

Silverstone Draft Neighbourhood Plan

Regulation 14 Consultation and Beyond

Action Plan

Where are we now

The PC have agreed to move a completed draft document on to Regulation 14 Consultation following the recommendations of the former SNPWP and Kirkwells. The following is a suggested Action Plan based on the previous, thorough consultation undertaken in May/June 2021

Action	Who	When	Action
Finalise and Agree Draft Plan. This has been added to but will need to go back to MW at Kirkwells	SNPWP		
Complete SEA Report and Habitat Regs Assessment and EIA (where required)	Kirkwells/PC		
Amend and finalise Draft NP and forward to Clerk for PC approval	Kirkwells		
PC Approval for consultation and to carry the work forward to consultation	PC		CC, as clerk, to arrange
Draft article with announcement of dates for News and Views to include <ul style="list-style-type: none"> • Dates • PC Website address/link • How to respond (Response form online or print off and return to Clerk at PO box No OR dedicated email address 	PC	August 2023 edition with cut off 15 th July	
Prepare Draft Response Form	CT has prepared but it will need dates, etc		Clerk to complete
Prepare Draft letter to consultees	CT has prepared but it will need amendments		Clerk to complete
Request Consultation Database of Consultation Bodies (Schedule 1) including local groups and individuals from SNC	CT has this but it will need updating	Previously provided by Mark Shaw/Alan Munn - WNC	Clerk to update
Create Section of PC website to include: <ul style="list-style-type: none"> • Draft NP • Response Form – Document A (attached) • Draft SEA and HRA and EIA Screening reports 	PC/Clerk/Website provider		

<ul style="list-style-type: none"> • Consultation Dates to be confirmed (minimum 6 weeks – suggest 8 weeks to avoid any timing breaches) 			
<p>Prepare letters / emails /posters to:</p> <ul style="list-style-type: none"> • Consultation Bodies (Schedule 1) • Local groups • Businesses • West Northamptonshire Council 	Clerk on behalf of PC		
<p>Compile list of</p> <ul style="list-style-type: none"> • Businesses/business parks • Landowners (from RBs map) • Adjoining PCs • Local groups to include Gardening Club St Michael's Church Methodist Chapel SRA WI 	CT has draft from 2021 but this will need updating		
<p>Send out letters / emails to advise all that consultation is taking place with links to PC website.</p>	PC		
<p>Advertise through</p> <ul style="list-style-type: none"> • Silverstone Community Facebook Page – (Contact Sarah Goodman/Darren Harris to set up link to PC website with no response facility activated) • Silverstone Business Facebook page (same as above) 			
<p>Put up posters in Noticeboards</p> <ul style="list-style-type: none"> • PC board next to pub • Outside the Pocket Parks of Olney and Brickle • SRA • Silverstone Leys (Bovis) • Bus Shelters • FOSS noticeboard at school • Window of Village Shop 			
<p>Print Plan and Document A (response form) to distribute to every household in village</p>	PC to seek advice/ contact John Rudland re printing		
<p>Prepare response boxes for positioning in White Horse, Croft Stores, School etc. and publicise</p>			

GO LIVE!!	Who?	When?	Action
Consultation Response Table to collect and help analyse responses (see attached template.)	CT to provide		
Collate Response Forms(Doc A) and any other Consultation responses and enter into response form (Doc B) for Kirkwells to analyse. Must be verbatim – no editing.	PC/Clerk		
<i>Following Regulation 14 8 week consultation</i>			
Send completed response table (Doc B) to Kirkwells	PC/Clerk		
Analyse Responses/ provide recommendation to Group	Kirkwells		
Group agree/amend recommendations	PC		
Amend Neighbourhood Plan in response to comments where relevant	Kirkwells/PC		
Prepare Consultation Statement	Kirkwells		
Amend SEA Report and Habitat Regs Assessment and EIA (where required)	Kirkwells		
Prepare Basic Conditions Statement	Kirkwells		
PC Approval for Submission	PC		
Submit to WNC	PC		