



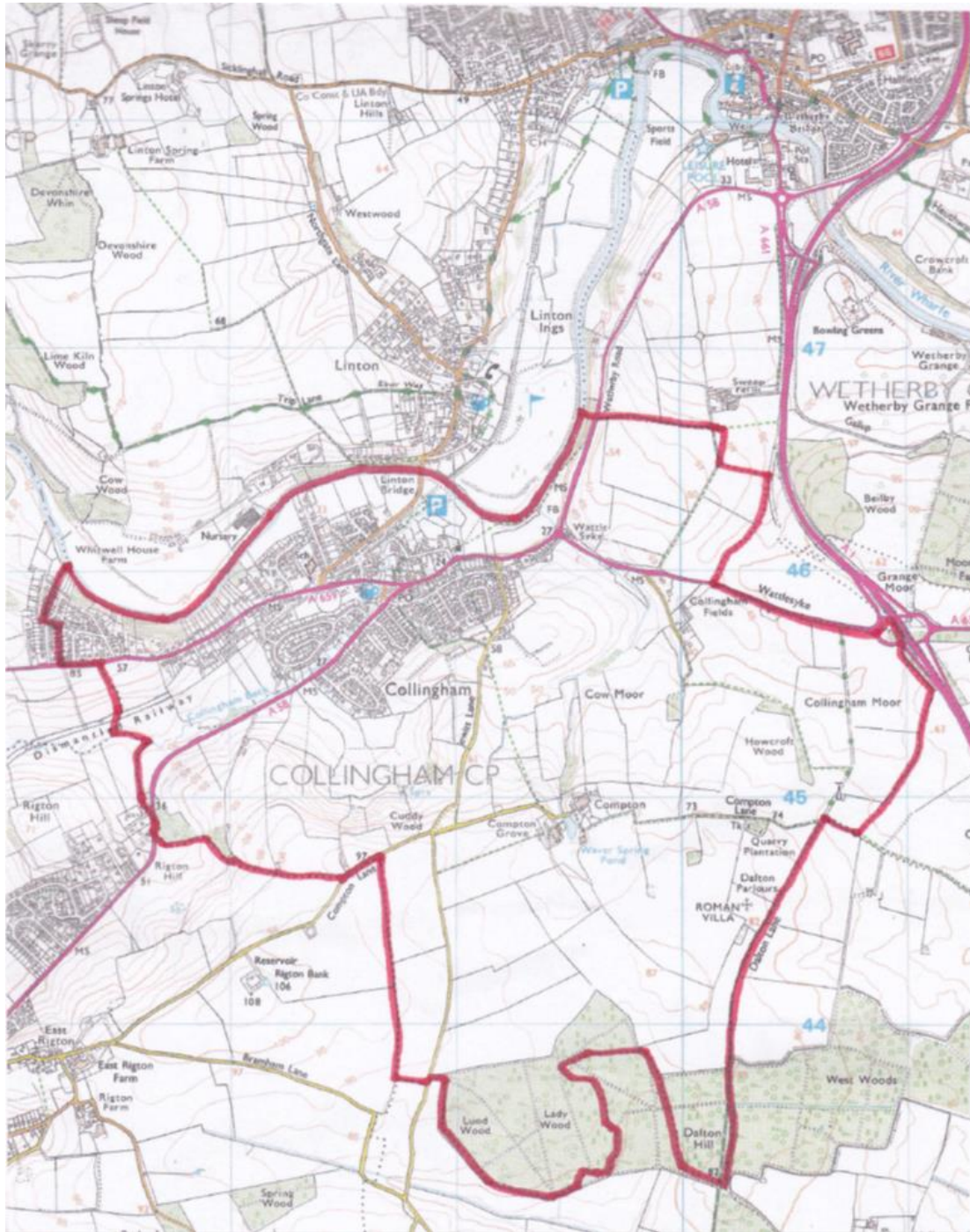
Collingham Neighbourhood Plan

Consultation
Statement

June 2016

Collingham with Linton Parish Council





Map 1: Collingham – Area of Neighbourhood Plan

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1. INTRODUCTION

This Consultation Statement has been prepared to fulfil the legal obligations of the

Neighbourhood Planning Regulations 2012. Section 15(2). Part 5 of the Regulations states that a Consultation Statement should contain the following:

- (a) *details of the persons and bodies who were consulted about the proposed neighbourhood development plan;*
- (b) *how they were consulted;*
- (c) *summary of the main issues and concerns raised by the persons consulted;*
- (d) *explanation of how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.*

2. BACKGROUND AND PROCESS TO AREA DESIGNATION

Collingham is located in the Collingham with Linton Parish. In early 2012, the Collingham with Linton Parish Council (CWLPC) looked at the feasibility of producing a Neighbourhood Plan for the whole Parish. The Parish Council had produced a Parish Plan (PP) in 2006 and a Village Design Statement (VDS) in 2010, both of which encompassed the whole Parish area. Based on the experience gained from the preparation of these excellent documents and also because Collingham and Linton are two distinctly individual villages, it was felt that producing a separate Neighbourhood Plan for each community would be more appropriate.

