

Fiskerton cum Morton Neighbourhood Plan 2018-2033

Consultation Statement Part 1: Consultation Summary

April 2019



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1. Introduction

What is the Consultation Statement?

- 1.1 The Fiskerton cum Morton Neighbourhood Plan (the Plan) has been produced by the Parish Council, led by a Steering Group of residents and Parish Councillors. The Plan has been produced using the views and opinions expressed by stakeholders in the area including local residents, local business owners and local landowners. The aim of the Plan is to plan positively for the future development of the area to create a sustainable place for people to live, work and visit.
- 1.2 This document sets out the chronological sequence of event/activities that have led to the production of the Fiskerton cum Morton Neighbourhood Plan in terms of consultation with local residents and other leading stakeholders and statutory consultees. This consultation has, in particular, led to the production of the Policies contained within the Plan, aimed at controlling and promoting the sustainable development and growth of the area. This summary sets out the consultation for both the land-use and non-land-use policies and projects contained in the Plan.

Aims of Consultation

- 1.3 The consultation was designed to collect the views, ideas and aspirations of the community and collate them into a Plan. The Steering Group wanted to ensure that the community remained engaged with and supported the process.
- 1.4 The aims of the consultation process were to:
 - **Front load:** The Steering Group decided early in the process to carry out as much consultation as possible with local residents before the contents of the plan were discussed and decided. This would ensure that the contents of the Plan were based on consultation undertaken with the local community.
 - **Reach all aspects of community:** Another key aim of the consultation process was to ensure that all different sections of the community, residents, businesses and land-owners, were provided with the opportunity to participate in the Plan process. Every effort was made to ensure that the process was accessible to all residents irrespective of age, gender, ability etc.

- **Ensure transparency:** The Steering Group were keen to ensure that the Neighbourhood Plan process was open and transparent. This involved not only making all documents and consultation results publicly available but also ensuring that local residents were kept up to date with progress of the plan and also how they could engage with and participate at different stages of the process. The Steering Group met frequently and was open to all residents throughout this process.

General Overview

- 1.5 The Neighbourhood Planning Steering Group wanted to ensure that all sectors of the community were given the opportunity to have their say on the contents and policies within the plan. They took advice and assistance from specialists to ensure that consultation was accessible, engaging and fulfilled the regulatory requirements. The methods used are listed below:
- Public meetings and consultation exercises
 - Questionnaires delivered to and collected from individual households
 - Attendance at community events/activities
 - Newsletters
 - Parish Council Website
 - Social media
 - Word-of-mouth
- 1.6 Open Plan assisted with the design and delivery of consultation events/activities. The distribution of newsletters, notices of meetings and questionnaires, and the collection of questionnaires was undertaken by the Steering Group. Materials evidencing the consultation events undertaken are available to view in Consultation Statement: Appendix 1.

2. Neighbourhood Area Designation

Overview

- 2.1 The possibility of producing a Neighbourhood Plan for the area was first explored by Fiskerton cum Morton in October 2016. Fiskerton cum Morton Parish Council submitted an application under Part 2 of the Neighbourhood Planning Regulations 2012 to Newark and Sherwood District Council for designation of the parish of Fiskerton cum Morton for the purpose of creating a Neighbourhood Plan. During the statutory consultation, no objections were received, and the area was designated by NSDC on 15th March 2017.
- 2.2 The application for the designation of the Neighbourhood Area is available to view in Consultation Statement: Appendix 1.

