

APPENDIX B

KENILWORTH TOWN NEIGHBOURHOOD PLAN 2017-2029

CONSULTATION TIMETABLE

Date	Activity	Web Link
13 Sept 2012 – 18 Dec 2014	<p>Initiation, Consultation and Development of Kenilworth Town Action Plan.</p> <p>This would “work alongside the Local Plan to consider how new development must complement and preserve that, which exists. This will require infrastructure that will connect those developments to the town and complement what we have. The Plan’s object should be not only to preserve current facilities but also to improve them in order to provide for the new developments.”</p> <p>Consultation analysis - Over 1,800 electronically completed consultation forms and 530 paper versions, providing more than 6000 comments.</p> <p>Draft Kenilworth Town Action Plan produced</p>	<p>Action Plan Development Minutes</p> <p>Action Plan poster</p> <p>Action Plan questionnaire</p> <p>Action Plan consultation analysis</p>
18 Dec 2014	<p>Kenilworth Town Council RESOLVED unanimously to proceed to convert the Action Plan into a Neighbourhood Plan (NP) format and to send it to WDC for consideration and discussion.</p>	<p>Action Plan Development Minutes</p>

30 April 2015	Kenilworth Town Action Plan final draft	KENILWORTH ACTION PLAN final draft
May 2015	Formal submission and Public Notice of application for designation of Neighbourhood Plan Area under Part 2 of the Neighbourhood Planning (General) Regulations 2012.	area designation consultation Submission NP area Public Notice NP Area
02 July 2015	Neighbourhood Plan (NP) Briefing to Town Council Members	NP Briefing
30 October 2015	NP Working Party – Proposed draft Policy list	NP Draft policy list
21 January 2016	NP Working Party - Comparison of NP key Objectives against Action Plan themes - Establishment of key Aims and Objectives	NP Agenda NP Aims and Objectives NP Policies related to Action Plan
Jan - Mar 2016	NP Working Party - Pre Submission Consultation and Publicity Meetings	
	NP Working Party Membership list	NP Working Party members
	NP Working Party invite letters to relevant groups	Chamber of Trade invite
March 2016	RCOH Planning Consultants appointed	RCOH appointment letter

	RCOH project plan summary note	NP RCOH project plan summary
24 March 2016	RCOH workshop presentation to NP Working Party	NP RCOH workshop presentation
Apr – Sept 2016	Establishment and holding of key them NP Task Groups <ul style="list-style-type: none"> - Green Infrastructure - Design and Character - Social Infrastructure - Strategic Development - Tourism and Employment 	NP Task Groups Task Groups progress note
13 May 2016	Strategic Sites Task Group set up	Strategic Sites Task Group scoping
Aug 2016	Initial NP Survey Questionnaire developed	survey questionnaire
Sept 2016	Initial NP Survey consultation days, including Siege Event stall (Abbey Fields)	
	Initial NP Survey consultation analysis	survey results
26 Aug 2016	NP Task Groups progress report	Task Groups progress note
Aug/Sept 2016	Strategic Sites – Landowners workshop scoping	Strategic Sites – Landowners workshop scoping

Sept 2016	Strategic Sites Workshops – Town and District Councils, Developers, Agents, Consultants	Strategic Sites Workshops agendas Strategic Sites workshop 1 East Kenilworth Framework Presentation
10 October 2016	Kenilworth All Together Greener (KATG) discussion paper submission	KATG discussion paper
13 Sept 2016	NP Task Group reports	NP Task Group Reports
Sept 2016 – Jan 2017	Initial version and subsequent redrafting of pre submission NP	
25 January 2017	New email address set up for consultation responses – consult@kenilworth.org	
02 Feb 2017	Special Town Council – final version Draft pre-submission Neighbourhood Plan agreed	draft NP approved by KTC
Feb 2017	Neighbourhood Plan Steering Group Meetings – Consultation process	
Feb 2017	Notified of Statutory Consultees by WDC	Statutory Consultee email

		Statutory Consultees Kenilworth
13 March 2017	Kenilworth Community Forum – Consultation notified and information update	Community Forum update
Apr 2017	Finalisation and preparation of artwork and printing	
09 May 2017	Bin Hangers distributed to every domestic household in NP area	consultation bin hanger
12 May 2017	Statutory Consultees (details from WDC) and other local Consultation Bodies consulted <ul style="list-style-type: none"> Note all businesses, clubs and societies requested to forward email through their own distribution lists to maximise exposure. 	consultation bodies, localgroups email Stat. Consultees Email statutory consultees methodology consultation methodology email
16 May 2017	Presentation by invitation to Kenilworth Civic Society	
15 May – 30 June 2017	Formal Pre Submission Consultation and Publicity-	
	<ul style="list-style-type: none"> 5 Pop up banners 	consultation pull up banner