In addition to the CWLPC, Linton is also served by the Linton Village Society (LVS), which was formed by the residents of Linton some 30 years ago with the aim of preserving the environs of Linton. LVS called a village meeting on 17th April 2012, which was very well supported with over 120 attendees. It was unanimously agreed at the meeting that Linton should seek authority from the Parish Council to produce a separate Plan. The CWLPC duly registered an application with LCC for Linton to be designated as a separate Neighbourhood Area.

Included in the built-up area of Collingham are 42 properties within the neighbouring Parish of East Keswick. CWLPC thought it most appropriate that these properties should be included within the Plan Area for Collingham Neighbourhood Plan and approached East Keswick Parish Council in an attempt to agree this. At the same time it became known that one of Leeds City Council's (LCC) Strategic Housing Availability Assessment (SHLAA) Sites spanned the boundary also. This complicated issues further and a meeting was arranged including representatives of LCC Forward Planning to identify a way forward.

It was agreed that Collingham Plan Area would be restricted to the Parish Boundary and that a memorandum of understanding be prepared and followed throughout the development of Neighbourhood Plans for Collingham and East Keswick. This was completed 6th February 2013 and is included as Appendix A.

CWLPC subsequently resolved to apply for Area Designation and accordingly wrote to LCC 12th March 2013. The area was formally designated by LCC 15th August 2013. Both letters are included as Appendix B.

3. ESTABLISHING THE NEIGHBOURHOOD PLAN COMMITTEE

Collingham Parochial Church Council produces a monthly magazine including news and events of interest to the residents of the Parish of Collingham with Harewood and Linton (the Magazine). The Magazine is distributed to around 1800 properties within the local area including to Collingham, Linton, East Keswick and Harewood.

CWLPC part fund The Magazine and in return are allowed to include its own information. This has been used extensively throughout the preparation of the Neighbourhood Plan and was used to advertise for members of a drafting committee and a steering group.

CWLPC also took a stand at the 2012 village fair to promote Neighbourhood Planning and to canvas for volunteers. This resulted in the following committee members:

- Drafting Committee Councillor Julian Holmes, Philip Venn, Michael Hodge, Andrew Paley, Louise Downie
- Steering Group Julian and Joe Scott, Andrew Jackson, Paul Wills, Peter Costello, Kay Lawton, Ken Campbell, Andrew Pickles, Councillor Geoff Cunningham, and Councillor John Groves

The Drafting Committee would be responsible for research, consultations, communications and submitting draft proposals during the preparation of the Neighbourhood Plan. The Steering Group would be responsible for directing and influencing the Drafting Committee and carefully considering and finally agreeing draft proposals as they are formulated. A key role for the Steering Group is to ensure that the Neighbourhood Plan is fair, balanced and a reasonable consensus of opinion.

This structure was established to replicate that of Linton but it rapidly became evident that a single group would be more effective in Collingham than two separate groups. Minute 64 of 8th October 2012 captures the revised arrangement:

Minute Ref	Text
64	Julian explained in brief the remit of the Steering Group. The Parish Council has given the Steering Group responsibility for all aspects of researching, preparation, communication and delivery of the Neighbourhood Plan. In accordance with Leeds City Council Guidance the Parish Council has retained responsibility for decision making. Julian has responsibility for reporting to the Parish Council in order to facilitate this decision making process.

The Neighbourhood Plan Committee therefore comprised of the following members:

- | | |
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| <ul style="list-style-type: none"> • Councillor Julian Holmes (Chair) • Councillor John Groves • Peter Costello (Councillor 2013-15) • Mike Hodges, • Ken Campbell, | <ul style="list-style-type: none"> • Paul Wills, • Andrew Jackson, • Angela Beaumont, • Louise Downie, • Kay Lawton |
|--|--|

Julian Holmes was also Deputy Chair of the Linton Neighbourhood Plan drafting committee and the excellent communication between the two groups and has allowed lessons learnt to be transferred. This has often been from the Linton experience to Collingham as Linton's Plan progressed more quickly than Collingham's.

4. COMMUNICATION STRATEGY AND METHOD

The aims of the Collingham Neighbourhood Plan consultation process were:

- To ensure that the implications of the Localism Act are fully understood
- To engage with as wide a range of people as possible, using a variety of events and communication techniques
- To ensure that all the residents and other stakeholders were fully informed on a regular basis from the start of the process
- To ensure that meetings took place at regular intervals and at critical points in the process where decisions needed to be taken
- To ensure that results of consultation were fed back to local people and available to read (both by hard copy and via the internet) as soon as possible after the consultation meetings and events.
- To ensure that the Parish Council and LCC are fully informed and consulted throughout the neighbourhood planning process

The first meeting of the Neighbourhood Plan Committees took place on 12th June 2012. The minutes below indicate that the importance of effective communication was recognized from the start:

Minute Ref	Text
5	The meeting discussed why communication is vital to the process of producing the Neighbourhood Plan and recognised that this is the only way to guarantee community wide involvement and ensure every resident, business and land owner has the opportunity to comment and influence the plan.
6	The following methods of communication will be used: Parish Magazine Leaflet Drops Notice Board Email Website Facebook Googledocs Tempo FM (radio station by the Cinema in Wetherby) Consultation Events

