

# **HOW CAPLE, SOLLERSHOPE and YATTON NEIGHBOURHOOD DEVELOPMENT PLAN 2011-2031**



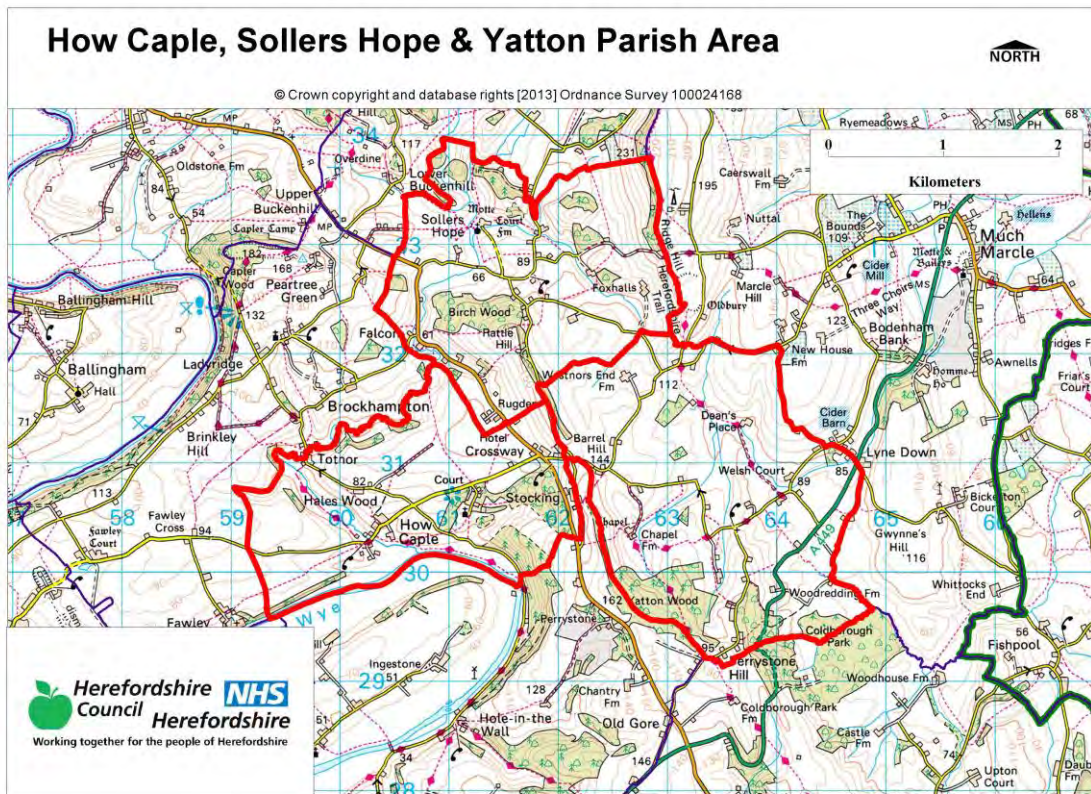
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## **1. Introduction**

The three parishes of How Caple, Sollershope and Yatton, part of Old Gore Ward within the County of Herefordshire, have a Group Parish Council consisting of three Councillors from each of the constituent parishes, served by a Parish Clerk.

The Group Parish Council (PC) resolved in July 2013 to apply for designation of a Neighbourhood Area under the provisions of the Localism Act of 2011. In October 2013 the Neighbourhood Area was designated and a Steering Group was formed in August 2014 in order to develop a Neighbourhood Development Plan for the three parishes covering the period up to 2031.



The Plan area lies in the south east of the county, approximately bordered on the east by the A449 road (Ross-on-Wye to Ledbury), to the west by part of the River Wye and alongside the B4224 . To the north-east is Much Marcle village with the Marcle ridge forming part of the north-east boundary.



*Marcle Ridge from Yatton*

## **2. The area in context**

Herefordshire is one of the most rural and least densely populated counties in England. Only Northumberland and Cumbria are less densely populated.

**Herefordshire's population density is 84/km<sup>2</sup> (mid 2014 estimate) and the population is overwhelmingly white (98.2% - 2011 census ).** Land use is predominantly agricultural. Employment is in agriculture, manufacturing and service industries, both public and private.

How Caple, Sollershope and Yatton are typical of this pattern within the county. There are no significant clusters of housing, employment or industry to be found. The settlements are scattered with none of the traditional centres for village life, such as a village hall or public house. Half the population of the three parishes do not work or work from home while 38% work outside the parishes.

The number of households in each of the parishes is:

- How Caple            58
- Sollershope        46
- Yatton                61

*(source: physical count at questionnaire delivery March 2016)*

A large proportion of the Plan area is an Area of Outstanding Natural Beauty



(AONB). Limited housing growth is expected in the Plan area as outlined in Policy RA3 within the Core Strategy. More detail is in section 6.

### **3. Key Issues**

The public consultation process described below highlighted a number of key issues, concerns and attributes which residents were concerned about and these are key to our formulation of the proposed policies contained herein.

In summary, these were:

- whatever we do should not compromise the essential nature and character of the area and its outstanding rural views and qualities
- woodlands and hedgerows need to be protected
- the built heritage should also be protected
- there is a shortage of affordable homes. There is no desire for major development but conversion of redundant buildings to help create homes and employment would be supported subject to the provisions of Housing Policy ref: HSG- 1C
- carefully managed development of tourism would be welcomed provided there was no unacceptable impact on the environment
- there was concern about the state of roads and communications
- there is a lack of community centres and facilities.

### **4. Neighbourhood Development Plan (the Plan) Process**

The Steering Group consists of two members of the PC and two members of the public, supported by the Parish Clerk. It reports to the PC under Terms of Reference established by the Parish Council in August 2014 (copy at annex 8). These Terms of Reference were re-confirmed at a meeting of the Parish Council on 21<sup>st</sup> March 2017.

The Plan area is shown in a map at annex 1.

Reports of the Steering Group to the PC, records of the group meetings and all key supporting documents are available for review on the Parish Council website-

[www.howcapesollersshopeyatton.org.uk](http://www.howcapesollersshopeyatton.org.uk)

The Plan provides a vision statement and a set of clear objectives, leading to five detailed policies, designed to cover the main planning requirements for the area until 2031 in support of the Herefordshire Core Strategy.

Constructed after extensive consultation with the residents of the three parishes, the Plan gives local people the opportunity to have an influence over the future sustainability and development of their community.

The Plan must be in accord with the National Planning Policy Framework (NPPF) and National Planning Policy Guidance, and, as part of the Local Plan for Herefordshire, must conform to the strategic policies of the Herefordshire Core Strategy. As such, the Plan policies must be taken as a whole with the Core Strategy and will be in force until 2031.

All funding for the development of the Plan has been provided by central grants. No costs have been placed on the Parish Council precept. A summary of the funding source and amounts is at annex 2.

The help and advice provided by Herefordshire Council Planning Staff is gratefully acknowledged.

## **5. Public Engagement in developing the Plan**

Our Plan is reflective of the views of residents of the three parishes. The policies have been developed to reflect the wishes of the residents. The views of residents have been sought and fed back to the public as an integral part of the process.

In June 2013 there was an initial presentation to members of How Caple, Sollershope and Yatton Parish Council members and local residents by Herefordshire Council Planning Team. This event also included members of Brockhampton with Much Fawley Parish Council and residents and was held at Brockhampton Village Hall.

In July 2013 How Caple, Sollershope and Yatton Parish Council (the PC) adopted a resolution to apply for designation of a Neighbourhood Area. This was submitted in August 2013 and designation was confirmed in October 2013.

The next step in involving the residents was a letter from the PC to all households in March 2014 explaining the opportunity to create a Plan. A public presentation was held at How Caple Grange on 8<sup>th</sup> April 2014. Between April 2014 and July 2014 meetings were held of those residents interested in joining the Steering Group. The Steering Group was formed under the auspices of the PC in August 2014.

In December 2014 the first tranche of funding came through. This was followed by the second tranche in September 2015

In October 2015 a Public Consultation was held over two separate days at How Caple Grange. The Steering Group had prepared some information and statistics about the parishes but the prime purpose was to give residents the opportunity to put forward their views and concerns, and to capture their ideas about what was important to them and their families. A very simple exercise where members

of the public wrote their ideas on post-it notes under broad categories of interest provided the Steering Group with sufficient guidance as to general priorities of interest and concern. This enabled the identification of a number of potential policy headings for the construction of a Plan.

A firm of consultants, Data Orchard, experienced in Herefordshire Plans, was engaged to work with the Steering Group to develop a set of questions designed **to elicit residents' views and opinions in more detail and in a structured way but** broadly based around the information provided by that public event. A questionnaire was produced, subjected to several reviews and iterations and approved by the PC.

The questionnaire was hand-delivered to all residents aged 16 and over during March 2016. Arrangements were made at the same time for completed copies to be hand-collected wherever possible some two weeks later, with a closing date of 31<sup>st</sup> March. The process was completely anonymous and all responses, unopened, were forwarded to Data Orchard for analysis. This virtually one-to-one approach, although time-consuming, proved to be worthwhile as we enjoyed a response rate of around 80%. We were thus assured that we were collecting representative views of a very substantial majority of the population.

The survey questionnaire is referenced at annex 3

In June 2016 the Steering Group received a comprehensive report and analysis from the Consultants. Wherever possible, responses were presented by individual parish as well as being consolidated for the group of three. In many areas of the survey residents were asked for comments as well as answering specific questions and these were also returned to the steering group, anonymously.

A summary of the Survey distribution and response statistics is at annex 4. At annex 5 is a summary of some of the demographic data collected anonymously in the survey.

The first draft policies were prepared by the end of October 2016.

An open meeting was held on November 8<sup>th</sup> 2016 at How Caple Grange where those draft policies and supporting information for Vision/Objectives, Environment and Housing were presented for public comment. The opportunity was **also taken to provide an update on the Steering Group's work and to display** more detailed information on the survey results.



*Public Open Events were held at How Caple Grange*

The public response to the three policy sections presented to them was strongly in support, with just minor changes to the wording of the Environment Policy with reference to heritage sites.

Throughout, regular reports have been provided to the PC whose members have also been given the opportunity to comment on draft policies as they are prepared.

