

KIPPAX
NEIGHBOURHOOD PLAN

Consultation

Statement

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Section 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 sets out that a Consultation Statement should:

- a) Contain details of the persons and bodies who were consulted about the proposed Neighbourhood Development Plan;
- b) Explain how they were consulted;
- c) Summarise the main issues and concerns raised by the persons consulted;
- d) Describe how these issues and concerns have been considered and, where relevant, addressed in the Neighbourhood Development Plan.

The Kippax Neighbourhood Plan is the result of an active and on-going process of communicating and inter-acting with the local community to ensure that the opinions of local people are fully represented. The process began when the Parish Council were invited to consider applying for front-runner status in 2011 in order to produce a Neighbourhood Plan under the government's Localism Act. The Parish Council decided to accept this invitation as a way of building on previous work that had culminated the Village Design Statement and the Parish Plan.

Two Parish Councillors attended the training seminars at Leeds University run by Locality and the Eden Project in order to understand what lay ahead. This was followed by two public meetings to outline what a Neighbourhood Plan is and why we believed we need one. Twenty people, including the three City Council elected ward members, attended the first meeting and thirty people attended the second. As a result of which a Steering group, made up of parish councillors and non-parish councillors was set up. The Steering Group was formally delegated to act by the Parish Council and has been supported by Leeds City Council and Planning Aid England who have been in regular attendance at Steering Group meetings, as well as leading training seminars throughout the process. This group has met monthly ever since its inauguration. All meetings are open to the public, agendas posted on the Parish Council notice board and on the Parish Council web-site, as are all of the minutes. The minutes of all NPSG meetings are available on the website and form [Evidence Base Document 1](#).

The group then set about planning the ways it was going to engage with the local community, all statutory and non-statutory bodies and other relevant stakeholders in developing the Kippax Neighbourhood Plan.

A portfolio of evidence for the Neighbourhood Plan and Consultation Statement has been compiled to provide accessibility to supporting documents to the Neighbourhood Plan. The index of documents has been provided at the end of this Consultation Statement and is available on the website. Documents are listed as Evidence Base Documents or EBDs.

Section 2. Aims of Consultation

1. To involve as much of the community as possible throughout all consultation stages so that the Plan was informed by the views of local people, organisations and other stakeholders.
2. To engage with as wide a range of people as possible, using a variety of methods, techniques and approaches.
3. To try and gain the viewpoints of all age groups in the Neighbourhood Area.
4. To ensure that results of consultations were communicated to local people as soon as possible.
5. To ensure that the final Neighbourhood Plan represents the majority view of the Kippax population so that future planning decisions can have the confidence of local people.

Section 3. Background to the Consultation on the Neighbourhood Plan

In 2001, a Community Environment Forum, comprised of volunteers, began work on a Village Design Statement that set out to provide for “the need for careful management of an evolving Kippax that represents the wishes of the community and reflects the constructive concern of residents for possible future development.” This forum was disbanded once a newly created and elected Parish Council was in place in June 2004, accepting the responsibility as elected members for developing this work further. This desire to prepare for a future Kippax followed demise of the mining industry in the 1980s and development. As

the village emerged from that period, its very geography became the saviour of community life as both its green space and major road boundaries have prevented the village blurring into other surrounding communities and consequently its distinctiveness has been retained. The Village Design Statement has informed the development of the Neighbourhood Plan and is provided at [Evidence Base Document 2.](#)

The next stage in planning for the future was the publishing of a 'Parish Plan' in 2009. This built on the Village Design Statement, carefully considering how problems and difficulties can be overcome and the village's local character and history can be protected and enhanced and is provided at [Evidence Base Document 3.](#)

Once again the emphasis was on consultation so that its contents reflected the feeling of residents and local businesses. Throughout all of these processes there has been close liaison with Leeds City Council's planning department. Both documents mentioned above were fully endorsed by the City Council and the local M.P.

Consequently, with the advent of the Localism Act in 2011, it followed that the Parish Council would wish to take further responsibility for 'planning the future leaving a worthwhile heritage for our young people and future generations.' It was therefore logical for the Parish Council with the support of Leeds City Council to apply for front runner status. In the spirit of the previously mentioned documents, the Steering Group contained both parish councillors and non-parish councillors so as to ensure a broad view of the way ahead. The Planning Department of Leeds City Council once again provided advice and guidance with named officers providing support.