7	An article will appear in the July issue of the Parish Magazine. It was noted that text needs to be available for the Parish Magazine by the 10th of each month. There is no magazine in August.
8	Post these minutes on Noticeboard.
9	Ken Campbell agreed to create a Collingham Neighbourhood Plan page on the web site www.thisisls22.com Minutes and other emerging documents will be posted on the website after initial review by a minimum of 3 committee members. Initial documents to be posted include the text drafted for the Village Magazine and these minutes following initial review.
10	Andrew Jackson agreed to create a Facebook address and would manage this communication process.
11	The meeting agreed that they would like to use Googledocs to manage the drafting process. Julian will look at setting an area up on Googledocs and will cry for help if necessary.
12	The meeting discussed whether we should follow the example of Bardsey and Linton and hold an early public meeting. These were well attended because they were publicised by a specific letter drop. We are planning a letter drop in August in lieu of the Parish Magazine and therefore this gives the opportunity for a public meeting in September following the summer holiday season. Timing wise we should have positive things to communicate about protecting the village and community etc and also be starting the emotive subject of identifying sites for possible housing development.
13	Select venue for public meeting and book
14	Ask John Procter and Andrew Birkbeck (Localism Officer) to attend.
15	It was recognised that at some point land owners would need to be consulted about the Neighbourhood Plan. We need to build up a database of contacts to allow this to happen. Firstly we know Lady Elizabeth Hastings owns plots of land. Get their contact details from Glyn Robins

Communication remained on the agenda of every subsequent Neighbourhood Plan committee meeting.

The following table summarises the extent of communication via the most important channels:

Channel	Summary of extent
Committee meeting minutes	30 progress meetings with 500 minuted items. Several other meetings to address specific tasks such as walk-in events and amendments to text within the emerging plan.
Noticeboard	Each set of minutes posted on the Parish Council Noticeboard
Email	Each set of minutes emailed to the Neighbourhood Plan address book. Similarly reports and “final” drafts of emerging documents. Email addresses for residents and other key stakeholders were collected at walk-in events and as emails were received. The address book contains in excess of 200 contacts.
Websites	Minutes and reports were posted on www.thisisl22.com from the outset and following CWLPC establishing their own website on www.clpc.info
The Magazine	14 articles ranging from invitation to join the committee through to reporting on the feedback from the Regulation 14 consultation.
Newsletters	3 newsletters in support of walk-in events, questionnaires and the Regulation 14 consultation.

5. GUIDING PRINCIPLES AND VISION

The development of the Neighbourhood Plan has drawn heavily upon the earlier work to produce the Parish Plan and the Village Design Statement for Collingham and Linton. These relatively recent documents had extensive consultation in their own right and were used at the second Neighbourhood Plan meeting to inform the Guiding Principles and Vision.

Minute Ref	Text
23	<p>Guiding Principles.</p> <p>The meeting had a wide ranging discussion on Guiding Principles and a vision for Collingham. It was agreed that Julian would capture the content of the Post It note brain storm and draft both a Vision Statement and Guiding Principles document for comment.</p>

The Guiding Principles and Vision agreed at the outset were:

The Guiding Principles for the Collingham Neighbourhood Plan will be:

1. To identify, protect, maintain and improve the characteristic village features of Collingham, and ensure Collingham enhances its rural ambience.
2. To protect and develop footpaths, bridleways and cycle-ways throughout Collingham and the neighbouring parishes.
3. To ensure that traffic passing through the village is controlled in order to reduce the risk to pedestrians and cyclists, and to minimise disturbance through noise, vibration and pollution.
4. In conjunction with residents and landowners of Collingham undertake a thorough assessment of the whole Designated Area to identify the most sustainable plots for housing development.
5. Liaise with Outer North East Leeds Parishes and Leeds City Council to establish likely infrastructure developments that will influence and integrate with the sustainability assessment of each of our proposed sites. Agree which if any of these sites are to be included within the current 15 year period of the Neighbourhood Plan.
6. To promote and encourage local services and voluntary groups to support the community's health, social and cultural well-being. To retain a viable and vibrant village centre.
7. To retain a viable and vibrant village centre.

Our Vision for Collingham is:

Over the period to 2028 new development in Collingham will have contributed to a healthy and active community. New development will have been planned and built in accordance with the Village Design Statement. It will fit harmoniously into the existing character of Collingham and will be well linked by footpaths, bridleways and cycle-ways.

The developments will be of a mixed housing type providing accommodation for young people, families and older people.

Collingham centre will be vibrant with a range of shops and meeting points. Car parking will have improved and many local people will be reassured that it is safe to walk or cycle to the centre.

Congestion will be a thing of the past and vehicles will no longer be travelling through the built up area at more than 30mph.

Regularly both residents and visitors to Collingham will be enjoying circular walks and rides through Collingham and beyond to Linton, East Keswick and Bardsey.

Village life will be enjoyed by all and celebrated at well attended public functions.

