



HOW CAPLE, SOLLERSHOPE AND YATTON

NEIGHBOURHOOD DEVELOPMENT PLAN

Consultation Statement

Introduction: Since the Group Parish Council (How Caple, Sollershope and Yatton Group Parish Council) decided to inform residents of the opportunity to create a Neighbourhood Development Plan covering the three Parishes there has been a series of public consultation events and the introduction of new means of communication and information; all designed to encourage public participation in the project and to garner accurate and reliable views of residents.

Listed below are the various events and initiatives, in date order, with summaries of each event and references to supporting documentation. Copies of all documentation can be found on the Parish Council website;

www.howcoplesollershopeyatton.org.uk

Event 1: 10th June 2013

Purpose: To give information about the benefits of creating a Neighbourhood Development Plan; the commitment necessary; and the alternatives if an NDP was not developed.

Who was consulted	Date	Nature of Event	Number attending/ responding	Response
Members of How Caple Group PC, local residents and also members of Brockhampton and Much Fawley PCs and residents	June 2013	By open letter A presentation was given by Jane Wormald of Herefordshire Council Planning Staff at Brockhampton Village Hall.	21	Initial good attendance

Relevant documents:

1. [Summary outline of steps in process issued 29 April 2013](#)
2. [Numbers attending, any outcomes](#)

(On 16th July 2013 the How Caple Group PC (the PC) adopted a resolution to apply for designation as a Neighbourhood Area. This was submitted in August 2013 and confirmed in October 2013.)

Event 2: March 2014

Purpose: Further approach to residents to advise them of the opportunity to create a Plan, Neighbourhood Area status having been achieved.

Who was consulted	Date	Nature of Event	Number attending	Response
All residents of the three parishes (How Caple, Sollershope and Yatton)	March 2014	A letter was hand-delivered to all households informing residents of the opportunity to create a Plan and inviting them to a Public Meeting at How Caple Grange on 8 th April 2014	N/A	N/A

Relevant documents:

1. Invitation letter and background information letter.

Event 3: 8th April 2014

Purpose: To gain residents' support and approval to create a Plan.

Who was consulted	Date	Nature of Event	Number attending	Response
All residents of the three parishes were invited	8 th April 2014	Public meeting and Presentation at How Caple Grange Hotel	30+	Volunteers came forward

Relevant documents:

1. Numbers attending
2. Information on public comments

Event 4: 17th April 2014

Purpose: To commence discussions amongst those residents who were inclined to help in setting up an NDP.

Who was Consulted	Date	Nature of Event	Number attending	Response
All from 8 th April meeting (by email dated 9 th April)	17 th April 2014	Public meeting at How Caple Grange Hotel	15	Volunteers invited to 1 st May meeting

Relevant documents:

1. Numbers attending; outcomes
2. Invitation email

Event 5: 1st May 2014

Purpose: Meeting of those interested in forming a Steering Group

Who was consulted	Date	Nature of Event	Number attending/ responding	Response
Those who attended 8 th April meeting and 17 th meeting plus any other interested residents were invited	1 st May 2014	Public meeting at How Caple Court	14	Steering Group formed

Relevant documents:

1. Invitation email dated 23rd April plus agenda for meeting
2. Numbers attending, outcomes

(The initial steering Group did not carry on due to members' personal circumstances and eventually disbanded. The Parish Council resolved on 30th June 2015 to form a further Steering Group which then took the project forward).

Event 6: October 2015 (over two days) 13th and 17th

Purpose: To re-launch the Project and to give residents the opportunity to record their views and concerns and to capture their ideas about what was important to them and their families.

Who was consulted	Date	Nature of Event	Number attending	Response
All residents of the three parishes were invited	13 th and 17 th October 2015 (Day and evening)	Public meeting at How Caple Grange Hotel with information about the three parishes, maps, photographs, displays and requests for input to establish the main issues of concern to parishioners	24	Good response and issues raised both verbally and with post-it notes

Relevant documents:

1. Copy of invitation
2. Numbers attending

Information on public comments (post-it note summaries).

