

# A Guide to Producing a Consultation Statement

For Your  
Neighbourhood  
Plan



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Neighbourhood Planning  
Guides and Templates for  
Groups in South Oxfordshire

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# 1. Introduction

## 1.1 Executive Summary

- 1.1.1. This guide looks to support groups preparing neighbourhood plans in the preparation of a consultation statement. The production of a consultation statement alongside a neighbourhood plan is a statutory requirement and this guide will assist in producing a clear, comprehensive and regulation-compliant consultation statements as part of the neighbourhood planning process.
- 1.1.2. In line with neighbourhood planning regulations, consultation statements must demonstrate how the community and relevant bodies have been involved in the development of a neighbourhood plan. This includes explaining the methods used, summarising feedback received and showing how that feedback influenced the final plan.
- 1.1.3. A consultation statement can also be an opportunity to evidence genuine community engagement and build support for your plan. Ensuring that consultation activities are well-planned, inclusive and clearly documented is key to producing a robust and defensible neighbourhood plan as well as statement.
- 1.1.4. This guide offers practical advice on structuring your Consultation Statement, includes useful resources and is accompanied by a template to help you present your consultation outcomes.

## 1.2 Importance of a Consultation Statement

- 1.2.1. The consultation statement is a statutory requirement of the Neighbourhood Planning (General) Regulations 2012 (SI No. 637) Part 5 Paragraph 15(1) (as amended).
- 1.2.2. Within the regulations, a consultation statement is formally defined as a document which:

- a) *contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan or neighbourhood development plan as proposed to be modified;*
- b) *explains how they were consulted;*
- c) *summarises the main issues and concerns raised by the persons consulted; and*
- d) *describes how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan or neighbourhood development plan as proposed to be modified.*

- 1.2.3. By meeting these requirements, the consultation statement can sit confidently alongside the neighbourhood plan, enabling the neighbourhood plan to be adopted as part of the development plan for the area. The legal compliance of

the consultation statement is essential to ensuring that the plan can carry full statutory weight in decision-making.

- 1.2.4. Beyond satisfying regulatory requirements, a well-prepared consultation statement provides a strong evidence base for the neighbourhood plan. It captures local priorities, concerns and aspirations, ensuring that policies are grounded in the views and experiences of the community. This evidence can be used to justify specific policy choices, such as the location of a settlement boundary, and to demonstrate that the plan responds directly to community needs.
- 1.2.5. By clearly showing how input has been gathered and incorporated, the consultation statement strengthens the credibility of the plan during examination and in the event of planning appeals.
- 1.2.6. Although the consultation statement is formally required at the Regulation 15 submission stage, it is highly recommended that neighbourhood planning groups treat this statement as a living document and start filling in the document at the start of the process. By doing so, you ensure that records are readily available and easily compiled at the end of the process.
- 1.2.7. Moreover, it also serves to remind the neighbourhood planning group of the aims and objectives obtained from community consultations, ensuring that they are driving the creation of the plan's policies and proposals.

### 1.3 **What is a Consultation Statement?**

- 1.3.1. The consultation statement is one of a number of documents which must be submitted alongside your Neighbourhood Plan<sup>1</sup>. It serves as a record of your community engagement efforts to date and illustrates the plan's responsiveness to local needs.
- 1.3.2. One of the key things the consultation statement should do is comprehensively detail the Regulation 14 consultation process. The regulations as set out above detail what should be included in a consultation statement they can be summarised as:

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<sup>1</sup> As outlined in Paragraph 15 of the Neighbourhood Planning (General) Regulations 2012 (as amended)

## Addressing Feedback

Explaining how the plan incorporates feedback and justifying any omissions.



## Stakeholder Engagement

Identifying and involving all relevant individuals and organisations in the planning process.

## Key Issues and Concerns

Summarising the main concerns raised by the community and relevant bodies.



## Consultation Methods

Utilising various methods to gather feedback from stakeholders.



## Stakeholder Engagement and Consultation

- 1.3.3. A consultation statement should explain how all persons and bodies were consulted about the proposed neighbourhood plan.
- 1.3.4. Key to this will be explaining how the pre-submission consultation and publicity period, otherwise known as the Regulation 14 consultation, was completed. Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 (as amended) sets out key statutory requirements for this stage, including how to publicise and who to consult.
- 1.3.5. It is important to make sure that all relevant consultation bodies referred to in Schedule 1 of the Neighbourhood Planning (General) Regulations 2012 (as amended), whose interests the qualifying body consider may be affected by the proposals for a neighbourhood plan are directly consulted.
- 1.3.6. Neighbourhood planning groups should contact South Oxfordshire District Council early in the process to obtain the most up-to-date database of statutory consultees and use this to supplement any locally held contact lists. Within your consultation statement you should include a table listing the consultees contacted during the Regulation 14 consultation. An example of this can be found in the South Oxfordshire Consultation Statement Template Appendices, Table 2: Regulation 14 – Statutory Consultees.
- 1.3.7. Whilst many consultation bodies in Schedule 1 are the typical statutory consultations bodies associated with planning, such as Natural England, the Environment Agency, infrastructure providers, etc, there are local bodies that you also need to consult. The below extract is taken from Schedule 1 of the Neighbourhood Planning (General) Regulations 2012 (as amended). It highlights some of the local bodies that neighbourhood planning groups need to consider consulting.

- m) voluntary bodies some or all of whose activities benefit all or any part of the neighbourhood area;*
- n) bodies which represent the interests of different racial, ethnic or national groups in the neighbourhood area;*
- o) bodies which represent the interests of different religious groups in the neighbourhood area;*
- p) bodies which represent the interests of persons carrying on business in the neighbourhood area; and*
- q) bodies which represent the interests of disabled persons in the neighbourhood area.*

- 1.3.8. To meet these requirements in practice, neighbourhood planning groups should take steps to ensure that all relevant communities and interest groups have been given an opportunity to participate. A useful approach is to conduct an equalities check early in the process to confirm that no groups are unintentionally excluded. This may involve reviewing local records, speaking with residents and liaising with local authorities or community networks to identify active organisations within the neighbourhood area.
- 1.3.9. Alongside the consultation bodies listed in Schedule 1, the publicity of the plan during the pre-submission consultation stage must also engage with people who live, work or carry on business in the neighbourhood area. These people may include residents, business owners, community and voluntary organisations, landowners and developers.
- 1.3.10. Care should be taken to engage with landowners early in the process where proposals in the neighbourhood plan will directly affect their land. For example, landowner engagement is encouraged when looking at policies concerning Local Green Spaces, allocations, settlement boundaries and non-designated heritage assets.
- 1.3.11. During the pre-submission consultation stage the neighbourhood planning group should use a range of engagement methods to publicise the plan effectively. This might include direct correspondence, public drop-in events, online engagement, leaflet distribution or targeted outreach to specific interest groups. If the neighbourhood area is large, dividing it into smaller zones can also help ensure that all parts of the community are engaged. These engagement methods should be recorded in the consultation statement.
- 1.3.12. The consultation statement should also be used to set out any engagement the neighbourhood planning group undertook outside of the formal pre-submission publicity period. For example, attending events, or undertaking survey work to inform the early preparation of the plan.
- 1.3.13. The consultation statement should summarise how engagement activities were conducted and what was learned from them. For example, it might note

where representative organisations were identified and consulted or explain where no such bodies were found to be active within the area. By setting this out clearly, the statement should demonstrate that the neighbourhood plan meets its statutory consultation requirements and reflects a transparent, inclusive approach to community engagement.