A further Public Consultation was held at How Caple Grange on 21<sup>st</sup> March 2017 where the remaining draft policies and any amendments following the previous consultations were presented. The draft Plan at this stage was also made available in hard copy for scrutiny at this event. This proved to be popular with those attending.

## **6. The Parishes - evidence base**

The latest census (2011) provides limited specific information for the three individual parishes and for the group parish. For example the census showed the population of How Caple at 118, with 188 in combined Sollershope and Yatton figures - a group total of 326.



Within Old Gore Ward How Caple was part of the Hole in the Wall Lower Super Output Area (LSOA) while Sollershope and Yatton were in The Slip LSOA. Nevertheless, the Steering Group was able to extrapolate data from the census **which, together with the information gained via the Residents' survey and other** local data, enabled them to make informed proposals for the development of policies.

How Caple is astride the B4224 while Yatton is almost entirely west of the A449 with the exception of five households which lie east of the A449. The B4224 just clips the boundary of Sollershope but essentially this parish has no A or B class roads within it.

The A449 is normally not an exceptionally busy road but whenever there is a problem on the M50 the A449 is the normal diversion route and can then carry heavy traffic.

The B4224 is a favoured route into Hereford for anyone going to the railway station, hospitals, colleges and any part of the south-eastern part of the city. Where it passes through our Plan area much of it is subject to a 50mph speed limit but residents frequently express concern over non-observance of the limit. At peak times this can be a busy road.

The group parish contains 165 households (figures from individual Survey distribution). According to the 2011 census the population of the group was 326 (all ages). The Steering Group figures for those aged 16 and over in the **Residents' Survey of 2016 was 291. This would indicate** (given the difference in date lines) around 30-40 children under the age of 16 assumed to be living in the group parish.

Because the Steering Group went to great pains to distribute the survey questionnaire to all households and then personally collect completed forms, it has considerable confidence in the data so provided, Indeed, a response rate of over 80% endorses that confidence.

Within the Parishes there are 20.3 km/12.6 miles of non-A or B class roads which are serviced by the Lengthsman programme and 27.7 km/17.2 miles of footpaths. In such rural parishes these items are a particular source of concern to residents and these are addressed in our Environment Policy ENV1.

Again extrapolating from the 2011 census figures for Old Gore ward, this Plan area has over 20% of its housing containing 5 or more bedrooms. Almost two-thirds of households (62%) have 2 or more cars, compared with the County average of 42%. Over a third in the Ward (35%) have level 4 education (degree level or above) compared with a County figure of 27.5%.

## **The Built Environment**

Heritage Sites and other places of note in the Parishes

### **How Caple**

The village of How Caple was mentioned in the Domesday Book. It is situated in the old Hundred of Greytree. The village church of St Andrew and St Mary dates in part to 1210. The side chapel was added in the late 17<sup>th</sup> century by Sir William Gregory, Speaker of the House of Commons.

In the Churchyard is a group of three memorials (grade 2 listed) and a group of two chest tombs, also grade 2.

Two privately-owned houses of Grade 2 listed status are located in How Caple. How Caple Court and Gardens, with adjoining stable and outbuildings, dates from the early 17<sup>th</sup> century and is nowadays a wedding venue.

The other is Garraway House, a former rectory also dating from the 17<sup>th</sup> century. In addition there are two barns of grade 2 listing located to the north and north east of How Caple Court at distances of approximately 20 and 50 metres from the house.

*Sources: Church of England; English Heritage; individual websites*

### **Sollershope**

Sollershope can claim a history dating back to Roman times - a tump behind the church is a remnant of a Roman camp. The village church, St. Michael, dates from the 14<sup>th</sup> century and is linked to the Whittington family who lived in the village from 1300 to 1546. Robert Whittington, elder brother of Dick (Lord Mayor of London) is credited with having built the church.

In the churchyard are the remains of a medieval cross (15<sup>th</sup> century) and several 17<sup>th</sup> century gravestones. Also here is the Thomas Addis memorial (1808) which has grade 2 listing.

There are several grade 2 listed buildings in Sollershope, namely:

Hurstans - a late 17<sup>th</sup> century/early 18c farmhouse

Lyndalls - a late 16c or early 17c farmhouse

Rock Farmhouse - 18c

Sollershope Court - 16c and 17c (home to the Whittingtons for some time).

The Falcon - 18c, now a bed and breakfast establishment

In the grounds of the Court is a motte, probably the remains of a timber castle which was in use before the 14<sup>th</sup> century.

Two barns and stables also enjoy grade 2 listed status, as do a hop kiln, a granary and a wain house

*Sources: Church of England; Historic England; Individual websites.*

### **Yatton**

Yatton ("place at the pass" or "gate") was mentioned in the Domesday Book (1086). The village church, All Saints, is the youngest in the three parishes having been built in 1841 by William Roberts of Chepstow. It is grade 2 listed.

Not far from All Saints is Yatton Chapel, dating from Norman times with some 12<sup>th</sup> century features and containing two 12c fonts. The Chapel, not in current use, is also grade 2 listed.

There are several grade 2 listed buildings in the village:

**Dean's Place** - a farmhouse dating from the late 16<sup>th</sup> or early 17<sup>th</sup> centuries

**Fiddler's Bank - of much the same age as Dean's Place**

Welsh Court - early to mid 19<sup>th</sup> century

Chapel Farmhouse (adjacent to Yatton Chapel) - late 16c/early 17c

Westnorsend Farmhouse - parts dating from 16 c with a barn of similar age.

**Near to Dean's Place is hop kiln and stowage, also enjoying grade 2 listing.**

*Sources: Church of England; Herefordshire through Time; English Heritage*

There is no record of any outstanding appeals or enforcement actions concerning any of the listed buildings in the three parishes.

## **The Green Environment**

The western parts of Yatton and Sollershope, and the whole of How Caple, lie within the Wye Valley Area of Outstanding Natural Beauty. Our Plan emphasises the need and desire to protect the natural environment for the benefit of human inhabitants and for the benefit of wildlife. The beautiful vistas to which we have become accustomed in the area are critical to the carefully managed growth in tourism envisaged in our Plan.

We have two Sites of Special Scientific Interest (SSSIs) in Birch Woods and the River Wye. The status of the former is judged as favourable while the River Wye is unfavourable but improving. The River Wye is also protected as a Special Area of Conservation (SAC).

There are 10 Local Wildlife Sites within the three parishes.

No other green spaces have been identified as needing special protection.

The Plan Area is within the catchment area of the River Wye and special attention is paid within the Plan to areas at risk from flooding. Although there is no requirement to identify land for Strategic Housing needs or Employment Land Allocation there is an ongoing need for consideration of one-off developments and potential conversions of buildings, additions of outbuildings, etc.

Part of Sollershope abuts Woolhope Dome, an area of significant geological interest and extensive biodiversity.

Land in the Area has been categorised as:

- settled farmlands on river terraces
- principle settled farmlands
- wooded estate lands

*Ref: Herefordshire SEA Scoping*

## **7. Selection and Preparation of Policies**

The first public consultation in October 2015, and the work the Steering Group had already done, had identified a number of issues and concerns among residents as listed in section 2 above. The Steering Group considered these in conjunction with Data Orchard and the public consultation questionnaire was structured under the following categories (see section 4 above).

- **Vision/Objectives**
- **Environment**
- **Housing**
- **The Economy**
- **Community Facilities**
- **Infrastructure**

Specific questions were refined for each topic area and in some cases the opportunity was given for comments to be put forward (the Free Text content). The questionnaire in its finalised format ran to 48 questions, including some which were designed to gather some limited, anonymous, demographic information.

The Questionnaire is referenced at annex 3 and a summary of the free Text response is at annex 9.

The Steering Group considered whether other potential policy categories should be included but decided that the five identified, plus Vision/Objectives, were sufficiently comprehensive, given the nature of our communities.

This selection was subsequently re-affirmed through the successive public consultation events.

*Notes:*

*Environment - see Core Strategy Obj 8, 10, 12, pol SS6*

*Housing - Obj 11, pol SS3*

*Economy - Obj 8a, 9*

*Community Facilities - Obj 6,8*

*Infrastructure - Obj 6*

## **8. Vision and Objectives**

### **Our Vision – VO1**

We will enjoy a thriving and prosperous community supported by a resilient economy, serving the needs of residents of all ages. This will be achieved through the sustainable use of resources whilst maintaining the unique character and heritage of these three parishes.

### **This will be realised by the following objectives:**

- provide efficient communication and other related services (HOB1)
- support productive and efficient farming and small business development in order to create employment opportunities for residents of all age groups (HOB2)
- Support growth of tourism in such a way as to provide economic benefit without adversely impacting the landscape or environment (HOB3)
- permit a sustainable number of new houses in order to support economic growth associated with farming and/or small rural business, in accordance with Core Strategy policies RA3 and RA4 (HOB4)
- maintain the unique character and heritage of the three parishes by careful management of development and protection of both the natural and built environments (HOB5)
- by careful planning, ensure any increase in traffic flow does not add to congestion and/or cause damage to the environment. (HOB6)

*Key: HOB1 is How Caple, Sollershope & Yatton NDP objective number one*

## **9. Plan Policies**

### **ENVIRONMENT POLICY ENV-1**

#### **Our Environment**

The results of the Residents' survey focused on a number of key aspects of our local environment, which were reinforced at the successive public consultation meetings. These are presented below as desired policy outcomes supporting an overall Environment Policy.





*Bluebells in Birch Wood*

### **ENVIRONMENT POLICY – ENV-1**

*Ref: NPPF sections 109, 111, 113 Hereford Council Core Strategy (in particular appx 8)*

*NDP Objectives HOB 3, HOB 5 and HOB 6 refer*

**ENV-1A** The strongest possible efforts will be made to ensure the protection and safeguarding of the unique character and natural amenities of the three parishes whilst also ensuring that the parishes thrive. Any proposed development of local businesses, housing provision, changes to infrastructure and energy generation will be assessed against these criteria and in relation to the Area of Outstanding Natural Beauty (AONB).

**ENV-1B.** Existing woodlands and hedgerows will be maintained and new plantings in appropriate locations encouraged, using native species.

**ENV-1C.** Any housing or other development will be implemented in such a way as to have no adverse impact on the natural amenities, including protection of views and view corridors, river meadows, orchards and footpaths. There are no plans for new roads.

