



Neighbourhood Planning Pre-Submission Consultation



Town and Parish Councils must undertake a consultation on their draft plan proposal before formally submitting their neighbourhood planning documents to the Local Planning Authority. This stage is called the Pre-Submission Consultation and is Regulation 14 under the Neighbourhood Planning Regulations 2012 (amended). The guide note sets out what the qualifying body needs to consider during this stage of the neighbourhood planning process.

Strategic Environmental Assessment (SEA)

Before you begin the pre-submission stage of the Neighbourhood Planning process, you need to ensure that an SEA screening has been undertaken by Cornwall Council on the draft plan proposal. A screening can be carried out on an early draft as long as you have the draft plan content. When the screening is carried out by the Council, we consult other Council Services on the plan for 21 days to provide you with constructive feedback on the document before you finalise your policies and carry out the pre-submission consultation. If an environmental assessment is required, you need to consult on this alongside your draft plan proposal and incorporate any recommendations into your final submission plan at the end of the consultation period. The independent examiner will need to see the screening opinion and report as part of the Examination of a plan. For further information please refer to the SEA guidance note.

You will need to produce some supporting documents to accompany the draft plan proposal when you come to formally submit the plan at Regulation 15. The documents are a basic condition statement and a consultation statement. They can be drafted by the steering group during the six-week pre-submission consultation period. There are separate guidance notes and templates on the [toolkit](#) setting out what you need to include in the documents.

Pre-Submission Consultation

Under the Neighbourhood Planning Regulations 2012 (Part 5, regulation 14) Town and Parish Councils (qualifying body) must publicize the draft plan proposal before submitting the final document to the Local Authority. This 'Pre-submission consultation' must run for a minimum of six weeks from the date that the draft plan proposal is published. Please make sure that the pre-submission consultation documents are clearly labelled with Regulation 14 (of the Neighbourhood Planning Regulations 2012), in order for statutory consultees to easily identify what they are being consulted on.

Adapting your consultation during Covid19

You can still continue to consult the local community in your parish during the coronavirus situation. You do not need to postpone the consultation or put the development of the plan on hold due to the current Covid-19 crisis. This relates to any consultation being carried out throughout the neighbourhood planning process. You can adapt the way you work and how you carry out the consultation and still follow Central Government's advice. Locality have set out information on their [website](#) about how neighbourhood planning can continue during the Covid-19 crisis.

If you continue to carry out any consultation on your plan, this will need to be agreed at a parish level. You will need to update your Consultation and Engagement Strategy if you adapt the way you consult the community and include the information in the Consultation Statement submitted with the plan at Regulation 15. An example is the Mylor NDP Steering Group, who have put together a document setting out how they will adapt their Regulation 14 consultation. The document can be viewed [here](#)



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If you continue to carry out any consultation on your plan, this will need to be agreed at a parish level. You will need to update your Consultation and Engagement Strategy if you adapt the way you consult the community and include the information in the Consultation Statement submitted with the plan at Regulation 15. An example is the Mylor NDP Steering Group, who have put together a document setting out how they will adapt their Regulation 14 consultation. The document can be viewed [here](#).

The main difficulty will be the need to demonstrate whether the community, which as defined by the NDP Regulations, includes those who 'live, work or carry out business in the neighbourhood area' will be aware of the consultation and have had sufficient opportunity to view and comment on the NDP. It is therefore even more important to consider how to reach people in their own homes and how to contact businesses and their employees, to publicise the consultation and ensure they are given sufficient time to respond.

This will be checked by us at the legal compliance and by an independent examiner at examination stage once the plan has been formally submitted to Cornwall Council. If you have any queries or would like some advice you can contact the Neighbourhood Planning Team by email neighbourhoodplanning@cornwall.gov.uk.

Town and parish councils must do the following when carrying out their Pre-submission consultation:

Publicise the draft plan proposal to people who live, work or carry out business in the neighbourhood plan area;

The Neighbourhood Planning Steering Group will need to have agreed how they will consult the local community including; residents, businesses, developers, land owners, statutory, voluntary and other organisations by producing an Engagement Strategy at the beginning of the neighbourhood plan process. Please refer to the Community Engagement Strategy guide notes. You will only need to consult on the draft plan proposal, the Strategic Environmental Assessment and Habitat Regulations Assessment (if required) and supporting documents such as a design guide if you have produced the documents as part of the Neighbourhood Plan process. You do not need to consult on the draft basic conditions or consultation statements but it is recommended that you draft the documents before the pre-submission consultation so you just need to make minor amendments to the documents once the pre-submission consultation period ends.