In preparing the Kippax Neighbourhood Plan the Steering Group has endeavoured to ensure that residents and other stakeholders including the local authority, interest groups, land owners, businesses and statutory bodies have all been consulted, their comments noted and where appropriate incorporated into the plan as it evolved.

Section 4. The Consultation Stages

Raising Awareness

The basic tenet underlying the Steering Group's purpose was to ensure that the final plan would represent the views of people living in the parish and to understand the issues important to them. To that end a variety of methods of achieving that aim were discussed. Ways of raising awareness of Neighbourhood Planning were devised.

It was decided that following the two initial meetings after which the Steering Group was formed, that all future Steering Group meetings would be open to the public. Equally, all agendas and minutes would be made available to the people of Kippax via the Parish Council website and notice boards. (EBD1)

On Saturday 6th April 2013, members of the Steering Group gave out information fliers at various points around the village where footfall was likely to be greatest and thereby reaching as many parts of the village as possible. An information display was mounted in Kippax Library while on Monday 8th April 2013 a display was available at the Parish Council's Annual Meeting with Steering Group members available to discuss issues and answer questions.

When possible, information has been published in the local media such as the Pontefract and Castleford Express. All updates on the Neighbourhood Plan process continue to be provided in the Parish Council's magazine which is delivered into every home in the parish four times a year. This caters for those people who do not have access to e-mail or the internet.

Site Allocations Consultation

Leeds City Council had organised a number of public consultation exercises to glean opinion on their Site Allocations Plan: however none of these were in Kippax. The Steering Group thought that should be remedied and organised a display of the plans, especially as they affected South-East Leeds of which Kippax is a part, in the Co-operative supermarket in the heart of the village on the mornings of Friday and [Saturday 19th and 20th July 2013](#). Steering Group members

attending the displays were engaged in conversation throughout the three hours each day as interest was so strong.

Very early in the process, the Steering Group carried out a SWOT analysis ([EBD4](#)) of each Parish Council Ward and the High Street in order to develop a picture of issues which would be tested throughout the consultation process.

The Launch

Following all of this preparatory work and awareness-raising, the Neighbourhood Plan was launched at [two public meetings](#) on Saturday 14th September 2013, one in the morning and the second in the afternoon, held in the Central Working Men's Club. Both meetings were very well attended. On both occasions, there was a presentation explaining what a Neighbourhood Plan is, what the implications are for Kippax and the Steering Group's proposals for progressing the process. This was followed by a question and answer session to increase understanding of the issues and to get a feeling for the important issues as residents saw them. Attendees were given the opportunity to provide written comments on post-it notes.

Questionnaires

A [questionnaire](#) designed to glean the views of Kippax residents was delivered to every home within the Kippax parish boundary. The questionnaire could be completed on-line by logging in to Survey Monkey. It was designed to gain information about the respondents with a picture of the age range of the population, the priorities of different age groups, the priorities of respondees, their views on housing and new development, transport priorities, ecology and the environment and their views on what will develop a sense of community in future years. Various collection points were established around the village while residents who may find difficulty in accessing them were made aware of a phone number which would elicit help. The deadline for returns was 20th January 2014. This was intended to avoid the Christmas period overshadowing the process.

Following discussions with the Chair of the Traders' Association regarding the best way to elicit traders' views, a questionnaire was distributed. It was felt that Traders' opinions were particularly important concerning future development of

the High Street as any such development will impact on business. Both questionnaires and results are available at the EBD5 on the website: http://www.kippaxparishcouncil.gov.uk/Kippax-PC/neighbourhood_plan-6395.aspx.

Emerging Issues

Following this period of awareness raising and information gathering, including an analysis of the [questionnaire responses](#), a clear picture began to emerge detailing the main issues regarding the future development of the village. It was felt that potential barriers to development are road infrastructure with congestion already an issue, and drainage and sewage provision being suspect: there have been two major issues of flooding in the last eight years resulting in road collapse and flooding of premises. Otherwise a general consensus is that future development should preserve the character and heritage of the village and protect green space as far as is possible.