#### *Data Protection and Privacy Considerations*

- 1.3.14. When preparing and publishing consultation material, it is important to ensure compliance with the UK General Data Protection Regulation (UK GDPR) and the Data (Use and Access) Act 2025. These laws govern how personal data is collected, stored and shared, including information gathered during consultation activities. Including a brief section in your consultation statement on how you addressed data protection and privacy considerations can be beneficial.
- 1.3.15. Neighbourhood planning groups should take care to protect individuals' privacy when managing consultation responses or images. Comments submitted by residents or stakeholders should normally be anonymised before being published, unless the respondent is a statutory consultee such as Historic England, Natural England or the Environment Agency. Personal details, such as names, email addresses or postal addresses, should never be included in the published Consultation Statement or appendices.
- 1.3.16. Where photographs or other visual materials are used to evidence engagement, groups must ensure that permission has been obtained from any identifiable individuals shown in those images. This can be achieved through signed consent forms, clear notices at events or by using wide-angle or crowd shots that do not identify participants. If consent cannot be confirmed, the images must not be published within the consultation statement or on the neighbourhood plan website.
- 1.3.17. Best practice also recommends including a short Privacy Statement or Data Protection Notice within all surveys and consultation materials, such as the example below. This should set out what information is being collected, how it will be used and how long it will be retained. Including this statement reassures participants that their data will be managed responsibly and helps demonstrate compliance with data protection legislation.

## Confidentiality and Data Protection Statement

**PLEASE NOTE: You are not required to give your name** and your personal details will not be published as part of the consultation response.

Tonnington Town Council have a duty to protect personal information and will process personal data in accordance the General Data Protection Regulation (GDPR). The personal data you provide on this form will only be used for the purpose of the Tonnington Town Council Neighbourhood Plan. The data will be stored on computer and/or manual files. This data will be passed on to South Oxfordshire Council for the Regulation 16 Consultation.

Whether replying by email or via this form, your personal details will not be published or shared with anyone.

*Figure 1. Example of a Confidentiality and Data Protection Statement*

- 1.3.18. By embedding these practices into consultation activities from the outset, neighbourhood planning groups can maintain public trust, ensure transparency and avoid unintentional breaches of data protection requirements.

## Consultation Methods

- 1.3.19. The consultation process for a neighbourhood plan should involve a variety of engagement methods designed to reach as many stakeholders as possible and to encourage broad participation. Using a mix of techniques helps ensure that different groups within the community have opportunities to contribute in ways that suit their preferences and circumstances. These consultation methods can be set out in the consultation statement.

- 1.3.20. Common consultation methods used include:

- **Public Meetings:** These often provide an open forum for discussion and information sharing, allowing residents and stakeholders to learn about the plan and ask questions directly. Public meetings may take the form of presentations, Q&A sessions or interactive workshops. They are usually held at accessible venues within the neighbourhood area and are promoted through posters, newsletters and online channels to maximise attendance.
- **Surveys:** Surveys are a widely used tool for gathering feedback and understanding local priorities. They can be conducted in both printed and digital formats and may cover themes such as housing needs, green spaces, transport and community facilities, depending on the priorities of the neighbourhood area. Surveys can include both general community questionnaires and targeted versions for specific groups, such as businesses, young people or older residents.

- **Exhibitions:** Exhibitions allow stakeholders to view and comment on key elements of the plan in a visual and accessible format. These events often feature maps, diagrams and concept boards illustrating proposed development sites, draft policies or identified local issues. Feedback may be gathered through comment cards, forms or discussions with the community.
- **Online Consultations:** Digital engagement plays an increasingly important role in neighbourhood planning. Many groups use social media platforms, community websites or email newsletters to share updates, advertise events and collect feedback. Online tools such as polls or discussion forums can also encourage ongoing dialogue. Using online channels ensures that people who cannot attend events in person can still contribute to the process.
- **Pop-up Stalls and Street Consultations:** Informal engagement activities such as pop-up stalls at local markets, fairs or other community gatherings are effective in reaching a wider audience, particularly those who may not attend formal meetings. These sessions provide an opportunity for quick conversations, visual displays and on-the-spot feedback from passers-by.
- **Workshops and Focus Groups:** Smaller, topic-specific sessions can be used to explore key issues in greater detail. Workshops and focus groups often bring together residents, local organisations or interest groups to discuss subjects. These sessions can provide valuable insights that inform policy development and refine plan proposals.

1.3.21. Through a combination of these methods, you can demonstrate how the neighbourhood plan has been shaped by community input and stakeholder engagement, ensuring that local knowledge and priorities are fully reflected in the emerging plan.

## Key Issues and Concerns

1.3.22. An important part of the consultation process involves identifying the main issues, concerns and ideas raised by the community. Through engagement activities, such as surveys, workshops, public meetings and written responses, the neighbourhood plan process gathers a wide range of views that reflect local priorities and aspirations.

1.3.23. Within a consultation statement, the key issues and concerns raised should be set out. The consultation statement can set out all the key issues and concerns raised in full, or can contain a summary of the key issues and concerns, providing a clear record of what has been said about the plan and the proposals within it.

1.3.24. In most cases, consultation feedback naturally groups into broad **themes or topic areas**, reflecting the main subjects of local interest. These often include:

- **Housing:** Comments relating to housing need, affordability, design and the types of homes required locally.
- **Transport and Infrastructure:** Concerns around road safety, congestion, public transport access, parking, walking and cycling routes or infrastructure capacity.
- **Environment and Green Spaces:** Views on protecting local biodiversity, designating Local Green Spaces, preserving important views, addressing climate change and maintaining environmental quality.
- **Community Facilities:** Feedback about quantity and quality of schools, health services, leisure facilities and other community amenities.
- **Economic Development:** Input on local employment opportunities, business growth, tourism or retail provision.
- **Heritage and Design:** Perspectives on maintaining local character, safeguarding non-designated heritage assets and ensuring high-quality, context-sensitive design.