3. Community Consultation Events

Summary Table of all Community Consultation Events

Event	Date	How it was advertised	Attendance and Results
1. Initial consultation meeting with residents at Morton Church Hall (MCH)	12/07/17	Posters and minutes of Parish Council (PC) meeting.	Around 50 residents attended with 14 signing up to support the creation of a Neighbourhood Plan. (NP)
2. Inaugural meeting of the NP Steering group at MCH	5/9/17	Email to members of the Steering Group (SG). Posters and PC minutes.	10 residents attended with 4 apologies Clarity on the NP process gained, roles, responsibilities and engagement strategy agreed as next step
3. Village Green Christmas Lights Switch On Event	9/12/17	Email to members of the SG. Village Notice Boards, FCM Website & Facebook.	100 residents including children and young people attended with opportunities to learn more about the NP and hand out questionnaires.
4. Village Lantern Walk	28/12/17	Village Notice Boards, FCM Website & Facebook.	30 residents including children and young people participated. A NP logo emerged from a session with them.
5. Neighbourhood Profile Event	25/3/18	Email to all registered residents. Leaflet to every household, Village Notice Boards, FCM Website & Facebook.	42 residents attended this day event facilitated by the Steering Group. 12 residents expressed the support and sent their apologies. All the information gathered was used to produce a draft Neighbourhood Profile. A real sense of community generated with positive verbal feedback. A Newsletter in April provided an update on developments to 63 registered residents on the forthcoming March 25 event.
6. Village Fashion Show	30/4/18	Email to all registered residents. Leaflet to every household, Village Notice Boards, FCM Website & Facebook	70 residents attended with very positive verbal feedback. Opportunity to share the purpose of the NP. Funds raised for Charity.

Event	Date	How it was advertised	Attendance and Results
7. Neighbourhood Visioning event at Arthur Radford Centre	19/6/18	Email to all registered residents. Leaflet to every household, Village Notice Boards, FCM Website & Facebook.	33 residents attended this evening event facilitated by 2 members of OpenPlan. The material produced was used to create a draft vision for the Neighbourhood Plan. A Newsletter in July provided an update on developments to 81 residents who were registered to receive information in support of the NP. The main message being the outcomes of the 19 June event leading to a vision for the NP.
8. FCM Defibrillator Fund raising event	5/10/18	Email to all registered residents. Leaflet to every household, Village Notice Boards, FCM Website & Facebook.	100 residents and their friends attended raising funds for the Defibrillator. The event at The Bromley public house created a real sense of community. Opportunities were made to increase awareness of the NP process.
9. FCM Defibrillator Fund raising event	19/10/18	Leaflet to every household, Village Notice Boards, FCM Website & Facebook	Over 50 residents and their friends attended raising funds for a Defibrillator for Fiskerton. Opportunities were made to increase awareness of the NP process.
10. River Trent Tow Path Residents Meeting	22/11/18	Letter & emails to residents affected by Local Green Space proposals.	14 residents attended to express their views regarding the suitability of designating the River Tow Path as a local Green Space. Agreed to withdraw this proposal from the NP.
11. FCM Defibrillator Fund raising event	23/11/18	Email to all registered residents. Leaflet to every household, Village Notice Boards, FCM Website & Facebook.	Final event which achieved the target to buy a Defibrillator for Fiskerton attended by 50 residents and their friends. Opportunities were made to increase awareness of the NP process.
12. Village Green Christmas Light Switch On event	4/12/18	Email to all registered residents. Leaflet to every household, Village Notice Boards, FCM Website & Facebook.	Newsletter provided an update on developments to all residents about the timing of the publication of the NP, success of the Defibrillator fund raising and the forthcoming 'Clean Up' event During the event, those of us who are familiar with the Neighbourhood Plan, chatted to as many residents as we were able to, in order to share our current

Event	Date	How it was advertised	Attendance and Results
			progress and to encourage further participation from both Villages including the 'drop in' consultation event planned for 27 January.
13. Village Lantern Walk	22/12/18	Email to all registered residents. Leaflet to every household, Village Notice Boards, FCM Website & Facebook.	33 residents attended this event aimed at promoting greater community spirit, including children and young people.
14. Neighbourhood Plan Consultation 'Drop In' Event (1) at Arthur Radford Centre	27/1/19	Email to all registered residents. Leaflet to every household, Village Notice Boards, FCM Website & Facebook.	Newsletter providing an update on developments to all residents about the 'Drop In' event to be held on 27 January with QR code and weblink to access the draft NP for section 14 consultation. 55 residents attended with 15 questionnaires completed. Very useful conversations which will enhance the quality of information being presented.
15. Neighbourhood Plan Consultation Event (2) at Morton Church Hall	18/2/19	Email to all registered 119 residents. FCM Website & Facebook. Notice Boards	9 residents attended Very useful conversations which will enhance the quality of information being presented.
16. Neighbourhood Plan Post Consultation Event	14/3/19	Email to all registered 119 residents. FCM Website & Facebook Notice Boards	27 residents attended this event to receive information about the proposed changes made to the Draft Neighbourhood Plan and associated documents as a result of the section 14 consultation. The vast majority approved the changes and were complimentary about the plan and the process that has been undertaken. There were 281 comments from 79 residents with an high overall plan approval rating.