Development of the High Street was also a major priority. To that end, URS Infrastructure and Environment UK Limited were commissioned to survey the high street and produce a report with recommendations for its future development. The report was published in October 2014 and is available at [EBD6](#).

Engagement with schools and other Community Groups

The Kippax Neighbourhood Plan Steering group wanted to ensure that the voices of all sections of the community were heard and considered. Consequently a member of the Steering Group, who is also a Parish Councillor, contacted the three primary schools and arranged to meet the School Council of all three schools. It was felt that as the Neighbourhood Plan was for the next twenty years or so, the views of these young people were all-important.

A presentation, with a question and answer session, was made to the Kippax Women's Institute.

The views of the Scouts, Guides and Brownies were sought, as were the young people who access Kippax Cabin, a facility organised by youth workers.

The views of the major sporting clubs in the village were sought. Kippax Welfare and Social Club runs rugby league, soccer and cricket teams at all age levels, while Kippax Athletic runs soccer teams from under-7 to under-15. They responded by letter outlining what they see as priorities for the future. What was perhaps surprising to the Steering Group was the remarkably high number of young people served by these clubs and the need to ensure good facilities at reasonable cost.

Letters were sent to all other stakeholders – developers, service providers, statutory bodies and voluntary groups, asking for any representation they might like to make and inviting them to a future meeting. This engagement is provided at Evidence Base Document 7 on the website: http://www.kippaxparishcouncil.gov.uk/Kippax-PC/neighbourhood_plan-6395.aspx

Kippax Historical Society provided a document regarding local heritage sites within the parish which emphasise the rich and long history of the village and which underpins the need for any future development to respect that heritage. Consultation and collaboration with the Historical Society has led to the development of the Non-Designated Heritage Assets policy of the Neighbourhood Plan. [\(EBD 8\)](#)

In January 2015, Leeds City Council organised a public meeting to consider a draft development brief for creating a new focal point for Kippax, i.e. developing the High Street. 148 responses were analysed and taken into consideration.

Throughout this process issues relating to the Neighbourhood Plan have featured in every parish magazine which is published four times a year and delivered to every home, and at each Annual Parish Council Meetings, while Agendas and Minutes are available via the Parish Council web-site.

Draft Consultation Document

Following the extensive consultations, the Steering Group produced a draft plan setting out the proposed policy and land use intentions ‘which the Parish Council is minded to include in its final draft plan.’ This draft document gave the

community the opportunity to comment on and suggest improvements which could be incorporated in the final draft plan.

The document outlined clearly 'the Vision and Aims' for Kippax and presented the policy and land use intentions in six sections: High Street Regeneration; Green Environment; Built Environment, Housing; Business, Commerce and Employment; and Highways and Transport.

The document was delivered to every home in the parish with a pre-paid addressed envelope for return. Alternatively, respondees could send an electronic return via Survey Monkey. Returns were requested by 16th January 2015.

All of these Returns were collated and analysed in order to understand the views of the community and to inform next stages. The results gave confidence to the Steering Group that the final plan would indeed reflect the views of the local community. ([EBD9](#))

- 96.4% agreed with the Vision and Aims.
- 88.01% agreed with the High Street regeneration plans.
- 91.59% agreed with Green Environment policies.
- 94.94% agreed with Built Environment policies.
- 89.16% agreed with Housing policies.
- 88.41% agreed with Business, Commerce and Employment policies.
- 90.58% agreed with Highways and Transport policies.

Section 5 Pre-Submission Consultation on the Draft Kippax Neighbourhood Plan

The Pre-submission Consultation and Publicity stage of the Draft Kippax Neighbourhood Plan was undertaken in accordance with Regulation 14 between the 13th February and the 31st March 2017. The regulations require that all local residents and businesses are made aware of the Draft Neighbourhood Plan and how to comment on it. Moreover, all statutory consultees are invited to comment appropriately within that period.

[Evidence Base Document 10](#) comprises the full list of all the statutory consultees that were contacted by e-mail/letter to afford them the opportunity. In addition to the statutory consultees, residents, landowners, faith groups, community groups and businesses were issued with a Draft Kippax Neighbourhood Plan.