**Continued....**

## **ENVIRONMENT POLICY continued...**

**ENV-1D Utilisation of redundant buildings and farm expansion will be encouraged, subject to the same constraints as ENV-1C above, as will development of tourism in a sustainable manner, so as to ensure the parishes have a successful future:**

**ENV-1E The nominated heritage sites (see pages 7 - 10) will be protected and, where appropriate, made more accessible to residents and tourists. No development will be permitted which might adversely impact them:**

**ENV-1F For changes of land use, the following potential problems will be included in considerations:**

**"makes intrusive noise", "visually out of character from its surroundings", "makes unpleasant smells", "causes noticeable increase in road traffic", "causes light pollution":**

**ENV-1G Individual development of renewable energy sources for private use will be encouraged. The provision of community-led energy generation, including bio-digesters, will be sympathetically considered as will some limited commercial development of water power and ground heat capture for community benefit.**

**ENV-1H Installation of large scale photo-voltaic arrays, large installations of wind turbines, or fracking will be supported only if they have no impact on AONB, surrounding landscape and/or biodiversity.**

**ENV-1J There is no foreseen need to change the scope and extent of the designated Area of Outstanding Natural Beauty (AONB) insofar as it affects the three parishes:**

**ENV-1K. Redevelopment, alteration or extension of historic farmstead and agricultural buildings within the Parishes must be sensitive to their distinctive character, materials and form.**

## **ENVIRONMENT POLICY continued...**

### **COMMUNITY ACTION**

#### **1. Ditches and drains will be maintained so as to minimise the flooding effects of field run-off and drain blockages.**

Overall 109 respondents had been affected by flooding in some way - nearly half of the number of respondents to the survey. The impact of flooding was reported as being from field run-off (37% of all respondents to the survey), road run-off (28%) and from defective drains or ditches (31%). Only 17% were affected by river or stream overflow. Further analysis will need to be carried out to determine specific areas requiring attention and then appropriate action can be taken - through other agencies where necessary.

#### **2. In order to further protect, and maintain in good order, those public footpaths and rights of way we will consider establishing a network of volunteers to help with path maintenance, in liaison with the Lengthsman.**

Parish Council oversight of the Lengthsman scheme will be strengthened with the appointment of a Councillor with responsibility for overseeing highways and rights of way matters. As the changes in the way this programme is funded become clearer, with more responsibility shifting to our local level, appropriate recommendations for budgets will be made. 66% of respondents in the Free Text section complained about the state of roadways and footpaths.

As funding for this programme will almost certainly be reduced, and as more responsibility is devolved to Parish Council level, we will be prepared to establish a network of volunteers to help maintain the required standards without putting too great a burden on local taxpayers. The nominated Parish Councillor(s) will coordinate this with the Lengthsman. The lengthsman role will be subject to a tendering process to ensure value for money.

(NB this concept of voluntary involvement could be extended to things like care of any SSSIs or village ponds, with appropriate supervision/guidance).

### **ENVIRONMENT POLICY SUPPORTING INFORMATION**

**ENV-1B** - Almost 90% of respondents wanted to preserve existing woodland and 74% wanted to preserve orchards. Half the respondents wanted to see more trees, woodlands and hedgerows planted and properly maintained. 65% considered that nature habitats should be enhanced and 54% thought that wildlife/habitat communicating corridors should be instituted.

**ENV-1C** - Around three-quarters of residents were very strongly of the opinion that we should preserve river meadows and orchards and should safeguard

views over and from the parishes. Two-thirds felt that natural ponds and nature habitats should be enhanced. Over half wished to institute wild life/habitat communication corridors. Increased facilities for tourism were favoured by 35% of respondents - 32% did not concur. In the Free Text section a number urged caution in developing tourism lest there be an adverse impact on our environment.

**ENV-1D** - Two-thirds of respondents wished to see the development of genuinely redundant farm buildings for residential or office use and 59% favoured expansion of farms and farm buildings. A number of people expressed concerns that adequate safeguards should be in place to prevent abuse of this facility. 58% wanted to preserve traditional farm buildings. Increased tourism would be encouraged but opinions were rather divided on this, especially concerned with any adverse impact on the AONB. (see ENV-1C above). 75% of respondents rejected new roads while 57% did not want to see any widening of existing roadways. See objective ENV-1L.

**ENV-1E** - Some 50% of respondents submitted suggestions in answer to this question, seeking to ensure that the nominated sites be safeguarded from any adverse effects of development. The sites most mentioned were: the three Parish Churches, Yatton Old Chapel and How Caple Court.

**ENV-1G** - Opinion was strongly in favour of private use of solar energy (73% of respondents supported), water power (62%) and Ground Source Heat Pumps or similar (74%). There was support also for Biomass and similar (61%). There is little support for any commercial Biodigester installations. Commercial exploitation of water power and ground heat was supported but not strongly (46% and 51% respectively). A similar proportion felt that all new buildings in the parishes should have renewable energy systems installed.

**ENV-1H** - Large installations of solar panels were opposed by 45% to 31% and wind turbine arrays by 59% to 16%. Opposition to fracking was expressed in the free text comments (q26).

**ENV-1J** - Various cautions were expressed, especially in the Free Text section, about the types of development appropriate in an AONB but no-one suggested expanding its scope. Two respondents asked for AONB status to be withdrawn.

## **HOUSING POLICY HSG-1**



*How Caple from Barrel Hill*

Note: The Hereford Core Strategy assumes a requirement for 5,300 new homes within the rural areas of the county (outside the city and market towns) and identifies 119 settlements to be the main focus of proportionate housing development in the rural areas.

None of the identified settlements are within our parishes and so there is no need for our NDP to provide for any of the 5,300 new rural homes. Indeed, outside the identified settlements the Core Strategy (see tables 4.14 and 4.15) will restrict new home building to avoid unsustainable patterns of development and any proposals will need to meet the following criteria and possibly conform to other/further conditions:

- meets an agricultural or forestry need or other farm diversification
- is necessary for the growth of a rural enterprise
- involves the replacement of an existing dwelling and is comparable in size and scale
- would result in the re-use of a redundant building, e.g. a disused barn
- is rural exception housing, i.e. is affordable housing to meet a proven local need together with the market housing necessary to subsidise it
- is of exceptional quality and innovative design
- provides for the needs of gypsies or travellers

*(Ref: Core strategy RA3 & RA4)*

**The Residents' Survey included this statement and therefore all answers and comments were submitted with this information available.**



The first four criteria in the Core Strategy were strongly supported by residents (over 60% said very or fairly important). However, less than half supported rural exception housing and “exceptional quality/ innovative design”, whilst just 10% were sympathetic to the needs of gypsies or travellers.

### **HOUSING POLICY – HSG-1**

**HSG-1A. How Caple, Sollershope and Yatton neighbourhood plan area is classified as open countryside, where growth is restricted to avoid unsustainable patterns of development within rural areas.**

**HSG-1B. Homes required for agricultural diversification and/or for development of rural enterprises, within the constraints of the core strategy, will be supported (see Core Strategy RA4)**

**HSG -1C. Proposals for re-using genuinely redundant farm buildings, e.g. barns, will receive support, as will replacements of existing dwellings, provided they are of similar size and scale, and with appropriate safeguards to prevent misuse of this policy.**

**HSG-1D. Wherever possible preference will be given to local people and people with local connections and to dwellings which are suitable as starter homes; homes of 3 bedrooms or less and easy-access homes.**

**HSG-1E. Extensions to existing properties will be permitted in line with overall planning constraints and in line with agreed objectives.**

**HSG-1F. Preference will be given to proposals involving the retention of adequate garden space front and back (where appropriate) and adequate parking space must be provided for any new property as must retention of an adequate gap to adjacent properties.**

**HSG-1G. The use of traditional building materials e.g. stone, brick and slate will be encouraged, including for new build.**

**HSG-1H. No development will be permitted which has an adverse impact on neighbours or the character of How Caple, Sollershope and Yatton.**

**HSG-1J. Development in flood zones 2 and 3 should be subject to the sequential test and (where appropriate) exception tests in accordance with national guidelines.**

*note: Objectives HOB 4, HOB 5 and HOB 6 refer.*

## **HOUSING POLICY SUPPORTING INFORMATION**

Looking at the more specific questions and comments on Housing, supporting the Policy as defined above:

### **The kinds of housing needed over the next 15 years;**

The strongest support (69%) was evident for homes for local people/people with local connections, with living/working properties also favoured (56%) - this refers to small scale enterprises within, or adjacent to, the home.

Houses of 3 bedrooms or less, including starter homes, were favoured by more than half of respondents, as were adapted or easy-access homes, e.g. bungalows.

Most respondents did not want to see executive-type houses built, nor flats/apartments.

27% did not want to see any homes built in the next 15 years.

### **Would some new market housing be supported if needed to subsidise affordable housing and what size of development (mix of market and affordable) would be acceptable?**

Responses to this question were presented for each of the three parishes. A number of people did not answer this question (typically a quarter chose not to answer).

Around a third (slightly fewer in Sollershope) favoured two to five houses. A quarter (again, fewer in Sollershope) favoured just one house.

### **How important are defined, specific characteristics of new housing, such as appearance, size, gardens, parking .....**

This drew a high response rate, at least 96%. 90% felt off-road parking was very, or fairly, important and 84% favoured traditional appearance. Over 80% were concerned with maintaining a gap consistent with existing adjacent development and over two-thirds felt front and/or rear gardens important to some degree. Over half of free text comments submitted concerned suitable designs and materials.

### **What forms of layout are appropriate for any housing development?**

78% opposed ribbon layout. Of the options (ribbon, block or either) just 38% opted for block development with 58% against. Again, this drew a high response rate, mostly with negative views.

### **Residents' views on extensions to existing houses, sub-division of gardens to create new homes, or conversion of outbuildings into new dwellings:**

There was a very clear strength of feeling that none of these should be permitted if they had a negative impact on neighbours or the character of the neighbourhood (67% and above).

On extensions, 79% said that owners should be free to extend, subject to planning constraints, with 72% disagreeing with the proposition that large extensions should be prohibited. Over half (53%) were of the opinion that smaller homes should be able to extend to 4 or more bedrooms. On subdivision of gardens views were a little less strong. 62% felt that owners should be free to sub-divide for new homes, subject to planning constraints, while 56% opposed the idea that no sub-division be allowed. With regard to development of outbuildings for new homes, 72% were in support, subject to planning, with 65% disagreeing with the proposition that such development be prohibited.