Provide details of where and when the draft neighbourhood plan can be viewed and include details of how to make comments;

Town and Parish Councils will need to publicise where and when the draft plan proposal can be viewed and how people can make representations on the plan during the six week consultation. The plan proposal consultation can be promoted through community and parish magazines, the parish or town council website, by placing information on public noticeboards around the village or town and by having hard copies of the plan proposal available in community facilities around the parish to enable people to view the document and provide feedback e.g local library, doctors surgery, community hall or the local pub.



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You might want to organise consultation events for the local community to enable them to speak to members of the steering group and the town or parish councillors on the draft plan proposal or attend an existing community event that has been organised and have a display stand for people to view the information and submit comments. We would suggest that you produce a press release with information about your neighbourhood plan proposal for the local paper and send letters to community groups, businesses and other local organisations asking for their feedback and stating where the document(s) can be viewed.

Submit a copy of the draft plan proposal to the Local Planning Authority.

A copy of the draft plan proposal will need to be submitted to the Local Planning Authority at the beginning of the six-week pre-submission consultation. We will then check the document to see if we need to re-circulate the plan to Council Services for further comment or raise an issue with a specific team. The draft plan would have been circulated to Council Services for 21 days during the SEA screening stage so we would only make further comments at the pre-submission stage if there were any issues with the general conformity of the plan or with specific policies. We would then send a response to the town or parish council once we have reviewed the plan (if required).

Consult any adjoining parish and town councils and consultation body as set out in paragraph 1 of Schedule 1 of the Neighbourhood Planning Regulations 2012.

You will need to consult a number of organisations including any adjoining Town and Parish Councils that may be affected by the neighbourhood plan proposals. The Parish or Town council need to consult any 'consultation body' referred to in paragraph 1 of schedule 1 whose interests the qualifying body considers may be affected by the proposals for a neighbourhood development plan. Please refer to Appendix 1 for the consultation bodies contact details. For the purposes of regulations 14 and 16 of the Neighbourhood Planning Regulations 2012, a "consultation body" means:-

- a) Cornwall Council, a county, district, town or parish council any part of whose area is in or adjoins the area of the local planning authority;
- b) the Coal Authority (the Coal authority have confirmed that they do not wish to be consulted for plans in Cornwall)
- c) the Home and Communities Agency; This was an executive non-departmental public body, sponsored by the Department for Communities and Local Government. It was replaced in January 2018 by [Homes England](#) and the [Regulator of Social Housing](#).
- d) Natural England;
- e) The Environment Agency;
- f) The Historic Buildings and Monuments Commission for England (English Heritage now known as Historic England);
- g) Network Rail Infrastructure Limited;
- h) the Highways Agency;
- i) the Marine Management Organisation;
- j) any person:
 - (i) To whom the electronic communication code applies under section 106 of the



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Communications Act 2003; and Who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority;

- k) Where it exercises functions in any part of the neighbourhood area-
 - (i) The Primary Care Trust established under section 18 of the National Health Service Act 2006 (a) or continued in existence by virtue of that section; (Please note: The Cornwall and Isles of Scilly Primary Care Trust was abolished on 31st March 2013. Kernow Clinical Commissioning Group is responsible for making sure health services are in place in Cornwall.
 - (ii) A person to whom a licence has been granted under section 6(1)(b) and (c) of The Electricity Act 1989(b);
 - (iii) A person to whom a licence has been granted under section 7(2) of the Gas Act 1986(c);
 - (iv) South West Water (sewage and water undertaker)
- l) Voluntary bodies some or all of whose activities benefit all or any part of the neighbourhood area;
- m) Bodies which represent the interests of different racial, ethnic or national groups in the neighbourhood area;
- n) Bodies which represents the interests of different religious groups in the neighbourhood area;
- o) Bodies which represent the interests of persons carrying out business in the neighbourhood area; and
- p) Bodies which represent the interests of disabled persons in the neighbourhood area.