I. First Event – INITIAL CONSULTATION MEETING WITH RESIDENTS

Overview

- 3.1 A public meeting was held at Morton Church Hall to introduce Neighbourhood Planning to residents and to gauge the level of support. The event was a mixture of displays, presentations and open discussion.

Why the event was organised

- 3.2 The Public Meeting was organised to:
- Present the purpose of Neighbourhood Plans;
 - Describe the process for establishing a Plan;
 - Explain the reasons why the Parish Council was supporting the creation of a Plan;
 - Gauge the level of support from the Parish and
 - Recruit volunteers to the Steering Group.

The Event

- 3.3 The meeting was held in Morton Church Hall on the evening of Wednesday 12th July 2017. The room was set out with poster displays outlining the Neighbourhood Plan process, with examples of Plans from local areas and with maps of the designated area and some of its features.
- 3.4 The event was advertised via the Parish Council minutes which are placed on the two notice boards in the parish (one in each village) and on the village website. Posters advertising the meeting were also placed on notice boards.
- 3.5 Approximately 50 residents attended and there was general support for the preparation of a Neighbourhood Plan with 14 people present indicating that they would like to be directly involved in facilitating the process.

Conclusions

- 3.6 The Parish Council were encouraged by the level of support and that there were enough people to form a Steering Group to lead the process forward.

II. Second Event – INAUGURAL MEETING OF THE NP STEERING GROUP

Overview

- 3.7 The inaugural meeting of the Steering Group was held on Tuesday 5th September 2017 at Morton Church Hall. The meeting was advertised via email to those who had expressed an interest in being involved at the first event and via posters and the parish council minutes. The aim of this meeting was to set up the Steering Group and to decide on the next steps, with the help of the consultants from Open Plan. It was attended by 10 residents (with a further 4 giving their apologies). Progress was made on understanding the process ahead and on clarifying roles and responsibilities within the group. Finally, an engagement strategy was agreed as the next step.

III. Third Event – VILLAGE GREEN CHRISTMAS LIGHTS ‘SWITCH-ON’ 2017

Overview

- 3.8 The Village Green Christmas Lights Switch-On event was held in the late afternoon and early evening of Saturday 9th December 2017 on the village green in Fiskerton. It was intended as a social event to help engender community spirit and as an opportunity to publicise the Neighbourhood Plan. It was advertised via the notice boards, village website and on Facebook. The event was run by members of the Steering Group and included hot refreshments and Father Christmas for younger children to visit, as well as the actual switching-on of the lights. Approximately 100 residents, including children, attended and members of the Steering group were able to hand out questionnaires to those attending and engage them in conversation regarding their views on the Neighbourhood Plan. Following the event, the Steering Group felt it had achieved its aims and it was decided to run the event again the following year.

IV. Fourth Event – VILLAGE LANTERN WALK 2017

Overview

- 3.9 The Village Lantern Walk was primarily designed to be a social event, with a particular emphasis on young families and other residents who might not find it easy to attend evening meetings and, therefore, might find it harder to engage with the process of the Neighbourhood Plan. It was held in the late afternoon of Tuesday 28th December 2017 and was advertised via posters on the village notice boards, the village website and Facebook. It was facilitated by the Steering Group and attended by around 30 residents, including children. The latter were invited to submit designs for a logo for the NP. The Steering Group again concluded that the event had been a success and decided to make it an annual community event if possible. An added bonus had been that an excellent logo had been designed and this was adopted for the NP.

