

WILLOUGHBY PARISH COUNCIL

Dear Consultee

Notification of Formal Public Consultation on the Willoughby Draft Neighbourhood Development Plan (NDP) (Regulation 14 Town and Country Planning, England, Neighbourhood Planning (General) Regulations 2012)

I am writing to advise you that we are consulting on the Willoughby Draft Neighbourhood Development Plan (NDP) before it is submitted to Rugby Borough Council for further consultation.

The Draft Plan has been prepared by a Neighbourhood Plan Steering Group on behalf of the Parish Council, building on extensive informal public consultation and engagement during 2018. We would now appreciate your views on the Plan. If you agree with the Plan, please let us know. If you disagree with anything, we need to know so that we can take this into account and make amendments where appropriate.

How to see a copy of the Willoughby Draft NDP

The Draft Plan and other supporting documents can be viewed and downloaded from the Neighbourhood Plan website: <https://www.willoughbyparishcouncil.org/neighbourhood-plan>

Paper copies of the Draft Plan and paper Representation Forms will be provided on request. Please ask:

Mike Thomas, Chair of the Parish Council,
Church View, Lower Street, Willoughby, Rugby, CV23 8BX or

Brian Hall, Member of the NDP Steering Group,
Barrowfield, 19 Lower Street, Willoughby, Rugby, CV23 8BX or

By email to mywndp@gmail.com

How to comment or make representations

You can do this in a number of ways:

- using the online *Representation Form* at the Neighbourhood Plan website
- on a paper *Representation Form* (please print or request more copies, if needed)
- by email to mywndp@gmail.com
- in writing

Comments and representations must include your name and address. Your name will be published alongside your representation in the Consultation Statement. All other personal information submitted, including addresses and phone numbers, will not be made public but be retained by the Parish Council until the Examination process has been completed and then destroyed.

If you are using paper *Representation Forms* or commenting in writing, please return these to:

Maggie Beech, Chair of the NDP Steering Group,
The Leys, Woolscott Road, Willoughby, Rugby, CV23 8DA
Email: mywndp@gmail.com or

Mike Thomas, Chair of the Parish Council,
Church View, Lower Street, Willoughby, Rugby, CV23 8BX
Email: mywndp@gmail.com

Consultation Period

The consultation runs for 7 weeks from 21 January to 10 March 2019. Your comments and representations must reach us **by 5pm on Sunday, 10 March 2019**.

Information about your personal details, if you make comments or representations

When we submit the plan we would like to share your personal information including your name, address and email (where available) with Rugby Borough Council. This will enable them to notify you about the next stage of consultation on the submission version of the plan.

To comply with the requirements of the recent Data Protection legislation, you will need to give your consent for your details to be passed on to Rugby Borough Council. If you respond using the Representation Form there is a box to tick to indicate your consent. If you respond by email or letter please indicate that you consent for your personal details to be provided to Rugby Borough Council.

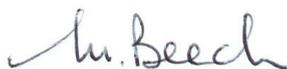
If you do not give your consent, then Rugby Borough Council will not be able to write to you directly about the next stage of the neighbourhood planning process - the Regulation 16 consultation.

Next Steps

After this formal public consultation, the NDP will be amended and submitted to Rugby Borough Council together with supporting documentation, including a Basic Conditions Statement and a Consultation Statement. Rugby Borough Council will then re-consult, before the Plan is subjected to an Examination by an Independent Examiner.

If you require any further information, please contact Maggie Beech or Mike Thomas at the addresses above or email: mywndp@gmail.com

Yours faithfully



Maggie Beech
Chair of the NDP Steering Group