

**VOWCHURCH AND DISTRICT  
GROUP PARISH COUNCIL**

**NEIGHBOURHOOD DEVELOPMENT PLAN  
2011 – 2031**

**CONSULTATION STATEMENT**

**October 2016**

## **Introduction**

1. The Parish Council placed the views of its local communities at the heart of the process of producing a neighbourhood development plan. The role of the steering group, which it set up once it had been agreed to produce a plan, was to consult local people and use their views as the basis for producing a neighbourhood plan. This brief paper outlines the process of consultation.
2. Appendix 1 that follows provides the full evidence for the central role of consultation throughout the process of producing the neighbourhood plan.

### **Stage One – Deciding to produce a neighbourhood development plan.**

3. When the issue of producing a plan was raised in 2013 the Parish Council's first step was to agree to hold a public meeting at which local people would be asked whether they wished to see a plan produced. This was discussed and agreed by the Council at its meetings on 18 April and 16 May 2013. The arrangements for a public meeting was arranged in July 2013 were discussed at the Parish Council's meeting on 20 June.
4. The first consultation meeting was held on 18 July 2013 in Michaelchurch Escley. Mike Willmott, Head of Neighbourhood Planning at Herefordshire Council, attended, together with local councillor Mr Powell. The was attended by eight members of the Parish Council and six other members of the public. The meeting was told about the purpose of neighbourhood plans and how they were intended to be produced through consultation with all those living in an area. At the end of the meeting a vote was taken which supported the production of a plan for the five parishes.
5. At its meeting in August 2013, the Parish Council decided that, since only six people other than parish councillors had attended the public meeting in July, a further consultation meeting should be held in September to provide an opportunity for more local people to have a say in what should be done.
6. The meeting was held on 19 September 2013 in Michaelchurch. Fifteen members of the public in addition to parish councillors and District Councillor Mr Powell attended the meeting. The meeting took the same format as the earlier meeting and at the end a vote indicated strong support in favour of producing a neighbourhood plan Several people put their names forward as potential members of a steering group which would manage the process of consulting people about what a plan should cover.
7. The Parish Council discussed the outcome of this agreement at its next meeting, in October 2013. [The meeting was told that Herefordshire Council had approved an application for the area covered by the Parish Council to be designated as a Neighbourhood Area for the purpose of developing a neighbourhood plan. The Parish Council had also been sent a service level agreement with HCC to consider.] The Council agreed a chair for the steering group and several parish councillors also volunteered to join the group.
8. At its meeting in November 2013 the Parish Council agreed to hold a public meeting on 5 December to which all prospective members of the steering group would be invited. Ms Samantha Banks the Support Officer from HCC had agreed to attend the meeting to

explain what was involved in producing a neighbourhood plan and what resources would be available to support the work.

9. At the end of the meeting a list of members of the steering group was compiled. The Chair wrote to the members following the meeting to record what had been discussed and agreed and to suggest a first meeting in January 2014.

### **Stage Two – Consulting people about what issues a neighbourhood development plan should address**

10. At its second meeting in February 2014, the steering group agreed to hold public meetings “to obtain (local people’s) views about what their priorities are for any housing developments that take place..” The group proposed to use the results from the public consultation to develop a questionnaire “to assess the level of support within the wider community for the priorities that had been identified.”

11. The group used its meetings from February to May to prepare for two public meetings in May. It decided to advertise the meetings by writing to all homes within the five parishes and also to write to individuals and organisations with a direct interest in the area, including those who owned property. In addition the meetings were advertised in the local newsletters which serve the area and on posters which were put up on noticeboards and other prominent places throughout the parishes.

### **Public consultation meetings on 10 and 14 May 2014**

12. The meetings were held in the village halls in Michaelchurch Escley and Vowchurch. 14 people attended the meeting in Michaelchurch whilst 19 people attended the meeting in Vowchurch. They were met by members of the steering group and parish councillors and offered refreshments whilst they took part in the meetings.

13. Posters placed around the halls summarised the key points of Herefordshire Council’s Core Strategy, described the purpose of a neighbourhood plan, explained the process for producing such a plan and what is meant by affordable housing and finally listed some questions which people might wish to consider about possible future developments in the area. Maps showing the historic settlement boundaries for Michaelchurch Escley and Vowchurch were set out on tables for people to examine.

14. People who attended the meetings were invited to look at the posters and maps and to speak to members of the steering group about the issues of concern to them. They were also invited to write comments on a list of questions that was available and these written comments were then collected and used to produce an analysis of the range of views that people held about developments in the area.

15. A summary of the written comments is shown in Appendix 1 attached. In summary people agreed that some developments should take place within the two villages in line with the policy in the Core Strategy. At this stage people were also prepared to see some development in Turnastone village which is close to Vowchurch village. They supported the existing settlement boundaries. People at this stage did not show any marked preference for home for rent, starter homes or medium sized family homes. They did however, support new homes being built in styles which were consistent with existing

traditional homes as opposed to modern designed houses. A full analysis of the responses to questions at these public meetings is shown in Appendix 1 attached.

### **Preparation of the questionnaire**

16. The steering group used the results of the consultation in May 2014 as the basis for a questionnaire which would provide all local residents and other people with an interest in the area with an opportunity to express their views on future developments. The group agreed to include questions about issues related to the building of new homes and businesses, the types of home and their style as well as issues related for example, to tourism where there was less than full support at the consultation events. We also included a question about external lighting because this was a local issue of concern to many people by that stage.

17. The steering group discussed the questionnaire at its meetings from June to August and the Parish Council received reports at its meetings during this whole period. The questionnaires were distributed largely by hand in September with an accompanying letter. Responses were invited by the beginning of October.

18. The steering group discussed the results of the questionnaire at its meeting in November 2014.

19. An analysis of the results of the questionnaires is contained in Appendix 2 attached. Broadly there was strong support for housing developments in the two villages, Michaelchurch Escley and Vowchurch. Most people wishes to see developments limited to the existing settlement boundaries. People were supportive of both starter homes and small family homes, both privately owned and rented. The majority of people wished to see new homes built in a style that is consistent with existing homes. People supported the use of redundant buildings for small businesses and there was some support for additional tourism facilities.

### **Stage Three – how the results of the questionnaires were used to develop a neighbourhood plan**

20. The steering group began work on a draft neighbourhood plan after meeting the support officer from Herefordshire Council, Samantha Banks in January 2015. Drafts were discussed by the group at their meetings up to April 2015. At the same time a draft was shown to the support officer and her comments taken into account. It was at this time that changes in Herefordshire Council's Core Strategy were reported to the Parish Council and the steering group, which needed to be taken into account in the draft plan.

21. Public meetings were arranged for 19 and 21 May with the aim of sharing the emerging themes of the neighbourhood plan with local people. However, despite being advertised in the usual manner these meetings did not attract any attendance.

22. The draft plan was significantly revised during the summer of 2015 and policies to form the heart of the plan were written and then approved by the Parish Council in July.

23. Consultation meetings to discuss the draft plan and its policies were arranged and supported by the steering group for 20 and 22 October. A small number of people came to

each meeting. A short presentation was given about the plan and its policies and there was then discussion about the issues of concern to local people. None of these issues, most of which reflected a concern to better understand the purpose and content of the draft plan, necessitated any changes to the draft.

#### **Stage Four – Formal Consultation on the draft neighbourhood plan – Section 14 Consultation 2016**

24. The draft neighbourhood plan was endorsed by the Parish Council at its meeting in January 2016. It was then made the subject of formal consultation which included being available to local people for comment and being sent to outside organisations including Herefordshire Council. This consultation ended on 2 May 2016.

25. The comments received during the consultation were then considered by the Parish Council at its meetings between June and August 2016. A summary of the responses and the Parish Council's response to these is shown in Appendix 3 attached. The draft neighbourhood plan was revised in the light of the comments we received and as a result of further consultation with Herefordshire Council. The Parish Council agreed to make slight alterations to the settlement boundary for Vowchurch to bring this in line with the guidance issued by Herefordshire Council. The Parish Council did not agree to amend the boundary for either village to remove agricultural land from the area within which developments could take place.

## Summary of the evidence for public consultation

**2013**

Minutes of the Parish Council when it was agreed to consult local community about whether to produce a plan

Thursday 18<sup>th</sup> April, 2013

### MATTERS ARISING

- iii **Core Strategy Consultation:** This was looked at with a view to completing the questionnaire. It mainly affected this area with regard to future planning in rural areas, and the questions were comparable to those dealt with when doing the Parish Plan. It was decided that the Council could not comment on all the matters relating to the various towns and larger villages and that councillors should get in touch with the Clerk before the deadline for submission and comments would be included in the questionnaire. Further discussion indicated that it was probably necessary to complete a Neighbourhood Plan and Mr. P. Mason proposed that we hold a public meeting at some time to see whether residents wished to embark on a Neighbourhood Plan for the area.

Thursday 16<sup>th</sup> May, 2013

### MATTERS ARISING

- iv **Neighbourhood Plan:** It was decided that the Council should explore whether residents felt that a Plan was necessary. It was proposed to call a Public Meeting on Thursday 18<sup>th</sup> July 2013 at Escleyside Hall. Proposed meeting should be at 7.00p.m. and followed by a quick Parish Council. Clerk to book the Hall if available. Mr. P. Mason had already arranged to meet one of the District Council's Neighbourhood Plan Team the following week and he would see if she was able to attend the proposed meeting.

Parish Council discussion of arrangements to hold consultation meetings 20 June

Thursday 20<sup>th</sup> June, 2013

### MATTERS ARISING

- iv **Neighbourhood Plan:** The Clerk had done a lot of posters for Councillors to put up and they were distributed. The Hall had been booked and a deposit paid. Mr. H. Franklin agreed to Chair the meeting. Samantha Bond was not now able to come so Mike Willmott, Head of Neighbourhood Planning, will attend. Clerk to serve tea and

coffee on the night.

Poster for the 18 July meeting

**VOWCHURCH GROUP PARISH COUNCIL**

# **NEIGHBOURHOOD PLANS**

## **PUBLIC MEETING**

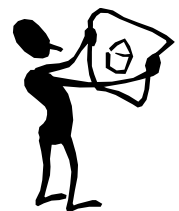
**18<sup>TH</sup> JULY 2013  
AT 7.00P.M.  
IN ESCLEYSIDE HALL**

**TO DISCUSS**

- **What are Neighbourhood Plans**
- **The kind of developments which might be permitted**
- **The advantages of having a Neighbourhood plan**

**A member of Herefordshire Council's Neighbourhood Planning  
Team will attend the meeting take part in the discussion and  
answer questions**

**REFRESHMENTS WILL BE PROVIDED**



Advert in the Golden Valley News and Longtown Newsletters

**VOWCHURCH GROUP PARISH COUNCIL**

NEIGHBOURHOOD PLAN

A PUBLIC MEETING WILL BE HELD  
ON THURSDAY 18TH JULY 2013 at 7.00 pm  
AT ESCLEYSIDE HALL

This will be an opportunity to discuss whether local people in The Five Parishes want a Neighbourhood plan. The meeting will cover the following:

- What are neighbourhood plans?
- What kind of development might be permitted in the five parishes?
- What advantages would there be in having a neighbourhood plan?

It is important that as many people as possible attend the meeting so that the broadest range of views can be put forward. A member of Herefordshire Council's Neighbourhood Planning Team will be present to take part in the discussion and answer questions.

Refreshments' will be provided

19

Parish Council – minutes of the public meeting

Thursday 18<sup>th</sup> July, 2013

**Public meeting regarding the preparation of a Neighbourhood Plan for the area**

**Present:** There were eight Parish Councillors, Mr. & Mrs. C. Spencer, Mr. Neil Barnes Mr. R. Lloyd, Mrs. H. Herdman and Mrs. C. Hortin. Councillor G. Powell, and the Clerk.

Refreshments were served at the beginning of the meeting.



Mr. P. Mason welcomed those attending and explained the reason for calling a Public Meeting to make a decision as to whether the group of parishes should complete a Neighbourhood Plan for the area.