V. Fifth Event – NEIGHBOURHOOD PROFILE EVENT

Overview

- 3.10 Using a process developed by Open Plan, combining a character and design assessment and place-making principles, the
- 3.11 Neighbourhood Character Profile was compiled as an open event on Sunday 25 March 2018 with all residents invited to attend. The output document has been submitted as an attachment to the Fiskerton cum Morton Neighbourhood Plan.

Why the event was organised

- 3.12 Open Plan had developed a process for engaging with the community in the creation of a Neighbourhood Character Profile to capture and record the features of the area that people valued and wished to preserve when development was being considered. The Steering Group believed that the document would be a useful adjunct to the Neighbourhood Plan and that engaging the community in its creation would not only provide the resource to survey and capture the information but would contribute to the report's legitimacy.

- 3.13 The event was publicised by email to all residents who had previously attended meetings or expressed an interest in being involved in the process and a leaflet was also delivered to each household in both villages. In addition, it was publicised on the village notice boards, website and Facebook page. The Neighbourhood Plan itself was publicised from this time onwards by two large banners displayed prominently, one in each village.
- 3.14 The event took place on Sunday 25th March 2018 at the Arthur Radford Centre and was attended by 42 residents. Twelve residents gave their apologies.
- 3.15 In the first session, after a welcome from the chair of the Steering Group, and an explanation of the process, participants sat in groups of six to eight with each group having a map of part of the designated area. The groups then annotated their maps to identify, for example, landmarks, views, etc.
- 3.16 In the second session the groups surveyed their area in a 'walkabout' and recorded their observations on templates provided by Open Plan using the headings:
- Topography;
 - Street scene;
 - Open spaces;
 - Buildings;
 - Landmarks;
 - Improvement ideas.
- and separately:
- A description of the view;
 - The significance of the view.
- Observations were supported by photographs.
- 3.17 The groups reconvened at the Arthur Radford Centre to share their findings while light refreshments were served.
- 3.18 The event was concluded and sufficient detail for most areas was obtained for Open Plan to compile the draft Neighbourhood Character Profile. A couple of areas needed to have further detail added and this was provided subsequently by the members of the Steering Group. The resulting document was then edited and approved by the Steering Group.

- 3.19 The event generated a real sense of community and the Steering Group received positive verbal feedback about the event.

Conclusions

- 3.20 The event was largely successful in collecting direct input from the community into the Neighbourhood Character Profile.
- 3.21 The Neighbourhood Character Profile provides an important record of the key characteristics of the villages as seen through the eyes of residents.
- 3.22 The event provided a validation of the previous work and a mandate to continue.

VI. Sixth Event – VILLAGE FASHION SHOW

Overview

- 3.23 The Village Fashion Show was intended as a social event aimed at raising funds for charity but was also an opportunity to promote the Neighbourhood Plan to residents, many of whom had not previously engaged with the process. It was publicised by email to all registered residents plus a leaflet to all households and via the notice boards, website and Facebook page.
- 3.24 The event was held on the evening of Monday 30th April at the Arthur Radford Centre and was attended by 70 residents. It received very positive feedback and it was subsequently decided to make it an annual event.

VII. Seventh Event – NEIGHBOURHOOD VISIONING EVENT

Overview

- 3.25 Residents were invited to an event in the Arthur Radford Centre to create a shared vision for the future of the two villages. The Steering Group was supported by consultants from Open Plan who provided a number of displays and interactive tools to stimulate participation. The vision statement was drafted and shared in an open session.

Why the event was organised

3.26 The event was organised to:

- engage the community in creating a shared vision for Fiskerton cum Morton in the future, to be included in the Neighbourhood Plan and to help shape the policies;
- share the details of the original survey; and
- provide feedback on progress to date.

The Visioning Day

3.27 Leaflets inviting residents to the event on Tuesday, 19th June 2018, were delivered to every household. The event was also advertised via email, notice boards, website and Facebook.

3.28 The event was attended by 33 residents.

3.29 The maps from the Neighbourhood Character Profiling event were displayed and corrections, clarifications and modifications were discussed with participants.

3.30 Open Plan drafted the Vision Statement based on views expressed by residents at the event and the final Vision was unanimously accepted by those in the room.

