ANNEX E – Consultation Procedures for the Birstall Neighbourhood Forum

1. Purpose of this Annex

This Annex sets out the formal procedures that the Birstall Neighbourhood Forum ("the Forum") will follow when undertaking consultation and engagement relating to the preparation, development and revision of the Birstall Neighbourhood Plan. These procedures ensure transparency, openness, accountability, and compliance with the Neighbourhood Planning (General) Regulations 2012 (as amended).

2. Principles of Engagement

The Forum will conduct consultation in accordance with the following principles:

- **Inclusive** – open to all residents, businesses and community groups within the designated area
- **Transparent** – decisions and results will be made publicly available
- **Accessible** – information written in plain language and shared through widely available methods
- **Timely** – sufficient notice to participate before decisions are taken
- **Proportionate** – level of consultation suitable to the stage of plan preparation

3. Stakeholders to be Consulted

Consultation will include (but is not limited to):

- Residents of the Birstall Neighbourhood Area
- Local businesses and employers
- Community groups and voluntary organisations

- Local schools and educational providers
- Local landowners and developers
- Statutory bodies and infrastructure organisations
- Kirklees Council and related planning departments

4. Methods of Consultation

The Forum will use a range of methods, including but not restricted to:

- Public meetings and workshops
- Online surveys and comment forms
- Paper surveys available in publicly accessible locations
- Social media updates
- Contact with community organisations
- Direct contact with statutory consultees where required

5. Notification and Publicity

At each formal consultation stage, the Forum will:

- Publish relevant documents.
- Provide notification on the Forum's official communication channels
- Offer printed copies on request
- Ensure at least one publicly accessible drop-in opportunity
- Notify statutory consultees where legally required

6. Recording and Reporting

All representations received will be logged and recorded, including:

- date received
- respondent type (e.g., resident / organisation / statutory body)
- summary of comment
- full text of comment

A Consultation Statement will be prepared in accordance with Regulation 15 summarising:

- who was consulted
- how they were consulted
- main issues raised
- how the Forum has responded to issues and comments

7. Decision-Making

Following each stage of consultation, the Forum will:

1. review representations received
2. consider implications for policy drafting
3. approve necessary changes to plan documents
4. report outcomes to Forum members by appropriate means

8. Confidentiality

Personal data will be handled in accordance with the Data Protection Act and privacy requirements. Comments may be published in an anonymous form.

9. Updating this Annex

This Annex may be revised by a simple majority of Forum members present at a quorate meeting and will be reviewed at least once during the development of the Neighbourhood Plan.

10. Compliance

These procedures are intended to ensure compliance with:

- Localism Act 2011
- Neighbourhood Planning (General) Regulations 2012 (as amended)
- National Planning Policy Framework
- Kirklees Council neighbourhood planning guidance