Mr. Mason then introduced Mr. M. Willmont who is the Leader of the Neighbourhood Planning Team at Herefordshire Council Planning Department

Mr. Willmont explained the necessity of a Neighbourhood Plan which gave every Parish Council the opportunity to shape its area. To consult with residents in order to allocate sites for housing, agree a Design Policy for planning etc. Once completed the plan is examined by an independent inspector with the object of holding a local referendum which has to have a 50% plus residents who are in favour of the plan before it can be adopted.

It was not compulsory for the Parish to complete a Plan. Guidance will be given by a member of the N.P. team. It must confirm with the H.C. General Plan. It is government funded.

Mr. Willmont then answered questions from the floor. Mr. Mason then took a vote of those attending and it was agreed to complete a plan for the area. Clerk to apply for a designated area for a Plan.

Parish Council meeting on 18 July to discuss the outcome of the public meeting earlier – decision to hold further public meeting on 19 September

Thursday 18<sup>th</sup> July, 2013

MATTERS ARISING

- iv. Neighbourhood Plan:  
Arrangements to be made to go ahead with the plan. To apply for funding and to find somebody to lead the group.

Parish Council discussion of work to produce a neighbourhood plan and hold further public meeting

Thursday 15<sup>th</sup> August, 2013

MATTERS ARISING

- iii Neighbourhood Plan:  
The Clerk had registered the area to be covered in the Plan with Herefordshire Council but had heard nothing since. It was now necessary to form a steering group, find somebody to lead it, and decide on venue and dates. Clerk had asked several to join the steering group but they had all refused..Councillor E. Williams had offered to take part.

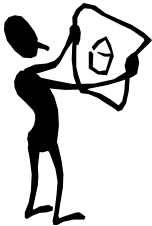
There had only been six members of the public present at the last public meeting together with 8 Councillors so it was deemed necessary to hold another public meeting in the hope that more would attend and confirm the decision to go ahead with the neighbourhood Plan and support it.  
The Clerk had tentatively booked Escleyside Hall for both the 12<sup>th</sup> September and the 19<sup>th</sup> September 2013. It was agreed that the meeting should take place on the 19<sup>th</sup> September at 7.30 p.m. and be followed by a Parish Council Meeting.

Posters for September public meeting

**VOWCHURCH GROUP PARISH COUNCIL**

# **NEIGHBOURHOOD PLANS**

## **PUBLIC MEETING**



**19<sup>TH</sup> SEPTEMBER 2013  
AT 7.30P.M.  
IN ESCLEYSIDE HALL**

**TO DISCUSS**

- **What are Neighbourhood Plans**
- **The kind of developments which might be permitted**
- **The advantages of having a Neighbourhood plan**

**REFRESHMENTS WILL BE PROVIDED**

Advert in the Golden Valley News and Longtown Newsletters

## **VOWCHURCH GROUP PARISH COUNCIL**

### **Neighbourhood Plan**

The last Public Meeting in July was not very well attended when Mr. Mike Willmont, Member of the Planning Department of Herefordshire Council, explained the process of producing a Plan for the Parish Council area. The meeting voted to proceed with the Plan but as there were only six members of the public present, apart from Parish Councillors, the Council feel that this was not necessarily the view of the total population. It has been decided to hold another Public Meeting when it is hoped that more people will attend to confirm, or not, the necessity of a Plan. This will be on:

**THURSDAY  
19<sup>TH</sup> SEPTEMBER 2013  
AT 7.0P.M  
ESCLEYSIDE HALL.  
Refreshments will be provided**

These plans are a way of helping communities influence planning in their area, which could include: affordable housing, building design, protection of open spaces and nature reserves etc.

Michaelchurch Escley and Vowchurch are mentioned in the Core Strategy 2011 – 2031 as being two of the villages in the Golden Valley which are the main focus of proportionate housing development.

If it is agreed to go ahead it will involve extensive investigations into the wishes of the public. Therefore volunteers will be required willing to devote time and effort into the formation of the Plan.

To learn more about the procedure, details can be viewed on line on [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk) - Planning - Neighbourhood Plans. and for the Local Plan - Core Strategy – 2011 – 2031 View draft Core Strategy – Section on Rural Areas is on pages 136 to 158.

Any queries please contact me on 01981 550599

Sylvia Teakle Clerk

Parish Council discussion of September public meeting

Thursday 19<sup>th</sup> September, 2013

MATTERS ARISING

iii Neighbourhood Plan

At the public meeting held this evening the majority of the members of the public voted that a Plan should be prepared for the area and 6 members of the public indicated that they would be prepared to serve on the Steering Committee. It was decided to discuss the matter more fully at the next meeting of the Council when there would be more present. Meanwhile an application form showing the designated area would be sent to the planning office.

Advert in the Golden Valley News and Longtown Newsletters

**VOWCHURCH GROUP PARISH COUNCIL**

The Public Meeting in September was more successful and six residents kindly volunteered to serve on the Steering Committee to prepare a Neighbourhood Plan for the area. We have a few forms to complete for Herefordshire Council and then we will be starting the process.

Sylvia Teakle Clerk

hood plan

It was noted that there were considerably more members of the public present at the second public meeting and six had volunteered to take part and join the steering group. The Clerk had received an email from the James Latham, Technical Support Officer, informing us that our application for Vowchurch & Group District be designated as a Neighbourhood Area had been approved, and enclosed the decision document. We had also received a Service Level Agreement which set out the level of support which would be given to the Council during the preparation of the plan. This was signed by the Chairman, to be returned to H.C. for their signature. Copies of both these documents had been circulated to Councillors.

Mr. P. Mason expressed his willingness to front the Steering Group and the names and contact numbers of the members of the public who had volunteered were given to him. Mr. H. Franklin, Mr. E. Williams, and Mr. A. Picton also wished to take part.

It was thought that a grant of up to £2000 was available from H.C.

The Clerk had received a questionnaire from James Latham asking for the current Position of the neighbourhood Plan. Mr. Mason thought that it was too early to complete The questionnaire and he would do it at a later date.

Parish Council discussion of arrangements to hold public meeting for prospective steering group members

Thursday 21<sup>st</sup> November 2013

**7. NEIGHBOURHOOD PLAN**

The Service Level Agreement, signed by the Chairman had been returned to H.C. but on enquiry on the 11<sup>th</sup> November it had not arrived. A further copy had been received and was duly signed by the Chairman.

The Clerk then explained to the Council the procedures for Neighbourhood Plan Meetings. These were Parish Council led and as such meetings were the same as Parish Council Meetings in that they were open to the public, all members of the Parish Council as well as members of the public on the Steering Group.

The Clerk is responsible for sending agendas, booking venues, taking minutes and is also responsible for the finances.

A meeting has been arranged for Thursday the 5<sup>th</sup> December 2013 at 7.30p.m. together with members of the Steering Group and our Support Officer Mrs. Samantha Banks, of H.C. for a discussion on the Neighbourhood Plan and the Grants available. The meeting will take place at Vowchurch & Turnastone Memorial Hall. Notices had been sent out and posters displayed.

Poster inviting prospective members of a steering group to a meeting on 5 December

**VOWCHURCH GROUP PARISH COUNCIL**

**NEIGHBOURHOOD  
PLAN STEERING GROUP**

**PUBLIC MEETING**

**5 DECEMBER 2013**

**AT 7.30P.M.**

**IN VOWCHURCH AND TURNASTONE  
HALL**

**TO DISCUSS THE ROLE OF THE STEERING GROUP  
AND AGREE MEMBERSHIP**

**Ms Samantha Banks Support Officer from Herefordshire Council will be attending the  
meeting.**

Advert in the Golden Valley News and Longtown Newsletters

## **VOWCHURCH PARISH COUNCIL**

### **NEIGHBOURHOOD PLAN**

To start the formation of the Neighbourhood Plan,  
MS. SAMANTHA BANKS N.P. Support Officer  
will be attending a meeting on

**THURSDAY 5<sup>TH</sup> DECEMBER 2013 AT 7.30 P.M.**  
**AT VOWCHURCH MEMORIAL HALL**

To advise on the way ahead and the availability of grants.  
Members of the public warmly welcome.  
Refreshments will be served from 7.0p.m.

Sylvia Teakle Clerk

Letter to Steering Group members

Little Reeve  
Vowchurch  
Herefordshire HR2 ORL

16 December 2013  
email: paulmason@waitrose.com

To members of the Neighbourhood Plan Steering Group

**Neighbourhood Plan for Michaelchurch Escley, Newton, St Margaret's, Turnastone and Vowchurch**

I hope that you felt that our meeting on 5 December, with Samantha Bond from Herefordshire Council - to discuss the purpose and process of producing neighbourhood plans - was helpful.

Samantha Banks described six stages in the development of a neighbourhood plan. I want to focus on the first three.

The first, which involves designating the area covered by the neighbourhood plan, has been completed. Our plan area is that of the whole five parishes.

The second stage of work involves setting up a steering group and this has begun, with the first meeting on 5 December. We now have a potential pool of members, some of whom attended the meeting, and others who volunteered at the meeting. Vowchurch is very well represented, but I think we still need to identify some additional people to represent Michaelchurch and other parishes.

The third stage of the work is to produce a plan for consultation. This will be the major part of our work and will probably take much of the next six to nine months (or longer). There is some important ground work to complete first. This is to -

- produce a draft budget plan for the work (since we can seek funding up to £2,500 from Herefordshire Council);
- produce a draft project plan;
- produce terms of reference for the steering group

I suggest that we meet in January to discuss these and other matters. The agenda will include -

1. membership of the steering group - ideas for how to expand this particularly finding more members from Michaelchurch;
2. terms of reference for the steering group;
3. a budget plan;
4. a project plan.
5. ideas for how to provide information to local people about the work that is being done.

If there is time I suggest we also have a look at the issue of a boundary for the centres of Michaelchurch and Vowchurch. We could begin by looking at work that was done in the past to define village boundaries. The Parish Clerk has copies of this.

The Parish Council is required to lead this work and has signed a service level agreement with Herefordshire Council covering the support the latter will provide to us. Samantha Bond will join us from time to time. There will be a report to the Parish Council at its monthly meeting.



Before our next meeting, I suggest that members of the steering group might find it useful to look at the guidance provided by Herefordshire Council for producing a neighbourhood plan.

Since a neighbourhood plan must be consistent with national and local planning guidelines, members might also usefully read the section on developments in rural areas in the Core Strategy which the Council is in the process of adopting.

The relevant part of Herefordshire Council's website can be found at - [www.herefordshire.gov.uk/planning](http://www.herefordshire.gov.uk/planning). Go to "Local Plan" for the Core Strategy and to "Neighbourhood Planning" for the neighbourhood planning guidance.

I look forward to meeting you again in the new year.

Yours sincerely

Paul Mason

2014

Parish Council discussion of work of steering group

16<sup>th</sup> January, 2014

### **7. NEIGHBOURHOOD PLAN**

- i. Mr. Mason gave a report on the two meetings held so far, the one with Samantha Banks who had given details of the Neighbourhood Plan procedures, It was unfortunate that we were unable to obtain access to the /church Room on the 14.1.14 due to the door lock being faulty
- ii Terms of Reference, Draft Budget and Draft Project Plan were circulated to Councillor.
- iii Note: Minutes of the Steering Group held on the 22.1.14 are attached.

Advert in the Golden Valley News and Longtown Newsletters (January 2014)

### **VOWCHURCH GROUP PARISH COUNCIL**

#### Neighbourhood Plan

Discussions have begun about the work to produce a Neighbourhood Plan for our parishes. A Steering Group has been set up to lead the work and this will meet regularly. The Parish Council will have reports on the progress at its monthly meetings. Information about the work will be on the website in the New Year See [www.5escleydore.org.uk](http://www.5escleydore.org.uk)

If you would like to be involved in the process, please telephone me on 01981 550599. Sylvia Teakle Clerk.

Steering Group minutes – January 2014

**Vowchurch and District Neighbourhood Plan**

**Minutes of Steering Group held at Newton Church Hall, 22 January 2014**

**Those present:**

Andrew Christopher	
Richard Griffiths	
Liz March	
Paul Mason	Chairman, Parish Councillor (Vowchurch)
Alan Picton	Parish Councillor (Vowchurch)
Sylvia Teakle	Parish Clerk
Jackie Vaux	
Evan Williams	Parish Councillor (Michaelchurch Escley)

Apologies: None were received. (In future it would be helpful if those unable to attend could notify the Clerk.)

