

Communications Log

	Target audience	Task	Responsibility	Target date	Outcome	Participants and publicity
1.1	Residents	Residents invited to participate in Neighbourhood Development Plan Working Party (NDPWP)	Councillor Barrie Greenwood	December 2011	<ul style="list-style-type: none"> Awareness raised of Localism Act Task focussed group began NDP work in January 2012 External consultants appointed by SCPC 	Parish Councillors SC Magazine Henley Standard Word of mouth
1.2	SODC	SCPC notified SODC of intention to launch a Sonning Common Neighbourhood Development Plan (SCNDP)	Parish Clerk	19 December 2011	<ul style="list-style-type: none"> Requested acknowledgement and thereafter formal discussions about the processes once Localism Act operational in April 2012 	Letters
1.3	Residents	Use of SC Magazine requested to regularly disseminate information about NDP progress	Chairman NDPWP	January 2012	<ul style="list-style-type: none"> Main vehicle to inform villagers of SCNDP matters Published on a bi-monthly basis , distributed free to every home in Sonning Common; 70 copies to schools, library, health centre, dentistry and other local businesses All magazine articles about the SCNDP published at www.scpc-ndp.co.uk 	Agreement reached with SC Magazine Committee
1.4	Residents Stakeholders	<p>First public meeting in the Village Hall organised with consultants</p> <p>Publicity campaign launched</p> <p>Village Hall established as an ongoing venue for SCNDP public meetings</p>	NDPWP Consultants	28 April 2012	<ul style="list-style-type: none"> 174 attendees Provided information about 14 SHLAA sites in Sonning Common parish Explained neighbourhood plan processes and importance of community participation Obtained feedback as to why people chose to live in Sonning Common Outlined structured surveys to be completed by residents 	Letterbox leaflet delivery Posters SC Magazine Banner outside Village Hall Notice boards Henley Standard
1.5	Residents	Public 'drop-in' meetings held to recruit volunteers to complete structured surveys - Site Assessment, Village Character, Landscape Setting - designed by consultants	NDPWP	2 June, 7 July 2012	<ul style="list-style-type: none"> 15 attendees in June ('pilot' group) 99 attendees in July 80 volunteers 'signed up' to complete surveys 	Letterbox leaflet delivery Posters Notice boards Word of mouth

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2.1	Residents Stakeholders	Public 'drop-in' meeting held to update on progress of surveys Village centre displays elicited opinions on present day and improvements for the future Workshops on potential site development ('pilot' groups)	NDPWP	15 September 2012	<ul style="list-style-type: none"> 79 attendees 21 volunteers 'signed-up' for variety of tasks Traffic throughput and parking dominated discussion on future of village centre Display materials on each of 14 SHLAA sites engaged attendees as to development of village as a whole As at October 2012, 178 surveys completed As at June 2013, 217 surveys completed 	Letterbox leaflet delivery Posters Notice boards
2.2	Residents	The Oxfordshire Rural Community Council (ORCC) commissioned by SCPC to conduct a housing needs survey for SC	SCPC NDPWP	September 2012	<ul style="list-style-type: none"> Report published by ORCC – Sonning Common Neighbourhood Plan Housing and Housing Needs Survey Report - October 2012 Report used as part of evidence to inform NDPWP as to required housing mix 	Letterbox delivery to SC residents of housing survey questionnaire and also draft SCNDP VISION 2027 Statement
2.3	Rotherfield Peppard PC (RPPC)	Communications procedure agreed	SC Parish Clerk the conduit for all communication	Throughout NDP process	<ul style="list-style-type: none"> 28 November 2012 14 January 2013: Draft MOU 25 January 2013 22 February 2013 8 April 2013: MOU agreed 25 April 2013: NDPWP members attended RPPC AGM 13 May 2013: RPPC agreed SON 13 included in designated SCNDP area 	A representative from RPPC joined the NDPWP as an 'associate' member and was part of it until February 2014 Documentation shared when completed, and as appropriate
2.4	Attendees of SCNDP public meetings	Email contact list created from information given to the NDPWP at public meetings, with the permission of attendees	SC Parish Office the conduit for emails on NDP matters	Autumn 2012 to present	<ul style="list-style-type: none"> Email system in place as an additional vehicle to inform attendees about NDP matters 	NDPWP member oversees updating process with Parish Office