(Public comments included : concerns about road safety ; speeding on B4224; no bus route; traffic on minor roads; state of footpaths and road surfaces; recognise farmers who do take care of PROWs; lorries using unsafe routes; size and speed of tractors; mobile phone reception; broadband inadequacies; flooding risk in some areas; better maintenance of waterways; need to support maintenance of churches and local amenities; more affordable housing; should support conversions to provide housing for young people; lack of local employment; encourage tourism and small enterprises; renewable energy to be encouraged but with concerns about scale and type; several "noes" to fracking; protect our environment; need a village hall/do not need a village hall).

The comments and views put forward by the public at this event, together with the Parish Council's knowledge of residents' concerns, were key to the structure and content of the subsequent questionnaire.

(November 2015 to February 2016 - Data Orchard (Consultants) worked with the Steering Group to develop a comprehensive Resident Survey Questionnaire structured around the results of the previous public consultations.)

Event 7: March 2016

Purpose: To deliver questionnaires to ascertain all residents' views and comments and to collect completed copies for confidential processing by Data Orchard.

Who was consulted	Date	Nature of Event	Number delivered	Number returned
All residents aged 16 and over	March 2016	Questionnaire hand-delivered and completed forms hand-collected two weeks later.	Number delivered 291 Number of households 165	Number returned 229 (79%) Number blank 7

Closing date **31st March 2016** for return of questionnaires.

Relevant documents:

1. Questionnaire

(June 2016: Comprehensive report and analysis of Residents' answers received from Consultants together with summary of comments which Residents were asked to offer outside the constraints of set questions. These latter are shown as "Free text Comments".)

Event 8: August 2016

Purpose: First report of Survey results to Residents

Who was consulted	Nature of Event	Means
All residents	Copy of first Parish Council Newsletter (Issue 1) This contained the first feedback of the Survey results alongside general Parish News.	Newsletter hand-delivered to all households.

Relevant documents:

1. Numbers issued - to all households 165
2. Copy of issue 1 of Newsletter

(September 2016

All NDP news and information was put on to website which made it open to all residents who had internet access. The new Parish website went live, contained an NPD section together with general Parish news.)

Website: the name is:

www.howcapesollershopeyatton.org.uk

Event 9: November 8th 2016

Purpose: To provide feedback to Residents on the first phase of the draft Plan and to seek their comments and views.

Who was consulted	Nature of Event	Means
All residents were invited by hand-delivered flyer	Public Meeting at How Caple Grange Hotel Large scale maps, photos, information and drafts of the start of the Plan were displayed, i.e. Vision & Objectives, Environment and Housing. Opportunity to discuss with Steering Group members	Hand-delivered flyer Announcement on village notice boards and on website

Relevant documents:

1. Numbers attending = 37 (16% of survey population)
2. Copy of flyer
3. Analysis of comments (post-it notes and other responses).
4. Information on public comments (post-it note summaries)

(Public comments included:

Congratulations on the work done by the Steering Group; one concern about wording of Policy on Environment re: Heritage Sites - wording amended to remove concerns; one comment suggesting provision of sites for limited number of travellers (this not supported by over two-thirds of residents in survey); telephone and broad band reception still an issue).

Event 10: 21st March 2017

Purpose: To provide feedback to Residents on progress of the development of the Plan and seek comments and views on the material prepared so far.

Who was consulted	Nature of Event	Means
All residents were invited	Public event at How Caple Grange Hotel on 21 st March 2017 immediately followed by Annual Parish Meeting at the same venue where summary report given. Further drafts of the Plan were displayed and opportunity to discuss with Steering Group members	Issue 2 of Parish Newsletter contained a summary and invitation to Public Event together with flyer- both hand-delivered to all households. Invitation also carried on website and notice boards.

Relevant documents:

1. Issue 2 of Newsletter
2. Copy of Flyer
3. Nos attending 20
4. Analysis of comments (post-it notes).

(Comments were summarised and answers agreed by the steering group before posting on the website. Comments included Broadband and telephone; lack of community centre such as village hall; request for more housing development; footpaths; roads).