Conclusion

3.31 The Vision Statement completed during the event was a faithful representation of the consensus view of the participants and the Steering Group was very pleased to use it as the guiding document when finalising the policies in the Plan.

VIII. Eighth Event – DEFIBRILLATOR FUND-RAISING EVENT- I

Overview

3.32 The main aim of this first Defibrillator event was to raise funds for the provision of a defibrillator in the village of Fiskerton (there already being one in Morton). It was also an opportunity to engage with residents concerning the Neighbourhood Plan and its next stages and to raise awareness.

- 3.33 The event, held on the evening of Saturday 5th October 2018 at the Bromley in Fiskerton, was advertised via a leaflet to all households, email, notice boards, website and Facebook. It was attended by around 100 residents and their friends and created a real sense of community as well as raising a significant sum towards the defibrillator. As the event was so successful it was decided to run a second one in the near future.

IX. Ninth Event – DEFIBRILLATOR FUND-RAISING EVENT- II

Overview

- 3.34 The event was a follow-up to the first defibrillator fund-raising event and was run along much the same lines.
- 3.35 The event was held on Saturday 19th October 2018 at the Bromley public house in Fiskerton and attended by over 50 residents and their friends. It had been publicised, as the first event, via a leaflet to all households, email, notice boards, website and Facebook.
- 3.36 Once again it was a good opportunity to engage with more residents concerning the Neighbourhood Plan and reach some of those who had not previously engaged with the process.

X. Tenth Event – RIVER TRENT TOW PATH RESIDENTS’ MEETING

Overview

- 3.37 The River Tow Path event was organised specifically to address concerns raised by one group of residents regarding the Local Green Space proposals and it was publicised to them by letter and, where possible, email.
- 3.38 The meeting was held on Thursday 22nd November 2018 at Morton Village Hall and was attended by 14 residents and members of the Steering Group.
- 3.39 Local residents were able to express their views concerning the designation of the River Trent Tow Path as a Local Green Space and as result it was agreed to withdraw this proposal from the Neighbourhood Plan.

XI. Eleventh Event – DEFIBRILLATOR FUND-RAISING EVENT- III

Overview

- 3.40 This event was a final fund-raising event for the Fiskerton defibrillator and, once again, a valuable opportunity to promote the Neighbourhood Plan and engage with residents not otherwise involved.
- 3.41 The event was held on Friday 23rd November 2018 at the Bromley and attended by around 50 residents and their friends. It had been promoted by a leaflet to all households, email, notice boards, website and Facebook.

XII. Twelfth Event – VILLAGE GREEN CHRISTMAS LIGHTS ‘SWITCH-ON’ 2018

Overview

- 3.42 The Village Green Switch On event was held on the late afternoon and early evening of Tuesday 4th December 2018 and was based on the successful event held the previous year. It was publicised by a leaflet to all households, email, notice boards, website and Facebook. A newsletter updating residents on the progress of the Neighbourhood Plan was also delivered to all residents at the same time.
- 3.43 No record was kept of those attending and, as it was held on the village green, with various access points, it was not possible to get attendees to ‘sign-in’ but it is thought that the event attracted a similar number to the previous year.
- 3.44 The event provided an opportunity for members of the Steering Group to chat to residents informally, to share current progress and to encourage further participation.

XIII. Thirteenth event - VILLAGE LANTERN WALK 2018

Overview

- 3.45 Following the success of last year's Lantern Walk it was decided to make the event an annual one and to capitalise on the feeling of community spirit which the Neighbourhood Plan had engendered. It was also a good opportunity to engage with families and young people who had, perhaps, been less likely to attend to other NP events.
- 3.46 The event was, once again, advertised via leaflet, email, noticeboards, website and Facebook and was attended by 33 residents. It provided another opportunity for Steering Group members to engage with residents regarding the plan and to raise awareness of the forthcoming 'Drop-in' event, planned for late January 2019.

XIV. Fourteenth event - NEIGHBOURHOOD PLAN CONSULTATION 'DROP IN' EVENT'(1)

Overview

- 3.47 The draft plan was made available to residents and to statutory consultees for the required six-week period. A drop-in event was organised in the Arthur Radford Centre at the beginning of the six-week period. The comments from the consultation period were collated and reviewed by the steering group resulting in several amendments to the plan.