**Introductions**

1. Members introduced themselves.

**Membership of the Steering Group**

1. The Chairman suggested it was important that there should be representatives from each of the five parishes. In particular from Vowchurch and Michaelchurch Escley, since these parishes have been identified in the Herefordshire Core Strategy as having the potential for developments in future. At present there seemed to be sufficient representatives from Vowchurch if people came to meetings, but additional representatives from Michaelchurch might need to be sought.

**Terms of Reference, Project Plan and Budget of the Steering Group**

2. The meeting considered the three documents which underlie the work of the Steering Group, namely the 'Terms of Reference', 'Draft Project Plan' and 'Draft Budget', so that members could develop a better understanding of what will be involved in their work.
3. The Steering Group noted that it was being asked to manage the work to produce a neighbourhood plan on behalf of the Parish Council, which retained the overall responsibility. The work will be monitored by the Parish Council, and reports to the Parish Council will be submitted after each Group meeting for approval.
4. The terms of reference were discussed and agreed, subject to any comments made directly to the chairman.
5. The chairman explained that there will be a sum in the region of £2,500 available from Herefordshire for the work. The draft budget contained estimates of the possible costs of the work, though feedback from Herefordshire Council about experience with other neighbourhood plans suggested that any specialist services were likely to be more expensive than envisaged. It was suggested that perhaps more work could be undertaken by the group itself to reduce these costs.
6. The Steering Group noted that the Parish Clerk, Mrs Teakle, will be responsible for making any payments and

for monitoring expenditure, reporting back to the Group.

7. The 'draft project plan' was then discussed and the Steering Group noted the stages of work that were identified. A number of issues were noted -

- a) regular communication with the public will be key, and public meetings together with some form of questionnaire will be necessary to canvas opinions:
- b) maps detailing the village boundaries ('envelopes') for Vowchurch and Michaelchurch which were relevant to planning in the past, should be sought from Herefordshire Council. Information regarding ownership of land will also be necessary:  
(action – P. Mason)
- c) the Herefordshire Planning website contains information about the Herefordshire's Core Strategy and guidance on the production of Neighbourhood Plans. It was agreed that copies of the relevant section of the Core Strategy would be circulated to members of the Group:  
(action – Mrs Teakle)
- d) it might be desirable to have two sub-groups, for Vowchurch and Michaelchurch, depending on whether more members can be found:
- e) as regards the referendum, the steering group will need clarification from Herefordshire Council about precisely how this will be conducted in the five parishes:
- f) it would also be helpful to seek clarification about the number of additional houses envisaged by Herefordshire Council's Core Strategy;
- g) when finally drawn up, the plan will be submitted to Herefordshire for independent examination.

8. Publicity and how to communicate with local residents was then discussed. It was agreed that -

- a) a list of email addresses for interested people be compiled and kept up to date;
- b) regular reports about the progress of work the Plan should be published in the two local Parish Newsletters, the one centred on Peterchurch and the other Longtown, and in the Golden Valley 'freebie'.
- c) -information would also be added to the five parishes website, [www.5escleydore.gov.uk](http://www.5escleydore.gov.uk), and this site would also need to be advertised in the newsletters each month.

#### **Next Meeting**

9. It was agreed to meet again on 18 February and thereafter on the second Tuesday of each month, starting with 11 March 2014.

January 2014

Advert in the Golden Valley News and Longtown Newsletters (February 2014)

**VOWCHURCH & DISTRICT GROUP PARISH COUNCIL**

**NEIGHBOURHOOD PLAN**

The February meeting of the Steering Group will be held on  
Tuesday 18<sup>th</sup> February 2014 at 7.30p.m.  
at Newton Church Room

Sylvia Teakle

## Steering Group minutes – February 2014

### Vowchurch and District Neighbourhood Plan

#### Minutes of Steering Group held at Newton Church Hall on 18 February 2014

##### Those present:

Andrew Christopher  
Harry Franklin  
Richard Griffiths  
Liz March  
Paul Mason  
Melvyn Powell

Sylvia Teakle	[Parish Clerk]
Jackie Vaux	
Kip Waistell	
Robert Wilding	
Evan Williams	

Apologies: Alan Picton, Fleur Davies

A number of members of the public were present.

#### **Minutes of the meeting on 22 January 2014**

The minutes were noted.

#### **Matters arising from the minutes**

1. The Chair referred to the discussion at the meeting in January about the steering group's role as set out in the draft terms of reference. Some people had not been at the earlier meeting to take part in the discussion. There was some suggestion that at least one member had not fully understood the purpose of the group. It was important that everyone understood they had joined the steering group in order to help to produce a neighbourhood plan, as had been agreed by the Parish Council in the light of views expressed by local people at public meetings last year. Regardless of their personal views on the wider planning process and on the value of neighbourhood plans, members had to put those to one side in order to achieve this objective.
2. In discussion there was general agreement about the role of members in achieving the objective of producing a neighbourhood plan for the five parishes, working in support of the Parish Council. The meeting then turned to the agenda for the evening.

#### **The Planning Context**

3. The meeting noted the current planning system that has been in place for some years and in which there was the presumption that no new housing would be built in open countryside. This system was in the process of being replaced by Herefordshire Council with a new Core Strategy, which reflected national policies and housing targets. Members had been given an extract from this strategy which was concerned with planning in the rural areas of the county.
4. In the future certain villages in rural areas had been identified as having the potential for more houses. The strategy suggested new housing targets for villages in seven defined areas. Villages in the Golden Valley area, including Michaelchurch Escley and Vowchurch, had a target of 12% proportionate growth up to 2031. The meeting was reminded that at one of the public meetings in 2013, when a representative from Herefordshire's planning department had been present, it was stressed that this was an "indicative" target. There was scope through a

7. There was also discussion of what is meant by “affordable housing”. It was pointed out that generally this applied to housing which once built is managed by a social landlord.

#### **Historical village boundaries**

8. The meeting noted the maps which had been circulated and which showed where boundaries had been set for Michaelchurch Escley and Vowchurch in the past.

9. It was agreed to commission new maps which reflected existing houses so the group could consider where the “village boundaries” might best be drawn for the purpose of a neighbourhood plan. This would then be put to the public and to Herefordshire Council for comment and agreement.

Action: PM and ST

#### **Consulting local people**

10. In discussion of how the steering group should consult local people it was agreed to invite people to a public meeting in order to obtain their views about what their priorities are for any housing developments that take place in the two villages. The outcome of this process would then inform the construction of a questionnaire which would be designed to assess the level of support within the wider community for the priorities that had been identified.

11. It was therefore agreed to -

- i. write to every house in the five parishes inviting people to come to a public meeting:
- ii. to investigate whether it is possible to commission a “mail shot” by the Royal Mail for this letter:
- iii. hold two public meetings, if possible on Saturday 10 May at 2.30 pm in Vowchurch and at 7.00 pm on Tuesday 13 May in Michaelchurch:
- iv. consider whether the “Planning for Real” process for conducting a public meeting might be useful for structuring the public meetings.

Action: ST

#### **Developing a communication strategy**

12. It was agreed that the work of the steering group and Parish Council to produce a neighbourhood plan needed to be reported regularly to local people throughout the process. It was crucial therefore to make use of local newsletters to provide regular news bulletins, as well as the website. In addition it was agreed to compile a list of email contacts of people to whom a regular report on the work could be sent. Members were asked to provide the email addresses of people who wished to receive such a report to the Parish Clerk, Mrs Teakle.

Action: ST and PM

#### **Any other business**

13. There was no other business.

#### **Next Meeting**

14. It was agreed to meet again at 7.30 pm on 11 March 2014 in Newton Church Room.

February 2014

Parish Council discussion of work of steering group

20<sup>th</sup> February, 2014

**7. NEIGHBOURHOOD PLAN**

- i. Mr. Mason gave a report on the meetings held so far. Minutes of the one on the 22<sup>nd</sup> January had been circulated to councillors.
- ii. The meeting held on the 18<sup>th</sup> February discussed the boundaries for those villages defined by H.C. as preferable areas for development with a possible 12% growth. The possible ways of consulting the general public, and a communication strategy.  
It was proving difficult to ensure that all members of the group fully understood their remit and that the main function of the group was to produce the Neighbourhood Plan as agreed by the Parish Council and the consultations at public meetings.

Parish Council discussion of work of steering group

20<sup>th</sup> March, 2014

**7. NEIGHBOURHOOD PLAN**

- i. Minutes of the Steering Group meeting dated 18<sup>th</sup> February had been circulated to Councillors.  
Arrangements were being made for two Public Meetings to be held for Public consultations. First in Vowchurch Hall on 10<sup>th</sup> May at 2.30 p.m. and the second at Escleyside Hall on 14<sup>th</sup> May at 7.00 p.m.  
The provision of Planning for Real at the meetings was being explored.



Minutes of Steering Group – March 2014

**Vowchurch and District Neighbourhood Plan**

**Minutes of Steering Group held at Newton Church Hall on 11 March 2014**

**Those present:**

Andrew Christopher	Alan Picton	
Harry Franklin	Sylvia Teakle	[Parish Clerk]
Richard Griffiths	Kip Waistell	
Liz March	Robert Wilding	
Paul Mason	Evan Williams	

Apologies: Fleur Davies, Melvyn Powell, Jackie Vaux

**Minutes of the meeting on 18 February 2014**

The minutes were noted.

**Matters arising from the minutes**

1. It was noted that the actual dates and times of the public meetings were – Saturday 10 May at 2.30 pm in Vowchurch and Wednesday 14 May at 7.00 pm In Michaelchurch.

**Village Settlement Boundaries**

2. Following discussion of the simple maps provided by Herefordshire Council, it was agreed to -
  - obtain more detailed maps of the two villages areas which showed roads, rivers, building outlines and flood plains:
  - include the area around the crossroads in Michaelchurch Escley, stretching to the north to include the existing properties and to the south as far as the church and the Bridge Inn:
  - include for Vowchurch the area from Vowchurch Court Farm down to the River Dore and to offer for consultation the inclusion of Turnastone Village within the potential development area.

**Parish Plan**

3. The work on the Parish Plan had identified broadly equal numbers of people for and against any new development in the five parish areas. The Plan had acknowledged that no new developments were likely under the existing planning policies, but that changes envisaged by central Government at that time opened up the prospect for some development in the future. These changes are reflected in Herefordshire's Core Strategy and in the legislation making possible the development of neighbourhood plans.
4. The Steering Group noted the Parish Plan. It was agreed to make use of the questions used in the questionnaire for the Parish Plan in developing questions for people to respond to at the public meetings. These should be set out on large boards that people could read easily.

### **Housing Needs Assessment**

5. The Group noted the housing needs assessment survey which was carried out by Herefordshire Council in 2012. This had identified five families living locally with a need for affordable housing.

### **Identifying Stakeholders**

6. It was agreed that, before the public meetings, the Steering Group should identify and contact all those who had a direct interest in the village areas that are the focus of possible future developments. These include individual householders, landowners, Churches, the Duchy of Cornwall, Countryside Restoration Trust and the Bridge Inn.

7. Local knowledge should provide most of this information, but Herefordshire Council would be asked if there are other sources to consult.

### **Any other business**

8. There was no other business.

### **Next Meeting**

9. It was agreed to meet again at 7.30 pm on 8 April 2014 in Newton Church Room.

March 2014

### **Parish Council discussion of work of steering group**

Thursday 17<sup>th</sup> April, 2014

#### **5. NEIGHBOURHOOD PLAN**

- i. Minutes of the March Meeting had been sent to Councillors.
- ii. Some aerial maps had been purchased at a cost of £138.40
- iii. The Steering Committee had made arrangements for the Public Meetings and posters had been prepared, and Councillors were requested to take some copies and put them up.

Advert in the Golden Valley News and Longtown Newsletters (April 2014)

## **VOWCHURCH GROUP PARISH COUNCIL**

### **Neighbourhood Plan**

Work is well underway to develop a Plan for the area. A key stage will be reached in May when we are holding Public Meetings and local residents, land owners and all interested parties will have an opportunity to express an opinion about what development there should be in the villages of Michaelchurch & Vowchurch.