Next Step

Once the six-week pre-submission consultation on the plan proposal has ended, you will need to collate all of the responses and make any necessary amendments to the draft plan based on the evidence received. You will need to finalise the basic conditions statement, consultation statement and any other documents that accompany the plan before they are formally submitted.

Please be aware of a couple of important considerations at this stage:

- i. Allow sufficient time in your timetable to consider and address the responses you received through the pre-submission consultation;
- ii. Be aware that if the policies of your plan change significantly at this stage (please speak to CC who can advise whether changes are likely to be considered significant) you may need to repeat the SEA Screening and Pre-Submission Consultation elements of the process; and,
- iii. The outcomes of the pre-submission consultation and a summary of how the responses received have been considered needs to be included within your Consultation Statement. Please refer to the Consultation Statement guidance note.
- iv. You must ensure that the latest guidance is followed when processing and recording data from the pre-submission consultation as part of the [General Data Protection Regulation \(GDPR\)](#). Your privacy notice should set out the how the data will be used and stored. You cannot identify any individual when setting out the consultation responses in the draft consultation statement unless it is a business.
- v. Make sure the parish or neighbourhood plan website is up to date with all the latest information and documents.

Once the final Submission NDP is complete this must be agreed by the neighbourhood plan steering group and town or parish council before plan proposal is submitted to Cornwall Council under Part 5 (15) of the Neighbourhood planning regulations. When you submit the final plan proposal, you will need to include the following documents: -

- A map or statement which identifies the area to which the proposed neighbourhood development plan relates;
- A consultation statement;
- The proposed neighbourhood development plan; and
- A statement explaining how the proposed neighbourhood development plan meets the requirements of paragraph 8 of Schedule 4B to the 1990 Act (Basic Conditions Statement)
- Sustainability Appraisal and other assessments (if required)
- Other supporting documents including Evidence base document (Setting out the evidence base for your neighbourhood plan) and a design guide (where applicable). You may want to put all the evidence base information on the neighbourhood plan or parish website and have web links to the draft plan proposal.

We would suggest that the steering group produce a spreadsheet containing the names of community groups and organisations that are consulted during the Pre-submission consultation. The local Authority is required to consult these organisations as set out below at Regulation 16 so we will need a copy of the information for this purpose. If you have any queries regarding the pre-submission consultation please e-mail neighbourhoodplanning@cornwall.gov.uk

Appendix 1 – Contact Information

The table outlines the statutory consultees you will need to consult as set out in Paragraph 1, Schedule 1 of the Neighbourhood Plan Regulations and other organisational bodies the steering group might want to consult. The table below is not a definitive list. It is the responsibility of the parish and town council (qualifying body) to produce a list of consultees appropriate to their neighbourhood plan area. Please note: we try to keep these contact details up to date but we cannot always guarantee this, therefore if you spot an error please can you e-mail the Neighbourhood Planning Team e-mail neighbourhoodplanning@cornwall.gov.uk

Neighbourhood Planning Regulations Reference	Organisation	Address	E-mail	Telephone
Statutory Consultees				
(A)	Cornwall Council Neighbourhood Planning Team	Cornwall Council 4 th Floor Pydar House Pydar Street Truro TR1 1XU	neighbourhoodplanning@cornwall.gov.uk Please note: It is important that you e-mail the team clearly stating the dates of the Pre-submission Consultation.	0300 1234 151
(A)	Adjoining Parishes surrounding your parish boundary			
(C)	Homes England (replaced Home and Communities Agency)	Enquiries Team Homes England 50 Victoria Street Westminster London SW1H 0TL	enquiries@homesengland.gov.uk	0300 1234 500