Event 11: 4th July 2017

Purpose: To gain Parish Council approval to the draft Plan prior to move to Reg 14.

Who was consulted	Nature of Event	Means
Parish Council members	Scheduled Parish Council meeting held at How Caple Grange Hotel at 8.00pm on 4 th July 2017.	Hard copy of draft Plan hand-delivered to each member of the PC one week before the meeting;; electronic copy also made available; plus Steering Group representation at meeting to deal with questions.

Scheduled Parish Council meeting held at How Caple Grange Hotel 8.00pm 4th July 2017. **PLAN AGREED BY Parish Council.**

Relevant documents:

1. Hard Copy of Draft Plan
2. Minutes of PC meeting 4th July 2017

Event 12: 28th July 2017 – 24th September 2017

Commencement of eight week consultation - Regulation 14. (Eight weeks, rather than the minimum of six, were adopted on the advice of Herefordshire Council planning staff as the event was in the midst of holiday season and this would maximise opportunity for public engagement.)

Who was consulted	Nature of Event	Means
All residents of the Parish Council area Adjoining Parish Councils were also sent electronic copies of the draft for their comments. List of statutory consultees	Draft NDP booklet, printed and bound was produced and accompanied by covering letter. The draft was also presented electronically to Herefordshire Council and to other relevant consultees (see responses below).	The draft Plan was hand delivered to all households over the last weekend in July 2017 (28 th /29 th) with a covering, explanatory letter. This asked for any comments to be lodged with the clerk by 24 th September 2017.

Relevant documents:

1. Hard copy of draft plan
2. Covering letter
3. Newsletter
4. Consultees were categorized into 15 sets of potential comments showing name of consultee, nature of the comment and the agreed response. This is attached to this statement as Annex 1
See also Annexes 2,2A, 3 and 4 attached.

Event 13: 21st August 2017 (During Consultation Period)

Who was consulted	Nature of Event	Means
All residents of the Parish Council area	An open meeting was held on afternoon/evening of 21 st August at How Caple Grange Hotel when members of the Steering Group were available to answer queries	Covering letter with draft Plan.

28th November onwards- Commenced detailed briefing of Consultant (David Nicholson) who undertook the writing of the Basic Conditions Statement. He will also provide some drafting advice for the Steering Committee to review.

On 6th December 2017 to 8th January 2018

Steering Group review of status with Herefordshire Council Planning Dept. at Plough Lane, Hereford on 6th December. A Policies Map, SEA and HRA were provided for incorporation into the Plan.

Two members of the Steering Group met and revised several parts of the Plan to incorporate all comments received to date and incorporated suggestions from the Consultant, David Nicholson, especially concerning layout, "tighter" language and presentation. These amendments are shown in the Annexes.

Summary of changes:

Amendments to Policies:

Environment: Env-1C -added ref to footpaths, view corridors, no plans for new roads

Env 1-D changed to be in line with 1-C

Env 1-E clarified ref to pp 6 to 8

Env 1-F added ref to light pollution

Env 1-H rewritten for clarity

Env 1-K added

Housing: Clarification re: sewage disposal added to "Supporting information"

Economy: Econ 1 –C and Econ 1 –D rewritten for clarity

Community Facilities: added **CF 1-B**

Infrastructure: Inf 1-B rewritten for clarity and **Inf 1-C** added

Annex 14 of Plan -Policies Map added

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Community Actions sections created for Environment Policy, Economy Policy and Infrastructure Policy

The resulting draft (**040118 revision**) was then reviewed by the Steering Group on 8th January 2018, together with the draft Consultation Statement, draft Basic Conditions Statement plus SEA/HRA and Policies Map.

Event 14: Presentation of final drafts to Parish Council on 13th February 2018 for approval prior to submission to Herefordshire Council under Regulation 15.