Two meetings will be held – the first in Vowchurch Memorial Hall on **Saturday 10<sup>th</sup> May** at 2.30 p.m. and then one in Esckleyside Hall on **Wednesday the 14<sup>th</sup> May** at 7.0p.m. Please come along and give us your views. Refreshments will be provided.

For further information contact Paul Mason on 550034 or Sylvia Teakle on 550599.

In order to provide you with ongoing information on the progress of the Plan we have arranged for another page to be added to our Website which is [5escleydore.gov.uk](http://5escleydore.gov.uk) and if you would like to receive regular updates we are setting up a database so if you let me have your email address it will be included.

Sylvia Teakle Clerk

Letter of 1 May to local homes and stakeholders

VOWCHURCH AND DISTRICT GROUP PARISH COUNCIL

1 May 2014

**NEIGHBOURHOOD PLAN FOR MICHAELCHURCH ESCLEY, NEWTON, ST MARGARET'S,  
TURNASTONE AND VOWCHURCH**

The Parish Council has begun the process of producing a Neighbourhood Plan for the five parishes in its area. If approved the policies in the plan will be taken into account in assessing future planning applications.

The process involves regular consultation with local people, including all who own property in the villages of Michaelchurch Escley and Vowchurch, and with other interested parties.

A Steering Group has been established to manage the work. The next stage is to ask people what kind of developments they wish to see over the next ten or twenty years within these villages.

Such developments will need to be consistent with the planning policies adopted by the Herefordshire Council in its Core Strategy. These policies envisage some limited developments in the two villages.

Two public meetings have been arranged on -

**Saturday 10 May, 2.30 to 4.30pm in Vowchurch**  
**Wednesday 14 May, 7.00 to 9.00pm in Michaelchurch Escley.**

We want to know where residents and others consider boundaries for the two villages should be drawn and where some limited developments might best be located.

We also want to know what other issues people consider important in terms of future developments, including their type and nature.

The format of the meetings will be quite informal. Members of the Steering Group will be there to answer questions and provide additional information. Refreshments will be available, so please drop in any time between 2.30 and 4.30 pm on 10 May and between 7.00 and 9.00 pm on 14 May. You can come to either meeting to express views on both villages.

Following the public meetings the Steering Group will consider the information obtained and produce a questionnaire for everyone in the area, to establish whether the views that have been expressed have

wide support.

On the basis of the information collected, we will begin to develop proposals. These will then be discussed at future public meetings and also with interested individuals and organisations, including Herefordshire Council.

If there is a broad consensus about future developments this will form the basis for a written plan. This draft plan will be subject to a detailed assessment by an outside body, through Herefordshire Council.

Finally, local people and interested parties will have an opportunity to vote on the plan. If supported by the majority of people voting in a referendum, the plan will be formally adopted. It will then have a legal status and will be taken into account by the Council in assessing future planning applications.

For further information see one of the posters in your area or telephone Paul Mason (01981 550034) or the Parish Clerk, Sylvia Teakle (01981 550599).

We look forward to seeing you at one of the public meetings.

Paul Mason  
Chair, Neighbourhood Planning Steering Group

Poster for May 2014 meetings

**VOWCHURCH GROUP PARISH COUNCIL**

# **NEIGHBOURHOOD PLAN**

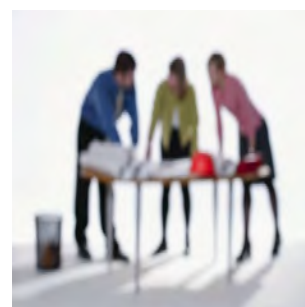
## **PUBLIC MEETINGS**

**SATURDAY 10<sup>TH</sup> MAY AT  
2.30P.M.**

**VOWCHURCH HALL**

**WEDNESDAY 14<sup>TH</sup> MAY AT  
7.00P.M.**

**ESCLEYSIDE HALL**



**We need your views on whether there should be some limited developments in Michaelchurch & Vowchurch for housing, businesses or workshops.**

**Refreshments will be provided**

**For further information contact Paul Mason on 550034 or Sylvia Teakle on 550599**

Advert in the Golden Valley News and Longtown Newsletters (May 2014)

**VOWCHURCH GROUP PARISH COUNCIL**  
**NEIGHBOURHOOD PLAN**

Please come to one of our Public Meetings and let us have your views about possible future developments in Michaelchurch Escley and Vowchurch. We need to know whether you would be happy to see some limited developments in these two villages – houses and possibly businesses, such as workshops.

The first will be held on Saturday 10<sup>th</sup> May, 2014 At 2.30p.m. At Vowchurch Memorial Hall There will be another meeting

On Wednesday 14<sup>th</sup> May, 2014 At 7.0p.m. at Escleyside Hall

Refreshments will be provided at both meetings For further information contact Paul Mason 550034 or Sylvia Teakle 550599

Questions posed at the public meetings in May 2014

**QUESTIONS FOR PUBLIC MEETINGS MAY 2014**

**In any Neighbourhood Plan for the area in which developments took place in Michaelchurch Escley and Vowchurch village centres -**

**Would you be happy if any additional housing, including new homes, was built in the area?**

**If additional housing was to be built in the area, should it be:**

- affordable homes for local people to rent
- realistically priced starter homes
- small or medium sized family homes
- executive homes

**If any new houses are built in the area, what sort of design should they be?**

- in keeping with existing local, mainly stone built houses (traditional)
- modern design
- carbon neutral housing

**Do you agree with converting redundant buildings in the Parishes for:**

- local families to live in
- open sale
- holiday lets or other tourism uses
- workshops/ small business units

**Would you be happy to see the establishment of:**

- small businesses
- workshops

**Do you support the provision of tourist related facilities?**

### **QUESTIONS TO CONSIDER - TYPE OF FUTURE DEVELOPMENTS**

**In any Neighbourhood Plan for the area in which developments took place in Michaelchurch Escley and Vowchurch village centres -**

*Would you be happy if any additional housing, including new homes, was built in the area?*

*If additional housing was to be built in the area, should it be:*

- affordable homes for local people to rent
- realistically priced starter homes
- small or medium sized family homes

*If any new houses are built in the area, what sort of design should they be?*

- in keeping with existing local, mainly stone built houses (traditional)
- modern design
- carbon neutral housing

*Do you agree with converting any redundant buildings for:*

- local families to live in
- open sale
- holiday lets or other tourism uses
- workshops/ small business units

*Would you be happy to see the establishment of:*

- small businesses
- workshops

*Do you support the provision of tourist related facilities?*



Parish Council discussion of public meetings

Thursday 15<sup>th</sup> May, 2014

6. **NEIGHBOURHOOD PLAN**

Mr. P. Mason gave his report. The first Public Meeting had been held at Vowchurch Hall on the 10<sup>th</sup> May at 2.0p.m. It had not been very well attended but some of the question papers had been completed.. The next Public Meeting was held on 14<sup>th</sup> May at Michaelchurch at 7.0p.m. The question papers will now be analysed by Mr. P, Mason and a general questionnaire formulated.

Minutes of Steering Group – June 2014

**Vowchurch and District Neighbourhood Plan**

**Minutes of Steering Group held at Newton Church Hall on 10 June 2014**

**Those present:**

Andrew Christopher  
Fleur Davies  
Harry Franklin  
Richard Griffiths  
Liz March  
Paul Mason

Alan Picton  
Melvyn Powell  
Sylvia Teakle [Parish Clerk]  
Jackie Vaux  
Evan Williams

Apologies: none were received.

**Review of the recent Public Meetings**

1. The Steering Group discussed the summary of views expressed at the recent public meetings. It noted that there was strong support from those who came to the meetings for some, albeit limited development in Michaelchurch and Vowchurch. The Group felt that the responses did not raise any issues that were relevant for a neighbourhood plan that had not been identified before the meetings.

2. The Group also noted the written comment on the questions that had been posed for people to respond to. These included specific comments, for example, on the amount of existing “tourist facilities”, which some thought sufficient. They also included broader comments on sustainable rural living. Some of the Group rejected the criticisms of existing farming practice. However, although these broader comments deserved consideration, it was agreed that they could not be taken into account in the work to produce a neighbourhood plan, since this should be concerned with physical developments such as new homes and businesses.

**Next Steps**

3. It was agreed that the next step should be to collect views from a larger sample of local residents through a formal questionnaire. This would be based on the issues that had been put forward for comment at the recent meetings. As far as possible the questions should be ones which required straightforward responses which could be quantified.

4. The question that would be difficult to gain a simple response to was in relation to the size of the “village envelopes”. This might best be dealt with by a simple question on the lines of “do you agree with any enlarging of the existing boundaries.

5. It was agreed -

- a) that the questionnaire would require an explanatory introduction which made clear the limited indicative targets for new housing in the Golden Valley since this had a bearing on the amount of development that should take place.
- b) to report on the progress being made to Herefordshire Council. This would ensure that the Group is still on track. Advice should also be sought about developing a questionnaire, including whether it is possible to see examples of those developed by people producing neighbourhood plans in other parishes.

<p><b>Any other business</b></p> <p>7. There was no other business.</p> <p><b>Next Meeting</b></p> <p>8. It was agreed to meet again at 7.30 pm on 8 July 2014.</p> <p>June 2014</p>
--

<p><b>Public meetings on 10 and 14 May – summary of written comments</b></p> <p><b>SUMMARY OF WRITTEN COMMENTS AT RECENT PUBLIC MEETINGS</b></p> <p><b>II TYPE OF FUTURE DEVELOPMENTS</b></p> <p><i>Q Would you be happy if any additional housing, including new homes, was built in the area?</i></p> <p>Comments</p> <p>Only Vowchurch is suitable. Lack of public transport and shops and facilities make Michaelchurch Escley an unsuitable site for any development.</p> <p><i>Q If additional housing was to be built in the area, should it be:</i></p> <ul style="list-style-type: none"> <li>• <i>affordable homes for local people to rent</i></li> <li>• <i>realistically priced starter homes</i></li> <li>• <i>small or medium sized family homes</i></li> </ul> <p>Comments</p> <p>For people who want to live rural lives and meet part of their income through the land – see Lammas Project<sup>1</sup>. (There should be) low impact, off-grid, small, in keeping with the landscape. Truly sustainable.</p> <p>(Also affordable homes) to buy (through shared equity)</p> <p>I would favour (affordable homes and starter homes) plus shared equity schemes.</p> <p><i>Q If any new houses are built in the area, what sort of design should they be?</i></p> <ul style="list-style-type: none"> <li>• <i>in keeping with existing local, mainly stone built houses (traditional)</i></li> <li>• <i>modern design</i></li> <li>• <i>carbon neutral housing</i></li> </ul> <p>Comments</p> <p>Innovative, off-grid, compost toilets, biological design in harmony with the land.</p>
---

<sup>1</sup> Lammas Project – a pioneering eco-village in West Wales – see <http://lammas.org.uk/>

But I do not see why a “stone” façade could not be incorporated into carbon neutral housing.
(modern design) if well designed and economical to live in.
As it is likely to be small developments most types could be built.
I think(traditional and carbon neutral) should be combined as my preferred choice.
<i>Q Do you agree with converting any redundant buildings for:</i>
<ul style="list-style-type: none"> <li>• <i>local families to live in</i></li> <li>• <i>open sale</i></li> <li>• <i>holiday lets or other tourism uses</i></li> <li>• <i>workshops/ small business units</i></li> </ul>
Comments
No – do not agree with (holiday lets) this needs to be capped
I believe it should be possible to give redundant buildings a new life. This could be any of the examples.
(Workshops) For a small business, not anything that would cause noise, such as a garage.
(small businesses) not more than two. Parking could be an issue.
<i>Q Would you be happy to see the establishment of:</i>
<ul style="list-style-type: none"> <li>• <i>small businesses</i></li> <li>• <i>workshops</i></li> </ul>
Comments
(Workshops) in keeping with (the) land, not huge cow shed. Stop poisoning the water ans start to care for and protect natural resources. Phase out sheep farming and huge cow farms. Start caring for the land and eco system.
(Workshops) for artistic/craft/metalwork but not to generate a lot of traffic to supply materials or for clients.
<i>Q Do you support the provision of tourist related facilities?</i>
Comments
There are already a lot of B&Bs and holiday lets. Maintenance of footpaths for walkers and good sign-age is important but not more holiday cottages,.
There seems to be plenty of holiday accommodation already.
We are well served by various B&Bs plus the Poston Caravan site.
Yes – this could be camping/caravan sites: could be a cycle route in the area: big tourist area at the moment
No – as (causes) traffic congestion.

