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**WOKINGHAM  
BOROUGH COUNCIL**

## Draft Central and Eastern Berkshire Joint Minerals and Waste Plan Response Form Guidance August 2018

This guide is to help fill in the response form for the Central and Eastern Berkshire - Joint Minerals & Waste Plan Draft Plan Consultation 2018. The response form and the documents it refers to can be found online at: <https://www.hants.gov.uk/berksconsult>

The deadline for responses to be received is 5pm on 12 October 2018.

The consultation response form is the preferred method of response as it is designed to allow for more efficient analysis of all the responses that are submitted. This will save processing time and ensure key issues are easy to spot and quickly brought to the attention of officers. Any responses submitted via email or post will be processed using the response form as a template.

When responding via letter or email please clearly reference the name of the site, policy number, paragraph or page number being referred to.

The key issues raised in responses are more relevant to planning consultations than the number of times any given issue is raised, so combined responses from multiple individuals raising the same points are encouraged.

### **Online response form**

The online consultation response form is designed so that most boxes are optional and you can choose which questions you answer. Answering in a certain way may then make further questions appear (for example if a response is objecting to a policy it may then ask for further details) but these are usually optional as well. If a required box is not filled in, when the 'Next' button is pressed the field will be highlighted in red.

You do not have to provide a response to every question.

Please use the "Back" and "Next" buttons at the bottom of the survey and not those on your browser window.

There is a 'Save' button at the bottom of each page. You can use this to save a copy of your response so far if you need to complete it another time. When you click 'save' you will be asked for an email address. A link to the uncompleted questionnaire will be sent to the email address that you provide,

so that you can return to complete it another time. However, it is recommended that you also write down the URL shown on the save page in case there is any issue with the email.

## **Form Layout**

The consultation response form is split into five sections:

1. Section One - The policy proposals in the Draft Joint Minerals and Waste Plan
2. Section Two - The delivery strategies in the Draft Joint Minerals and Waste Plan
3. Section Three - The Evidence Base (Appendix C) in the Draft Joint Minerals and Waste Plan
4. Section Four - Further comments
5. Section Five - About you

Each of sections one, two and three start with a page where you can choose which policies or background documents you wish to respond to. Only questions on those policies that you tick will show up. You can tick as many or as few policies as you wish. There is an “all policy proposals” button to tick that will save you ticking each one individually. Pressing ‘Next’ will take you through the policies you have chosen to respond to one policy per page.

The first question asks whether you

- ‘Support’,
- have ‘No view either way’
- or you ‘Object’ to the policy proposal.

Clicking Support gives you a text box for further comments. Clicking Object asks you to choose on what ground you object. If it is on the basis of soundness you can then choose which test of soundness you think the policy does not meet and have a text box to input comments. Further information on the tests of soundness can be found in our FAQs, which are available on the website -

<http://documents.hants.gov.uk/environment/JCEBDraftPlanFAQsFORPRINT.docx>

If your objection is on the basis of not complying with legal requirements/duty to cooperate then no additional text box appears.

There is also an additional question if you are seeking to change the policy. If you click yes there will be a text box for you to detail which changes you think should be made.

Section Four is for any further comments you may have that do not fit in the previous questions.

Section Five asks for some details about you. Unfortunately we cannot accept anonymous responses, however all data collected is subject to our Privacy

Notice, which can be found on the website - <https://www.hants.gov.uk/berksconsult>.

The results from the consultation will be published alongside respondents' names (but no other personal details of personal responses) in a summary report. To provide an indication of the style and format, the summary report from the Issues and Options consultation is available on the website:

<http://documents.hants.gov.uk/planning-strategic/JCEBFinalIOconsultationstatementSept2017.docx>

The questions regarding age and gender are completely optional, will be treated separately from the other questions and are to fulfil our Equality Duty. An Equality Impact Assessment is one of the background evidence documents available on our website - <https://www.hants.gov.uk/berksconsult>.

If you have any further queries, or require the response form in an alternative format, please contact [berks.consult@hants.gov.uk](mailto:berks.consult@hants.gov.uk).