(C)	Regulator of Social Housing	Referrals and Regulatory Enquiries Team 1 st Floor – Lateral 8 City Walk Leeds LS11 9AT	enquiries@rsh.gov.uk	0300 124 5225
(D)	Natural England	Consultation Service Hornbean House Electra Way Crewe Business Park Crewe Cheshire CW14 6GU	consultations@naturalengland.org.uk	0300 060 3900
(E)	Environment Agency	Environment Agency Devon & Cornwall Area Sir John Moore House Victoria Square Bodmin PL31 1EB	SPDC@environment-agency.gov.uk	01208 265047
(F)	Historic England (Formally known as English Heritage)	29 Queen Square Bristol BS1 4ND	e-swest@HistoricEngland.org.uk	0117 9751308
(G)	Network Rail	3 rd Floor Temple Point Redcliffe Way Bristol BS1 6NL	townplanningwestern@networkrail.co.uk	01173721116

(H)	Highways Agency	1 ST Floor Ash House Falcon Road Sowton Industrial Estate Exeter EX2 7LB	Gaynor.Gallacher@highwaysengland.co.uk	
(I)	Marine Management Organisation	Nick Wright The Fish Quay Sutton Harbour Plymouth Devon PL4 0LH	marine.consents@marinemanagement.org.uk	01752 228 001
(J)	Three (Mobile)	Jane Evans Great Brighams Mead Vastern Road Reading RG1 8DJ	jane.evans@three.co.uk	
	O2 and Vodafone (Mobile)	EMF Enquires Building 1330 – The Exchange, Arlington Business Park, Theale, Berkshire RG7 4SA	EMF.Enquiries@ctil.co.uk	
	EE Mobile	Corporate and Financial Affairs Department EE The Point 37 North Wharf Road London W2 1AG	public.affairs@ee.co.uk	

(J) continued	OFCOM		Spectrum.Licensing@ofcom.org.uk	
(K) (i)	Royal Cornwall Hospital Trust	Bedruthan House Royal Cornwall Hospital Trust Truro TR1 3LJ	garth.davies@rhct.cornwall.nhs.uk	01872 252477
	Kernow Clinical Commissioning Group	Sedgemoor Centre, Priory Road St Austell PL25 5AS	Vivienne Kell Locality Development Manager primarycare.kernow@nhs.net	01726 627798
	Healthwatch Cornwall	Healthwatch Cornwall 6 Walsingham Place Truro Cornwall TR1 2RP	enquiries@healthwatchcornwall.co.uk	0800 0381 281

(K) (ii)	National Grid Please note: National Grid has appointed Avison Young to review and respond to development plan consultations on its behalf.	Matt Verlander Director Planning, Development & Regeneration Avison Young on behalf of National Grid Central Square South Orchard Street Newcastle upon Tyne NE1 3AZ	nationalgrid.uk@avisonyoung.com	
	Western Power Distribution	New Supplies Team Lostwithiel Road Bodmin PL31 1DE	wpdnewsupplies@westernpower.co.uk	08456012989 South West enquiry line (If you contact them by phone you will need to ask for the consultation request to be logged and a planning officer will be assigned.)

(K) (ii) Continued	EDF Energy	Freeport RRYZ-BRTT-CBJS Osprey House Osprey Road Exeter EX2 7WN		
(K) (iii)	Wales and West Utilities Limited	Customer Section Wales and West House Spooner Close Celtic Springs Coedkernew Newport NP10 8FZ	enquiries@wwutilities.co.uk	0870 165 0597
(K) (iv)	South West Water	Peninsula House Rydon Lane Exeter Devon EX2 7HR	Martyn Dunn mdunn@southwestwater.co.uk (updated)	01392 443702
(L)	Community and Voluntary Bodies whose activities benefit all or part of the Neighbourhood area			
(M)	Bodies which represent the interests of different racial, ethnic or national groups in the neighbourhood area			
(N)	Bodies which represents the interests of different religious groups in the neighbourhood area			
(O)	Bodies which represent the interests of persons carrying out business in the neighbourhood area			
(P)	Bodies which represent the interests of disabled persons in the neighbourhood area			

The contact information below sets out other organisations that you may wish to consult who have a specific interest or deliver services in your Parish.