The Draft Plan was printed and published. It was available from:

- The address of the Chair of the Parish Council
- The Kippax Community Hub (i.e. Library)
- Leeds City Library
- A copy to each member of the Parish Council – discussed and approved on 20th October 2016.
- Available on the Parish Council website.
- Copies sent to all adjacent Parish Councils.
- Copies to Kippax and Methley Ward councillors.
- Ward councillors of adjacent wards.
- Leeds City Council (different departments who provided comments)
- A draft plan summary was sent to every residence within the Kippax Parish boundary by post, along with a questionnaire for people to respond.
- It and the questionnaire were also available at Survey Monkey at www.surveymonkey.co.uk/r/KNPFEB2017, active only during the consultation period. 526 responses were received through the online survey.

Access to the full results and analysis of returns are available on the Parish Council Website ([EB11](#)) but the summary is as follows:

Policy	% Agree	% Disagree
HS1	94.7	1.7
HS2	93.2	3
HS3	96.8	1.9
HS4	90.3	3.4
GE1	96.6	1.7
GE2	97	1.1
GE3	88.8	1.7
BE1	87.1	3.6
BE2	94.5	1.9
BE3	95.1	2.1
H1	70.5	11.8
H2	80.6	10.3

H3	82.3	9.3
BCE1	89.7	6.7
Vision	87.0	3
Objective 1	96.4	1
Objective 2	88.4	3.0
Objective 3	86.7	6.5
Objective 4	97.5	1.8
Objective 5	94.1	2.3

Four drop-in sessions were organised on the following dates and at the following venues, all on a Saturday morning from 10a.m. to 1 p.m.

25 th February 2017	Community Hub (Library)
4 th March 2017	Moorgate Public House
11 th March 2017	Leisure Centre
18 th March	Community Hub (Library)

Two 'Feathers' were placed outside each of the venues in order to advertise the event.

Letters were sent to:

- 8 developers (4 responses)
- Neighbouring Parish Councils (1 response)
- National Organisations (6 responses)
- 66 businesses
 - Evidence Base Document 11 details the representations made and the response of the Parish Council to the representations:
 - [Survey Monkey Data](#)
 - [Survey Monkey Analysis](#)
 - [Pre-Submission Consultation GRID Analysis](#)

In addition to all of the above, the Neighbourhood plan has been emphasised in the Parish Council magazine, 'Kippax Matters' which is published four times a year and delivered to every home in the parish.

The Pre-Submission Consultation offered the opportunity for all stakeholders to comment on the draft Plan. Comments made by Leeds City Council and others have been used to refine the draft plan in preparation for the final submission.

Further details of how the representations have informed the Submission Draft Plan are detailed at EB11.

The Plan was endorsed by the local community which is evidenced by the high percentages of respondents to the Pre-Submission Consultation in support of the Policies, Vision and Objectives. This has provided reassurance to the Parish Council that the views of the community have been represented in the development of this Plan and that the Plan is supported by the local community in Kippax.

Conclusions

It is clear from the above that the Kippax Neighbourhood Plan has been the subject of an ongoing and proportionate level of community engagement that meets the requirements of the regulations but which also goes further in satisfying the wishes of Kippax people.

The policies detailed in the Kippax Neighbourhood Plan do reflect the issues raised throughout this consultation; the draft policies were overwhelmingly supported by respondents. Where comments/objections were made to the Draft Plan, appropriate changes have been made to address legitimate concerns and clear justification has been made where it was felt that other suggestions were not in keeping with the regulations and the terms of the legislation.

Neighbourhood Plan Evidence Base Documents [\(available on the website\)](#)

1. Neighbourhood Plan Steering Group Agendas / Minutes
2. Kippax Village Design Statement
3. Kippax Parish Plan
4. SWOT Analysis
5. Businesses and traders consultation
6. URS Town Centre Study
7. Schools consultation, Women's Institute consultation, community organisations consultation and stakeholders
8. Local Heritage Sites and Non-Designated Heritage Assets Assessment – Kippax Historical Society
9. Policy Intentions document consultation (2015) survey results
10. List of Statutory Consultees for Pre-Submission Consultation
11. Survey Monkey Results and Analysis from Pre-Submission Consultation
Pre-Submission Consultation Representations and Analysis