<b>SUMMARY OF RESPONSES TO QUESTIONS AT RECENT PUBLIC MEETINGS</b>	
<b>I POSSIBILITY OF FUTURE DEVELOPMENT</b>	
<b>Question</b>	<b>Responses</b>
	28 responses in all
Are you happy to see some, perhaps limited, developments in the two villages?	Yes – 26 No – 2
Should some development be possible in Turnastone village given its close proximity to Vowchurch village?	Yes – 16 No – 8 Don't know – 1
Please tell us whether you agree with the effective boundaries shown on the two maps.	Yes – 15 No – 2 Don't know – 3
Where within those boundaries should any future developments best be located?	No responses (suggests we did not make it easy for people to respond to this)

<b>II TYPES OF FUTURE DEVELOPMENTS</b>	
<b>Question</b>	<b>Responses</b>
	23 responses in all
Would you be happy if any additional housing, including new homes, was built in the area?	Yes – 14 No – 2
If additional housing was to be built in the area, should it be:	
a) affordable homes for local people to rent	Yes – 15 No – 3
b) realistically priced starter homes	Yes – 11 No – 2
c) small or medium sized family homes	Yes – 13 No – 2
If any new houses are built in the area, what sort of design should they be -	
a) in keeping with existing local, mainly stone built houses (traditional)	Yes – 18
b) modern design	Yes - 1 No – 6
c) carbon neutral housing	Yes – 9 No – 2
a) local families to live in	Yes – 20

b) open sale	Yes – 13 No – 3
c) holiday lets or other tourism uses	Yes – 8 No – 6
d) workshops/ small business units	Yes – 14 No – 2
Would you be happy to see the establishment of:	
a) small businesses	Yes – 14 No – 4
b) workshops	Yes -11 No – 4
Do you support the provision of tourist related facilities?	Yes – 8 No – 5

<b>Parish Council discussion of work on neighbourhood plan</b>	
Thursday 19th June, 2014	
6	<p><u>NEIGHBOURHOOD PLAN</u></p> <p>Minutes of the Steering Group held on the 10<sup>th</sup> June were given to Councillors.  A Neighbourhood Plan Newsletter had been received from H.C.  Mr. Mason gave his report on the situation so far. We have held two public meetings in May with a total attendance of about 45 Residents had completed question forms which had been analysed by Mr. Mason. From these the next job was to formulate a questionnaire for circulation throughout the Parishes.</p>

Minutes of Steering Group – July 2014

**Vowchurch and District Neighbourhood Plan**

**Minutes of Steering Group held at Newton Church Hall on 8 July 2014**

**Those present:**

Harry Franklin	Alan Picton	
Richard Griffiths	Melvyn Powell	
Liz March	Sylvia Teakle	[Parish Clerk]
Paul Mason	Evan Williams	

Apologies: Andrew Christopher, Fleur Davies and Jackie Vaux

**Minutes of the meeting on 10 June 2014**

1. The minutes were agreed.

**Matters arising**

2. A report had been sent to Samantha Banks at Herefordshire Council about the work of the Steering Group. She has agreed to make comments on the draft questionnaire.
3. Mrs Teakle reported that she was about to submit a claim for the expenses that have been incurred so far in the work on the Neighbourhood Plan. Following that she has been asked to produce an estimate of the likely costs of the remaining work. It was agreed that she and Paul Mason would produce an estimate.

**Draft Questionnaire**

4. The Group discussed the draft questionnaire that had been circulated and agreed a number of detailed amendments to be incorporated in the next draft. These included the following -
  - a) Introduction – as drafted this did not provide sufficient explanation about what a neighbourhood plan is and why people are being asked to contribute by completing the questionnaire. It was agreed to amend the draft to make it clear why people should be involved and who they might contact if they need more information (but not to seek help in completing the questionnaire!) It was also agreed that it might be useful to have a letter to send with the questionnaire (as was in fact done with the parish plan questionnaire in 2010 – when we nominated one member of the steering group to be the contact for each parish.)
  - b) provide a better explanation of “shared ownership” in Q2.
  - c) include questions on tourism and road safety: exclude questions on transport, road safety and street lighting – but consider question on sensitivity about lighting around homes and other premises.

**Production and circulation of the Questionnaire**

5. Mrs Teakle reported that it would be necessary to have the questionnaires printed commercially since there is no longer the means to do this at the Community Resource Centre.
6. It was agreed to -

- a) circulate one questionnaire per household and give people the opportunity to request more copies;
- b) discuss at the meeting in August how we will distribute the questionnaires by hand as far as possible;
- c) ask people to take the completed forms to collection boxes in the churches as well as offering the opportunity to give them to a local contact from the steering group;
- d) give people a date for the questionnaire to be completed which will be printed on the document. They should have two weeks in which to do this.

**Any other business**

7. There was no other business.

**Next Meeting**

8. It was agreed to meet again at 7.30 pm on 12 August 2014.

July 2014



Advert in the Golden Valley News and Longtown Newsletters (July 2014)

**VOWCHURCH & DISTRICT NEIGHBOURHOOD PLAN**

Your replies to our questions at the two Public Meetings have now been analysed and we are preparing a questionnaire which will be circulated to all households in a few weeks. The Council would be very grateful if you could spare the time to complete them when they arrive.

Parish Council discussion of work on neighbourhood plan

Thursday 17<sup>th</sup> July, 2014

**6. NEIGHBOURHOOD PLAN**

- i. Minutes of the Steering Committee held on the 8<sup>th</sup> July were handed to Councillors.
- ii. The Clerk submitted her expenses for the year ended 30<sup>th</sup> June 2014 amounting to £270.20 there was a query whether hours spent on the work could be claimed for. The amount expended by the Council was £353.00.

Steering Group minutes – August 2014

**Vowchurch and District Neighbourhood Plan**

**Minutes of Steering Group held at Newton Church Hall on 12 August 2014**

**Those present:**

Harry Franklin	Melvyn Powell	
Richard Griffiths	Sylvia Teakle	[Parish Clerk]
Liz March	Robert Wilding	
Paul Mason	Evan Williams	
Alan Picton		

Apologies: Andrew Christopher, Fleur Davies and Jackie Vaux

**Minutes of the meeting on 8 July 2014**

1. The minutes were agreed.

**Matters arising**

2. Sylvia Teakle reported that the Parish Council had noted the costs incurred so far in the work on a neighbourhood plan and she was now in the process of submitting a claim to Herefordshire Council.

3. Sylvia also reported that she had identified a company in Abergavenny to produce copies of the questionnaire. They would require 3 days to do the work.

3. **Draft Questionnaire**

4. The Group agreed several amendments to the questionnaire including questions 2 and 5, as well as the omission of question 7. In addition the Group agreed the following -

- a) the contacts shown in the questionnaire documents would be as follows -

Newton – Jackie Vaux

Michaelchurch – Evan Williams and Harry Franklin

Turnastone – Liz March and Sylvia Teakle

Vowchurch – Alan Picton, Melvin Powell, Richard Griffiths and Paul Mason

St Margaret's – to be agreed following discussions with several people.

- b) the questionnaires would be distributed in the week of 8 September and the target for their return would be 29 September:

- c) an explanation of Herefordshire Council's definition of affordable housing would be circulated to members in the event that this is raised during the period in which questionnaires are being completed:

- d) people completing questionnaires would be asked to return them in an envelope that would be provided at the time of distribution:

e) copies of the questionnaires would need to be sent by post to people with an interest in the area but who do not live here.

5. It was agreed to meet again on Tuesday 26 August to discuss the distribution of questionnaires and use maps to establish the parish boundaries.

**Any other business**

6. There was no other business.

**Next Meeting**

7. It was agreed to meet again at 7.30 pm on 26 August 2014.

August 2014

**Parish Council discussion of work on neighbourhood plan**

Thursday 21<sup>st</sup> August, 2014

**6. NEIGHBOURHOOD PLAN**

- I. Minutes of the Steering Committee held on the 8<sup>th</sup> July were handed to Councillors. Mr. P, Mason gave a report on the progress of the Plan. The questionnaire had been drafted and sent to Hereford Council for approval, and arrangements had been made for its distribution

Questionnaire (see also relevant Appendix for the questionnaire and results)

Advert in the Golden Valley News and Longtown Newsletters (September 2014)

**Neighbourhood Plan**

**The questionnaires will be distributed during week beginning Monday 1<sup>st</sup> September and the completed forms should be returned by Monday the 23th September 2014.**

**Please take the time to complete the questionnaire as the more opinions we have the more accurate our final submission will be. The method of returning the forms is given on the questionnaire.**

Sylvia Teakle Clerk

Parish Council discussion of work on neighbourhood plan

18<sup>th</sup> September 2014

**6. NEIGHBOURHOOD PLAN**

The Questionnaires had been given to members of the Steering Committee for distribution. Permissions have been given for them to be returned to boxes in the Church porches and the last date for return was 3<sup>rd</sup> October 2014.

Parish Council discussion of work on neighbourhood plan

Thursday 16<sup>th</sup> October 2014

**6. NEIGHBOURHOOD PLAN**

The majority of the questionnaires had been returned and would now have to be analysed.

There had been a notice from Herefordshire Council that the grants made by DCLG for producing Neighbourhood plans had to be spend by the 31.12.14. Councillor Powell pointed out that this referred to grants of up to £7000 made to some parishes. Our funding was £2500 being a share of £10,000 allotted to Golden Valley South Ward.

Steering Group minutes – November 2014

**Vowchurch and District Neighbourhood Plan**

**Minutes of Steering Group held at Newton Church Hall on 11 November 2014**

**Those present:**

Fleur Davies	Sylvia Teakle	[Parish Clerk]
Richard Griffiths	Robert Wilding	
Liz March	Evan Williams	
Paul Mason		

Apologies: Andrew Christopher, Alan Picton, Melvyn Powell and Jackie Vaux

**Questionnaire Results**

1. Sylvia identified three errors in the draft results that had been circulated and these were noted.
2. Evan pointed out that it was impossible to produce consistent results in terms of the number of responses to each question because so many people had chosen not to answer every question. It was agreed this would have to be reflected in the way in which the results are described in any plan which is produced. It would be necessary to show the majority opinion against the total number of responses for each question.
3. The Group then discussed the results for each of the questions in the questionnaire. In broad terms these suggested that -
  - there is support for some development in the two village “centres”;
  - most people wish to see development restricted to the existing planning envelopes;
  - new homes should be either starter homes or small family homes;
  - there is support for both privately owned and affordable homes;
  - any new houses should be in keeping with traditional local houses;
  - redundant buildings should be converted for local families to live in, with some support for their conversion into workshops/small businesses;
  - there is not overwhelming support for new tourism facilities;
  - there should be clear limitations on external lighting on future developments.
4. **Next Steps** – It was agreed that the next step would be to invite Samantha Bond to meet the Group to advise on how to proceed and in particular how to ensure that the work continues to be done in a way which will meet the criteria that would be applied by an external assessment of the work underlying a draft neighbourhood plan.
5. **Any other business** – There was no other business.

**Next Meeting** – The date of the next meeting would be decided in the light of when Samantha Banks could attend.  
[Note – 9 December was not convenient for her.]

December 2014

Parish Council discussion of work on neighbourhood plan

Thursday 20<sup>th</sup> November 2014

**NEIGHBOURHOOD PLAN**

The questionnaires had been analysed and we now needed to consult with H.C. N.P. Group on the way forward. Samantha Banks to be asked to come to a meeting in January in the afternoon at Vowchurch Memorial Hall, to advise on the draft of Neighbourhood Plan.

**2015**

Parish Council minutes – January 2015

**6. NEIGHBOURHOOD PLAN**

Mr. P. Mason reported that the questionnaires had been analysed and we now needed advice from H.C. on the way forward. A Meeting with Samantha Banks was scheduled for 2 p.m. on 20<sup>th</sup> January at Vowchurch Hall.