Environment			
Forestry Commission	Buller's Hill Kennford Exeter Devon EX6 7XR	garin.linnington@forestrycommission.gov.uk	07917 643373
Cornwall Area of Outstanding Natural Beauty	Cornwall AONB Unit Floor 4A Pydar House Pydar Street Truro TR1 1EB	planning@cornwall-aonb.gov.uk	01872 322350
Tamar Valley Area of Outstanding Natural Beauty	Level 2, Zone D, Pydar House Pydar Street Truro TR1 1XU	planning@tamarvalley.org.uk	
National Trust	South West Region Killerton House Broadclyst Exeter EX5 3LE	Donna.crabtree@nationaltrust.org.uk	07717 360659

Duchy of Cornwall (Land Steward Western District)	Duchy of Cornwall Hugh House St Mary's Isles of Scilly TR21 OLS	Chris Gregory cgregory@duchyofcornwall.org	01720 422508
Duchy of Cornwall Deputy Estate Surveyor)	The Old Rectory Newton St Loe Bath BA2 9BU	western@duchyofcornwall.org	01225 871 988
Cornwall Wildlife Trust	Five Acres Allet Truro TR4 9DJ	planning@cornwallwildlifetrust.org.uk	01872 273939
National Farmers Union in the SW	Agricultural House Pynes Hill Rydon Lane Exeter Devon EX2 5ST	south.west@nfu.org.uk	01392 440713
Cornwall Maritime Strategy Group		maritimestrategy@cornwall.gov.uk	

Housing

Devon and Cornwall Housing Association	The Mount Paris Street Exeter EX1 2JZ	Katie Slack Katie.slack@livery.com	0300 123 8080
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Coastline Housing	4 Barncoose Gateway Park Pool Redruth TR15 3RQ	Michelle Foster michellefoster@coastlinehousing.co.uk	01209 200200
Cornwall Housing		Nick Cross Nick.Cross@cornwallhousing.org.uk	
Ocean Housing	Gilbert and Goode Ltd Stennack House Stennack Road St Austell, PL25 3SW	Caroline Wheeleker Head of Development at Gilbert and Goode Ltd C.Wheeleker@gilbertandgoode.co.uk	

Transport			
First Devon and Cornwall (First Group PLC Buses)	The Ride Chelson Meadow Plymouth PL9 7IT		
First Great Western	Floor 1 Intercity House Plymouth PL4 6AB		
Civil Aviation Authority	2W Aviation House Gatwick Airport South West Sussex RH6 0YR		
Civil Aviation Authority (Director Of Airspace Policy)	CAA House 45-49 Kingsway London WC2B 6TE	windfarms@caa.co.uk	02074536545
Business			
Cornwall Chamber of Commerce & Industry	Chamber Office Stanley Way Cardrew Redruth Cornwall TR151SP	hello@cornwallchamber.co.uk?subject=Enquiry	01209 216006
Cornwall and Isles of Scilly Local Enterprise Partnership	PO Box 723 4 th Floor West Wing New County Hall Treyew Road Truro TR1 9GH	info@cioslep.com	01872 224214

Energy			
Community Energy Plus	Community Energy Plus 35 River Street Truro TR1 2SJ	enquiries@cep.org.uk	01209 614975
Historic Environment			
Cornwall Buildings Preservation Trust	Honorary Secretary Cornwall BPT 13 Gloweth View Truro Cornwall TR1 3JZ	CBPTrust@gmail.com	

Emergency Services			
Devon and Cornwall Police (Architectural Liaison Officer)	St Austell Police Station 1 Palace Road St Austell	martin.mumford@devonandcornwall.pnn.police.uk	
Cornwall Fire, Rescue and Community Safety Service	Cornwall Fire, Rescue and Community Safety Service Cornwall Council Service Headquarters Tolvaddon Camborne TR14 0EO	Terry Nottle Station Manager Policy, Enforcement and Business Support Protection Prevention and Road Safety	

Mineral Organisations			
Kaolin and Ball Clay Association (UK)	Par Moor Centre Par Moor Par PL24 2SQ	sean.simpson@imerys.com	01726 811311
Imerys Minerals Ltd	Par Moor Centre Par Moor Road Par PL24 2SQ	Gary.Staddon@imerys.com	
Housing Developers			
Persimmon Homes South West	Robert Taylor Strategic Planner Persimmon Homes South West Mallard Road Sowton Trading Estate Exeter EX2 7LD		01392 285423

Please note: If you would like your organisation to be included on this list of consultees please contact the Neighbourhood Planning Team e-mail neighbourhoodplanning@cornwall.gov.uk