Why the event was organised

- 3.48 The Regulation 14 Consultation is a statutory requirement of the Neighbourhood Plan process and ran from Sunday 27th January to Sunday 10th March 2019.
- 3.49 The drop in event from 10am to 4pm on Sunday 27th January 2019 was organised to
- encourage participation in the consultation process;

- provide an opportunity to ask questions and get clarification on the process and the policies; and
- provide an alternative channel to collect comments from residents on the Plan.

Consultation with residents – Invitation to comment

3.50 A newsletter providing an update was distributed to each address with:

- an explanation of the importance of ensuring that the Plan faithfully reflects the views of the community;
- ways to view copies of the Plan and the Neighbourhood Character Profile;
- a summary of the purpose of the Neighbourhood Plan and the process of creating one;
- a summary of the previous consultation step towards the Fiskerton cum Morton Plan;
- details of how to submit comments via a QR code, Survey Monkey or by completing a paper questionnaire and returning it to one of four locations in the two villages.
- a summary of the Neighbourhood Character Profile, the Vision, Objectives and Policies contained in the Plan;

Consultation with residents – Drop-in event

3.51 The Drop In event was publicised by leaflet to all residents, email, notice boards, website and Facebook.

3.52 The event was attended by 55 residents and resulted in 15 completed questionnaires. Those attending were also able to have depth conversations with members of the Steering Group which helped inform the final Plan.

Conclusions

3.53 This was a useful event to start and promote the Consultation Period and the attendance and engagement was encouraging. There were some comments that the size of the maps provided was too small to be able to see detail clearly. The Steering Group subsequently decided to hold another drop-in event at the end of the Consultation Period.

XV. Fifteenth event - NEIGHBOURHOOD PLAN CONSULTATION 'DROP IN' (2)

Overview

- 3.54 This event was organised for residents unable to attend the first event and to provide larger maps and more detail. It was held in Morton Village Hall on the evening of Monday 18th February 2019 and attended by 9 residents. It was advertised via email to all 119 residents who had expressed an interest in the process and via the notice boards, website and Facebook. Again, it provided a useful opportunity for those attending to get their views across and to learn more about the draft plan.

XVI. Sixteenth event – NEIGHBOURHOOD PLAN POST CONSULTATION EVENT

Overview

- 3.55 This event was held to publicise the changes made to the draft plan as a result of the comments made by residents during the six-week consultation process.
- 3.56 The event was publicised, by email, to all those residents who had engaged with the process so far and via notice boards, website and Facebook. It was also advertised by newsletter to four residents who had previously indicated that they do not use email.
- 3.57 The event was held on the evening of Thursday 14 March 2019 at Morton Village Hall and attended by 27 residents and members of the Steering Group plus consultants from Open Plan.
- 3.58 Those present received a detailed update on amendments to the draft plan and its associated documents. The vast majority approved the changes and were complimentary about the plan and the process that had been undertaken to complete it.
- 3.59 In total there were 281 comments from 79 residents with a high overall approval rating.

4. Attachments Evidence Pack (In Consultation Statement: Appendix 1)

Attachment number	Consultation Event Description
1	Initial consultation meeting with residents at Morton Church Hall (MCH)
2	Inaugural meeting of the NP Steering group at MCH
3	Village Green Christmas Lights Switch on Event
4	Village Lantern Walk
5	Neighbourhood Profile Event
6	Village Fashion Show
7	Neighbourhood Visioning event at Arthur Radford Centre
8 & 9	FCM Defibrillator Fund raising events
10	River Trent Tow Path Residents Meeting
11	FCM Defibrillator Fund raising event
12 & 13	Village Green Christmas Light Switch On event & Village Lantern Walk 2018
14	Neighbourhood Plan Consultation 'Drop In' Event (1) at Arthur Radford Centre
15	Neighbourhood Plan Consultation Event (2) at Morton Church Hall
16	Neighbourhood Plan Post Consultation Event