

# **Silchester Neighbourhood Plan – Guidance Note**

## **What is the Silchester Neighbourhood Plan?**

Neighbourhood Plans are a way for communities to decide the future of the places where they live and work. The Silchester Neighbourhood Plan sets out a vision for the parish and planning policies which will be used to determine planning applications locally and guide development in the parish up until 2040.

There has been a previous public consultation on the draft Silchester Neighbourhood Plan organised by Silchester Parish Council, which commenced on 6 November 2024. Now that the Plan has been submitted to Basingstoke and Deane Borough Council it is the final opportunity to have your say on this document before it is considered at an independent examination.

## **What is the next stage in the Plan's preparation?**

The Silchester Neighbourhood Plan will be published for a six week period of consultation. This is a public consultation carried out by the Local Planning Authority in accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012. This process will inform the independent examination of the neighbourhood plan following the completion of the public consultation process.

## **How will the Plan be Examined?**

Neighbourhood Plans are examined against five key tests, referred to as Basic Conditions (as set out in the Localism Act 2011). These are as follows:

- Does the plan have regard to national policies and advice contained in guidance issued by the Secretary of State?
- Does the plan contribute to the achievement of sustainable development?
- Is the plan in general conformity with the strategic policies contained in the development plan for the borough of Basingstoke and Deane?
- Does the plan not breach, or is otherwise compatible with, EU obligations?
- Does the plan meet and comply with prescribed conditions, i.e. it is unlikely to have a significant effect on European sites?

## **What can I comment on at this stage?**

At this stage you can comment on any element of the plan and supporting documents and whether the draft Neighbourhood Plan meets the Basic Conditions. It is, however, important to remember that the examiner will only be able to recommend changes to the plan necessary to ensure that it meets the basic conditions.

When making comments you can request that you are notified of the examiner's report and of Basingstoke and Deane Borough Council's decision under Regulation 19 of the Neighbourhood Planning (General) Regulations 2012 (as amended) to 'make' the Silchester Neighbourhood Development Plan following a community referendum on the Plan. Once a Neighbourhood Plan is made, it will become part of the local area's Development Plan and have the same status as the borough's Local Plan.

## How long do I have to comment on the consultation?

The consultation runs for six weeks, from **Friday 16 May until Monday 30 June at 5pm**.

A summary of the responses made to the pre-submission consultation are included in the Consultation Statement submitted with the plan. As a result, the examiner will be aware of those comments, so you do not need to repeat the comments already made, although you may if you so wish. Also, if any changes that have been made to the plan since the pre-submission consultation raise new issues or affect the points you made last time, please feel free to submit further comments.

## What happens next?

At the end of the publicity period any comments received will be passed on to the examiner who will then carry out an independent examination of the neighbourhood plan. The examiner will consider whether the plan meets the Basic Conditions or whether any changes are needed in order to meet those requirements. The examiner will recommend to Basingstoke and Deane Borough Council if the plan should proceed to a referendum.

## Should I respond as an individual or as part of a group?

Where there are groups who share a common view on the Plan, it is helpful for that group to send a single representation which represents their views, rather than for a large number of individuals to send in separate representations which repeat the same points. In such cases the group should indicate how many people it is representing and how the representation has been authorised.

## How do I respond?

### 1) Using our online consultation system

The online consultation system is our preferred means of receiving comments as it ensures that your comments are summarised and recorded accurately and are processed quickly. We would encourage everyone, including statutory consultees, agents and landowners to use the online consultation system which can be accessed at the following address:

[Consultations | Basingstoke and Deane Borough Council Online Consultation Portal](#)

### 2) Responding in writing

If you cannot reply to the consultation using the online consultation system, it would be helpful if you could fill in our response form.

Forms may be:

- Filled in electronically and emailed to us at: [local.plan@basingstoke.gov.uk](mailto:local.plan@basingstoke.gov.uk)
- Downloaded from our website: <http://www.basingstoke.gov.uk/SILNP>
- Or obtained by visiting the council offices: Planning Policy Team, Civic Offices, London Road, Basingstoke, RG21 4AH

The planning policy team is happy to answer any questions regarding the completion of the form. If any members of the public have difficulties completing the form, then the planning policy team will accept letters or e-mails. However, any such correspondence should still be specific about which part of the neighbourhood plan is being commented upon.

## Where can the Silchester Neighbourhood Plan be viewed?

The Submission Silchester Neighbourhood Plan, Consultation Statement and Basic Conditions Statement can be viewed on the council's website at <http://www.basingstoke.gov.uk/SILNP> and also in the following locations during their normal opening hours:

- Basingstoke and Deane Borough Council Offices (Mondays to Friday 8:30am - 4.30pm);
- Basingstoke Discovery Centre (8:30am - 6:30pm on Mondays to Fridays, and 8:30am - 4:30pm on Saturdays);
- Tadley Library, Mulfords Hill, Tadley, RG26 3JE ( Monday 9:30 am -5pm, Tuesday 9:30am - 1:30pm , Thursday – Saturday 9:30am - 5pm)
- Mortimer Library, 27 Victoria Road, Mortimer Common, Reading, West Berkshire, RG7 3SH. ( Monday 1pm-5pm; Tuesday 9:30 am – 5pm; Friday 1pm- 6pm; Saturday 10am – 12:30pm)
- The Calleva Arms pub, Little London Road, Silchester, Reading RG7 2PH.
- Bus Shelter book library in Silchester
- By contacting Graham Wright at the Parish Council via email at [graham.wright@silchester-pc.gov.uk](mailto:graham.wright@silchester-pc.gov.uk) or [plan@silchester.org](mailto:plan@silchester.org) or by phone on 0783 724 8047

## Will my comments be made public?

Basingstoke and Deane Borough Council is the data controller for the personal information you provide on this form. You can contact the council by phone on 01256 844844, via email to [customer.service@basingstoke.gov.uk](mailto:customer.service@basingstoke.gov.uk) or by writing to us at Civic Offices, London Road, Basingstoke RG21 4AH. The council's Data Protection Officer can be contacted at [dpo@basingstoke.gov.uk](mailto:dpo@basingstoke.gov.uk)

The personal information you provide will be used to process your request. It is necessary for you to provide this information to us so that we can process your request/provide the service you have requested.

We may share your information with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so.

We will not disclose any information to other organisations unless we are required by law to do so or to prevent fraud. Your personal details will only be held as long as is needed for this purpose and in accordance with our retention policy.

For further details on how your information is used; who we may share your information with; how we maintain the security of your information and your rights, including how to access information we hold on you and how to complain if you have any concerns about how your personal details are processed, please read our privacy statement.