the document in Appendix E. (Appendix D – item 5b)

In addition to consulting the community we also consulted statutory and non-statutory bodies together with the main landowners, alongside local stakeholders. A list of consultees was drawn up based on advice from our Planning Consultant and North Yorkshire Council Planning Policy team. (Appendix D – Items 6a and 6b)

These consultees were contacted individually prior to 08.07.2024 and asked to respond before 06.09.2024. The Environment Agency and North Yorkshire Council asked for an extension to the response deadline. The Environment Agency response arrived on 13.09.2024 and the response from North Yorkshire Council, whose turnaround was severely affected by the recent transformation into a Unitary Authority, was received on 04.12.2024.

The response document, which also contains comments by the Steering Group on each of the responses and an indication in each case as to whether the Plan would be amended, was published on the recently created Parish Council website (with a link to this within the community website) prior to the next consultation process commencing. In total responses were received from 25 residents, 19 local stakeholders and 20 statutory/non-statutory bodies. There were 274 individual comments as set out in the Summary document. (Appendix E)

## **Stage 5 - Consultation on pre-submission version of Plan**

Given that amendments had been made to the Plan following the Regulation 14 consultation it was considered appropriate to undertake a final consultation to ensure that any interested parties could comment further on those prior to the Plan being submitted.

This consultation process followed the same format as the Regulation 14 Consultation with members of the community, together with local stakeholders, main landowners and statutory/non-statutory bodies being invited to once again comment.

Pre-consultation publicity was carried out on-line (including the Community and Parish Council websites and the local Facebook page) as well as on village noticeboards (Appendix F– Items 1a and 1b)

The consultation period ran for 8 weeks commencing on 20.10.2025 and ending on 15.12.2025. The public consultation was again held on line, but printed copies of the questionnaire were also made available on request. (Appendix F – Item 2). The copy of the on-line questionnaire is available on the Parish Council website.

A drop-in session was held at the Mechanics Institute Village Hall on 06.12.2025 but was poorly attended.

The opportunity was also taken to raise awareness of the consultation at the Xmas Church Fair on 29.11.2025 where questionnaires were handed out by Steering Group members.

The consultation included stakeholders and statutory/non-statutory bodies with a letter emailed out to these individually. (Appendix F – item 3)

A document setting out the 149 responses received, together with the comments from the Steering Group and an indication of whether further amendments were considered necessary, was produced. (Due to the size of this document, it is provided separately in Appendix G)

## **NOTIFICATIONS**

Given the amount of publicity locally since the it was most unlikely that anyone whose property was specifically named in any of the Policies would not be aware, but as a matter of course formal notification was sent to property owners whose buildings or structures were covered within Policy KMLD 6 Non-Designated Heritage Assets. (Appendix F – item 5)

Advice from the Planning Authority was that notifying individual property owners within the area included within Policy KMLD 7 Area of Local Character and Heritage - Church Street, Kirkby Malzeard was not necessary.

Nor was it considered a requirement that properties in the vicinity of measures within Parish Actions be individually notified as there would be opportunity to discuss issues with residents when steps were taken by the PC to follow these up.

## **CONCLUSION**

To a degree, levels of interest within the community predictably fell away towards the end of the Plan process, because of the time which it had taken and as people had already provided their views earlier on.

We are satisfied that everything practical has been carried out to reach as many potentially interested parties as possible during the consultation process and that the Policies and Parish Actions included in the final version of the Plan fully reflect the views of the community.