The Vision and Guiding Principles were accepted almost unanimously through the village surveys and have been followed by the Neighbourhood Plan committee in every respect. The Vision and Guiding Principles have had minor changes in the final version of the Neighbourhood Plan as they have evolved into 'Our Vision and Objectives'. This is simply to remove those parts that are prescriptive about the process of producing the Neighbourhood Plan and to correct grammar.

The committee produced an assessment of how the sufficiency of the Vision and Guiding Principles to support the Parish Plan and Village Design Statement. This is included as Appendix C.

6. STATEMENT ABOUT HOUSING ALLOCATIONS

Much of the initial interest in the Neighbourhood Plan was as a result of LCC publicizing SHLAA 2012. This put in the public domain a number of possible housing sites within Collingham. A great deal of the committee's energy early in the process was directed towards assessing housing needs, evaluating potential housing sites and communicating these thoughts to the community. It became increasingly obvious through discussions with LCC and through the expert support of Planning Aid England that this was a subject we could not include in our Plan. A special committee meeting – housing strategy was held 11th December 2013. Minute 383 below represents the conclusion of this meeting.

Minute Ref	Text
383	<p>Summary Position</p> <p>Situation is still very fluid. There appears little point the Neighbourhood Plan allocating land for housing when the chances are Leeds will be doing this anyway. Our energy is currently best directed to strongly influencing Leeds.</p> <p>Write a draft plan based on no site allocations. Get this ready for presentation to the public on this basis as early as practicable.</p> <p>Continue to monitor planning decisions that have a bearing on what may happen in Collingham as a result.</p>

As a result, throughout this consultation statement any reference to housing sites and allocations is appropriately brief, and does not in any way reflect the extent of communication on this subject.

7. WALK IN EVENT AND VILLAGE SURVEY, SEPTEMBER 2012

In order to gather evidence for the Neighbourhood Plan the committee arranged a questionnaire and walk-in event to take place 22nd September 2012. The Committee had so far identified some

Guiding Principles and had formulated a draft vision for Collingham. The next task was to seek the community's opinion about facilities, services and Areas for Protection and Improvement (PIAs) in the village. These are very important elements of the Neighbourhood Plan and will be very influential in identifying any areas that may be suitable for development.

The walk-in meeting displayed the location of the SHLAA sites and also put forward two alternative sites for consideration. The questionnaire also addressed public opinion about the suitability of these sites and housing needs. 124 residents attended which represents 12% of households.

The questionnaire is included in Appendix D as is the presentation given during the walk-in event.

Two reports were produced capturing residents' comments and responses to the questionnaire. The first was in support of the on-going site allocations programme and was used by our Ward Councillors to feed in to LCC Forward Planning officers in October 2012. This report is also included in Appendix D.

The second report took a great deal more analysis by the Neighbourhood Plan Committee and was completed in March 2013. This is also included in Appendix D. The questionnaire was completed by 259 residents which represents 25% of households. The report concluded with a list of actions which is reproduced below together with how the Neighbourhood Plan has dealt with each action.

Action	Description	Progress
1	Increase engagement of younger members of the community. Both in Neighbourhood Planning and then Generally.	Consultation exercise done at Lady Elizabeth Hastings Primary School, Year 3.
2	Identify opportunities for infrastructure and service improvements including traffic and road crossings.	Included in section L: Highway safety and Traffic Impact. Harewood Road Improvement Scheme is being discussed with Leeds CC.
3	Make sure policies are appropriate to retain and enhance the village character.	Policy A: Protecting the Village Setting. Policy B: Protecting Local Heritage Assets. Policy D: Design of Development.
4	Make sure the risk of flooding is adequately addressed by all proposals.	Policy F: Sustainable Development
5	Include in the Neighbourhood Development Plan Guiding Principles exactly as they are.	Specialist advice was to include these within the Vision and Objectives, we have followed this advice.
6	Add both churches and sports and playing fields to the list of items to be protected.	Included within section H.

Action	Description	Progress
7	Use the ranking in Table 6: Things to be Improved to prioritise improvements within the Neighbourhood Action Plan	Broadly done but also bearing in mind some projects are outside our control, and may be prohibitively expensive.
8	Include measures to control the speed and volume of traffic, in particular HGVs	Included in section L: Highway safety and Traffic Impact. Harewood Road Improvement Scheme is being discussed with Leeds CC. Also group now actively pursuing HGV restriction.
9	Include in the Neighbourhood Development Plan measures to improve the footways.	Included in Section M.
10	Work with Lady Elizabeth Hastings Primary School to try to predict availability of places over the 15 year period. How do we consider secondary and private education?	Subsequently identified that this is part of the Site Allocations process and is outside our remit.
11	Identify how preschool facilities are run in Collingham. What are the constraints? Does the Neighbourhood Development Plan need to make any provisions for improving this service or can market forces be left to respond?	Subgroup completed a report. New service has since opened on Harewood Road at East Keswick.
12	Feedback to Leeds City Council concerns expressed about the condition of roads and pavements.	Action taken by Parish Council - Linton road to receive improvements in 2016.
13	When announced make sure the process of how to register concerns about Broadband Speed are adequately communicated.	We now have Superfast Broadband.
14	Work with East Keswick and Bardsey to establish improvements to Public Transport.	Neighbourhood Planning Group to take on this exercise on completion of The Plan.
15	Access for people with disability. Assess where improvements are required and record in the Neighbourhood Plan. Deliver the improvements.	Second bullet of Policy M refers to this. Parish Council to pursue opportunities outside the sphere of planning to deliver this aspiration. Proposals for Harewood Road include crossings with drop kerbs.