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3.1	Kidmore End PC (KEPC)	Communications procedure agreed	SC Parish Clerk the conduit for all communication	Throughout NDP process	<ul style="list-style-type: none"> 17 July 2013: KEPC agreed SON 4 and SON 15 included in designated SCNDP area 17 July 2014: Chiltern Edge school boundary change agreed between two parish councils 23 July 2014: Briefing and consultation 	<p>A representative from KEPC joined the NDPWP as an 'associate' member</p> <p>Documentation shared when completed, and as appropriate</p>
3.2	Residents Stakeholders	Traffic task group formed	NDPWP	November 2012	<ul style="list-style-type: none"> Task group studied traffic and parking issues Published report used to inform NDPWP 	Volunteers approached by NDPWP to participate in traffic task group
3.3	Local employment	Business Survey completed by members of local enterprises	NDPWP	November 2012	<ul style="list-style-type: none"> Returns used to inform NDPWP 	NDPWP member delivered and collated and collated returns
3.4	Residents Stakeholders	Village character survey commissioned by SCPC	SC Parish Clerk Consultants NDPWP	End 2012/2013	<ul style="list-style-type: none"> Report published - Sonning Common Character and Design Statement 2013 Used to inform NDPWP 	<p>Reviewed residents' surveys</p> <p>Toured around SC</p>
3.5	Residents Stakeholders	<p>Public meetings featured presentations by NDPWP on each of 14 SHLAA sites, including analyses of site assessment surveys completed by residents</p> <p>Evaluation of each site relating to landscape, environment, location, access and sustainability criteria presented as a 'traffic light' grid</p> <p>Development proposals for each site put forward for comment</p>	NDPWP	7 February and 9 February 2013	<ul style="list-style-type: none"> 174 attendees Written feedback endorsed the site development proposals. Analyses published in SC Magazine Supplementary comment summarised for consideration in the next phase 	<p>Email</p> <p>Posters</p> <p>SC Magazine</p> <p>Banner outside Village Hall</p> <p>Notice boards</p> <p>Henley Standard</p>

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4.1	Residents Stakeholders	Two groups of residents audited NDPWP conclusions presented in form of 'traffic light' grids for each allocated site	Overseen by independent consultants	9 February 2013	<ul style="list-style-type: none"> Written comments from audit groups collated by consultants Feedback analysed by NDPWP and changes to 'traffic light' grids considered Appraisal, including grid changes, to 'auditors' 	Residents from across Sonning Common with experience of completing site assessment surveys invited to participate by NDPWP task group
4.2	Landowners, agents, developers	Consultation with landowners agents, developers in respect of available SHLAA sites	SC Parish Clerk NDPWP	April 2013 to present	<ul style="list-style-type: none"> Questionnaires completed by landowners/agents Memorandum of Understanding signed by landowners/agents 	Emails, letters, conversations Meetings with landowners, agents, developers listed in Appendix
4.3	Residents Stakeholders	New website launched www.scpc-ndp.co.uk	SC Deputy Parish Clerk NDPWP	June 2013	<ul style="list-style-type: none"> Information about the SCNDP and its progress available as ongoing information vehicle 	NDPWP provide material on regular basis
4.4	Residents	Site assessment surveys completed on additional SHLAA site - part of Chiltern Edge secondary school – (SON 15)	NDPWP	May/June 2013	<ul style="list-style-type: none"> Site assessment process re-started to capture new SHLAA site as part of SCNDP following request from school governors to SODC Surveys summarised and site evaluated against various criteria into 'traffic light' grid 	Residents from across Sonning Common invited to participate in the completion of surveys by NDPWP task group
4.5	Residents Stakeholders	Two groups of residents audited NDPWP evaluations in form of 'traffic light' grid for SON 15	Overseen by parish councillor (Chair of Planning)	27 June 2013	<ul style="list-style-type: none"> Written comments from audit group collated Feedback analysed by NDPWP and changes to 'traffic light' grids considered Appraisal, including grid changes, to 'auditors' 	Residents from across Sonning Common who did not complete surveys on SON15 invited to participate
4.6	Residents Stakeholders	Public meeting included presentations by NDPWP on SON 15 site surveys, the 'traffic light' grid and proposal to take only part of site forward for development Options matrix put forward possible uses for the SCNDP allocated sites	NDPWP	19 July 2013	<ul style="list-style-type: none"> 49 attendees Written feedback from attendees on SON 15 proposals. Analyses published in SC Magazine Written feedback on the Options matrix showing-possible uses for allocated sites in SC (homes, amenity green space, sports, office) considered in the next phase 	Email Posters Banner outside Village Hall Notice boards