- 1.3.25. Within the consultation statement you can present the feedback using the themes above. Presenting community feedback in this way can help to illustrate the range of issues considered and show how the plan has been informed by local evidence and priorities. The grouping of themes can also make the findings easier to interpret.
- 1.3.26. In analysing feedback, it can be helpful to look for recurring themes, significant concerns and areas of contrasting opinion. For example, housing affordability or traffic congestion may emerge as persistent priorities across several consultation stages, while other topics, such as the location of development or the extent of green space protection, may reveal differences of opinion among community groups. This can help to demonstrate that the process has been balanced, transparent and representative of the full spectrum of local views.
- 1.3.27. A well-presented summary of key issues should be clear, concise and objective, providing an honest reflection of the comments received without favouring particular viewpoints. The emphasis should be on communicating the essence of feedback.

## Addressing Feedback

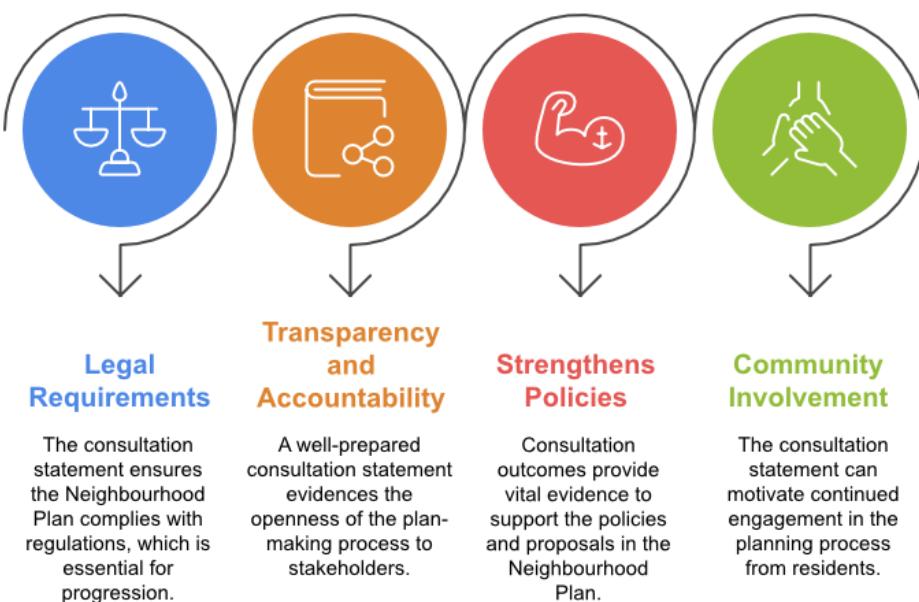
- 1.3.28. One of the central purposes of the consultation statement is to set out how community feedback has informed and influenced the evolution of the neighbourhood plan. This aspect of the consultation statement demonstrates the plan's responsiveness, evidencing how public views, stakeholder comments and statutory consultee responses have led to meaningful changes or clarification in the plan's content.
- 1.3.29. By documenting this process, the consultation statement illustrates the ongoing dialogue between the community and the neighbourhood planning

group, showing how consultation shaped the plan from its earliest stages through to formal submission.

- 1.3.30. Addressing feedback typically involves identifying where specific comments or recurring themes resulted in amendments to policies, objectives or proposals. For example, issues raised during the pre-submission publicity period may have prompted policy revisions or the introduction of new initiatives. In some cases, community feedback can influence not only individual policy wording but also the broader strategic aims of the plan, helping to refine its overall vision and priorities.
- 1.3.31. To ensure transparency, the process of addressing feedback also involves explaining where comments did not result in changes and why. This demonstrates that all views were considered fairly, even if certain suggestions could not be taken forward due to factors such as limited scope, conflicts with national or local policy or evidence-based constraints. Maintaining this balance helps to build trust in the plan-making process and ensures that decision-making remains open and accountable.
- 1.3.32. Finally, addressing feedback is not limited to formal consultation stages. It encompasses all engagement activities throughout the plan-making process - from early public meetings and issue-identification workshops to the pre-submission publicity and final submission. Together, these records provide a continuous narrative of how local input shaped the plan's development and confirm that the neighbourhood plan reflects the shared priorities of the community.

## 1.4 Benefits of a Consultation Statement

- 1.4.1. Whilst producing a consultation statement is a legal requirement the process can also be beneficial to the wider neighbourhood plan. The key benefits include:



1.4.2. As summarised above, consultation statements offer several key benefits:

- **Meets Legal and Procedural Requirements:** The consultation statement is a statutory requirement under the Neighbourhood Planning (General) Regulations 2012 (as amended). By clearly setting out who was consulted, how engagement took place, what issues were raised and how they were addressed, the statement ensures that the Neighbourhood Plan complies with the regulatory requirements. This compliance is essential for the neighbourhood plan to progress through independent examination and become part of the statutory development plan for the area.
- **Demonstrates Transparency and Accountability:** A well-prepared consultation statement evidences the openness of the plan-making process. By recording both the feedback received and the ways in which it was considered, the statement provides reassurance to residents, stakeholders and decision-makers that the plan has been shaped fairly and transparently.
- **Strengthens the Evidence Base for Policies:** Consultation outcomes provide vital evidence to support the policies and proposals in the neighbourhood plan. The consultation statement shows how public priorities, concerns and aspirations have been reflected in policy wording. This strengthens the justification for policies, making them more robust and locally relevant.
- **Encourages Ongoing Community Involvement:** By showing residents how their input has been recorded and responded to, the consultation statement can motivate continued engagement in the planning process. Seeing tangible evidence that contributions are valued helps build a stronger culture of participation, which can extend beyond the plan itself and into future local decision-making.

## 2. What to Include in a Consultation Statement

When preparing a consultation statement for your neighbourhood plan, it is essential to clearly outline your engagement process and the incorporation of public feedback. This section will practically guide you through the key components that should be included in your consultation statement. This structure should ensure that you fulfil the regulatory requirements.

### 2.1 Introduction to the Consultation Process

2.1.1. The introduction to a consultation statement should set the scene and explain why the document exists and what it covers. At its core, the consultation statement demonstrates that the neighbourhood plan has been shaped through meaningful community and stakeholder engagement, in line with the requirements of the Neighbourhood Planning (General) Regulations 2012 (as

amended).