Action	Description	Progress
16	Communicate housing allocations to service providers. Assess future impacts and put mitigation measures in place to maintain or improve service.	Subsequently identified that this is part of the Site Allocations process and is outside our remit.
17	Ensure any proposed developments include a number of two bedroom properties suitable for down-sizing and/or new starters.	See Policy G. Evidence gathering indicates Collingham has a shortage of 3 bed property also.
18	Investigate the possibilities for providing a new noticeboard and possibly siting in a more prominent position.	Noticeboards replaced by the Parish Council in original position.
19	Produce more newsletters	Used The Magazine for up- dates as and when necessary.
20	Investigate additional opportunities for communication.	Email address database has been used extensively. Parish Council now has its own website.

8. COMMUNICATION WITH LAND OWNERS

Having established the community's opinion about housing sites in Collingham a meeting was arranged 8th October 2012 to consult with the land owners. Email addresses were exchanged and from this point onwards information has been shared electronically with the land owners.

Further meetings were held 22nd May 2013 to up-date about each possible site and to make arrangements for the walk-in event June 2013

9. WALK-IN EVENT 29TH JUNE 2013

This event was timed to coincide with LCC consultation on Issues and Options for Site Allocations.

The Committee displayed the Vision and Guiding Principles and up-dated the community on the results of the September 2012 questionnaire. A rolling presentation was provided and included in Appendix E and each of the landowners displayed "MasterPlans" for their possible developments.

280 residents attended producing 204 written responses with 475 individual comments which were then collated into the report included within Appendix E. A clear hierarchy of housing sites was identified and reported back to LCC to inform the site allocations process.

Comments were gathered relating to development in general. These are included below together with how they inform the Neighbourhood Plan.

Category	Comment	Addressed in the Neighbourhood Plan
Character	Collingham retains an individual character, which helps define it as a village; residents are clear that any development permitted must not detract from that character. This means that amenities and open space must be retained and impact on green fields and Green Belt land must be minimised. Development must not encourage the merging of Collingham with its neighbouring parishes.	Policy A: Protecting the Village Setting.
General Infrastructure	Before Collingham can accept any more development, plans must be put in place to develop the supporting infrastructure; this includes adequate schooling, roads, drainage, public transport, communication (such as broadband) and health care provision. Improvements should be provided in advance of any housing development and not retrospectively after development has been allowed to begin.	Policy F: Sustainable Development
Traffic	<p>The volume and the speed of traffic is a major concern amongst the residents of Collingham. Before Collingham can accept any more development, plans must be put in place to show how traffic is going to be managed along both the A58 and A659 corridors. These plans need to consider how the junctions of Harewood Road and A58 and the A58 with Wattle Syke will cope with increased traffic. Improvements should be provided in advance of any housing development.</p> <p>Further afield, the junction of A61 and A659 suffers chronic congestion with queues regularly 1.5 miles long. With increasing housing in Outer North West Leeds and also in north Bradford traffic will only increase; similarly this route is used as access to Leeds/Bradford Airport. Expansion plans will increase traffic through Collingham and we do not want traffic queuing through East Keswick and into Collingham. It is also noted that this is an HGV route to Otley and beyond.</p> <p>Consideration should be given to providing housing closer to the main employment centres and also close</p>	<p>Policy L: Highway safety and Traffic Impact.</p> <p>Outside the remit of the Plan</p>

Category	Comment	Addressed in the Neighbourhood Plan
	to cycle infrastructure. Collingham is served poorly by both.	Outside the remit of the Plan
Ridge lines	Collingham is a hilly village with numerous ridgelines – the protection of these ridges has been identified within the Collingham Parish Plan and Village Design Statement. Any development must respect these ridgelines and ensure new houses do not dominate views from elsewhere in the village.	Policy A: Protecting the Village Setting. Policy D: Design of Development
Flooding	Collingham has a history of flooding, both from the River Wharfe and from the Beck that flows through the village centre. Any development should be directed away from the flood zones of Collingham Beck and The River Wharfe. Any permitted developments must not increase the risk of future flooding. Priority should be given to sites downstream from the flood zone or to sites at a considerable distance from the fields that directly or indirectly contribute towards flooding of the floodplain or drainage within the village	Policy F: Sustainable Development
Wildlife	Local flora and fauna is an important component of Collingham’s rural environment. Habitat surveys would be required and mitigation measures would need to be included to protect any wildlife affected by any development. Species commented on include bats, barn owls, tawny owls, woodpecker and deer. Specific to some of the sites might be species appropriate to flood zone or meadow habitats.	Not included within the Plan but protected as necessary by National Planning Policy and environmental legislation.
Wetherby	Wetherby is Collingham’s nearest major urban settlement. Facilities already struggle to cope with demand and plans need to provide for additional general infrastructure and, for example, additional grocery retail space and additional vehicle parking.	Outside the remit of the Plan
Housing demand	Comments would suggest that there is a demand for more affordable housing. Any housing provided in Collingham is likely to be expensive and only the proportion set aside as affordable would be available to help meet this demand.	Proportions dictated by Core Strategy. Need for smaller housing

Category	Comment	Addressed in the Neighbourhood Plan
		included in Policy G.