How Caple Group NDP Reg 14 Consultation

Consultees:

- | | |
|--------------------------|--|
| 1. Much Marcle PC | No comments received |
| 2. Brockhampton PC | No comments received |
| 3. Brampton Abbots PC | No comments received |
| 4. Woolhope PC | No comments received |
| 5. Herefordshire Council | See Annex 2 and Annex 2A |
| 6. Welsh Water | Asked us to clarify that no more capacity exists for foul water. We amended page 19 accordingly. |
| 7. Coal Authority | No comments received |
| 8. Highways England | No comments received |
| 9. Historic England. | See Annex 3 |
| 10. Natural England | See annex 3 |
| 11. CPRE | See Annex 3 |
| 12 . Environment Agency | No comments received |
| 13. Yatton Resident. | Supportive |
| 14. How Caple resident 1 | Objected to use of "Kms". We amended to show both Kms and Miles on pages 2,9,28 |
| 15. How Caple Resident 2 | Objected to use of "permitted". See Annex 4. |

Reg 14 Responses to comments from Herefordshire Council

The Neighbourhood Planning Group of Herefordshire Council recommended a number of modifications to the way the policies in the document were presented.

These were all reviewed by the Steering Group and the draft was modified in line with those recommendations. There was also a recommendation to change the wording of policy ENV-1H to make it less anti-development and this change was incorporated (page 14 of the Plan).

The Development Management team challenged the Plan's opposition to large scale photovoltaic arrays etc. This concerns the same item (ENV-1H) as above and our amended wording, we feel, adequately addresses the concerns raised.

The Planning Policy team suggested some improvements to wording and layout of some policies which we incorporated, especially in the Environment , Housing and Community Facilities Policies. They also spotted a typo on the web address which has been corrected. They felt we could not say "---no new roads constructed—"so we amended ENV 1-C accordingly.

Landscape/Archaeology group had no specific comments other than to note that new build housing needs to relate to the historic character of settlements. We feel this theme is adequately covered throughout the document.

Strategic Housing and Economic Development teams made no comments.

Parks and Countryside/Education/Waste no comments

Environmental Health (15/8/17) suggested wording to safeguard the amenities of future occupiers and avoid adverse impacts by existing activities. ENV 1-A has been duly revised.

Env Health/Air/Land/Water (8/9/17) Commented on potential hazards from re-using farm buildings. ENV 1-F now reflects that concern.

Transport & Highways Commented on additional conditions re: Shelters, hard standings, cycle ways etc. INF 1-B and INF 1-C have been added in response.

Herefordshire Council's full response is at Annex 2A.

How Caple Sollers Hope and Yatton Neighbourhood Plan

Regulation 14 – Draft

Herefordshire Council Service Providers responses – (3rd August- 11th September 2017).
 Please find attached additional comments from a number of Herefordshire Council service providers to the Draft How Caple Sollers Hope and Yatton Neighbourhood Plan.
 If you have any queries regarding the comments or issues raised below, please contact the Neighbourhood Planning team in the first instance.

Department	Comments
Neighbourhood Planning 18/09/17	<p>Objectives should use capitals at the start of the objectives.</p> <p>Environment Policy- In addition to DM comments. Clarify if the policy outcomes are part of the policy or supporting text, at the moment it reads as supporting text. Reword and include the ENV1A,1B,1C,1D,1E,1F,1G,1H, 1J,1K,1L and 1M into the policy box if these are intended to be part of the policy. I think these can be condensed and refined then added into the policy box, whilst still explaining the desired outcomes in the following text.</p> <p>ENV1H- I think you can add in criteria to not support large scale renewable energy schemes if they have an impact on AONB/ landscape and biodiversity. Otherwise it can read as being too prescriptive and anti-development, adding in context to what will not be suitable will help justify why certain types of development will not be supported.</p> <p>Housing Policy- I think it may be helpful to name the label within the policy box HSG1. It is not needed to label each section within the policy with 1 a 1 b etc. There may be scope to have a separate housing extension/ outbuilding policy and separate housing policy.</p> <p>Economy – This policy could be more concise, the information in the economic policy box could be added before the policy as most of this is supporting information rather than the policy itself. As in the environmental policy I would include the relevant policy outcomes in the policy if intended. If not, I would not highlight them as they have been highlighted like a policy. The outcomes or what you intend the policy to achieve can be explained in the text after the policy.</p> <p>Community Facilities- This can be condensed and made more succinct i.e-The parish council will ..this doesn't need to be repeated throughout the policy. The last paragraph of this policy can be added in the following text rather than the policy itself.</p>
Development Management 14/08/17	<p>ENV-1H Installation of large scale photo-voltaic arrays will not be supported, neither will large installations of wind turbines or fracking: This would, given the absolute terms, is not compliant with the NPPF and each case should be on it's own merits. Can fracking be ruled out, Government might be very pro fracking.</p> <p>ENV-1L and ENV-1M Not sure, although good aims, are relevant to a planning document</p> <p>Housing policy could be better structured as one or two policies, as if policy numbers are used as paragraph numbers.</p> <p>HSG-1E contradicts and is at odds with HSG-1A</p> <p>ECON-1D does not read as a policy.</p>