2.1.2. In this section, you should:

- **State the purpose of the consultation statement:** That it fulfils the legal duty under Section 15(2) of the Regulations.
- **Identify who has prepared it:** Usually the neighbourhood plan steering group, on behalf of the Parish/Town Council or Neighbourhood Forum, with mention of any external support (e.g. consultants).
- **Briefly outline the scope:** Explain that the statement provides an account of who was consulted, how they were consulted, the issues raised and how these were addressed in the neighbourhood plan.

2.1.3. This introduction does not need to go into detail - later sections will cover the methods, feedback and responses in depth. Instead, it acts as a clear starting point that helps the reader understand what the consultation statement is and how it fits into the overall plan-making process.

## 2.2 Consultation Aims

2.2.1. This section should explain the overall objectives that guided the engagement process, setting out the intentions and principles that shaped how consultation was planned and delivered. The detailed evidence of how these principles were put into practice can then be provided in the following sections and appendices.

2.2.2. When writing this section, groups should aim to cover:

- **Community involvement:** Explain that the consultation surrounding the neighbourhood plan was designed to involve the community throughout the process, so residents and stakeholders had an opportunity to influence the plan at every stage of its development.
- **Inclusivity:** Explain that a variety of methods were used to reach a broad cross-section of the community (e.g. social media, parish/town council website updates, local newsletters, surveys, exhibitions or drop-in events), ensuring that no group was excluded.
- **Timely engagement:** Highlight that consultation activities were held at key points where input was needed to inform decisions, rather than after decisions had already been made.
- **Transparency and feedback:** Discuss how the results of engagement were shared promptly with the community where necessary, for example through printed materials, online updates or local noticeboards.

2.2.3. In the main body of the consultation statement, only substantial engagement activities that directly shaped the plan, such as residents' surveys or housing needs surveys, need to be expanded on in detail. It does not need to record all correspondence with all individuals that occurs during the plan preparation. Where smaller engagement activities (e.g. attendance at local events, informal conversations or single-focus drop-ins) have taken place we recommend creating a summary table of all consultation activities setting out

brief details and including this in the appendices.

2.2.4. See the South Oxfordshire Consultation Statement Template, Appendices – **Table 1: Community Engagement** for an example of how such a summary table can be structured.

## 2.3 Background

2.3.1. The background section of a consultation statement is an opportunity to give readers a clear picture of the neighbourhood plan area and provide the local context. The neighbourhood plan should do this in detail but a brief explanation in the consultation statement can help explain where the plan applies and why the community chose to prepare one.

### The Designated Neighbourhood Plan Area

2.3.2. When writing this section, groups should:

- **Identify the designated neighbourhood area:** Briefing explain the designated neighbourhood area. Specifically, how does it relate to the communities within it.
- **Describe the geography:** Give a brief overview of the size and boundaries of the plan area.
- **Provide key statistics:** Include headline population figures, number of main settlements and any significant smaller settlements or rural hamlets.

2.3.3. The aim is to provide enough context so that anyone reading the consultation statement understands the area the plan covers and its basic characteristics.

### Initiation of Neighbourhood Planning

2.3.4. This section should briefly outline how the neighbourhood plan process began in the community. It provides important context by showing that the decision to prepare a plan was rooted in local needs and aspirations.

2.3.5. When writing this section, groups should:

- **Explain the motivation:** Outline why the community decided to undertake the neighbourhood plan process (for example, to influence future development, protect local character or shape growth in line with local priorities).
- **Refer to the wider planning framework:** Show how the plan fits with the district's adopted and emerging local plans. This demonstrates that the neighbourhood plan is not being prepared in isolation.
- **Describe how the process was started:** Record when work on the plan formally began, who led it (e.g. a newly formed steering group of councillors and residents) and any support provided by the Parish/Town Council or Neighbourhood Forum. Outline the representation from

various community groups and organisations to display inclusivity and expertise.

- **Note early engagement:** Mention initial public meetings or launch events where residents were introduced to the idea of a neighbourhood plan and invited to get involved.

2.3.6. This section reassures the reader that the neighbourhood plan process was initiated in a transparent and inclusive way, with opportunities for residents to participate from the outset.

## 2.4 Consultation Process – Summary

2.4.1. This section of the consultation statement should give an overview of how the community was kept informed and involved throughout the plan-making process. Rather than detailing specific consultation events, this section should demonstrate the continuous communication methods used to keep the process open, transparent and accessible to all.

2.4.2. When drafting this section, groups should consider including:

- **Ongoing communication:** Explain how residents were kept updated on progress (e.g. newsletters, parish bulletins, noticeboards, social media or discussions at Parish/Town meetings). The aim is to demonstrate that information was shared consistently and not only at formal consultation stages.
- **Use of a website or online hub:** Many groups create a dedicated page or section on their Parish/Town Council or Neighbourhood Forum website. This is useful for:
  - Explaining what a neighbourhood plan is and why it is being prepared.
  - Encouraging volunteers to get involved.
  - Providing regular progress updates.
  - Sharing consultation materials and survey results.
  - Making draft and final documents available during Regulation 14 and Regulation 16 consultations.
- **Transparency measures:** Publishing steering group meeting minutes or summaries online (or on noticeboards) helps demonstrate accountability and openness.

2.4.3. The purpose of this section is to highlight that communication was continuous, open and varied, so the whole community had the chance to follow and engage with the neighbourhood plan process, not just those who attended formal events.

## 2.5 Community Surveys

2.5.1. Most neighbourhood plans use surveys to gather views from a wide cross-section of the community. The consultation statement should summarise each

survey that was conducted, explaining its purpose, how it was distributed and how the results were used to inform the plan.

2.5.2. When writing this section, groups should aim to include:

- **The type of each survey:** Make clear whether it was an early ‘vision-setting’ survey, a follow-up focusing on draft policy themes or a specialist evidence survey such as housing needs, green spaces or heritage assets.
- **The timing of each survey:** Outline when the survey was conducted.
- **Distribution methods:** Explain how surveys were made accessible to residents (e.g. hand-delivery, postal or online platforms like SurveyMonkey/Google Forms). This demonstrates inclusivity and effort to reach different parts of the community.
- **Key focus areas:** Summarise what the survey asked (e.g. priorities for the area, housing needs, traffic and transport, biodiversity, important local spaces or heritage features).
- **Use of results:** Briefly state how findings were shared with the community (bulletin boards, social media, newsletters, public events) and how they influenced the plan (e.g. informing draft policies, identifying Local Green Spaces or evidencing housing requirements).

2.5.3. The goal here is not to reproduce every question or response in full but to present a clear and transparent record of how surveys shaped the plan. Detailed results can be placed in the main body or uploaded to the Parish/Town Council or Neighbourhood Forum website.

2.5.4. Each survey summarised in this section should be explained in more detail in the main body of the Consultation Statement.