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5.1	Residents Stakeholders	Landscape survey commissioned by SCPC to illustrate the visual impact of the development sites on the surrounding countryside	SC Parish Clerk Consultants NDPWP	August 2013	<ul style="list-style-type: none"> Report published - Landscape Visual Impact Assessment Used as part of evidence to inform NDPWP 	Sites viewed
5.2	Residents Stakeholders	Public meeting included presentations on 'SC Character and Design Statement' (consultant report), traffic and parking and updated matrix on site development options	NDPWP	11 October 2013	<ul style="list-style-type: none"> 53 attendees Written feedback covering traffic and parking and site development options for consideration in the next phase Residents would welcome a meeting that provided a comprehensive update on NDP progress from the beginning to present day 	Email Posters Banner outside Village Hall Notice boards
5.3	SODC	Revised SCNDP designation submission to SODC included parts of RPPC and KEPC in the neighbourhood plan area	SC Parish Clerk	End October 2013	<ul style="list-style-type: none"> Consultation period 6 September to 18 October 2013. Cabinet of SODC approved the application for designated neighbourhood plan area on 26 October 2013 	Letters and emails
5.4	Residents	Public 'drop-in' meeting held and display boards set out 'The Story So Far' following the progress of the SCNDP since work began in January 2012	NDPWP	16 November 2013	<ul style="list-style-type: none"> 146 attendees Work of NDWP further disseminated Community involvement highlighted by the completion of a total of 217 structured surveys by residents and written feedback 	Email Posters Banner outside Village Hall Notice boards
5.5	Residents Stakeholders	Concept design statements commissioned for preferred development sites	SC Parish Clerk Consultants NDPWP	Winter 2013/2014	<ul style="list-style-type: none"> Concept design statements completed for inclusion in the Neighbourhood Plan 	NDPWP meetings and tours around sites with consultants
5.6	Statutory consultees	Relevant parties consulted on SCNDP DRAFT Sustainability Appraisal Scoping Report	NDPWP	April, May 2014	<ul style="list-style-type: none"> Written feedback following 6 weeks consultation Second draft to be prepared 	NDPWP task group
5.7	Residents	NDPWP sought views on recreation facilities at the annual SC 'On Your Bike' fundraising event	NDPWP	27 April 2014	<ul style="list-style-type: none"> 128 responses to questionnaire about SCNDP including sports and exercise facilities Analysis published in SC Magazine 	NDPWP members attended the event