Planning Policy 14/08/17	Draft Neighbourhood plan policy	Equivalent CS policy(ies) (if appropriate)	In general conformity (Y/N)	Comments
	Environment Policy ENV-1	LD1-LD4, SD1-SD4	Y/N	ENV-1B- "...with no new roads constructed." Is this a realistically enforceable criterion? Some development may necessitate the construction of new minor or service roads to facilitate access.
	Housing Policy HSG-1	RA2-RA4	Y	
	Economy ECON-1	RA6, E4	Y	
	Community Facilities	SC1	Y	
	Infrastructure Policy	SC1	Y	
	<p>Other comments/conformity issues: This isn't a Core Strategy conformity issue as such- but a general comment. The formatting/layout of the policies could adopt a more consistent approach. At present, it is not absolutely clear which sections are policy wording, and which are supporting text. Additional note: The web address provided at the end of Annex 3 appears to have a spelling error, and therefore the link is not recognised when clicked on.</p>			
Landscape / Archaeology/ conservation 03/08/17	<p>We have no comments to make on this with regards Historic Buildings and Areas.</p> <p>We would note the policies relating to new building housing in relation to how this could relate to the historic character of settlements. The policy refers specifically to materials.</p>			
Strategic Housing	No comments received			
Economic Development	No comments received			
Environmental Health 15/08/17	<p>Our comments are with reference to the potential impact on the amenity – in terms of noise, dust, odours or general nuisance to residential occupants that might arise as a result of any new development and also the impact that existing activities might have on the amenity of any new residential occupiers.</p> <p>We suggest an amendment to Housing Policy with an additional sentence HSG 1K: New housing development should not be adversely impacted by existing agricultural or commercial activities</p> <p>This would be to safeguard the amenity of future occupiers.</p>			
Environmental Health Air, land and water protection 08/09/17	<p>RE: How Caple, Sollers Hope and Yatton Group Regulation 14 draft Neighbourhood Development Plan</p> <p>Dear Neighbourhood Planning Team,</p> <p>I refer to the above and would make the following comments with regard to the above proposed development plan.</p> <p>It is my understanding that you do not require comment on Core Strategy proposals as part of this consultation or comment on sites which are awaiting or have already been granted planning approval.</p>			