## 2.6 Regulation 14 – Pre-Submission Consultation

2.6.1. The Regulation 14 consultation is the first formal statutory consultation stage in the neighbourhood planning process. It comes after any early engagement activities and surveys undertaken which have helped shape a draft version of the plan.

2.6.2. When writing this section of the consultation statement, groups should:

- **Set the context:** Explain that the draft (Pre-Submission) Neighbourhood Plan was prepared following earlier community engagement and evidence gathering.
- **Record the consultation period:** State the start and end dates of the Regulation 14 consultation to show compliance with the minimum six-week requirement.
- **Briefly explain how people were invited to comment:** Summarise the methods used to collect feedback (e.g. online surveys/forms, hard copy response sheets, emails, postal submissions, drop-off points). This helps to demonstrate accessibility and inclusivity.

- **Identify who was consulted:** Clarify that both residents and relevant stakeholders/statutory bodies were invited to take part, in line with the Regulations.
- **Summarise how the draft plan was made available:** For example, via the neighbourhood plan website, hard copies in public places (libraries, parish offices or community halls) and through public meetings or exhibitions.
- **Note the purpose of the consultation:** Highlight that this stage is about evaluating the draft policies with the community and stakeholders before the plan is revised and submitted to South Oxfordshire District Council.

**2.6.3.** This section should provide a high-level overview of the process, with a more detailed breakdown set out in the sections that follow.

## 2.7 Regulation 16 – Submission Consultation

2.7.1. The Regulation 16 consultation is the final stage of community and stakeholder engagement before independent examination. Unlike earlier consultation stages, this one is run by the local planning authority, South Oxfordshire, not the neighbourhood plan steering group. As you will have submitted your neighbourhood plan and associated consultation statement before this stage is undertaken all you can do is set out the facts of what is going to happen.

2.7.2. When writing this section of the consultation statement, you can:

- **Explain the sequence:** Make clear that the Regulation 16 consultation follows the Regulation 14 consultation. It takes place after feedback has been considered and the draft plan revised.
- **Note who manages the process:** Make clear that the local planning authority is responsible for publicising the submission plan and managing the consultation.
- **Identify who will be invited to comment:** Mention that residents, local stakeholders and statutory consultees will be given the opportunity to review and respond.
- **Clarify what happens to responses:** Explain that all comments received during the Regulation 16 publicity period are passed directly to the independent examiner, who uses them to inform the examination process.

2.7.3. When submitting your consultation statement, if you want to include this section, it should be limited.

## 2.8 Detailed Breakdown of Engagement Activities

2.8.1. After the summary section, the consultation statement should move from an overview into a clear evidence-based account of each engagement activity undertaken during the neighbourhood plan process. This is the point where

neighbourhood planning groups show how engagement was conducted in practice and provide enough detail to demonstrate transparency, inclusivity and influence on the neighbourhood plan. The aim is not to duplicate the summary but to evidence the process step by step.

2.8.2. When writing this section, it helps to structure each survey write-up consistently. For example, groups could cover:

1. **Purpose of the survey:** Set out why the survey was conducted at that stage of the plan-making process. For example, whether it was intended to gather early vision and priorities, evaluate draft policies or provide technical evidence on topics such as housing, heritage or green spaces. This shows how each survey fitted into the overall journey of preparing the neighbourhood plan.
2. **Publicity and promotion:** Explain how the community was informed in advance and encouraged to participate. This might include posters and flyers, newsletter notices, social media posts, website updates or announcements at parish meetings. In this sub-section you can include or link to an appendix with the promotional material you used. This is also the place to include (or link to an appendix of) promotional materials.
3. **Distribution and accessibility:** Record how surveys were made available and how responses could be submitted. This might include online platforms (e.g. SurveyMonkey, Google Forms), hard copy delivery, drop-off points or postal and email return options. Including this detail demonstrates inclusivity and accessibility. This is also the place to include (or link to an appendix of) promotional materials.
4. **Participation and response rates:** Provide the number of responses, ideally expressed as a proportion of the local population, to give a sense of representativeness. Where possible, note how many responses were received online versus in hard copy.
5. **Survey content and topics:** Summarise the main themes and issues explored. If it is an initial residents' survey, it may include what residents liked or disliked about the area, their priorities for the future or views on housing, traffic, biodiversity, heritage or employment. Quantitative data can be illustrated with charts or tables, while qualitative responses can be shown through selected quotes or themed summaries, see below examples.
6. **Sharing results and follow-up:** Describe how findings were reported back to residents, for example through website uploads, newsletters, social media, or community exhibitions. If follow-up sessions were held to discuss the findings and test ideas, these should be included too.
7. **Influence on the neighbourhood plan:** Show how the survey made a difference by linking findings to changes in the draft vision, objectives or

policies. For example, highlighting how housing needs data shaped allocations or how community feedback on green spaces led to Local Green Space designations. See below examples.

6. What kind of housing, if any, do you think is essential for new homes within the Parish? Please indicate your level of support for each housing option using the scale below.

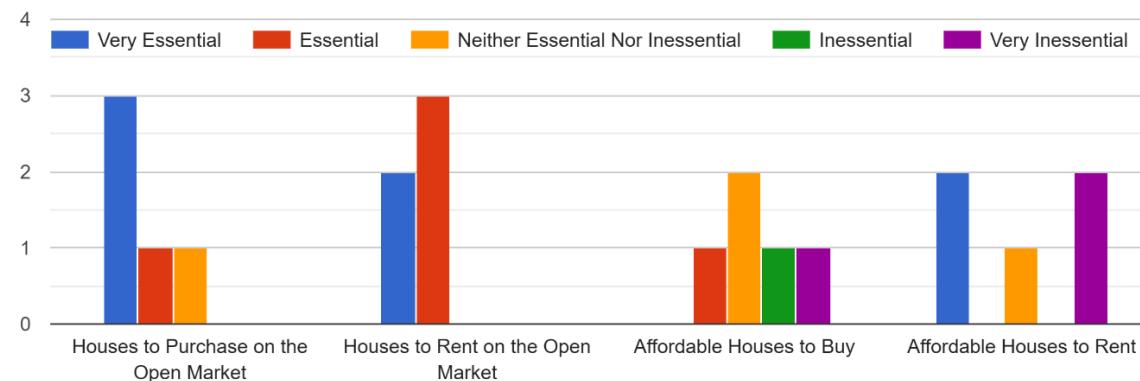


Figure 2. Community Survey - Question [Number] (Quantitative Data)

14. What specific environmental issues, if any (e.g. pollution, habitat loss, flooding etc.), do you think should be addressed through the Neighbourhood Plan?