### **Preferences as to various building materials: (which would look best in the parishes)**

The overwhelming preference was for stone (84%) with brick being preferred by 62%. Types of rendering were supported by 41% to 48% depending on type. Wood cladding was favoured by 56%. Slate roofing was preferred by 72% against 44% in favour of clay or concrete roofing tiles. Wood was the preference for window frames (72%) with 40% in favour of UPVC. 46% were against aluminium frames as opposed to 21% who liked this material.

Interestingly, this category relating to building materials attracted one of the **highest proportions of "no opinion" in the survey, between 10% and 25% of responses.**

### **Residents were asked to identify locations where development might be constrained by various factors, such as flooding:**

61% of residents did not answer this question. We might assume they were not aware of any such locations.

Of those who replied 56 (24%)\* cited poor telephone/broadband connection with another 18 (8%)\* suggestions of poor water and/or electricity supply. Flooding due to river or stream overflow was cited by 44 (19%)\* and 39 (17%)\* were aware of flooding problems due to field run-off with inadequate drains or ditches.

15%\* mentioned road access problems and 5%\* knew of sewers overflowing. There is only one public sewage treatment works, which is unlikely to accommodate any further foul flows.

*\* Note : percentages quoted in this section are percentages of total numbers of residents, not of those who responded.*

## **ECONOMY ECON-1**

The NDP survey posed a number of questions to ascertain residents' views on the economy of the three parishes. Agriculture is a major feature of the villages but modern agriculture and related activities are not large employers.

In fact, although precise details per village are not available, according to the 2011 census more people were employed in distribution, retail, accommodation, food services, public service and similar activities. See tables in annex 9.

The 2011 census gave population estimates for How Caple as 118 in 2011 compared with 138 in 2001. Figures for Yatton and Sollershope are combined at 208 in 2011 compared with 188 in 2001. This covers all ages. Thus the 2011 total for the three parishes was 326 (all ages). Our own count of population of **those aged 16+ eligible for our Residents' Survey** in 2016 was 291.

The 2011 census also provided evidence that these parishes, and the Old Gore ward as an entity, have more people with level 4 education (degree level or above) than the county average (35% in Old Gore against 27.5 % in the county as a whole). 51% of Old Gore residents work at managerial level compared with a county total of 40%. 20% work with small employers or on their own account against a county total of 14.5%. The proportion of properties in this ward with 5 or more bedrooms is over 23%, the county 18%. 62% in the ward have 2 or more cars - the county 42%.

It is reasonable to assume that these facts are equally valid for the three parishes. Thus, we have an economy that is quite locally based, with generally higher educational levels and indicators of a reasonably high living standard compared with the county as a whole.

**The Residents' Survey results showed that three quarters of respondents wanted to see a policy around "farm diversification" included in the neighbourhood plan. Change of use from agriculture or forestry was supported only to the extent of "conversion of existing buildings" (63% of respondents).**

Other responses included opinions about development of tourism, with suitable safeguards, and problems around telecommunications. Others opposed fracking.

Tables of demographic statistics resulting from the survey, and relevant tables drawn from the 2011 census are included as annexes 5 and 9 respectively. However, in summary the following highlights from the survey are especially relevant to this section:

- 48% of respondents (age 18+) are male, 52% female
- 47% aged between 45 and 64
- 33% are over 65
- 59% have lived here for more than 10 years
- 22% work from home
- 28% are not working

Our population is almost gender-balanced, of long and stable tenure with a substantial number being of normal retirement age or above. At least half do not work or do not travel to work.

Statistics from the 2011 census show population by each village but we know that there are some instances of residents not being clear over which village they actually reside in (due to irregular boundaries in some cases). We have opted to use our own statistics for particular village residency, taken from the counts of hand-delivery of questionnaires and other material. See annex 4.

### **ECONOMY POLICY ECON -1**

*Objectives HOB 1, HOB 2, HOB 3, HOB 4, HOB 5 and HOB 6 refer*

**ECON-1A The Parish Council will support the identification of potential sites suitable for development within overall planning constraints to provide employment opportunities.**

**ECON-1B The change of use of redundant farm buildings, and other appropriate buildings, into small businesses of a kind favoured by residents will be actively supported by the Parish Council.**

**ECON-1C The development of serviced workshops, work units attached to dwellings and small stand-alone businesses (e.g. information technology) will be supported , subject to overall planning constraints as will a range of activities which are appropriate in the area.**

**ECON-1D Development of Tourism will be facilitated as a means of improving the local economy, but with appropriate safeguards to preserve the environment of the parishes.**

## **COMMUNITY ACTION**

**1. The quality of the Broadband service and mobile telephone reception must be improved so as to attract new business into the parishes as well as to enhance the service for existing residents and businesses.**



When asked what would encourage new businesses to locate in our parishes 72% of respondents stated better broadband with 59% seeking better mobile phone reception.

40 people (17% of the survey population) did not answer this question.

(Note: Alongside the telecommunications issues 34% wanted improved road network/access. This, and more on telecommunications, is further addressed in the Infrastructure policy document).

## **2. The quality of footpath maintenance and signing will be improved and maintained.**

(The main economic contributor within the three parishes is agriculture in various forms. Many people have to travel outside the Plan area for work in other sectors. Modern agriculture does not provide significant employment opportunities. To ensure the future sustainability of the parishes a policy is required which will encourage enterprises capable of providing employment opportunities to foster future growth without compromising the core agricultural businesses. We believe this policy meets that need).

The answers and percentages quoted in the section below are from the **Residents' Survey of 2016 unless otherwise stated.**

### **ECONOMY POLICY SUPPORTING INFORMATION**

**ECON-1A** Around half of respondents (49%) wanted to see potential sites identified for employment use. 26% did not express an opinion. 74% of the total survey population (229) favoured conversion of existing buildings for employment use. 73% favoured the use of brownfield land (developed previously) while just 17% would contemplate the use of Greenfield land. Between 10% and 13% expressed no opinion.

Note: Respondents could answer more than one category.

**ECON-1B** Three quarters of respondents supported this direction with just 9% opposed. Some individual comments in the free text section warned about increased traffic and the impact on our roads.

**ECON-1C** Serviced workshops, work units and IT businesses were favoured by substantial minorities (44%, 47% and 43% respectively) with around a quarter of respondents having no opinion.

Serviced workshops, work units and IT businesses were favoured by substantial minorities (44%, 47% and 43% respectively) with around a quarter of respondents having no opinion.

When asked for opinions on various forms of business development, 81% favoured craft workshops, 80% market garden/plant nursery, 72% equine, 71% small-scale retailing, 67% catering. Light manufacturing was cited by 52% with 30% against. Large scale intensive cattle and poultry farming gained 21% and 17% support respectively with 55% and 64% against. Areas of glass and poly tunnels were favoured by 26%, 53% against whilst warehousing gained the lowest level of support at just 15% with 64% against.

**The level of "no opinion" on this range of questions varied between 10% and 18%.**

Developers should indicate the likelihood and extent of any increased traffic as a result of such development and how it is proposed to address it.

**ECON-1D** When asked whether the Neighbourhood Plan should include the provision and development of Tourism facilities 47% of respondents agreed, 27% disagreed, 25% had no opinion and 10 people did not answer. That is not a strong support for tourist facilities. However, when asked for views on what are acceptable forms of business development in the countryside, 70% nominated Tourism/Leisure-related.

67% wanted better tourist information, 69% more information on the website and 66% better signed footpaths.

In terms of more and/or better Tourist facilities 58% cited B&B accommodation, 43% short term lets and 41% campsite (with 34% against and 19% no opinion), holiday homes 21% with 53% against.

The relatively few free-text comments on tourism were favourable to increases but with cautions about any adverse impact on the area.

Other suggestions included **"better parish tourist information", "better signed footpaths" and better or more provision of "tourist information on the Parish Council website"** - reflecting the answers in the main survey.

## **Community Facilities CF-1**

In formulating a policy on Community Facilities we have to be cognisant of the nature and resources of the parishes.

The population is small (229 respondents to the survey), homes are scattered with no significant centre of population or activity, current facilities are just about non-existent (with the exception of the 3 churches) and the Parish Council has little money available.

The post office is in a privately-owned property, How Caple Court, and public transport is sparse and vulnerable to cost-cutting measures.

**The responses to the Residents' Survey clearly highlighted the dearth of facilities available in the Parishes.** This is probably typical of small, scattered, rural communities.

The facilities most wanted by residents are a shop (69%) and a village hall (63%). It is hard to see how either could be established without funding through some external means. Raising the sort of money that would be required to establish and maintain them is clearly beyond the capability of the parish council or the parishes themselves so **no possibility of these or any other capital project is countenanced in our proposals.**

(If, however, such funding became available in future, on terms acceptable to the community, proposals would be considered on their merit at the time. It is thought likely, however, that a new hall would not be in conformance with the Core Strategy).

A very significant factor which has to be recognised is the growing trend to push more and more responsibilities for government and public services down to local level, usually without the ability to raise commensurate funding through local taxation. We will all need to be more creative and receptive to new concepts and ideas as the paradigms shift so fundamentally.



How Caple Church

## **COMMUNITY FACILITIES POLICY CF-1**

*OBJECTIVES HOB 1, HOB 4 and HOB 6 refer*

**CF-1A The Parish Council will continue to provide a degree of financial support to the upkeep of the three churchyards and will support in principle any valid proposals to make any one of those buildings more available as a community centre.**

**CF-1B Any proposals to establish facilities such as small farm shops or similar potential trading outlets will be supported and encouraged, subject to the provisions of the NDP and Core Strategy.**

**CF-1C We will encourage and facilitate any proposed voluntary projects which might enhance facilities for the community and which conform to the overall requirements of the NDP.**

- Other proposed policies in this Neighbourhood Development Plan are critical to the maintenance and enhancement of the facilities which are available, e.g. proposals in the Economy, Infrastructure and Environment sections of the Plan. They are all interlinked in the goal of achieving our vision and objectives.

## **COMMUNITY FACILITIES SUPPORTING INFORMATION**

**CF-1A** Those responsible for managing the churches at How Caple, Sollershope and Yatton are actively considering plans to install toilet and other facilities to enable the buildings to be used as Community Facilities for meetings and events. The Parish Council will, in principle, be in support of such moves.