10. COMMUNICATION WITH YOUNGER RESIDENTS

The village survey recognised the need to communicate with our younger residents.

Committee member Kay Lawton arranged for a display of Neighbourhood Planning material at the Scout and Guide Headquarters. Few comments were received.

Councillor Holmes and committee member Angela Beaumont presented to Year 3 pupils at Collingham Lady Elizabeth Hastings School and had a very exciting afternoon with the class identifying what they like and dislike about Collingham and how it could be developed. The children were much more imaginative than the adults but the principles were shared.

The output is captured by the report included as Appendix F.

The committee decided an innovative approach was required and decided to hold a photography competition open to under 12s and 12 to 18 year olds. The completion was advertised but failed to attract any attention.

11. COMMUNICATION WITH BUSINESSES

On 12th August 2012 a letter was sent to each business in Collingham setting out why a Neighbourhood Plan was being produced, inviting attendance at the walk-in event and asking the questions below:

1. Please could we have your name and contact details for the business.
2. Are you also a resident of Collingham?
3. How many people do you employ in Collingham?
4. Have you any thoughts on how your business may be developed over the next 15 years? If so have you started to draw up any plans etc?
5. How might Collingham be improved in order to help you with your business?
6. What other improvements to Collingham would you like to see?
7. We are working with our neighbouring parishes. Do you have any thoughts on wider improvements required?

8. Would you be interested in joining the Steering Group to deliver the Neighbourhood Plan? If not then would you like to be kept up to date with progress via emails etc?

The landlord from the Half Moon responded seeking assistance with vegetation clearance in the vicinity of a public right of way leading from the pub to Church Lane. This work was subsequently completed by the Parish Council.

No further communication was received. On 13th September 2013 a similar letter was produced and pointed out the intention to complete the first draft of the Plan within 3 months. This letter was hand delivered by a committee member who took the opportunity to explain the importance to the local businesses.

In March 2014, having received very little feedback from the business community, the committee decided that the main issue which would support businesses would be improved parking. The committee surveyed each business with regard to parking and produced a report summarizing the findings. This report is included in Appendix G.

This has all been considered in the Neighbourhood Plan Policy I. This Policy also includes a project to provide additional parking at The Half Moon pub. This has been agreed in principle with the tenant and landlord, see minute below:

Minute Ref	Text
433	<p>Parking</p> <p>Text produced by Angela and Louise to replace the current text.</p> <p>After the meeting John and Julian have met with the Leaseholder (David Holmes) and landlord/landlady of the Half Moon pub. In principle they have agreed that it is a good idea and possible to create additional parking on their property. The additional parking would be public parking. DH to make appropriate enquiries to Enterprise Inns. This feels like a definite project to be included in the Plan.</p>

A number of the business owners have regularly received email communication as they are members of the Neighbourhood Plan address book, and, as some are also residents, they also receive The Magazine and Newsletters.

12. COMMUNICATION WITH CLUBS, SOCIETIES AND OTHER VILLAGE FACILITIES

The committee contacted the clubs, societies and other village facilities by letter 17th September 2013. The letter suggested that a face to face meeting be arranged to discuss their development aspirations. Collingham and Linton Sports Association, St Oswald's Church Council and The Methodists Church met committee members and shared their concerns. A common theme is

concern with regard sufficiency of funds to support maintenance and development work. The Neighbourhood Plan recognizes this concern by identifying major maintenance and development as projects which may receive Community Infrastructure Levy support in the future.

Collingham Junior Football Club presented to the 30th October 2014 meeting. They described difficulties in securing playing fields on permanent basis and this always puts the future of the club at risk. It was accepted that not all members are residents of Collingham but a fair proportion are. Ideally the club would like to have more pitches available in Collingham.

The meeting asked the Football Club to gather further evidence to support the need for pitches, and provide this to the committee. This evidence would be considered with all other back ground data and policies, projects and aspirations included in the Plan accordingly.

The committee having received no further information and considering no specific request from residents via the village survey decided not to include this in the Neighbourhood Plan.

13. COMMUNICATION WITH LCC

Outer North East Forums (with 9 other local Parish Councils including CWLPC). These forums were organised by LCC in facilitate consultation regarding emerging NPs with neighbouring parish councils in the Outer North East area of Leeds. One of the key items on the agenda of these meetings has been Neighbourhood Planning and Councillor Holmes has attended the majority of these quarterly meetings during the process of drafting the Neighbourhood Plan.