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6.1	Residents and stakeholder	Ecology study commissioned by SCPC to report on the habitats within the development sites	SC Parish Clerk Consultants NDPWP	June 2014	<ul style="list-style-type: none"> Report published – Ecological Survey, Sonning Common, 2014 Used as part of evidence to inform NDPWP 	Sites surveyed
6.2	Residents	Discussed proposals which applied to each allocated site with residents who live alongside these sites	NDPWP	June 2014	Residents' views taken into consideration: <ul style="list-style-type: none"> 4 June SON 6 7 June SON 15a (am) 7 June SON 9 (pm) 18 June SONs 7 and 7a 	Written invitations to meet with NDWP delivered to homes directly affected by potential site development
6.3	Residents	Discussed proposals which applied to each allocated site with residents who live alongside these sites	NDPWP	November 2014	Residents' views taken into consideration: <ul style="list-style-type: none"> 6 November SON 1 7 November SONs 2 and 3 	Written invitations to meet with NDWP delivered to homes directly affected by potential site development
6.4	Residents and stakeholders	Drafted outline of Neighbourhood Development Plan with input from consultants	NDPWP Consultants	Autumn 2014/2015	<ul style="list-style-type: none"> Outline Plan November 2014 Draft Pre-submission Plan February 2015 	NDPWP task group and consultants via Email and conference calls
6.5	Residents and stakeholders	Public 'drop-in' meeting held and outline of Neighbourhood Plan shown on display boards	NDPWP	15 and 16 November 2014	<ul style="list-style-type: none"> 256 attendees Feedback forms completed by residents to record their views 	SC Magazine Henley Standard Email Posters Banner outside Village Hall Notice boards
6.6	Statutory consultees	Drafting of the Environmental Report commenced	NDPWP	Winter 2014/2015	<ul style="list-style-type: none"> Written feedback following 6 weeks consultation 	NDPWP task group
6.7	Statutory consultees	Relevant parties consulted on SCNDP DRAFT 2 of Sustainability Appraisal Scoping Report	Parish Clerk NDPWP	16 January 2015	<ul style="list-style-type: none"> Written feedback following 6 weeks consultation – closing date 27 February 2015 Final Pre-submission version incorporating feedback 	NDPWP task group

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7.1	Residents	Updated near neighbours on changes to NDP proposals as a result of planning applications	NDPWP	January 2015	Residents' views taken into consideration: <ul style="list-style-type: none"> • 29 January SON 9 and SON 7 • 30 January SON 5 	Written invitations to meet with NDWP delivered to homes directly affected by potential site development
7.2	Residents Stakeholders	Public 'drop in' meetings held and Pre-submission version of the draft Neighbourhood Plan shown on display boards	NDPWP	6 and 7 February 5 March 2015	<ul style="list-style-type: none"> • 377 attendees • Representation (feedback) forms given to attendees for completion and return • Representation (feedback) forms also available for completion electronically 	SC Magazine Henley Standard Email Posters Banner outside Village Hall Notice boards Kerbside notices
7.3	Residents, stakeholders and statutory consultees	Pre-submission version of the Plan posted on SCNDP website and hard copies available in Parish Office and Sonning Common Library	Parish Clerk NDPWP	12 February 2015	<ul style="list-style-type: none"> • Written feedback following 6 weeks public consultation –closing date 27 March 2015 • Feedback collated and analysed • Significant changes to Plan followed 	Emails to residents, stakeholders and statutory consultees Henley Standard SC Magazine Posters Banner outside Village Hall Kerbside notices SCNDP website
7.4	Residents, stakeholders and statutory consultees	Pre-submission version of the Environmental Report posted on SCNDP website and hard copies available in Parish Office and Sonning Common Library	Parish Clerk NDPWP	29 April 2015	<ul style="list-style-type: none"> • Written feedback following 6 weeks public consultation –closing date 12 June 2015 • Feedback analysed • Considerable changes to Report ensued 	Emails to residents, stakeholders and statutory consultees