Sollershope Church



Yatton Church

**CF-1B** Farm Shops etc. The lack of a shop is an issue for some two-thirds of residents. Although we benefit from having the facilities of Fownhope on one side of our area and of Much Marcle on the other side, residents have to travel outside the area. The provision of small farm shops or other appropriate trading outlets will be encouraged by the Parish council as added benefits to the Community and an attraction for tourism. Public transport is virtually non-existent (one bus weekly through Yatton to Ross-on-Wye and another service once per month from Mordiford through our area to Ross-on-Wye - service number 458)

**CF-1C** Other voluntary projects. The Council will actively encourage volunteers who seek to provide facilities or services which benefit the Community. These might include conservation projects or forming groups with common interests. At present, residents have to travel for any sort of facility (53% travel for gym and swimming on a regular basis). As financial support for local services reduces year by year the opportunities for voluntary engagement will increase and the Parish Council will be ready to support such moves.

#### **Other findings from the Residents' Survey.**

When asked how difficult it was to access a given range of services 47% did not respond. We must assume that these respondents found no particular difficulty. Virtually every household has access to a car. A wide variety of pursuits and interests are followed - sports, equine, dancing, keep-fit to name but a few.

### **INFRASTRUCTURE POLICY INF-1**

The results of the Residents' survey gave some very clear messages about the perceived state of the infrastructure in the three parishes. These views were further articulated and reinforced in the subsequent consultation events. It must be borne in mind that many features of the infrastructure, such as road maintenance and telecommunications, are currently beyond the control of the Parish Council. However, some aspects are within the Council's remit and in other cases influence and pressure can be brought to bear.

## **INFRASTRUCTURE POLICY – INF-1**

*Objectives HOB 1, HOB 3 and HOB 6 refer.*

**INF-1A The Parish Council will support any realistic initiative for a community scheme to improve broadband services should the Fastershire project (and/or its successors) not deliver the desired improvements.**

**INF-1B The Public Rights of Way (PROW) initiatives will be supported and funded so to improve the care and maintenance of footpaths in the parishes together with bus stop facilities (e.g. hard standing), shelters and kerbing where appropriate. (Also see ENV-1L and ENV- 1M).**

**INF-1C Proposals for the establishment of cycle paths in appropriate locations will be considered subject to their relationship to existing footways and other cycle ways**

## **COMMUNITY ACTION**

**1. The Lengthsman scheme will be supported and funded so as to provide a means for verge maintenance on allocated roadways in the parishes.**

## **INFRASTRUCTURE POLICY SUPPORTING INFORMATION**

We will maintain pressure on the relevant authorities to ensure adequate maintenance of roadways in the parishes. (Also see ENV-1B).

As funding from central government and the district council is reduced we will seek to ensure continuation of necessary activities through local precepts (mindful of the need for stringent economies) and/or the establishment of groups of volunteers to assist with, for example, footpath maintenance and improvements.

- The views of residents can be summarised thus:

### **Mobile telephone reception; landline and broadband services**

There are several “dead” spots in the Plan area for mobile telephones. Around a third of respondents to the survey reported “no signal” or “bad signal” at home. Almost three quarters of residents said they would support some sort of community scheme to improve mobile telephone service.

Opinions on landline telephone were more favourable. Over 80% felt the service to be good or adequate.

Around half rated broadband as good or adequate. Since the questionnaire was completed it should be noted that fibre services have been installed in some parts of the parishes (not all) and it is reasonable to assume that the satisfaction ratings might have improved.

### **Infrastructure improvements**

Residents were asked some fairly open questions seeking their suggestions on those aspects of the infrastructure most in need of improvement.

A number centred on aspects of the road network with most looking for improved road maintenance including potholes (96% of respondents), verge cutting, improved signage and better passing places on the narrowest roads. We have some 22 km/13.7 miles of roadway in our parishes (A, B, C and unclassified).

Improvements in snow clearance and gritting are important to almost 90% of residents. (The Parish Council has embarked on a programme of improving salt bins which should be seen as positive action on this topic).

Between half and two-thirds wanted improvements in the care of footpaths and Public Rights of Way, of which we have 27.7 km/17.2 miles in the parishes.

Other desired improvements included road safety, flood alleviation and the ubiquitous mobile phone coverage issue.

The table of answers from the survey (Question 38) is at annex 10

### **The condition of the road network and issues of road safety.**

This question in the survey (Q39) called for opinions on the nature of the roads given certain circumstances and the table of answers is at annex 11

To give a flavour of the responses, however, opinions on whether or not the A449 and B4224 could safely handle more traffic from, for example, a limited increase in single plot residential housing, were almost equally divided.

When judging the capacity of the minor roads roughly half of respondents felt they could not handle more.

**Residents' views on issues of road safety were similarly sought. The table of answers from the survey (question 40) is at annex 12.**

Here again, passing places were seen as needing improvement, together with the re-routing of HGVs, weight limits and concerns about vehicle speeds. Quiet Lanes and Green lanes were sought by almost half of respondents (definitions in annex 13)

Specific locations of concern about road safety, mentioned in the responses, were Crossways at How Caple and the Moors turn to Sollershope. Both of these are on the B4224, a road which also causes some residents to be concerned at vehicle speeds on some sections.

### **Cycle Paths**

Residents were asked if they would support the introduction of cycle paths. Half of respondents were in favour of such innovations

## **10. Implementation and Monitoring.**

When the Plan has been made a copy will be placed on the Herefordshire Council and Parish Council websites

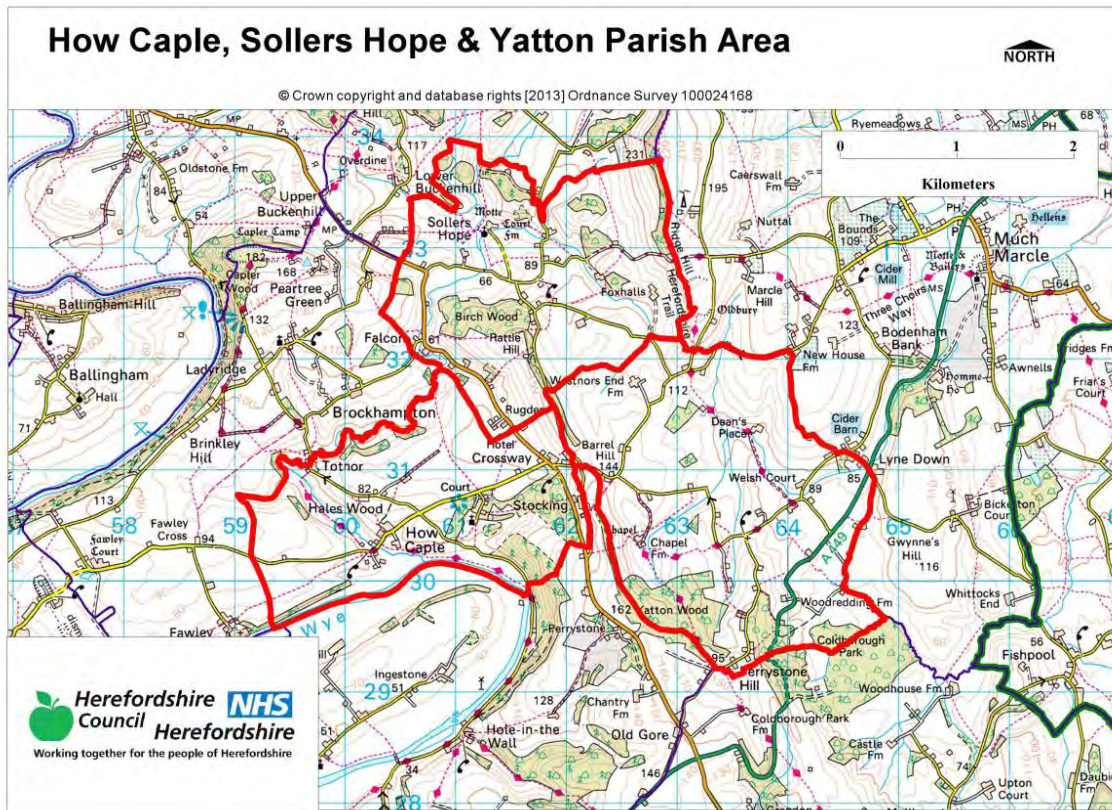
The Steering Group will be re-formed into an Implementation Steering Group (ISG), directly responsible to the Parish Council, and will meet as required by the PC or at least every two years. The ISG will report to the PC and its report will be placed on the PC website.

This process will be reviewed by the PC at least every two years to ensure its continued effectiveness and may be amended by the PC as appropriate.



## **Annexes**

### **Annex 1.** Map of the NDP Area (the three parishes)



### **Annex 2.** Funding

All funding for this project has been provided from central Government sources through an organisation called "Groundwork UK"

The provision of funds and accounting for spend is channelled through the Parish Council via the Clerk.

Money has been provided in several tranches, each of which has to be applied for (in detail and with justifications), the spend accounted for and any unused funds from each particular tranche has to be returned.

To the end of May 2017 we have spent a net total of £5005.27. This includes all consultant costs to date, room hire for meetings and public events, and printing costs.

No costs have been put upon the Parishes through the precept.

Details of costs and spend are available from the Parish Clerk.

### **Annex 3. The Residents' Survey Questionnaire**

- The survey document was developed by consultants Data Orchard in conjunction with the NDP Steering Group and the Parish Council
- It was distributed by hand to all residents aged 16 and over in March 2016
- The questionnaire ran to 48 questions and also provided for individual free comments (**the "Free Text Section"**)
- Completed documents were individually collected in sealed envelopes and sent to Data Orchard for analysing and summarising, all totally anonymously
- **The results of that survey, together with residents' inputs and comments at successive public consultations, form the main framework and recommendations in our Neighbourhood Development Plan.**
- The survey results, as analysed by Data Orchard, can be accessed by application to the Clerk to the Parish Council or can be seen at the Parish Council website:

[www.howcaplesollershopeyatton.org.uk](http://www.howcaplesollershopeyatton.org.uk)

### **Annex 4. Summary of Survey distribution and responses**

<b>HOW CAPLE</b>	Number issued	108
	Number completed	88 ( 81 %)
	Number of blanks	1
	Number of households	58
<b>SOLLERSHOPE</b>	Number issued	86
	Number completed	67 (78 %)
	Number of blanks	nil
	Number of households	46
<b>YATTON</b>	Number issued	97
	Number completed	74 (76%)
	Number of blanks	6
	Number of households	61
<b>OVERALL</b>	Number issued	291
	Number completed	229 (79%)
	Number of blanks	7
	Number of households	165

Notes:

- 229 is the base number from which all percentages are calculated and quoted throughout our reports, unless otherwise stated.