**Vowchurch and District Neighbourhood Plan****Minutes of Steering Group held at Newton Church Hall on 20 January 2015****Those present:**

Fleur Davies	Melvyn Powell	
Richard Griffiths	Sylvia Teakle	[Parish Clerk]
Liz March	Robert Wilding	
Paul Mason	Evan Williams	
Alan Picton		

Samantha Banks, Neighbourhood Planning Team Leader, attended the meeting to advise on the next steps following the collection of information through the questionnaire.

**Work in 2015**

1. It was noted that the next phase of work on the neighbourhood plan is to prepare proposals for consultation. Consultation has two stages, an informal consultation on a draft plan and a formal consultation and assessment of a plan which had been approved by the Parish Council. The first would include consultation of those agencies that might be affected by any future developments including departments in Herefordshire Council, the environment Agency, Natural England and the water and power companies. The second stage would be followed by a local referendum.
2. Samantha advised that the preparation of a draft plan involved two key elements. First to define clearly the settlement boundaries for the two village centres in which any development could take place. This includes identifying which buildings are currently used for residential purposes and so would form the basis on which to calculate a number for what new houses might be built in line with the proportional growth target in the Core Strategy.
3. The second is to clarify that there is land within each of the envelopes on which future development can take place. It is not necessary to identify specific plots of land.
4. This work would then provide the basis for the draft neighbourhood plan. It was agreed that, given the very rural nature of the area, the neighbourhood plan should focus on the modest amount of proportional development that might take place.

**Timetable**

5. Samantha explained that the fact that there will be local elections in May meant that no public consultations on neighbourhood plans could take place from the beginning of April. It was agreed that this meant that the first, informal, stage of consultation on our plan could not begin until the middle of May.

**Next Meeting** – It was agreed to meet again at 7.30 pm on Tuesday 10 February 2015. Sylvia Teakle would check the availability of the meeting room and confirm the date and time.

January 2015





**Vowchurch and District Neighbourhood Plan**

**Minutes of Steering Group held at Newton Church Hall on 10 February 2015**

**Those present:**

Harry Franklin	Melvyn Powell	
Liz March	Sylvia Teakle	[Parish Clerk]
Paul Mason	Robert Wilding	
Alan Picton		

Apologies – Evan Williams, Fleur Davies, Richard Griffiths, Jackie Vaux

**Minutes of the meeting on 20 January 2015**

1. The minutes were agreed, subject to adding Harry Franklin's name to and removing Robert Wilding from the list of those attending.

**Work on the Neighbourhood Plan**

2. The outcome of the previous meeting had been agreement that the neighbourhood plan should primarily be concerned with the modest amount of development that would be necessary to meet the objectives in Herefordshire Council's Core Strategy. This reflected the fact that the two village centres of Michaelchurch Escley and Vowchurch provide little scope for any significant development and there is no strong local support for extending their settlement boundaries.

3. It was noted that the immediate work, as agreed on 20 January, was to clarify the settlement boundaries and to establish that there is land within those boundaries which could potentially be available for future development if the neighbourhood plan is supported. Evan Williams had very helpfully done this for Michaelchurch and this was circulated at the meeting. Work on Vowchurch would be done at the beginning of March.

**Work Timetable**

4. It was agreed that the broad timetable for the remaining work plan is broadly as follows -

- a) February/March – clarify settlement boundaries;
- b) March/April – produce a first draft of the neighbourhood plan;
- c) May – informal consultation on the draft plan by Herefordshire Council and with local people;
- d) June/July – revise plan in the light of comments received;
- e) July/August – submit draft to Herefordshire Council for formal assessment process and public referendum;
- f) September/October – publication of final plan.

5. As part of this process it was agreed to hold two public consultation meetings once local and national elections were completed. The meetings would be held as follows -

- Tuesday 19 May at Michaelchurch Escley;
- Thursday 21 May at Vowchurch.

6. Both meetings would be held at 7.30 pm, the second following an early meeting of the Parish Council.

7. Sylvia Teakle would have a notice of the two public meetings put in April issue of the local newsletters.

Parish Council minutes – February 2015

**6. NEIGHBOURHOOD PLAN**

Mr. P. Mason was not present so members were told that following a meeting with Samantha Banks it was now necessary to clarify settlement boundaries – Mr. E. Williams had done Michaelchurch- produce a draft of neighbourhood plan – H.C. to agree draft – public to be consulted at public meetings at Michaelchurch and Vowchurch – revised plan – assessment and referendum – publication of final plan.

Public Meetings: Escleyside Hall Tuesday 19<sup>th</sup> May 2015 at 7.30 p.m.  
Vowchurch Thursday 21<sup>st</sup> May 2015 at 7.30 p.m. following a  
Parish Council Meeting & A.G.M. at 6.30p.m.

Consultation

Advert in the Golden Valley News and Longtown Newsletters (April 2015)

**VOWCHURCH GROUP PARISH COUNCIL**

**There will be an election for Parish Councilors on Thursday 7<sup>th</sup> MAY, 2015  
Nomination Papers will be available from the 23<sup>rd</sup> March 2015 and  
deadline for delivery is Thursday 9<sup>th</sup> April, 2015. Please contact me if  
you require a nomination paper or they can be obtained directly from  
The Electoral Office, Town Hall, Hereford.**

**NEIGHBOURHOOD PLAN.**

**Work has continued on the Plan and having clarified the settlement  
boundaries the draft of the final plan will be submitted to Herefordshire  
Council and be available for consultation by local residents.**

**There will be two Public Meetings for this purpose one a Escleyside Hall  
on Tuesday 17<sup>th</sup> May, and the other at Vowchurch Memorial Hall on Thurs-  
day 19<sup>th</sup> May, 2015 both meetings at 7.30 p.m.**

**Sylvia Teakle**

**Vowchurch and District Neighbourhood Plan**

**Minutes of Steering Group held at Newton Church Hall on 14 April 2015**

**Those present:**

Harry Franklin	Melvyn Powell	
Richard Griffiths	Sylvia Teakle	[Parish Clerk]
Liz March	Jackie Vaux	
Paul Mason	Evan Williams	
Alan Picton		

**Minutes of the meeting on 10 February 2015**

1. The minutes were agreed.

**Work Timetable**

2. The Steering Group noted the timetable that had been agreed at the previous meeting to produce a draft neighbourhood plan and hold two public meetings in May to report back on the outcome of the questionnaire. The dates of the two public meetings were -

- Tuesday 19 May at Michaelchurch Escley;
- Thursday 21 May at Vowchurch.

3. The Group noted the map of the settlement boundaries for Vowchurch which identified the existing houses as distinct from other buildings such as barns and workshops. This map complemented that which Evan Williams had done for Michaelchurch and which was circulated at the meeting.

**Draft Neighbourhood Plan**

4. The Steering Group discussed the draft which had been circulated. It was agreed to revise this in the light of the following comments -

Page 1, paragraph 1 – amend this to suggest that the area will evolve rather than be frozen.

Page 5, paragraph 4, - remove the comment that the response to the questionnaires was good.

Page 6, paragraph 2 – amend this to suggest that new homes should be “in keeping with the existing buildings.”

Page 7 – include positive statements to the effect that we hope to see some new houses being built and that we hope this will include some affordable houses, whilst recognising that the number of new homes will be limited.

**Next Steps**

5. It was agreed to send the revised draft plan to Samantha Banks at the Council to seek her views and to ask for advice about the impact of possible changes to the Core Strategy. It was agreed to meet again as usual on the second Tuesday of May to discuss any response from Samantha and to prepare for the public meetings the following week.

6. It was also agreed to send out an email update about the progress being made with the work and the next steps.

**Next Meeting** – 7.30 pm on Tuesday 12 May 2015 in Newton Church Room.

Advert in the Golden Valley News and Longtown Newsletters (May 2015)

**VOWCHURCH GROUP PARISH COUNCIL - NEIGHBOURHOOD PLAN**

The final plan has now been drafted and will be available for public consultation at the following meetings in May.

**TUESDAY 19<sup>TH</sup> MAY 2015 AT 7.30 P.M. AT ESCLEYSIDE HALL, MICHAELCHURCH.  
Or THURSDAY 21<sup>ST</sup> MAY 2015 AT 7.30P.M. AT VOWCHURCH MEMORIAL HALL.**

31

VOWCHURCH & DISTRICT GROUP PARISH COUNCIL

# **PUBLIC MEETINGS**

**19th MAY at ESCLEYSIDE HALL  
21<sup>st</sup> MAY at VOWCHURCH HALL  
both at 7.30P.M.**

**Please come and discuss the draft Neighbourhood Plan  
and let us have your views on whether it is acceptable for the  
determination of future planning applications**

**Refreshments will be provided**

**Contacts: Paul Mason - 550034 and Sylvia Teakle – 550599**

Parish Council minutes – May 2015	
<b>6. <u>NEIGHBOURHOOD PLAN</u></b>	Mr. Mason gave his report on the Plan so far. A Public Meeting had been called for Tuesday 19 <sup>th</sup> May at 7.30 p.m. at Escleyside Hall to which nobody came apart from Members of the Steering Committee. A further Public Meeting was to be held tonight following the Parish Council Meeting. The Report Mr. Mason had prepared had been looked at by Samantha Banks and she was happy with the text but required the details of the acceptable planning to be more specific. The target for the numbers of houses to be built had been increased by the Inspector and our allocation was now 21, but over the five parishes it was thought that would not be too excessive over the period of the plan.
Parish Council minutes – June 2015	
<b>4 <u>NEIGHBOURHOOD PLAN</u></b>	Mr. Mason explained that more detailed work was required for the N.P. and he was working on a more specific presentation, and he hoped it would be ready for the N.P. Steering Group in July. There was to be talk organised by the C.P.R.E. on the 26 <sup>th</sup> June and Mr. E. Williams said he would try to go.
Parish Council minutes – July 2015	
<b>4 <u>NEIGHBOURHOOD PLAN</u></b>	Mr. Mason explained that the criteria for planning policies is based on the local surveys, and the draft policies, which had been circulated to Councillors, needed to be agreed and supported by the Council. There would be some small changes in the settlements and new maps had been ordered. Mr. Mason therefore proposed that the Council adopt the current draft policies, this was seconded by Mr. E. Williams and carried unanimously.
Parish Council minutes – September 2015	
<b>4 <u>NEIGHBOURHOOD PLAN</u></b>	Mr. Mason reported that two Public Meeting had been arranged 1st at Vowchurch & Turnastone Memorial Hall on the 20 <sup>th</sup> October, 2015 and 2 <sup>nd</sup> at Escleyside Hall on the 22 <sup>nd</sup> October, 2015 both at 7.30 p.m. The meetings were being held to obtain the approval of the public on the draft Plan which will control planning applications in the future. The Plan had now been modified to cover its justification, and whether it was consistent with Core Strategy.
Parish Council minutes – October 2015	
<b>4 <u>NEIGHBOURHOOD PLAN</u></b>	Hard copies of the Neighbourhood plan were available and would be discussed at the Public Meetings to be held on the 20 <sup>th</sup> and 22 <sup>nd</sup> October, 2015.

Advert in the Golden Valley News and Longtown Newsletters (October 2015)

**NEIGHBOURHOOD PLANS**

**PUBLIC MEETINGS**

**Tuesday 20<sup>th</sup> October at Vowchurch Memorial Hall**  
**Thursday 22<sup>nd</sup> October at Escleyside Hall, Michaelchurch**  
**both at 7.30 p.m.**

**The meetings are to discuss the final draft so please come  
to one of them to help write the new  
Neighbourhod Plan.  
Refreshments provided**

**VOWCHURCH & DISTRICT GROUP PARISH  
COUNCIL**

**NEIGHBOURHOOD PLAN**

**PUBLIC MEETINGS**

**TWO MEETINGS WILL BE HELD ON -**

**TUESDAY 20 OCTOBER at VOWCHURCH HALL AT 7.30 PM**

**TUESDAY 22 OCTOBER at ESCLEYSIDE HALL AT 7.30 PM**

**Please come and help us to complete our Neighbourhood Plan**

**We need to talk to people about the results of the survey we carried out  
and about how these will be used in future to assess planning  
applications in the future. This will affect everyone.**

**Refreshments will be provided**

**Contacts: Paul Mason - 550034  
Sylvia Teakle - 550599**

Parish Council minutes – November 2015

4 **NEIGHBOURHOOD PLAN**

Mr. P. Mason was unable to attend the meeting but had reported that the revised draft was now with the Council to be judged suitable to be seen by other agencies before going to an independent inspector . The inspector will ensure that our plan conforms with planning policies and particularly the Core Strategy. All those with property interests in Vowchurch and Michaelchurch had been contacted to ensure that they were aware of what was in the Neighbourhood Plan. The work to be done on the plan by the inspector will probably mean that the referendum will take place in the Spring of 2016.