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8.1	Residents Stakeholders	Presentation by Chairman of NDPWP explained why the Pre-submission versions the Plan and Environmental Report required to be redrafted	NDPWP	10 September 2015	<ul style="list-style-type: none"> • 114 attendees • Anticipating potential impact of SHMA led to 195 homes in revised Plan (versus minimum of 138) • All non-AONB sites in the revised Plan • Son 8 allocated as reserve site for housing (meeting with near residents 14 September) 	Leaflet drop to all homes in Sonning Common parish
8.2	Residents	Informed near residents of the reasons for including SON8 as a reserve for housing	NDPWP	14 September 2015	Residents' views taken into consideration: <ul style="list-style-type: none"> • SODC has ruled that the status of the current restrictive covenant will be determined only when a planning application is received • Meanwhile as a non-AONB site the Plan is required to include SON8 	Written invitations to meet with NDWP delivered to homes directly affected by potential site development
8.3	Residents, stakeholders and statutory consultees	Revised Pre-submission version of the draft Neighbourhood Plan posted on the SCNDP website together with revised Environmental Report and Basic Conditions Statement	Parish Clerk NDPWP	23 October 2015	<ul style="list-style-type: none"> • Written feedback following 6 weeks public consultation – closing date 4 December 2015 • Feedback analysed • Further changes to the Plan and Report 	Emails to residents, stakeholders and statutory consultees Henley Standard Posters SC Magazine
8.4	SODC	Submission versions of the Plan, Environmental Report together with the Consultation Statement and Basic Conditions Statement forwarded to SODC	Parish Clerk NDPWP	January 2016	<ul style="list-style-type: none"> • 6 weeks consultation period before SODC submits all reports to the independent examiner 	SCNDP website Submission versions of reports in the parish office and Sonning Common Library

Communications Log

Meetings with landowners/agents/developers	
Date	Site – landowner/agents/developers
21 March 2012	SON7 - Mr & Mrs R Colbeck
09 August 2012	SON9 - S Lilly
25 March 2013	SON5 - TA Fisher
20 May 2013	Chiltern Edge School (now SON15A) - D Sadler
24 May 2013	SON5 - TA Fisher
24 June 2013	SON 9 - S Lilly and K Dijkstra
25 June 2013	SONs 1, 2 & 3 - R Pelly
09 July 2013	SON7 - Mr & Mrs R Colbeck
01 August 2013	SON7 - Mr & Mrs R Colbeck
27 August 2013	SON8 - Mr & Mrs R Newton
04 September 2013	SON6 - M Woods
12 November 2013	SON 9 - S Lilly and S Trenwith (Bewley Homes)
27 November 2013	SON 9 - Bewley Homes
08 January 2014	SON5 - TA Fisher
04 February 2014	SON7 - Mr & Mrs R Colbeck
06 February 2014	SONs 1, 2 & 3 - R Pelly
12 February 2014	SON6 - M Woods
14 May 2014	SON 9 - Bewley Homes
23 May 2014	SON7 - Mr & Mrs R Colbeck
02 April 2014	SON15A - D Sadler
13 June 2014	SON7 - Mr & Mrs R Colbeck
04 July 2014	SONs 2&3 - Linden Homes
25 July 2014	SON15A - D Sadler
07 August 2014	Kidby's Yard - F Williams
20 August 2014	SONs 2&3 - Linden Homes
28 August 2014	SONs 2&3 - Linden Homes
03 October 2014	SONs 2&3 - Linden Homes
31 October 2014	SON5 - TA Fisher
12 December 2014	SON 9 - Bewley Homes
13 January 2015	SON5 - TA Fisher
11 February 2015	Kidby's Yard - F Williams
02 March 2015 – Conference Call	SONs 2&3 - Linden Homes
23 March 2015	SON15A - D Sadler
24 April 2015	SON 9 - Bewley Homes
19 June 2015	SON6 – Gallagher Estates
24 June 2015	SON15A - D Sadler
10 July 2015	SON5 - TA Fisher
30 July 2015	SON8 - Mr & Mrs R Newton