- Some respondents identified themselves as from How Caple when they were actually in Sollershope, and vice versa.

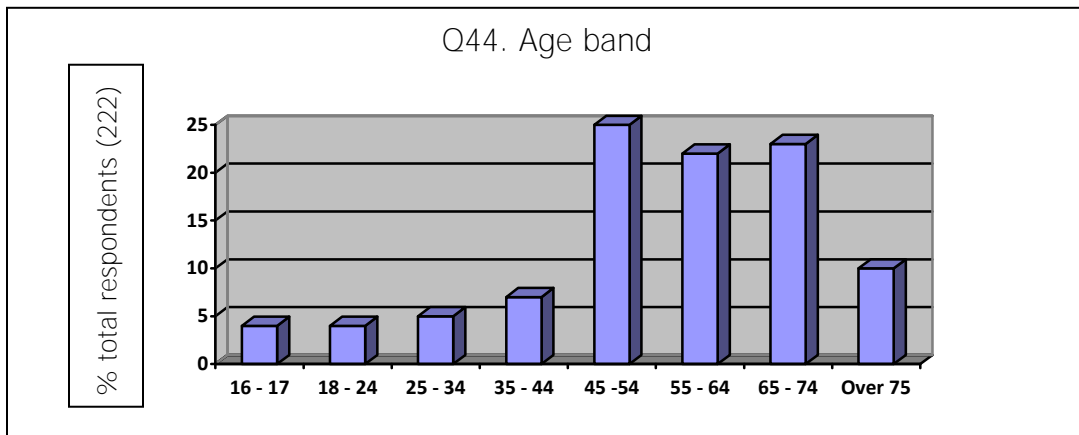
**Annex 5** Democratic Data

**Q43. Are you ... ?**

	Number of respondents	Per cent of respondents
Male	107	48%
Female	<b>118</b>	52%
Total respondents	225	100%
Not answered	4	

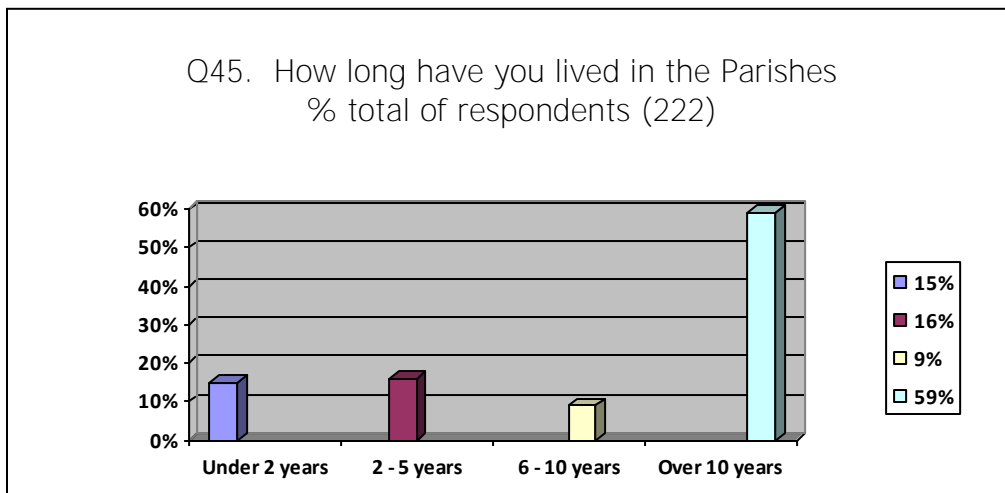
Q44 How old are you?

Age band (years)	Number of respondents	Per cent of respondents
16 - 17	9	4%
18 - 24	9	4%
25 - 34	11	5%
35 - 44	15	7%
45 - 54	56	25%
55 - 64	49	22%
65 - 74	51	23%
Over 75	22	10%
Total respondents	222	100%
Not answered	7	



Q45. How long have you lived in the Parishes

	Number of respondents	Per cent of respondents
Under 2 years	34	15%
2 – 5 years	35	16%
6 – 10 years	21	9%
Over 10 years	132	59%
Total respondents	222	100%
Not answered	7	



Q48. Do you have:- *Tick all boxes that apply.*

	Number of respondents	Per cent of respondents
Bottle gas	42	19%
Oil	155	69%
Mains electricity	222	99%
Own generator	7	3%
Mains water	179	80%
Private water	44	20%
Mains sewerage	8	4%
Septic tank	207	92%
Access to broadband	196	87%
Biomass or other renewable energy supply	39	17%
Other	14	6%
Total respondents	225	100%
Not answered	4	

*Note: respondents could select more than one answer*

## Annex 6. Flood Risk Map



## Annex 7. Employment Data

Q46. How far from home do you work

	Number of respondents	Per cent of respondents
I am not working	63	28%
I work from home	50	22%
I work within the parish	19	8%
I work within 5 miles of my home	18	8%
I work within 20 miles of my home	47	21%
I work further than 20 miles away	21	9%
I have no fixed place of work	17	8%
Total respondents	225	100%
Not answered	4	

*Note: respondents could select more than one answer*

## **Annex 8**

### **Neighbourhood Development Plan Steering Group Terms of Reference**

The name of the Group shall be the **How Caple, Sollershope and Yatton Neighbourhood Development Plan Steering Group**.

#### **Purpose:**

The purpose of the Steering Group shall be to support the Parish Council to carry out the following tasks:

- Investigate and identify support for the Neighbourhood Development Plan.
- Identify sources of funding.
- Take responsibility for planning, budgeting and monitoring expenditure on the Neighbourhood Development Plan and report back to the Parish Council on these matters.
- Liaise with relevant authorities and organisations to make the Neighbourhood Development Plan as effective as possible.
- Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
- Determine the types of survey and information gathering to be used.
- Be responsible for the analysis of the survey, as well as the production and the distribution of the final report.
- Identify priorities and timescales for local action in the Project Plan, including the lead organisations and potential sources of project funding.
- Regularly report back to the Parish Council on progress, issues arising and outcomes. (See role of the Bridging Co-ordinator under Roles and Relationships.)

#### **Membership**

The Steering Group will be made up from a good cross-section of the community, including Parish Councillors nominated by the Parish Council.

#### **Defining Roles**

- At the first meeting, the Steering Group will elect a Chairperson, Secretary, and Finance Co-ordinator.
- Wherever possible the Steering Group will also elect a Communications Co-ordinator, a Volunteer Co-ordinator and a Bridging Co-ordinator.
- Wherever possible all other members should have a specific role, to be agreed by the Steering Group. (For details see Roles & Relationships.)

#### **Roles & Relationships**

- Parish Council insurance will cover the previously agreed activities of the Steering Group and volunteers, but Steering Group members, in liaison with the Parish Clerk, need to ensure that terms of the insurance are not breached.
- A Bridging Co-ordinator may be appointed to liaise between the Steering Group and the Parish Council. Alternatively, Parish Councillors who are



- also members of the Steering Group, will act as a liaison between the two bodies and provide a regular report to the Parish Council, for endorsement.
- The Parish Council will provide the opportunity for the endorsement of regular reports via its meeting agenda.
- Working Groups will carry out duties specified by the full Steering Group, which may include, but is not limited to: -
  - o Data gathering
  - o Consultations
  - o Making recommendations
- The make-up and purpose of Working Groups will be regularly reviewed by the full Steering Group.
- It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

## **Meetings**

- The Steering Group shall normally meet monthly (but every two months as a minimum), or as may be required.
- **At least three clear days' notice of meetings shall be sent to members via** the communication method agreed with, and appropriate to, each individual member.
- Whenever possible, notices of meetings should detail the matters to be discussed.
- The Secretary shall keep a record of meetings, and circulate notes to Steering Group members and the Parish Council in a timely fashion. The latter will publicise the notes via their usual methods.
- It is recommended that an annual rolling schedule of meetings is set in place, preferably at the first meeting of the Steering Group and made available to the public via notice boards/websites.
- All meetings should be open to the public.
- **Copies of the Parish Council's Code of Conduct** will be available at all Neighbourhood Planning meetings.

## **Appendix 1**

### Working Groups

- The Steering Group may establish such Working Groups as it considers necessary to carry out the functions specified by the Steering Group.
- Each Working Group should have a lead person.

### Finance

- All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Neighbourhood Development Plan purposes only.
- Notification of all planned expenditure will be given to the Parish Council before actual costs are incurred.
- The Finance Co-ordinator shall keep a clear record of expenditure

- supported by receipted invoices and will regularly review and update the budget in liaison with the Parish Clerk.
- The Finance Co-ordinator in partnership with the Parish Clerk, will draw up and agree with the Steering Group procedures for volunteers who wish to claim expenses.
  - The Finance Co-ordinator will report back to the Steering Group and the Parish Council on planned and actual expenditure for the project.
  - Invoices will be made out in the name of the Parish Council who will pay them at their next scheduled Parish Council meeting.
  - Members of the community who are involved as volunteers with any of the Working Groups may claim back any previously agreed expenditure that was necessarily incurred during the process of producing the Neighbourhood Development Plan. This includes, but is not limited to, postage, stationery, telephone calls and travel costs.

#### Dissolving the Steering Group

- At the conclusion of the Neighbourhood Development Plan project the Parish Council and Steering Group should discuss the future working of the Steering Group. If the Steering Group wishes to dissolve it must notify the Parish Council.

## **Annex 9**

### **SUMMARY OF FREE TEXT COMMENTS**

#### Q 2 VISION & OBJECTIVES

16 responses in this category.

10 (63%) mentioned Tourism. Of these 6 (38%) mentioned the risks to the environment of increasing tourism.

9 (56%) spoke of the need to maintain the heritage of the parishes.

