

Instruction Note – Regulation 19 Publication Representations Spreadsheet

Introduction

This note is provided alongside the Regulation 19 Publication Representations Spreadsheet. The Council received 1,016 individual submissions to the Regulation 19 Plan, and has created the spreadsheet to facilitate the review of representations by policy, settlement, site reference or tests of legal compliance and soundness. This note provides a brief overview of the Council's process in creating the spreadsheet, and provides a guide to how to read the information provided.

Regulation 19 Publication Representations Spreadsheet

The Council undertook the following process to sort the responses as accurately as possible:

1. On receipt of any response, the respondent was given a unique Stakeholder ID, and details recorded in the spreadsheet such as the respondents name and address (*please note that this has not been shown on the published version for data protection reasons*) and the format of their response. Therefore if a second response was sent in, the respondent would already have a Stakeholder ID and the response would be logged using this ID.
2. The Planning Policy team then reviewed each response recording where possible what part of the Local Plan Submission Version the response was commenting on and what tests of legal compliance or soundness the respondent had judged the LPSV to meet or otherwise. For online form responses, this data was taken from the online form system and entered into the spreadsheet.
3. Once all responses had been reviewed, the Spreadsheet sets out a record of all responses received during the publication period from all respondents, basic details and what part of the LPSV or what tests of legal compliance or soundness are being commented on.

Please see the diagram overleaf for an explanation of each of the column headings included in the Regulation 19 Publication Representations Spreadsheet.

The category of respondent making a representation, e.g. 'Resident/Member of the General Public', 'Statutory Consultee' etc.

A record of whether the response was submitted as a hard copy, email or through the online form.

A unique Identification reference given to each individual or body that submitted a representation. To the Regulation 19 Plan.

A further reference based on the Stakeholder ID to show where the individual or body had made multiple representations through the online form or throughout their response.

Details of the respondent.

Details of the agent, if applicable.

Stakeholder ID	Representation ID	Who is making the representation?	Type of Response	First Name	Last Name	Organisation	Agent First Name	Agent Last Name	Agent Organisation
----------------	-------------------	-----------------------------------	------------------	------------	-----------	--------------	------------------	-----------------	--------------------

Paragraph Number	Policy	Policies Map	Site Reference	Settlement	Legally Compliant?	Sound?	Soundness Test	Duty to Co-operate?	Does not refer to tests of soundness or legal compliance in response?	Participation at oral examination?	Why
------------------	--------	--------------	----------------	------------	--------------------	--------	----------------	---------------------	---	------------------------------------	-----

A record of which policy or part of the Local Plan Submission Version the respondent has commented on.

A record of the respondent's assessment whether the Local Plan Submission Version is legally compliant, sound and/or meets the Duty to Cooperate.

A record of whether the respondent has indicated whether they would like to participate at the oral examination.