	<ul style="list-style-type: none"> Regarding the reusing of redundant farm buildings, e.g. barns (policy HSG -1C); I would add the following; <p>Some farm buildings may be used for the storage of potentially contaminative substances (oils, herbicides, pesticides) or for the maintenance and repair of vehicles and machinery. As such it is possible that unforeseen contamination may be present on the site. Consideration should be given to the possibility of encountering contamination on the site as a result of its former uses and specialist advice be sought should any be encountered during the development</p> <ul style="list-style-type: none"> Given that no other specific sites have been identified in the plan I am unable to provide further comment with regard to potential contamination. <p><u>General comments:</u></p> <p>Developments such as hospitals, homes and schools may be considered 'sensitive' and as such consideration should be given to risk from contamination notwithstanding any comments. Please note that the above does not constitute a detailed investigation or desk study to consider risk from contamination. Should any information about the former uses of the proposed development areas be available I would recommend they be submitted for consideration as they may change the comments provided.</p> <p>It should be recognised that contamination is a material planning consideration and is referred to within the NPPF. I would recommend applicants and those involved in the parish plan refer to the pertinent parts of the NPPF and be familiar with the requirements and meanings given when considering risk from contamination during development.</p> <p>Finally it is also worth bearing in mind that the NPPF makes clear that the developer and/or landowner is responsible for securing safe development where a site is affected by contamination.</p> <p>These comments are provided on the basis that any other developments would be subject to application through the normal planning process.</p>
Parks and Countryside	No comments received
Education	No comments received
Transportation and Highways 12/09/17 Area Engineer	<p>Infrastructure Policy. Inf-1 B. Infrastructure improvements p28- Infrastructure improvements should include improvements to: - Footpaths - connecting community facilities. Bus stops facilities e.g. hard standings, shelters and kerbing where appropriate.</p> <p>I have only made one comment in regards to infrastructure. Matt Howells is going to send you details of the comments from a Transportation side (if he hasn't already sent it) I have asked our Cycling officer to comment in regards to the cycle ways mentioned in the NDP, although I suspect that the size of the development required to have a new cycleway installed would go against other policies, every application will be reviewed in terms of footways and cycleway connection.</p>
Transportation and Highways 13/09/17 Senior Transport Planning Officer	Following on from Jill's comments, I have no further comments to add.
Waste	No comments received

Appendix 1

Neighbourhood Development Plan (NDP) – Core Strategy Conformity Assessment

From Herefordshire Council Strategic Planning Team

Name of NDP: How Caple, Sollers Hope and Yatton Group- Regulation 14 consultation draft

Date: 14/08/17

Draft Neighbourhood plan policy	Equivalent CS policy(ies) (if appropriate)	In general conformity (Y/N)	Comments
Environment Policy ENV-1	LD1-LD4, SD1-SD4	Y/N	ENV-1B- "...with no new roads constructed." Is this a realistically enforceable criterion? Some development may necessitate the construction of new minor or service roads to facilitate access.
Housing Policy HSG-1	RA2-RA4	Y	
Economy ECON-1	RA6, E4	Y	
Community Facilities	SC1	Y	
Infrastructure Policy	SC1	Y	

Other comments/conformity issues:

This isn't a Core Strategy conformity issue as such- but a general comment. The formatting/layout of the policies could adopt a more consistent approach. At present, it is not absolutely clear which sections are policy wording, and which are supporting text.

Additional note: The web address provided at the end of Annex 3 appears to have a spelling error, and therefore the link is not recognised when clicked on.

Reg 14 Response to Comments from CPRE (ref no. 11)

<u>Their comments</u>	<u>Agreed action by Steering Group</u>
Views	ENV 1-C amended to refer to "view corridors". No suitable maps available.
Footpaths	Add "and footpaths" to Env-1C page 13)
Habitats & Trees	Add "using native species" to Env-1A (page 12)
Landmarks/Sites	Already adequately covered
Archaeology	A matter for Hereford Planning office
Light Pollution	Add "causing light pollution" to Env 1-F
Scale of development	Already adequately covered.

Response to Comments from Natural England (ref no. 10)

Map of wildlife sites etc	Agreed to add as available
Map of views	See response to CPRE above

Response to Comments from Historic England (ref no. 9)

"Constraints" Env 1-D	In Env 1-D delete "subject—constraints" and replace with "subject to adequate safeguards to prevent misuse of the policy."
Env 1-E "nominated heritage sites"	In Env 1-E after "sites" add "see pp 6 to 8"
Suggested policy addition re farms	Agreed. Add as item ENV-1N page15

The original comment letters from each of these consultees are available.

Reg 14 Response to comments from HC Resident - Ref 15

This person challenged our use of “permitted” which was felt to be too strong for Parish Councils.

However, if and when our NDP is adopted it will carry the same weight as Hereford Council’s planning rules so the use of “permitted” then would be justified and proper.

The word in question appears three times:

ENV-1E on page 13

HSG -1E on page 17

HSG -1H on page 17

Therefore we have decided to leave the word unchanged.