**2016**

Formal consultation on draft Neighbourhood Plan

Parish Council minutes – January 2016

4 **NEIGHBOURHOOD PLAN**

Mr. Mason said that Herefordshire Council now wished the Parish Council to endorse the latest draft of the Neighbourhood Plan before it goes to the Inspector for checking, and subsequent referendum on the Spring

A copy had been sent to each Councillor and after discussion it was proposed by

Mr. A Picton that the Plan be supported and endorsed by the Council. This was seconded by Mr. D. Price and agreed unanimously. Mr. Mason was warmly thanked for his effort in preparing the Plan which had entailed a lot of hard work and the Council were extremely grateful. Dorstone had asked V.P.C. to endorse their Neighbourhood Plan. Councillors had been informed of their website and asked to read the Plan which was very comprehensive. It was agreed that the Clerk write to Dorstone congratulating them on the plan and confirming our endorsement.

Advert in the Golden Valley News and Longtown Newsletters (February 2016)

**VOWCHURCH GROUP PARISH COUNCIL**

**Neighbourhood Plan**

Following public meetings in October, to which all residents were invited, a draft Neighbourhood Plan has been submitted to Herefordshire Council.

This plan sets out the policies which we have developed to reflect the views that local people expressed in the questionnaire last year about developments in our five parishes. If supported in a local referendum these policies will be used to assess planning applications in future,

If anyone wishes to see the draft plan we would be very happy to provide a paper or digital copy. Herefordshire Council's Core Strategy, which sets out where new homes might be built in future, can be seen on the Council's website – under Planning.

For further information contact:-

Paul Mason 01981 550034

or

Sylvia Teakle 01981 550599

paulmason@waitrose.com

[sylviateakle270@btinternet.com](mailto:sylviateakle270@btinternet.com)

**Vowchurch and District Group  
Parish Council**

**Neighbourhood Plan**

*Please let us have your comments on the draft  
Neighbourhood Plan*



- The plan can be viewed on our website at –  
<http://www.5escleydore.org.uk>
- You can also receive a copy by email from –  
[paulmason@waitrose.com](mailto:paulmason@waitrose.com)
- to receive a paper copy of the draft plan contact – the Parish Clerk (telephone number 01981 550599, email –  
[parishclerk@vowchurch-gpc.org.uk](mailto:parishclerk@vowchurch-gpc.org.uk)).

Send your comments to Sylvia Teakle, the Parish Clerk or Paul Mason using the email addresses above.

**Please let us have your comments by Monday 2 May 2016.**

Parish Council – March 2016

**6 NEIGHBOURHOOD PLAN**

Copies of the Neighbourhood Plan had been circulated to Councillors. Whilst delivering copies of the Plan to residents in Vowchurch, one queried the settlement boundary attached to the plan in the vicinity of Commerce House. After a short discussion on the boundary, it was agreed that Mr. Mason should inform the person who had raised the question that the boundary had been agreed during the process of consulting local people over more than two years and was therefore not going to be altered.

Advert in the Golden Valley News and Longtown Newsletters (April 2016)

**VOWCHURCH GROUP PARISH COUNCIL**  
**NEIGHBOURHOOD PLAN**

**Our draft Neighbourhood Plan is now available for your comments.**  
**The Plan can be viewed on our website at –<http://www.5escleydore.org.uk>**  
**You can also receive a copy by email from - [paulmason@waitrose.com](mailto:paulmason@waitrose.com)**  
**If you wish to receive a paper copy of the draft plan contact:**  
**The Parish Clerk- telephone number 01981 550599**  
**Or email- [parishclerk@vowchurch-gpc.org.uk](mailto:parishclerk@vowchurch-gpc.org.uk)**  
**Please let us have your comments by 2<sup>nd</sup> May, 2016**  
**If you have any questions about the plan please contact Paul Mason**  
**01981 550034 or use the email address above.**

Outcome of consultation

Parish Council minutes – June 2016

**6. NEIGHBOURHOOD PLAN**

Mr. Mason reported on discussions with Herefordshire Council about their comments on the draft N.P. Following discussion, the Parish Council agreed that the plan should continue to make it clear that our expectation is that most new housing developments in the five parishes during the planning period to 2031 will take place outside the village settlement boundaries. This reflects the historic pattern of development. At the same time it was confirmed that there is scope for housing developments within the two villages identified in the Core Strategy

and in Lower Maes-coed.

The Council also agreed that the settlement boundaries for Michaelchurch Escley and Vowchurch should not be substantially changed in the light of comments made during the formal consultation. In particular land that is currently used for agriculture would not be excluded from the boundary. The only changes that would be made would be as a result of bringing the boundaries up to date using criteria provided for neighbourhood plans.

Advert in the Golden Valley News and Longtown Newsletters (June 2016)

**VOWCHURCH GROUP PARISH COUNCIL**

**Neighbourhood Plan**

The Parish Council is in the process of considering the comments which have been received on the draft Neighbourhood Plan. Comments made raised issues about the proposed settlement boundaries which will need careful consideration and discussion with Herefordshire Council. Once we have reached a decision we will put a revised draft plan and maps of the settlement boundaries on the website for people to see.

Paul Mason

The website is at:- <http://www.5escleydore.org.uk>.

Parish Council minutes – July 2016

6. **NEIGHBOURHOOD PLAN**

The latest draft plan had been circulated to Councillors and we were awaiting comments from Herefordshire Council.

Parish Council minutes – August 2016

6. **NEIGHBOURHOOD PLAN**

A copy of the Plan had been sent to each Councillor by post so that the draft could be approved by the Council. After this the draft plan would be submitted to an independent inspector who would assess the plan. The draft would need to be accompanied by a statement which showed that the plan was consistent with local national and EU policies and by a paper which described the consultation process, and demonstrated that the plan was based on the views of local people. The plan was approved by the Council.

## Appendix 2

### 2014 Questionnaire and results

#### Letter sent with questionnaires

Dear Fellow Resident,

#### **Questionnaire for a Neighbourhood Plan for the Parishes of Michaelchurch Escley, Newton, St. Margaret's, Turnastone and Vowchurch**

I would like to invite you to complete a questionnaire and contribute to the development of a Neighbourhood Plan for our five parishes. This is an individual questionnaire for you to fill in personally. All the information that is collected will be anonymous.

If you have any questions about the questionnaire or if you need more copies, please contact one of the following members of the Steering Group, depending on the parish in which you live.

**Contacts -** Michaelchurch - Harry Franklin and Evan Williams  
Newton – Jackie Vaux  
St. Margaret's – Paul Mason  
Turnastone – Sylvia Teakle and Liz March  
Vowchurch – Richard Griffiths, Alan Picton and Melvin Powell

#### **Please complete the questionnaire by 3 October 2014**

When you have completed your questionnaire, please place it in the box in the porch of the local church. Alternatively you may wish to hand it to your local parish councillor or deliver it to the Parish Clerk in Turnastone.

We need as many people as possible to complete a questionnaire so that we have the widest possible views on the range of issues that local people have identified as being of most importance to them.

Paul Mason, Chairman,  
Neighbourhood Plan Steering Group

Questionnaire issued in September 2014

**VOWCHURCH & DISTRICT GROUP PARISH COUNCIL**

**QUESTIONNAIRE**

**FOR A**

**NEIGHBOURHOOD PLAN**

**FOR THE PARISHES OF**

**MICHAELCHURCH, NEWTON, ST.MARGARET'S,  
TURNASTONE & VOWCHURCH**

Local people can influence developments in their area by agreeing a Neighbourhood Plan. This influences the location and type of developments, consistent with Herefordshire Council's own plans for housing and the local economy.

Plans can identify sites for housing, including affordable housing, sites for local businesses, and sites for community use which are most relevant to the local area. They can also provide guidance suggesting whether housing should be in keeping with existing building styles and whether they should be carbon neutral.

Herefordshire Council has identified Michaelchurch and Vowchurch as villages in the Golden Valley in which some proportionate development can take place in the period up to 2031. The amount of development could be relatively modest, in the region of 12% or more of the number of the existing houses in the two village centres.

This questionnaire has been developed to reflect the views that have been expressed at public meetings, as well as views collected in the preparation of a Parish Plan. The questionnaire will enable us to seek the views of as many local residents as possible as well as others with a direct interest in the area. Everyone over the age of 16 can complete a questionnaire.

Once a plan is adopted, it will be used by Herefordshire Council when assessing future planning applications.

By completing this questionnaire you will contribute to the development of such a Plan, which must reflect the views of local people.

Please take the time to complete this questionnaire. Your responses will be treated as confidential and all the information we collect and publish will be completely anonymous.

You have until 3 October 2014 to complete the forms when they can be returned by placing them in collection boxes in Church Porches; handing them to your local contact or local parish councillor; or delivering them to the Parish Clerk in Turnastone.

**Parishes of Michaelchurch, Newton, St Margaret's, Turnastone and Vowchurch**

**Questionnaire for a Neighbourhood Plan**

**The questions in this questionnaire are all for completion by the residents of the five parishes and by people who have an interest in the parishes**

**MICHAELCHURCH ESCLEY**

**Q1 What kind of housing is needed in Michaelchurch in the next few years?**

Tick all that apply

- Starter homes – 1 to 2 bedrooms**
- Family homes – 2 to 3 bedrooms**
- None**

**Q2 What types of housing should be built in Michaelchurch in the next few years?**

Tick one box per row

- |   | <b>Yes</b>               | <b>No</b>                | <b>No opinion</b>        |
|---|--------------------------|--------------------------|--------------------------|
| <b>Privately owned houses</b>                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Housing Association affordable houses for rent</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Part rent, part ownership houses</b>               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Q3 If new houses are built in Michaelchurch should they be -**

Tick one box per row

- |  | <b>Yes</b>               | <b>No</b>                | <b>No opinion</b>        |
|--|--------------------------|--------------------------|--------------------------|
| <b>Within the areas shown on the map</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>On land between the two areas</b>     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Outside the two areas</b>             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Please define which areas -**

**VOWCHURCH**

**Q4 What kind of housing is needed in Vowchurch in the next few years?**

Tick all that apply

- Starter homes – 1 to 2 bedrooms**
- Family homes – 2 to 3 bedrooms**
- None**

**Q5 What types of housing should be built in Vowchurch in the next few years?**

Tick one box per row

- |   | <b>Yes</b>               | <b>No</b>                | <b>No opinion</b>        |
|---|--------------------------|--------------------------|--------------------------|
| <b>Privately owned houses</b>           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Housing Association</b>              |                          |                          |                          |
| <b>affordable houses for rent</b>       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Part rent, part ownership houses</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Q6 If new houses are built in Vowchurch should they be:**

Tick one box per row

- |  | <b>Yes</b>               | <b>No</b>                | <b>No opinion</b>        |
|--|--------------------------|--------------------------|--------------------------|
| <b>Within the area shown on the map</b>                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Beyond this area towards the B4348 to Hay on Wye</b>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Beyond this area and including Turnastone village</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**MICHAELCHURCH & VOWCHURCH**

**Q7 If new houses are built in Michaelchurch and Vowchurch should they be**

Tick one box per row

- |   | <b>Yes</b>               | <b>No</b>                | <b>No opinion</b>        |
|---|--------------------------|--------------------------|--------------------------|
| <b>In keeping with traditional local houses</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Modern design</b>                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Should all new houses be carbon neutral</b>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Q8 Do you agree with converting redundant building for any of the following?**

Tick one box per row

- |   | <b>Yes</b>               | <b>No</b>                | <b>No opinion</b>        |
|---|--------------------------|--------------------------|--------------------------|
| <b>Local families to live in</b>          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Holiday lets or other tourism uses</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Workshops/small business units**