The first meeting with Ian Mackay who has responsibility in Leeds City Council Forward Planning for all matter related to Neighbourhood Planning was 28th July 2012. From this date onwards the relationship with Ian and also Heather Suggate has been excellent. The fact Linton Neighbourhood Plan has been a front runner for Leeds and that Councillor Holmes was a member of both Linton and Collingham Neighbourhood Planning committees has helped with this communication and relationship. A great number of lessons learnt in the Linton Plan process have benefited the Collingham Plan and also, we understand, a number of the other 37 Plans emerging across Leeds.

LCC has generally not been prescriptive in its involvement, but has guided the committee on how best to word certain policies to ensure they can be operated by planning officers needing to determine applications. An exception to this is Policy B, Protecting Local Heritage assets which at the suggestion of Conservation Officer Matthew Bentley has largely been drafted to provide support to the Conservation Area Appraisal and Management Plan.

14. PRE-SUBMISSION DRAFT PLAN

To support the preparation of the Neighbourhood Plan the committee successfully bid for finance and support from The Community Development Foundation via Locality. Planning Aid England w employed to support Neighbourhood Planning Groups and their employee given responsibility for Collingham was Mike Dando.

Having gathered together all the evidence to justify the Plan a first draft plan was prepared early in 2014. This was the start of a number of iterations which were shared by the Committee, Mike Dando and Ian Mackay. The table below summarises the most important considerations and decisions made through this process:

Date	Minute Number	Description
19.02.2014	387	First pass plan had been circulated.
02.04.2014	405	Character styles were becoming better defined. The Conservation Area Appraisal and Management Plan needs more emphasis.
29.04.2014	420	Discussion about housing allocation numbers in Collingham. Mike Dando advised Ian Mackay that a lack of prescriptive numbers is making it very difficult to progress neighbourhood plans.
	421	<p>Mike Dando advised that following the examination of the Ascot Neighbourhood Plan, it is not acceptable for Neighbourhood Plans to allocate land for housing that is currently Green Belt. Conclusions for Collingham:</p> <ul style="list-style-type: none"> We could allocate the Piccolinos site for housing; We could allocate the Miller Homes site or the Jewitt Lane site – our housing consultations categorically rule this out. We have to wait for the Green Belt review should we wish to allocate any housing sites. <p>If housing is imposed on Collingham by Leeds and we wish to have a say on where it goes we need to influence the Green Belt review. The Green belt review is happening in conjunction with the Site Allocations process.</p>
	422	<p>Collingham Plan way forward. Lengthy discussion concluded the following:</p> <ul style="list-style-type: none"> Mike Dando would prepare a scoping document to allow the appointment of a consultant to provide a housing needs report for Collingham. The consultant would be appointed through our Locality support package. Mike Dando would investigate a site assessment proforma and also whether an external consultant could carry out a site

Date	Minute Number	Description
		<p>assessment on our behalf – this is to provide additional evidence with regard identifying the most sustainable housing site(s) in Collingham.</p> <ul style="list-style-type: none"> • Additional consultation on the results of these reports would be likely. <p>We will not be in a position to go to formal regulatory consultation on the Plan in the near future.</p>
		<p>It was also recognized following the meeting that we cannot actually allocate SHLAA 2135 as this is Protected Area of Land and can only remain safeguarded until its future allocation is determined.</p>
24.07.2014	423	<p>Car Park text added.</p> <p>Character Styles added.</p> <p>Consultation with Yorkshire Wildlife Trust.</p>
01.10.2014	437	<p>Site Allocations Plan is considered Strategic Policy, Collingham Neighbourhood Plan must be in general conformity with this document as well as the Core Strategy.</p>
	439	<p>Unconstrained Housing Demand Report produced. Now need to consider the constrained demand by considering local factors.</p>
05.11.2014	451	<p>Core Strategy will be ratified by LCC Executive Board on 14th November 2014. The committee can then confirm whether the emerging plan is in general conformity.</p>
	460	<p>Consultation with West Yorkshire Archaeological Advisory Service.</p>
10.12.2014	465	<p>Core Strategy was ratified. Main change is that Policy N34 Protected Area of Search is retained as is Policy N37 Special Landscape Area. It is now feasible to submit a neighbourhood plan to be tested against the Core Strategy.</p>
	466	<p>Spennithorne Common in Bramham is to take 4200 dwellings which is a large proportion of the target for Outer North East Leeds. Few if any dwellings will be allocated in the villages.</p>
07.01.2015	477	<p>No strategic sites allocated in Collingham. No change to Green Belt boundary. SHLAA 2135 remains Protected Area of Search.</p>

Date	Minute Number	Description
	480	Current draft plan to be progressed to cover for Piccolino's site up to 7 dwellings in the built up area. Target public consultation late spring/early summer 2015, to coincide with the consultation on the Site Allocations Plan.
06.05.2015	488	Green Belt policy being discussed. What can and cannot we include? Local Economy Policy removed adequately covered by "Assets of Community Value" and parking sections.
	489	The committee agreed the issues covered are appropriate. Next step is to produce the maps.
21.05.2015	498	Take out Policy B1 saying where housing may be located and explain in the Foreword and Purpose of The Plan sections why the number of houses is not defined nor where they will be built.
	500	Guiding Principles to be removed to the Consultation Statement.
19..8.2015	496	Revisions to the text following publication of the Examiner's Report on Linton Neighbourhood Plan. Extensive changing to the wording but not the intention of the Plan to suit recommendations made. These changes are captured in the report included as Appendix H.
	497	Public Consultation will be October 2015.