	<ul style="list-style-type: none"> Library – Display of pop up banner, wall poster, flyers, hard copy draft plans for reference use. 	
	<ul style="list-style-type: none"> Kenilworth School newsletter. 	
	<ul style="list-style-type: none"> 1 Street Banner – set up in Town Centre 	consultation street banner
	<ul style="list-style-type: none"> Social Media 	
	<ul style="list-style-type: none"> Website 	
	<ul style="list-style-type: none"> Posters and flyers 	consultation A5 flyer consultation A3 poster
	<ul style="list-style-type: none"> 200 Hard copy plans – available from Library and Office 	
	<ul style="list-style-type: none"> Kenilworth Weekly News 	17-05-19 KWN article
	<ul style="list-style-type: none"> WDC database emailed – persons interested in Planning matters 	
	<ul style="list-style-type: none"> KNews database emailed (1237 individual recipients) 	
	<ul style="list-style-type: none"> Respondants to Kenilworth Town Action Plan database emailed 	
	<ul style="list-style-type: none"> Kenilworth Town Centre Partnership newsletter distribution lists emailed 	
	<ul style="list-style-type: none"> Attendees at Sept 2016 briefings database emailed 	
	<ul style="list-style-type: none"> Original Kenilworth Town Action Plan respondees database emailed. 	

	<ul style="list-style-type: none"> • Consultation feedback form widely distributed in all above, hard copy and electronic. 	consultation feedback form
June 2017	Public briefing sessions by Members – 3,10,17,24 June (attendance 44, 28, 39, 64.)	
06 June 2017	Working Party – Lots of confusion noted and wishes to comment on Local Plan – Leaflet to be produced	
June 2017	Difference between LocalPlan/NP Leaflet produced for distribution with all electronic and paper publicity.	Role of NP leaflet
June 2017	Developing issues from consultation require further consideration.	
12 June 2017	Email reasoning consultation extension required for additional Public Meeting and responses.	extension advice email WDC
19 June 2017	Castle Farm Public Meeting attended by Town Councillors	
23 June/2017	Traffic issues/ Infrastrucure email	public meeting WDC attendance request
June 2017	Time extension agreed	Public Meeting explanatory
June 2017	Public Meeting arranged in central and accessible location.	
27 June 2017	Statutory consultees and other known distribution lists notified by email of extension + Public Meeting <ul style="list-style-type: none"> • Note all businesses, clubs and societies requested to forward email through their own distribution lists to maximise exposure 	extension email Stat Consultees notified

27 June 2017	Time extension/Public Meeting consultation publicity –	
	All original email distribution lists notified	extension email
	Chamber of Trade newsletter	
	Newspaper	KWN public meeting report ongoing KWN coverage and comment
	Newspaper website	Newspaper website report
	Website and social media	
	Flyers and posters	Notification of Public Meeting poster
29 June 2017	NP working party meet Kenilworth Rugby Club	
6 July 2017	NP Working Party meet Kenilworth Wardens	
06 July 2017	NP Working Party Meeting with Richborough Estates re Warwick Road site	
10 July 2017	Presentation by invitation to Kenilworth Rotary Club	
20 July 2017	Ongoing questions and standing Agenda item in published Town Council Meetings	Town Council Minutes

21 July 2017	Reminder email to known distribution lists	Public Meeting reminder email
25 July 2017	Public Meeting - Due to the interest shown in the draft Neighbourhood Plan, an additional Public Meeting was arranged. In order to consider any further comments, the formal consultation also extended until 08 August 2017.	Public Meeting photo 1 Public Meeting photo 2 Public Meeting photo 3 Public Meeting photo 4 public meeting prompt KWN Public Meeting Report Public Meeting agenda Public Meeting notes
15 August 2017	Working Group Meeting – Request of Kenilworth Cricket Club	
15 August 2017	NP Working Party meeting with Leek Wootton Parish Council	
18 August 2017	Working Group Meeting – Request of KATG	
24 August 2017	NP Working Party meeting with WCC Highways to discuss Public Meeting issues	
August 2017 – To Date	NP Working Party - Consultation analysis, editing and redrafting of Neighbourhood Plan	

24 October 2017	Catesby Estates meeting with Warwick District Ward and Town Council Members re South Crest	
15 January 2018	Catesby Estates meeting with Warwick District Ward and Town Council members re South Crest	
February 2018	Preparation of Consultation Statement	
15 March 2018	Special Kenilworth Town Council Meeting arranged to consider final draft Neighbourhood Plan, prior to formal submission.	