*Please explain your views and reasoning in the space below.*

5 responses

Need more wildlife corridors so that animals can move between spaces.

Habitat loss is a major issue in Tonnington.

Tonnington has major flooding issues! These need to be dealt with!

Loss of local green spaces to development.

Light pollution is a major issue with new development in the Town. There needs to be limitations on the type of lighting used to preserve our dark night skies.

Figure 3. Community Survey - Question [Number] (Qualitative Data)

**18. Are there any areas you feel should be better protected, improved or designated as Local Green Space through the Neighbourhood Plan?**

*Please give your views below.*

10 responses

Verges at Coxwell Avenue.

Tidley Furzing Field.

Verges at Bramble, Radley Road.

Woodlands at St Jonathan's Church Grounds.

Junction at Goose Road.

Fran Field.

Botley Recreation Ground.

Community Orchard Field at Kidlington Close.

Old Cricket Field.

*Figure 4. Survey Responses - Local Green Spaces*

**POLICY TT9 – LOCAL GREEN SPACES**

**The Local Green Spaces, as shown in Figures 22-25 and listed below, will be protected for the benefit of the community and development will not be permitted except in very special circumstances<sup>1</sup>:**

- **LGS1: Verges at Coxwell Avenue.**
- **LGS2: Botley Recreation Ground.**
- **LGS3: Open Space near Lemon Way.**
- **LGS4: Woodlands at St Jonathan's Church Grounds.**
- **LGS5: Junction at Goose Road.**
- **LGS6: Community Orchard Field at Kidlington Close.**
- **LGS7: Field Opposite Mallard Way.**

*Figure 5. Local Green Space Policy*

2.8.3. In doing the above for each community engagement activity undertaken, you are demonstrating compliance with the Neighbourhood Planning (General) Regulations 2012 (SI No. 637) Part 5, Paragraph 15(2) (b) (as amended), as Steps 1 to 3 explain how they were consulted, (c), Step 5 summarises the main issues and concerns raised by the persons consulted and (d) Step 7

describes how these issues and concerns have been considered and addressed in the proposed neighbourhood plan.

See the *South Oxfordshire Consultation Template* for worked examples of common surveys such as the *Initial Residents' Survey*, *Housing Needs Survey*, *Local Green Spaces Survey* and *Non-Designated Heritage Assets Survey*.

## 2.9 Regulation 14 – Pre-Submission Consultation and Publicity

2.9.1. The Regulation 14 consultation and publicity is a key statutory stage in the neighbourhood planning process. It provides the community, statutory consultees and other stakeholders with the opportunity to review the draft neighbourhood plan and supporting documents before it is formally submitted to the local planning authority under Regulation 15.

2.9.2. In accordance with the Neighbourhood Planning (General) Regulations 2012, Part 5, Regulation 14 (as amended), the qualifying body (the Parish/Town Council or Neighbourhood Forum) must:

- a) *publicise, in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area -*
  - i) *details of the proposals for a neighbourhood development plan or modification proposal;*
  - ii) *details of where and when the proposals for a neighbourhood development plan or modification proposal may be inspected;*
  - iii) *details of how to make representations;*
  - iv) *the date by which those representations must be received, being not less than 6 weeks from the date on which the draft proposal is first publicised; and*
  - v) *in relation to a modification proposal, a statement setting out whether or not the qualifying body consider that the modifications contained in the modification proposal are so significant or substantial as to change the nature of the neighbourhood development plan which the modification proposal would modify, giving reasons for why the qualifying body is of this opinion;*
- b) *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 or modification proposal; and*
- c) *send a copy of the proposals for a neighbourhood development plan or modification proposal to the local planning authority.*

2.9.3. In this section of the consultation statement, set out how you met the requirement under Part 5, Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 (as amended) to publicise the draft neighbourhood plan and invite formal representations. The focus should be on showing that residents, statutory consultees and other stakeholders were

given the opportunity to comment on the full draft plan, including its policies and evidence base, before submission for independent examination.

## Publicity and Promotion

2.9.4. Use this part of the statement to demonstrate how the draft plan was publicised in line with Regulation 14(a) which requires that proposals are brought to the attention of those who live, work or carry on business in the neighbourhood area and that details of where and when proposals for a neighbourhood development plan (or modification proposal) may be viewed. Your write-up should confirm that publicity included:

- details of the plan proposals,
- where and when the plan could be inspected,
- how to make representations, and
- the consultation period (at least six weeks).

2.9.5. In addition to this you should provide examples of the communication methods you used, such as flyers or posters, newsletter articles, social media updates, website postings and direct contact with statutory consultees. Include or append copies of promotional material (e.g. posters, website screenshots, newsletters) to evidence compliance. See below for examples.

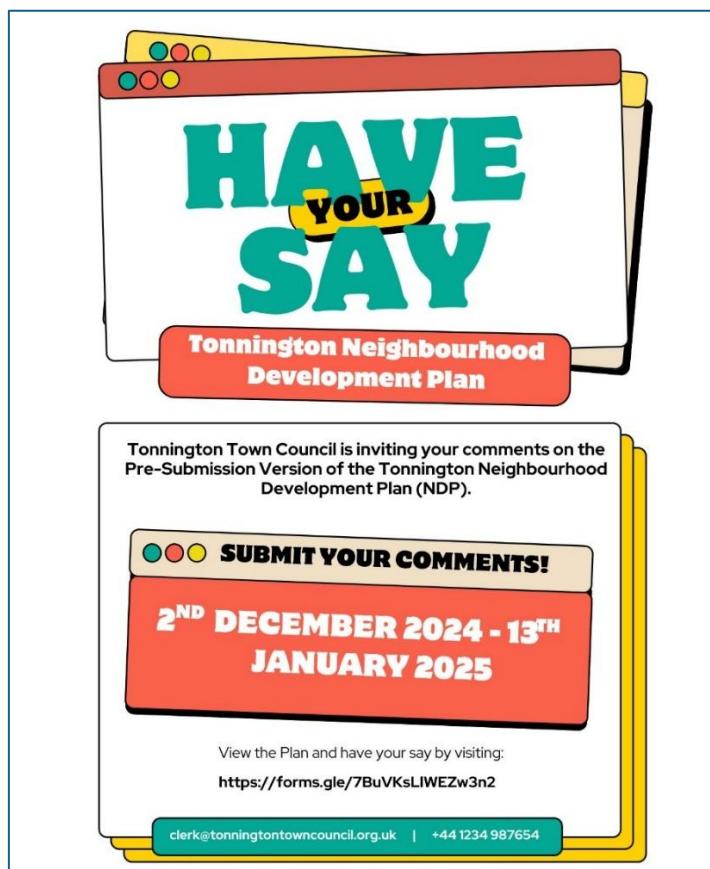


Figure 6. Publicity Material – Pre-Submission Consultation Poster



Figure 7. Publicity Material – Pre-Submission Consultation Social Media Visual

### Methods of Responding

2.9.6. This section should explain how consultees were able to submit responses, showing that the process was accessible and proportionate in line with Regulation 14(a)(iii). You should demonstrate that more than one response format was available, for example:

- an online submission form (see Figure 8 below),
- a downloadable Word or PDF response form (see Figure 9 below),
- hard copies provided locally, and/or
- postal and email return options.