The draft Neighbourhood Plan was now ready for pre-submission consultation and Collingham with Linton Parish Council resolved to take this to consultation at the meeting of 29th September 2015. Minute 7064d refers:

Minute Ref	Text
7064	<p>NEIGHBOURHOOD PLANS FOR COLLINGHAM and LINTON</p> <p>a. Linton plan- there will be a steering group meeting on 14.10.15 to agree amendments to the plan, and then it will be put forward for referendum.</p> <p>b. Collingham plan – the document is now ready to be printed</p> <p>c. Resolved to appoint KUDU to print the Collingham plan</p> <p>d. Resolved to take Collingham Plan forward for formal consultation</p>

15. PRE-SUBMISSION DRAFT COLLINGHAM NEIGHBOURHOOD DEVELOPMENT PLAN– CONSULTATION AND PUBLICITY

The consultation period was 19th October to 6th December 2015. This is a period of seven weeks which is greater than the minimum of six weeks stipulate by Regulation 14(a)(iv).

Documents were posted on the Parish Council website, at Collingham Memorial Hall, Wetherby Library, The Half Moon public house and Collingham with Linton Sports Association. The web link for the documents was also emailed to the Neighbourhood Plan address book.

Each household and business in Collingham received a letter setting out the reasons for the consultation and instructions on how to respond and on how to find the full version of the Plan; a summary version of the draft Plan and a comments form. This fulfils the requirements of Regulation 14(a).

A list of statutory consultees was prepared and the majority of these was emailed with instructions and a link to both the full and summary versions of the Plan. Those without a known email address were written to. The full list of consultees is within the spreadsheet included as Appendix I. This list fulfils the requirements of Regulation 14(b) and (c).

All parties were invited to attend an open event at Collingham Memorial Hall, Thursday 12th November 2015 18.00 to 22.00hrs or Saturday 14th November 2015, 12.30 to 16.00 hrs. The Open Event included presentation posters summarising the results of the village surveys, the Vision and Objectives and each of the Policies. Members of the committee were present throughout to engage in conversation about all aspects of the Plan.

Residents were reminded of the event by text included in the November edition of The Magazine.

The Neighbourhood Plan address book was reminded to provide their responses by email 1st December 2015.

16. THE OUTCOME OF THE REGULATION 14 CONSULTATION

A total of 50 response forms were received, with 205 individual comments on specific issue. All comments were collated on a single spreadsheet included as Appendix I.

Councillor Holmes proposed an action relevant for each comment and then each comment was considered by the committee. The nature of any discussion and the agreed action was captured on the spreadsheet.

The agreed actions have been included in the draft Plan and the introductory text amended to suit the requirements of the Regulation 16 draft.

The key changes to the Plan as a result of Regulation 14 consultations are:

- Policy K: Local Green Space has been removed – justification and evidence was light, “The Beach” area was destroyed by flooding December 2015, and the Kingfisher Green Space forms part of the flood defences for the Kingfisher Estate and is therefore under no threat for change of use.
- Policy B.c was moved to Policy A as retaining important trees is more akin to protecting the village setting than protecting local heritage assets.
- Policy F. A major flood event happened 26th and 27th December 2015. The text has been amended to reflect this and Environment Agency Flood Zone Map included.
- Section M: Highway safety and Traffic Impact - additional projects added to capture the aspiration for 20mph zones and restrictions on Heavy Goods Vehicles.

17. CONCLUSION

This Consultation Statement has demonstrated how throughout the preparation of the Neighbourhood Development Plan the committee has sought the opinion of people who live work or carry on business in the Plan area. The resulting draft Plan has been publicised widely and in accordance with paragraph 14 of The Neighbourhood Planning (General) Regulations 2012.

This Consultation Statement and supporting appendices are considered to fully comply with Section 15(2) of the 2012 Neighbourhood Planning Regulations in that they:

- contain details of the persons and bodies who were consulted about the proposed neighbourhood development plan;
- explain how they were consulted;
- summarise the main issues and concerns raised by the persons consulted; and
- describe how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.

CWLPC gave unanimous approval for the Final Draft Plan to be submitted to LCC for Reg 16 consultation and subsequent independent examination at the meeting of 7th June 2016 as recorded in the minute of the meeting below:

Minute Ref	Text
7185 b	Collingham plan – resolved to submit the draft plan and all associated documents to LCC, and to seek earliest practicable consultation on the plan.

18. APPENDICES

Appendix A – Memorandum of Understanding with East Keswick

Appendix B – Area Designation

Appendix C – Guiding Principles

Appendix D – September 2012 Walk-in Event

Appendix E – June 2013 Walk-in Event

Appendix F – Year 3 Consultation

Appendix G – Car Parking Questionnaire

Appendix H – Changes to the Plan following Linton Examiner’s Report

Appendix I – Regulation 14 Consultation

Collingham Neighbourhood Plan Consultation Statement



June 2016