**Q9 Would you be happy to see the development of small businesses in the area?**

Tick one box per row

**Yes No No opinion**

**Small scale manufacturing**     
**Workshops**     
**Farm diversification – shops, crafts etc.**

**Q10 Should the Neighbourhood Plan include the development of tourism facilities in the villages?**

**Yes No No opinion**

**Q11 If tourism facilities are developed would you like to see any of the following**

Tick one box per option

**Yes No No opinion**

**Bed and breakfast accommodation**     
**Short term holiday lets**

**Q12 Should there be clear limitations on external lights on future developments?**

**Yes No No opinion**

**Q13 About you**

Please tick which of the following applies to you

**a) Male**  **Female**

**b) 16 - 24**  **25 – 44**   
**45 - 59**  **60 – 74**   
**75 plus**

**c) In which parish do you live -**



- Michaelchurch Escley**
- Newton**
- St Margaret's**
- Turnastone**
- Vowchurch**

d) **If you do not live in the area, in which parish(es) do you have an interest -**

- Michaelchurch Escley**
- Newton**
- St Margaret's**
- Turnastone**
- Vowchurch**

**Vowchurch Group Parish Council, and its Steering Group, would like to thank you for taking the time to complete this questionnaire, and confirm that all your responses will be treated as confidential.**

## Parishes of Michaelchurch, Newton, St Margaret's, Turnastone and Vowchurch

### Results of Questionnaire for a Neighbourhood Plan

#### Q1 What kind of housing is needed in Michaelchurch in the next few years?

	Michaelchurch responses	Newton responses	St Margaret's responses	Turnastone responses	Vowchurch responses	Total responses
Starter homes – 1 to 2 bedrooms	17	5	7	7	16	52
Family homes – 2 to 3 bedrooms	18	7	16	9	13	63
None	8	5	4	2	8	27

#### Q2 What types of housing should be built in Michaelchurch in the next few years?

	Michaelchurch responses			Newton responses			St Margaret's responses			Turnastone responses			Vowchurch responses			Total responses		
	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op
Privately owned houses	20	3	3	5	4	0	12	6	0	9	0	1	14	8	5	60 (67%)	21 (23%)	9 (10%)
Housing Association affordable houses for rent	16	5	4	6	5	0	11	6	1	5	0	4	12	8	5	50 (57%)	24 (27%)	14 (16%)
Part rent, part ownership houses	17	5	5	6	5	0	11	7	1	8	0	3	11	7	8	53 (56%)	24 (26%)	17 (18%)

#### Q3 If new houses are built in Michaelchurch should they be -

	Michaelchurch responses			Newton responses			St Margaret's responses			Turnastone responses			Vowchurch responses			Total responses		
	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op
Within the areas shown on the map	22	4	3	2	4	5	12	3	5	7	0	4	15	2	10	58 (59%)	13 (13%)	27 (28%)
On land between the two areas	14	5	3	2	2	4	6	6	6	5	2	3	5	8	10	32 (40%)	23 (28%)	26 (32%)
Outside the two areas	11	9	2	1	3	4	1	9	6	2	2	2	3	8	11	18 (24%)	31 (42%)	25 (34%)



**Q4 What kind of housing is needed in Vowchurch in the next few years?**

	Michaelchurch responses	Newton responses	St Margaret's responses	Turnastone responses	Vowchurch responses	Total responses
Starter homes – 1 to 2 bedrooms	10	5	11	6	18	<b>50</b>
Family homes – 2 to 3 bedrooms	12	8	16	7	18	<b>61</b>
None	4	4	7	5	12	<b>32</b>

**Q5 What types of housing should be built in Vowchurch in the next few years?**

	Michaelchurch responses			Newton responses			St Margaret's responses			Turnastone responses			Vowchurch responses			Total responses		
	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op
Privately owned houses	11	2	3	6	2	0	13	4	2	8	0	2	18	12	3	<b>56</b> <b>(65 %)</b>	<b>20</b> <b>(23 %)</b>	<b>10</b> <b>(12 %)</b>
Housing Association affordable houses for rent	8	5	3	5	4	0	9	8	1	4	2	2	11	12	4	<b>37</b> <b>(47 %)</b>	<b>31</b> <b>(40 %)</b>	<b>10</b> <b>(13 %)</b>
Part rent, part ownership houses	11	2	4	7	3	0	11	8	0	8	1	3	13	9	5	<b>50</b> <b>(59 %)</b>	<b>23</b> <b>(27 %)</b>	<b>12</b> <b>(14 %)</b>

**Q6 If new houses are built in Vowchurch should they be:**

	Michaelchurch responses			Newton responses			St Margaret's responses			Turnastone responses			Vowchurch responses			Total responses		
	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op
Within the area shown on the map	10	3	3	3	3	4	9	5	5	5	3	3	23	4	2	<b>50</b> <b>(59 %)</b>	<b>18</b> <b>(21 %)</b>	<b>17</b> <b>(20 %)</b>
Beyond this area towards the B4348	8	6	4	0	4	4	6	7	5	4	4	2	9	19	1	<b>27</b> <b>(33 %)</b>	<b>40</b> <b>(48 %)</b>	<b>16</b> <b>(19 %)</b>
Beyond this area and including Turnastone	9	6	3	2	3	4	3	9	6	5	5	1	8	15	4	<b>27</b> <b>(32 %)</b>	<b>38</b> <b>(46 %)</b>	<b>18</b> <b>(22 %)</b>

**Q7 If new houses are built in Michaelchurch and Vowchurch should they be**

	Michaelchurch responses			Newton responses			St Margaret's responses			Turnastone responses			Vowchurch responses			Total responses		
	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op
In keeping with traditional local houses	29	0	0	9	0	1	18	0	2	10	0	2	28	0	2	<b>94</b> <b>(93%)</b>	<b>0</b>	<b>7</b> <b>(7%)</b>
Modern design	7	16	1	3	4	0	4	12	3	2	4	2	3	15	3	<b>19</b> <b>(24%)</b>	<b>51</b> <b>(65%)</b>	<b>9</b> <b>(11%)</b>
Should all new houses be carbon neutral	9	10	8	4	4	1	10	5	4	5	3	4	14	4	10	<b>42</b> <b>(44%)</b>	<b>26</b> <b>(27%)</b>	<b>27</b> <b>(29%)</b>

**Q8 Do you agree with converting redundant building for any of the following?**

	Michaelchurch responses			Newton responses			St Margaret's responses			Turnastone responses			Vowchurch responses			Total responses		
	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op
Local families to live in	29	1	2	10	1	0	18	2	0	12	0	2	26	4	2	<b>95</b> <b>(87%)</b>	<b>8</b> <b>(7%)</b>	<b>6</b> <b>(6%)</b>
Holiday lets or other tourism uses	16	12	2	1	7	1	9	9	2	8	1	2	13	13	2	<b>47</b> <b>(48%)</b>	<b>42</b> <b>(43%)</b>	<b>9</b> <b>(9%)</b>
Workshops/ small business units	15	7	3	8	2	1	13	7	1	10	1	0	22	7	1	<b>68</b> <b>(69%)</b>	<b>24</b> <b>(24%)</b>	<b>6</b> <b>(6%)</b>

**Q9 Would you be happy to see the development of small businesses in the area?**

	Michaelchurch responses			Newton responses			St Margaret's responses			Turnastone responses			Vowchurch responses			Total responses		
	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op
Small scale manufacturing	15	11	2	8	0	1	9	9	2	8	4	0	15	12	4	<b>55</b> <b>(55%)</b>	<b>36</b> <b>(36%)</b>	<b>9</b> <b>(9%)</b>
Workshops	21	6	1	7	4	1	13	4	2	12	2	0	21	6	1	<b>74</b> <b>(73%)</b>	<b>22</b> <b>(22%)</b>	<b>5</b> <b>(5%)</b>
Farm	23	4	1	6	3	0	13	5	1	13	1	0	22	7	2	<b>77</b>	<b>20</b>	<b>4</b>

Diversification																			(76 %)	(20 %)	(4%)
-----------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--------	--------	------

**Q10 Should the Neighbourhood Plan include the development of tourism facilities in the villages?**

Michaelchurch responses			Newton responses			St Margaret's responses			Turnastone responses			Vowchurch responses			Total responses		
Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op
15	9	7	4	7	1	7	8	4	9	2	3	12	15	6	<b>47</b> <b>(43 %)</b>	<b>41</b> <b>(38 %)</b>	<b>21</b> <b>(19 %)</b>

**Q11 If tourism facilities are developed would you like to see any of the following**

	Michaelchurch responses			Newton responses			St Margaret's responses			Turnastone responses			Vowchurch responses			Total responses		
	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op
Bed and breakfast accommodation	18	6	7	4	5	2	12	5	2	9	2	3	16	9	5	<b>59</b> <b>(56 %)</b>	<b>27</b> <b>(26 %)</b>	<b>19</b> <b>(18 %)</b>
Short term holiday lets	12	9	6	4	6	0	8	9	2	8	2	4	13	11	5	<b>45</b> <b>(46 %)</b>	<b>37</b> <b>(37 %)</b>	<b>17</b> <b>(17 %)</b>

**Q12 Should there be clear limitations on external lights on future developments?**

Michaelchurch responses			Newton responses			St Margaret's responses			Turnastone responses			Vowchurch responses			Total responses		
Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op	Yes	No	No Op
26	2	2	4	3	2	18	0	1	13	0	0	34	0	6	<b>95</b> <b>(85 %)</b>	<b>5</b> <b>(5%)</b>	<b>11</b> <b>(10 %)</b>

**Appendix 3**

**Regulation 14 Consultation – List of statutory and other bodies consulted**

Highways England  
RWE N Power Renewables Ltd  
Campaign to Protect Rural England  
Hereford and Worcester Chamber of Commerce  
Woodland Trust  
Herefordshire Nature Trust  
Homes and Community Agency  
Natural England  
Natural Resources Wales  
Historic England  
English Heritage  
National Trust  
Environment Agency  
The Coal Authority  
SHWG Planning  
Arriva Trains Wales  
Wye Valley NHS Trust  
Hereford Civic Society  
Dwr Cymru Welsh Water  
Severn Trent Water  
Herefordshire Council  
Dorstone Parish Council  
Ewyas Harold Parish Council  
Peterchurch Parish Council

## Summary of comments received during Regulation 14 Consultation and Parish Council response

Responder	Neighbourhood Plan Policy	Summary of comments	Parish Council Position
HCC – Planning Services	1	Draft conforms to LD1-LD4	Noted
HCC – Planning Services	2	Concern about whether there will be enough buildings for conversion, or proposals for new buildings	Noted
HCC – Planning Services	3	Conforms to RA3, but does not adds to Core Strategy	Noted, but retain policy
HCC – Planning Services	4	Conforms to Core Strategy	Noted
HCC – Planning Services	5	Conforms to SD1, amendments suggested	Amendments adopted
HCC – Planning Services	6	Conforms to H1	Noted
HCC – Planning Services	7	Conforms to SD1	Noted.
HCC – Planning Services	8	Conforms to RA6: could this be adapted to provide a more localised relevance?	Noted
HCC – Planning Services	9	Conforms to E4	Noted
HCC – Development management		General issue about whether settlement boundaries are drawn widely enough to allow for growth. Also no boundary is provided for Lower Maes-coed	There is sufficient land within the proposed settlement boundaries for proportionate housing growth in Michaelchurch and Vowchurch. The designation of a settlement boundary for Lower Maes-coed would not reflect the historic development pattern.
HCC – Transportation and Highways		Suggest reference to cycling route through Golden Valley and support for bus services	Noted – though these were not identified as priorities by local people.
HCC – Environmental Health		Suggest addition to Policy 7 – impact on residents’ amenity to be protected	Accepted



Historic England		Supports the vision and objectives in the plan	Noted
Natural England		No specific comments	
Severn Trent Water		No comments	
Campaign to Protect Rural England		No specific comments. General encouragement to adopt policies which protect the countryside	Noted
Dorstone Parish Council		No specific comments	Noted
Ms B Waites		Support to enable families to move into the area	Noted
Ms Aylett		Support the need for housing for local people and stress the need to control light pollution	Noted
Ms A Carding and Mr G Whitmarsh		Concern about the draft Vowchurch settlement boundary	Noted – the Parish Council does not agree, see amended plan
Mr Waistell		Concern about the draft Vowchurch settlement boundary	Noted – the Parish Council has adopted some of the suggestions, see amended plan