2.9.7. Make clear where these options were made available (e.g. parish offices, libraries, community halls or via your website) and how they ensured inclusivity.

## Tonnington Town Council- Neighbourhood Plan Survey

**Tonnington Town Council** has begun the process of preparing a **Neighbourhood Plan** - a community-led document that sets out a shared vision for how the area should develop in the future. Once adopted, the Plan will form part of the **statutory Development Plan**, which the Council must use when assessing and determining planning applications within the Town.

This survey relates to the **Neighbourhood Area**, formally designated by **South Oxfordshire District Council on 13 October 2022**.

Each survey should be completed by one individual and reflect their own views. If other members of your household wish to take part, they are encouraged to complete a separate survey.

By responding, you'll have the opportunity to help shape the future of your Town - sharing your views, priorities and ideas on key topics such as:

- Housing and Development
- Employment & Community Facilities
- Highways, Transport and Road Safety
- Landscape and the Natural Environment
- Heritage and Design

Figure 8. Pre-Submission Consultation – Online Response Form

### **Tonnington Neighbourhood Development Plan (NDP)** **Regulation 14 Consultation:**

#### **Pre-Submission Consultation Comment Form:**

The Regulation 14 Consultation provides an opportunity for Tonnington Neighbourhood Development Plan and supporting documents to be presented together to statutory consultees and other stakeholders. Please use this form to comment on the Pre-Submission Tonnington Neighbourhood Plan.

A Consultation Statement which will include a summary of all comments received (including respondents names and organisations, if appropriate) and how these were considered, will be made available with the final "Submission Version" of the Plan that will be submitted to South Oxfordshire Council for examination by an independent examiner and published on the Tonnington Town Council website. Any personal information provided will not be disclosed and treated in confidence, in line with General Data Protection Regulations.

**Please record your comments below.** Alternatively, you can complete our online google response form by following the link provided: <https://forms.gle/7BuVKsLIWE2w3n2>

**Thank you for your support.**

**Responding as**  an individual  on behalf of an organisation  on behalf of a client   
(check box)

Name of organisation/client [Click or tap here to enter text.](#)

**Your details** Name [Click or tap here to enter text.](#) Postcode [Click or tap here to enter text.](#)

Email: [Click or tap here to enter text.](#)

Agents Details (if applicable) [Click or tap here to enter text.](#)

Figure 9. Pre-Submission Consultation – Downloadable Response Form

## Recording and Responding to Feedback

- 2.9.8. Here, show how you complied with Neighbourhood Planning (General) Regulations 2012 (as amended), Part 5, Section 15(2) (b) and (c) by recording and responding to all representations. The consultation statement should include a summary of the comments received, your responses and any changes made to the draft plan.
- 2.9.9. Explain your method for handling comments and describe how you categorised responses.
- 2.9.10. Many groups present this aspect of the consultation process through a clear summary table, linking comments to the relevant sections of the draft plan and recording the action taken in response. For an example of this, see South Oxfordshire Statement Table Appendices, Table 3: Regulation 14 Responses.

## 2.10 Meeting the Statutory Requirements

- 2.10.1. While the consultation statement generally demonstrates compliance with the Neighbourhood Planning (General) Regulations 2012 (as amended) throughout, it is important to explicitly confirm how the statutory requirements have been met.
- 2.10.2. This section should therefore explicitly state that the Consultation Statement has been prepared in accordance with the legal obligations set out in:
  - Schedule 1 of the Neighbourhood Planning (General) Regulations 2012.
  - Part 5, Section 14(a – c) of the Neighbourhood Planning (General) Regulations 2012 (as amended).
  - Part 5, Section 15(2) of the Neighbourhood Planning (General) Regulations 2012 (as amended).

## 2.11 Appendices

- 2.11.1. The appendices provide an opportunity to include detailed supporting information without overwhelming the main body of the consultation statement. They enable the document to remain concise and readable while ensuring that all evidence of consultation activity is available for review.
- 2.11.2. Where possible, groups are encouraged to include online links to supporting material (for example, through the neighbourhood plan website) and to digitise paper-based evidence such as meeting minutes or surveys. If online links are used, it is essential to ensure that the website is kept up to date and that all referenced material is publicly accessible.
- 2.11.3. The exact structure and content of the appendices will vary depending on the approach taken and the volume of consultation material. However, the following examples illustrate the types of information that can usefully be included:
  - **Consultation and engagement materials:** Copies of questionnaires,

surveys and engagement tools used during consultation, including both printed and online formats.

- **Promotional materials:** Posters, leaflets or social media posts that helped to publicise the neighbourhood plan or record community engagement activity.
- **Stakeholder feedback:** A summary or schedule of consultation responses, showing key themes raised and how they were considered in shaping the plan. Where helpful, groups may include tables or lists that show whether comments resulted in changes, and if not, provide short explanations. See South Oxfordshire's Consultation Statement Template, Appendices, Table 2: Regulation 14 – Statutory Consultees for an example of this.
- **Engagement events:** Evidence of public meetings, workshops and drop-in sessions, such as photographs or summary notes, to demonstrate the variety of consultation methods used. See South Oxfordshire's Consultation Statement Template, Appendices, Table 1: Community Engagement for an example of this.
- **Stakeholder and consultee list:** A list of individuals (where appropriate, considering data protection and privacy issues), organisations and statutory consultees who were invited to contribute, showing the breadth of engagement and compliance with consultation requirements. See South Oxfordshire's Consultation Statement Template, Appendices, Table 3: Regulation 14 Responses.
- **Meeting records:** Extracts or summaries from relevant meetings (for example, Steering Group or Town/Parish Council discussions) where consultation feedback and proposed amendments were reviewed.
- **Privacy and data protection information:** A brief privacy statement outlining how personal data collected during consultation has been handled in line with the UK GDPR and the [Data \(Use and Access\) Act 2025](#). This should clarify what information was collected, how it was used, how it was stored and the rights of individuals.

