



Council

28 February 2022

Appendix D

Report of Town Clerk

Neighbourhood Plan Consultation

Access Public

Background

1. The Strategic Environmental Assessment (SEA) of the Neighbourhood Plan has now been received.
2. Whilst there are minor revisions to be made before council can formally accept the plan, the way is now clear to consider how council should address the issue of the Regulation 14 consultation on the plan.
3. A copy of the SEA is attached, along with the policy maps that demonstrate the areas covered by policies. It is recommended that the SEA and the policy maps be adopted this evening, to enable the final draft of the plan to be produced.
4. Regulation 14 requires that the plan proceeds to a six-week consultation, before submission to Northumberland County Council.
5. The Public Sector Equality Duty is engaged by this consultation, and officers will have due regard to their duty not to unlawfully discriminate against or disadvantage those with protected characteristics during this consultation. In particular, all venues for drop in events will be fully accessible, and officers will engage with organisations representing groups who may feel they are at risk of being excluded.
6. This report seeks to set out the steps by which consultation will take place; the proposed methods are:
 - a. Public consultation by drop-in sessions at three venues around the town on no more than five occasions (in total).
 - b. By publicizing the plan on:
 - i. The Neighbourhood Plan website,
 - ii. The Town Council website,
 - iii. Social media,
 - iv. Flyers distributed via public places (e.g. the library), and
 - v. Noticeboards.
 - c. By contact with statutory consultees.
 - d. By contact with local groups and bodies with an interest as defined in Paragraph 1 of Schedule 1 of the regulation.
7. Consultation responses will be received via:
 - a. Survey Monkey,
 - b. Post (either Royal Mail or hand delivered),
 - c. Email, and
 - d. Telephone and in person.

8. Each piece of publicity for the plan will have a call to action; that is, a means by which individuals can provide a response. Respondeees who are individuals will be invited to submit demographic data. Organisations will be invited to provide details of their membership and purpose.
9. Responses will be stored securely, on our cloud IT system, in accordance with our duties to keep personal data secure. Data will be processed to the extent that qualitative data analysis may be performed on individual responses. No links will be created to demographic data as part of this analysis, and it is not anticipated that there will be sufficient responses to allow cross cutting data analysis of that kind.
10. A consultation response will be provided to council at the conclusion of the consultation to allow council to consider how it responds to the consultation.

Recommendations

1. That council adopt the SEA and the policy maps, and
2. That council delegate to the Town Clerk authority to conduct the consultation.

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| Author | GD |
| Checked by | SC |
| Town Clerk sign off (if required) | GD |