The requirement to carefully provide growth in the economy was supported by 9 (56%) in order to provide employment, attract young people and support farming.

7 (44%) wanted to see some appropriate housing allowed.

Road congestion and traffic concerns were mentioned by 7 (44%).

8 respondents (50%) commented in various ways but broadly favoured preserving the special character of the villages.

#### Q3 LIKES & DISLIKES ABOUT THE PARISHES

##### Likes:

9 very diverse answers. 2 liked peace & quiet, 3 liked the appearance and clean air.

Other likes were speed of Broadband and speed of traffic! One liked the people and one saw the need for polytunnels but had mixed views over their desirability.



#### Dislikes:

29 respondents in total. 19 (66%) were concerned about the state of the roads and in particular the increase in large vehicles and large tractors, in some cases seen as inconsiderate road users. 3 (10%) complained at the state of footpaths and rights of way. Another 3 commented on the lack of public transport. 2 (7%) **objected to the AONB and another 2 disliked the people and the "class system"**.

#### Q4 HOW TO PRESERVE THE HERITAGE AND APPEARANCE

18 varied responses. 2 wanted to preserve peace, 3 maintain footpaths, 2 against polytunnels (especially in AONB), 7 (39%) were concerned with maintaining pathways, hedges, wildlife and traditional skills. 2 wanted to ensure **farm plans were for genuine agricultural use and limit large farm vehicles "using lanes"**. 2 wanted to preserve traditional farm buildings and utilise high quality natural materials in any new build.

**1 said "control TB Bovine" and one said wildlife did not need big brother.**

#### Q5 DEVELOPMENT IN AONB

26 responses. 6 (23%) were cautious about expanding tourism unless on a limited scale.

5 (19%) wanted better upkeep of our roads, including better passing places. Of these just one would support a new road if it relieved How Caple. 6 (23%) generally supported some housing development/ improvement of existing buildings but only if in keeping with the area, encouraging local employment and protection of the environment. 2 wished AONB status to be removed. 2 referred to renewables - **only limited and not particularly visible. One wrote "who is paying for this drivel?"**

#### Q6. WHAT ASPECTS OF COMMUNITY LIVING ... ENSURE PARISHES THRIVE

26 Responses. 6 (23%) were against Biomass. 3 wanted better broadband and 3 supported renewables (not Biomass). 5 (19%) were concerned to provide genuinely affordable housing for young people. 6 (23%) commented on the lack of public transport and there was some support for cycling - where safe. One wanted a centre (pub, hall), one cautioned against over-development and one **wrote "who is paying for this drivel?"**

#### Q 7 HERITAGE SITES OR STRUCTURES

**106 Responses. 10(9%) said "all churches". 14 (13%)** specified Yatton church, 3 Brockhampton church (outside parish), 18 (17%) specified How Caple church and 18 (17%) Sollershope church.

15 (14%) specified Yatton Old Chapel (some included Chapel Farm). 8 (8%) mentioned How Caple Court. 2 wanted Mottes, and 2 the River Wye. 2 mentioned Sollershope Court.

There were individual pleas for Garraway House, AONB, Lime Kilns, Perryfields **Walton's Hole and "my house"**.

#### Q 8 EFFECTS OF CHANGE OF LAND USE.

11 responses. 2 felt it should not adversely affect neighbours. 3 (3%) were concerned about sustainability, and other individual comments about traffic at unsocial hours, no more encouragement for foreign workers, should benefit local employment, risk of flooding.

#### Q 9 USES OF LAND FOR POWER GENERATION.

14 responses. 5 (36%) had views on solar power - some support for low level or factory roof installations. 4 (29%) generally opposed to bio-digesters. 2 **mentioned wind turbines, one saying "depends on scale". One supported** community purchase of power and water, one supported water power near boreholes. General view that any development should be dependent on scale and location.

#### Q 17 HOW IMPORTANT ARE.....?

11 responses. 6 (55%) felt design and suitable materials important. Individual comments on affordability for the young, no cramped development (2), garage, **"no rotting windows", parking and turning areas.**

#### Q 20 BEST BUILDING MATERIALS

16 Responses. 2 wanted log cabins, 2 said use of brick depended on the type of brick. 4 (25%) felt integration important, using local materials where possible. 2 favoured half timber style. 2 were generally against UPVC but one of these conceded affordability benefits for lower paid. Other individual comments included bat friendly felt, asymmetrical designs, straw bale render.

#### Q 21 CONSTRAINTS ON DEVELOPMENT

4 responses, 2 with no comment. 2 posted lack of mains sewage.

#### Q 23 ENCOURAGE NEW BUSINESS

12 responses. 4 (33%) either did not want new businesses or had no comment. 3 (25%) said improve roads and access. Individual comments suggested low rents, bus service, new housing attached to business, farm diversification and one wanted lower **taxes and less bureaucracy "such as this form"**.

#### Q 25 POLICIES FOR INCLUSION

8 responses. 2 suggested sites for new houses - open market. 2 were unclear about serviced workshops. Individual comments concerned farm diversification, ask local businesses what they want, encourage small industry. One claimed NDP **"is a stitch-up....political correctness"!!**

#### Q 26 FORMS OF BUSINESS DEVELOPMENT

11 responses. 3 (27%) commented on poly structures - seemed to be OK

provided not large scale. 2 felt only individual cases could be meaningful. 2 favoured small, light businesses. Individual comments included: fracking NO, only small scale for any other options like warehousing, quarrying within limits.

#### Q 29 TOURISM FACILITIES

16 responses. 4 (25%) wanted better upkeep of footpaths. 2 favoured log cabins. 2 were broadly opposed to more tourism. 2 looked for better B&Bs and better access to supplies for visitors. 2 wanted better communications. One **asked where the website can be found and one said "get it up and running"**.

#### Q 31 TRAVEL OUTSIDE VILLAGE FOR VARIOUS ACTIVITIES

37 responses. 4 (11%) travelled on a monthly basis for activities, 3 occasionally, 20 (54%) travelled weekly for activities. 10 (27%) travelled out but were not specific.

Of the total 18 (49%) travelled for various types of sports (if golf is a sport!!)

#### Q 33 WHICH SERVICES ARE DIFFICULT TO ACCESS.

11 responses. 6 (55%) said they had no problem provided their car was available. 4 (36%) highlighted lack of public transport. One mentioned the loss of the CAB in Hereford.

#### Q 38 WHAT NEEDS IMPROVEMENT IN THE INFRASTRUCTURE

13 responses. 5 (38%) cited broadband/ 4G. 2 wanted better management of ditches and verges. 2 mentioned speeding on local roads. Individual comments were: more allotments, parking charges at Hereford Hospital, more frequent refuse collections (weekly).

#### Q 40 IMPROVE ROAD SAFETY

18 responses. 6 (33%) wanted tougher speed limits. 7 (39%) wanted to limit HGVs and/or large tractors damaging roads and verges. 3 (17%) focused on the need to keep verges and junctions clear. 2 mentioned danger next to pavements and in village next to pedestrian crossing (?)

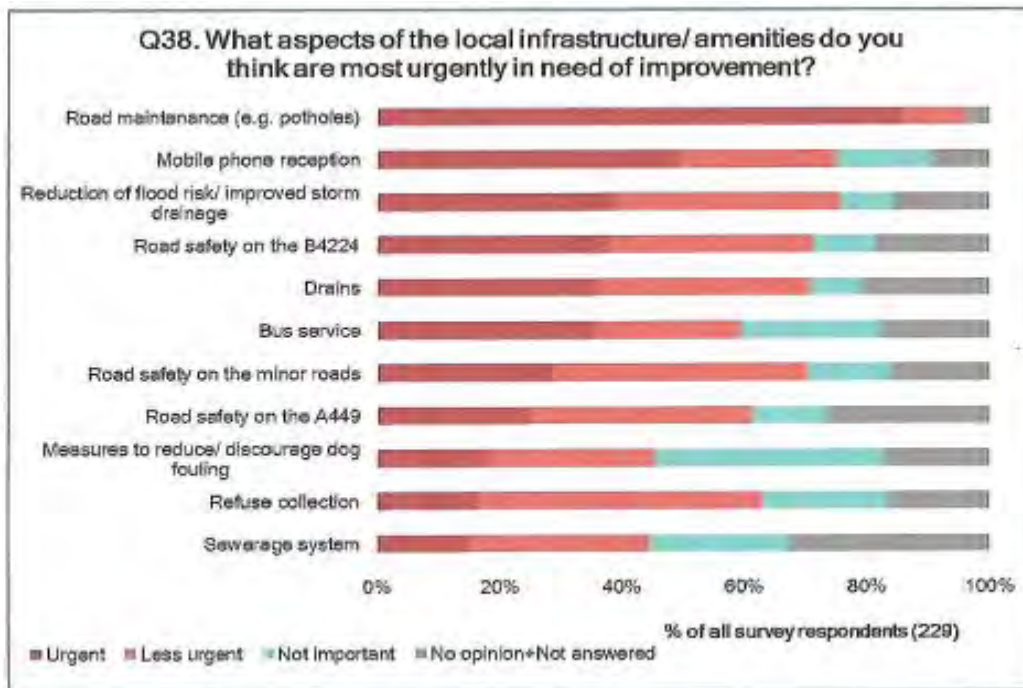
#### Q 41 ROAD SAFETY AN **ISSUE AT.....**

16 responses. 9 (56%) focused on the B4224 in various ways. 4 (25%) listed Old Gore Crossroads (outside the parish). Garraway House, Moors turn and hill above White House Farm also listed (once each).