- 2.11.4. Where appendices are included, ensure they are clearly referenced within the main text of the consultation statement so that readers can easily locate detailed evidence if they wish.
- 2.11.5. By including supporting information in the appendices, the consultation statement can remain focused on the overall process and outcomes, while still providing a full and transparent record of engagement activity.

### 3. Glossary

This section presents a list of technical terms and phrases frequently used in planning policy and neighbourhood planning. Each entry includes a brief definition to support understanding and promote clarity. Where possible, definitions have been sourced from the [National Planning Policy Framework \(NPPF\) Glossary](#) (2024).

#### A

- **Affordable Housing** - Housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the following definitions:
  - a) Social Rent: meets all of the following conditions:
    - (a) the rent is set in accordance with the Government's rent policy for Social Rent;
    - (b) the landlord is a registered provider; and
    - (c) it includes provisions to remain at an affordable price for future eligible households, or for the subsidy to be recycled for alternative affordable housing provision.
  - b) Other affordable housing for rent: meets all of the following conditions:
    - (a) the rent is set in accordance with the Government's rent policy for Affordable Rent, or is at least 20% below local market rents (including service charges where applicable);
    - (b) the landlord is a registered provider, except where it is included as part of a Build to Rent scheme (in which case the landlord need not be a registered provider); and
    - (c) it includes provisions to remain at an affordable price for future eligible households, or for the subsidy to be recycled for alternative affordable housing provision.
  - c) Discounted market sales housing: is that sold at a discount of at least 20% below local market value.
  - d) Other affordable routes to home ownership: is housing provided for sale that provides a route to ownership for those who could not achieve home ownership through the market.

#### B

- **Basic Conditions** – The basic conditions are set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990 as applied to

neighbourhood plans by section 38A of the Planning and Compulsory Act 2004. The basic conditions are:

- a) having regard to national policies and advice contained in guidance issued by the Secretary of State it is appropriate to make the order (or neighbourhood plan). Read more about [National policy and advice](#).
- b) having special regard to the desirability of preserving any listed building or its setting or any features of special architectural or historic interest that it possesses, it is appropriate to make the order. This applies only to Orders. Read more about [Listed buildings and conservation areas](#).
- c) having special regard to the desirability of preserving or enhancing the character or appearance of any conservation area, it is appropriate to make the order. This applies only to Orders. Read more about [Listed buildings and conservation areas](#).
- d) the making of the order (or neighbourhood plan) contributes to the achievement of sustainable development. Read more about [Sustainable development](#).
- e) the making of the order (or neighbourhood plan) is in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area). Read more about [General conformity with the strategic policies contained in the development plan](#).
- f) the making of the order (or neighbourhood plan) does not breach, and is otherwise compatible with, EU obligations. Read more about [EU obligations](#).
- g) prescribed conditions are met in relation to the Order (or plan) and prescribed matters have been complied with in connection with the proposal for the order (or neighbourhood plan). Read more about [Other basic conditions](#).

## C

- **Consultation Body** - Statutory organisations that must be consulted during the preparation of neighbourhood development plans, listed in Schedule 1 of the Neighbourhood Planning (General) Regulations 2012 (as amended) .
- **Consultation Statement** - A document which:
  - a. *contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan or neighbourhood development plan as proposed to be modified;*

- b. *explains how they were consulted;*
- c. *summarises the main issues and concerns raised by the persons consulted; and*
- d. *describes how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan or neighbourhood development plan as proposed to be modified.*

## D

- **Designated Heritage Asset** - a World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation.
- **Designated Neighbourhood Area** - An area formally designated by the local planning authority for neighbourhood planning purposes.
- **Development Plan** - Is defined in Section 38 of the Planning and Compulsory Purchase Act 2004, and includes adopted local plans, neighbourhood plans that have been made and published spatial development strategies, together with any regional strategy policies that remain in force. Neighbourhood plans that have been approved at referendum are also part of the development plan, unless the local planning authority decides that the neighbourhood plan should not be made.

## E

- **Evidence Base** - The information and data that supports the policies and proposals in a neighbourhood development plan.
- **Examination** - The independent assessment of a neighbourhood development plan by a qualified examiner to determine whether it meets the basic conditions and other legal requirements.
- **Examiner** - An independent person appointed to examine whether a neighbourhood development plan meets the basic conditions and other legal requirements.

## G

- **General Conformity** - The requirement that neighbourhood development plan policies must be in general conformity with the strategic policies of the local plan.

## H

- **Heritage Asset** - A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning

decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing).

## L

- **Local Plan** - A plan for the future development of a local area, drawn up by the local planning authority in consultation with the community, under the Town and Country Planning (Local Planning) (England) Regulations 2012. A local plan can consist of either strategic or non-strategic policies or a combination of the two.
- **Local Planning Authority (LPA)** - The public authority whose duty it is to carry out specific planning functions for a particular area.

## M

- **Made** - The status of a neighbourhood development plan once it has been adopted by the local planning authority and forms part of the statutory development plan.

## N

- **National Planning Policy Framework (NPPF)** – Sets out the government's planning policies for England and how these should be applied.
- **Neighbourhood Area** - The geographical area designated for neighbourhood planning purposes.
- **Neighbourhood Forum** - A community group designated by the local planning authority to prepare a neighbourhood development plan for areas without a parish council.
- **Neighbourhood Plan** - A plan prepared by a parish council or neighbourhood forum for a designated neighbourhood area. In law this is described as a neighbourhood development plan in the Planning and Compulsory Purchase Act 2004.
- **Non-strategic policies** - Policies contained in a neighbourhood plan, or those policies in a local plan that are not strategic policies.

## P

- **Parish Council** - The qualifying body that can prepare a neighbourhood development plan in parished areas.

## Q

- **Qualifying Body** - A parish/town council or neighbourhood forum that is eligible to prepare a neighbourhood development plan.

## R

- **Regulation 14 Consultation and Publicity** – Otherwise known as the pre-submission consultation; the statutory six-week consultation conducted by the qualifying body on the pre-submission draft neighbourhood development plan.
- **Regulation 16 Consultation and Publicity** - The statutory six-week consultation conducted by the local planning authority on the submitted neighbourhood development plan.

## S

- **Strategic Policies** - Policies and site allocations which address strategic priorities in line with the requirements of Section 19 (1B-E) of the Planning and Compulsory Purchase Act 2004.
- **Submission** - The formal submission of a neighbourhood development plan to the local planning authority for examination.



Listening Learning Leading

**Alternative formats of this publication are available on request. These include large print, Braille, audio, email, easy read and alternative languages.**

**If you would like to discuss neighbourhood planning with a member of the team, please call us on 01235 422600 or email [planning.policy@southandvale.gov.uk](mailto:planning.policy@southandvale.gov.uk)**