**Upton by Chester Neighbourhood Plan Consultation Plan**

Consultation is an integral part of the planning process. It is undertaken in a variety of ways throughout the preparation of the plan from the start to the end. It is part of the survey in the classic Survey- Analyse- Plan Process and is integral to the testing and approval of the plan and its policies. The following is a description of the methods of consultation undertaken to date and proposed for the remainder of the period of preparation of the plan.

**1 Consulting on the idea and principle of preparing a Neighbourhood Plan.** Working group discussions in parish council. Neighbourhood Assembly Public Meeting presentation and discussion. Article and invitations to meetings on Parish Council Website.

**2 Consulting on Issues and Opportunities.** Broadened working group meetings including meetings with major stakeholders and CWaC planners. Draft Issues and Opportunities prepared. Prepare Consultation Plan and Project Plan for Parish Council approval. Prepare and issue Questionnaire and notices for distribution on website, public buildings and service centres. Copies may also be issued to heads of schools with an invitation that they may involve children and a request that the council be informed of any such project.

**3 Analyse results of questionnaire along with other survey information and evidence gathered.** Report results and conclusions from evidence base to parish council with recommendations for the preparation of the draft plan.

**4 Consulting on Draft Plan.** Working group meetings and further meetings with stakeholders and CWaC planners. Prepare Draft Plan and screen for Sustainability Report and possible Environmental Impact Assessment. Prepare exhibition and drop in sessions. Prepare questionnaire and notices for distribution on website, public buildings and service centres, public exhibitions and drop- ins with parish council approval.

**5 Analyse results of consultation and review draft plan**. Consult statutory and non-statutory consultees. Review plan further and prepare consultation report.

**6 Submit plan and related documents for CWaC approval, statutory examination and local referendum.** Report results and if approved distribute plan, advertise and commence implementation.