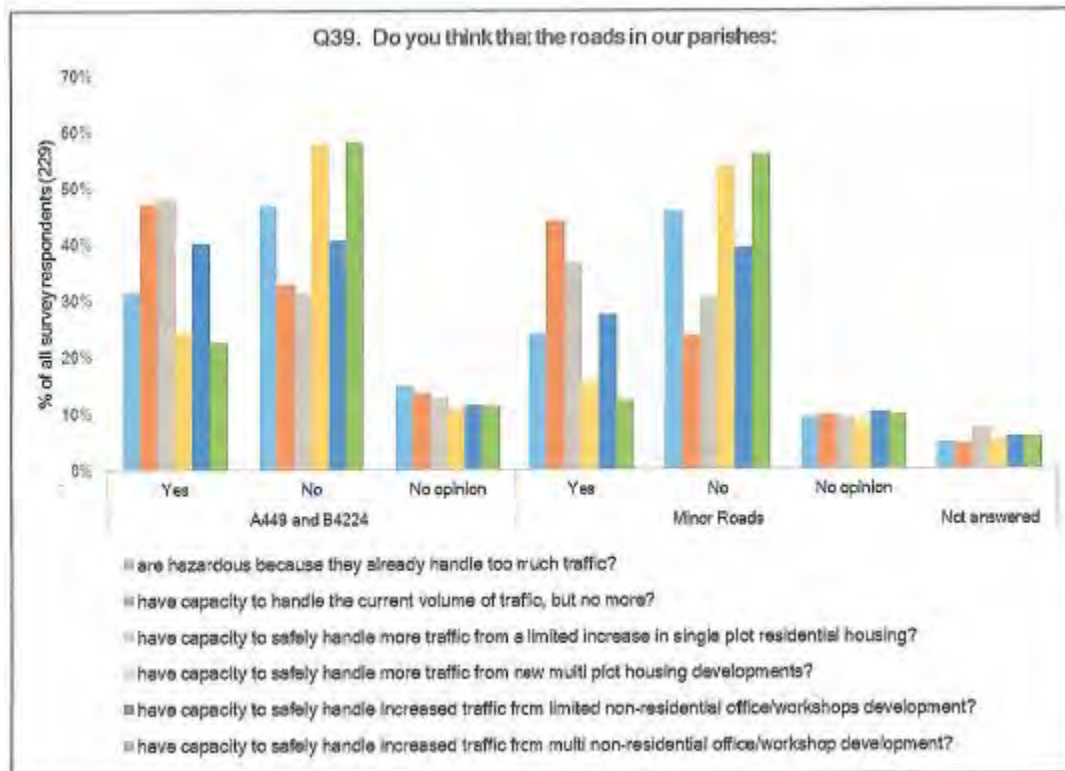
#### Q 48 VARIOUS SOURCES OF HEATING, SERVICES ETC.

14 responses. 3 (21%) listed broadband issues, 3 (21%) wood and coal or woodburner, 2 lpg, 2 solar, 1 considering biomass, 1 has open fire and one was not sure if he/she had mains water!!!

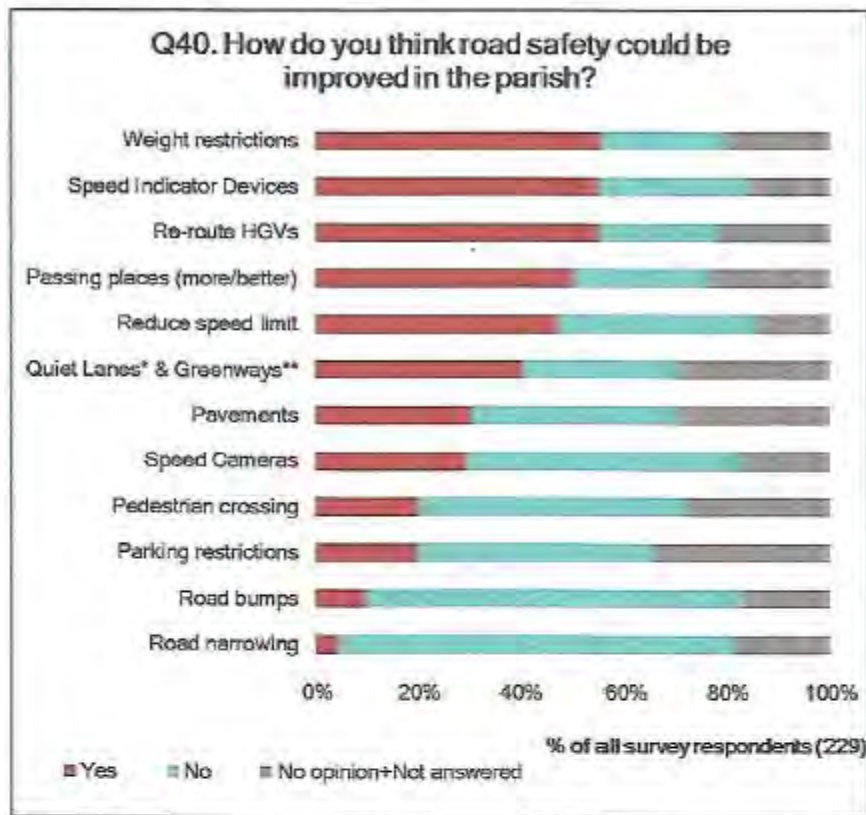
## Annex 10



## Annex 11



## Annex 12



### Other (please specify):

There were 18 comments made, please see appendix 2 for full list.

### Q41. Do you think that road safety is an issue at any of the following sites:-

Number of respondents	Yes	No	No opinion	Not ans.	Total resp.	Base*
Crossways How Caple (off set cross road on B4224)	157	42	26	4	225	229
The Moors turn to Sollershope on B4224	87	74	57	11	218	229

Per cent of respondents	Yes	No	No opinion	Not ans.	Total resp.	Base*
Crossways How Caple (off set cross road on B4224)	69%	18%	11%	2%	98%	69%
The Moors turn to Sollershope on B4224	38%	32%	25%	5%	95%	38%

\* Note: Base is total number who answered the questionnaire (229)

## **Annex13**

### **Definitions of Quiet Lanes and Green Lanes**

#### **Quiet Lanes**

Defined as minor country roads, already lightly trafficked, where extra traffic measures will improve their attractiveness for non-motorised users.

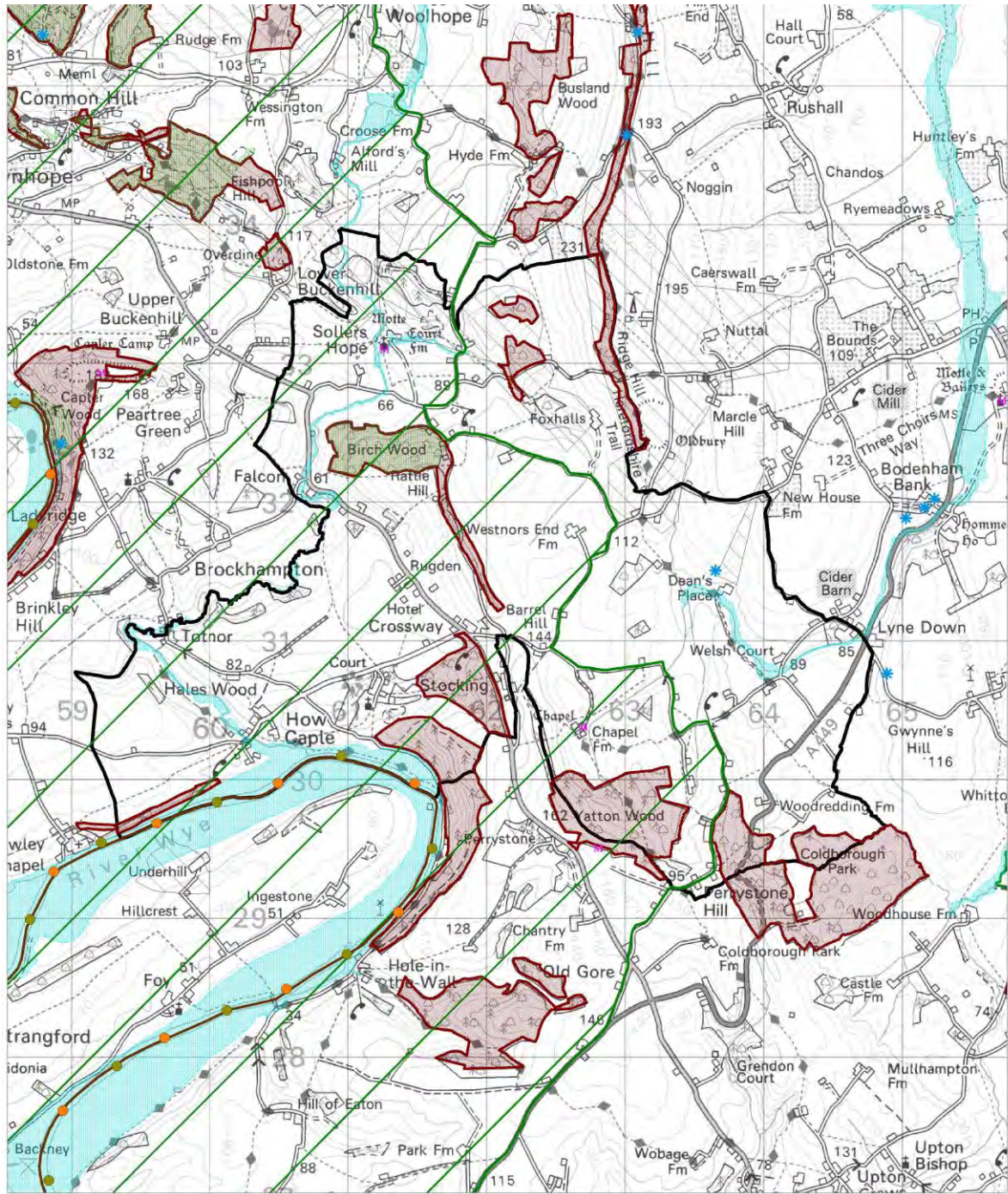
Designated Quiet Lanes will be signed for use by walkers, cyclists and horse riders. Drivers of motor vehicles will be expected to drive at a speed appropriate to, and in recognition of, shared use.

#### **Green Lanes (Greenways)**

Unsurfaced routes designed for shared use by walkers, cyclists and horse riders, but largely excluding motorised vehicles.



# Annex 14



Neighbourhood Area	Land Liable to Flood (SD3)	Area of Outstanding Natural Beauty (LD1)
Local Wildlife Site (LWS) (LD2)	Local Geological Sites (LD2)	Scheduled Ancient Monuments (LD4)
Site of Special Scientific Interest (LD2, SD4)	Special Area for Conservation (LD3, SD3, SD4)	Safeguarding Mineral Reserves

(Local Plan - Core Strategy General Policies are shown in brackets. The Strategic and/or Place Shaping Policies in the same document may also apply.)

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## How Caple, Sollers Hope & Yatton Parish Policies Map

Scale 1: 25,000  
 at A3 size