

Putley Neighbourhood Development Plan 2011-2031 Consultation Statement

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1. INTRODUCTION

1.1 This Consultation Statement has been prepared to accompany the submission of the Putley Neighbourhood Development Plan (NDP) to Herefordshire Council (HC), the local planning authority, and to ensure that the relevant statutory requirements are met.¹ To do this, the Statement:

- Contains details of the persons and bodies who were consulted about the proposed Plan;
- Explains how they were consulted;
- Summarises the main issues and concerns raised by those consulted; and
- Describes how these issues and concerns have been considered and, where relevant, addressed in the proposed Plan.

Format of the Consultation Statement

1.2 The Statement covers the following stages of Plan preparation, arranged in chronological order:

- The initial stages of work on the Plan, covering the establishment of the Neighbourhood Area and the steering group (section 2)
- Initial community engagement to explore and identify issues (section 3)
- The residents' questionnaire survey (section 4)
- Housing delivery and settlement boundary options (section 5)
- The draft Plan consultation under Regulation 14 (section 6)
- The issues and concerns raised in response to the Regulation 14 consultation, and how they were addressed (section 7).

1.3 Each section of the Statement provides an overview of the activity undertaken at that stage. Documents referred to are either included within the Appendices or referenced by web address.

1.4 The following consultation approaches were used:

- Posting of material on a dedicated NDP page on the Putley parish website at <http://www.putley.org.uk/neighbourhood-plan/>
- Monthly Parish Council and regular steering group meetings open to the public. Parish Council minutes and notes of the Steering Group are all available on the website.
- Regular updates on the progress of the NDP in the "Putley Press", a quarterly newsletter distributed free of charge throughout the Neighbourhood Area.
- Posting of material on the parish noticeboard at Putley Green.
- Daytime and evening Open Meetings and drop-in events at the Parish Hall, Putley Green. The Parish Hall is centrally and accessibly situated within the Neighbourhood Area. These Meetings and events were variously publicised by flyer, email, the "Putley Press", the parish noticeboard and by signs positioned at the two road entrances to the village (see A5.3 for an example).
- Residents' questionnaire survey.
- Distribution of printed copies of the draft NDP to all households in the Neighbourhood Area as part of the Regulation 14 consultation, together with consultation by email or post to consultation bodies and other consultees.

¹ Neighbourhood Planning (General) Regulations 2012, Regulation 15 (2)

2. ESTABLISHING THE NEIGHBOURHOOD AREA AND STEERING GROUP

2.1 The following steps and actions were undertaken in terms of initiating work on the NDP:

- Parish Council consideration of and resolution to produce a Neighbourhood Development Plan at its meeting on 14 December 2015. This followed a meeting with Herefordshire Council in November 2015. Work on the NDP was to be taken forward by a Steering Group, with two Parish Council representatives. The Parish Council agreed Terms of Reference for the Steering Group at its meeting on 2 March 2016.
- Consultation by Herefordshire Council on the proposed designation of the Putley Neighbourhood Area, 20 January to 17 February 2016. The Parish Council's application for the designation of the Putley Neighbourhood Area was approved on 24 February 2016. The Neighbourhood Area boundary is the same as that of the Putley Parish Council.
- An Open Meeting on the evening of 21 July 2016, advertised by flyer throughout the Parish and attended by 39 residents (equivalent to 19% of the adult population of the Neighbourhood Area in 2011). The meeting was arranged to publicise the decision to go ahead with the NDP and to seek volunteers for the Steering Group. A presentation was made by a Neighbourhood Planning Officer from Herefordshire Council, followed by an open discussion. The opportunity was taken to collect contact details including email addresses, to use as the basis of one means of communication with the community during the NDP process.

2.2 The issues and concerns raised in this stage of the plan-making process comprised in summary:

- The extent to which the community could control the type of development it wants to see in the Neighbourhood Area.
- The extent to which housing requirements could be met through "windfall" planning permissions.
- The pros and cons of using settlement boundaries to define the extent of village areas and manage development.
- Queries in respect of the process to be followed.

2.3 These issues and concerns centre on delivering greater local control over development by making use of the new powers available under the Localism Act 2011. They were considered and addressed by:

- The Parish Council decision to undertake a NDP.
- Application for Neighbourhood Area designation.
- Establishment of a Steering Group reporting to the Parish Council.
- Arranging and publicising an Open Meeting to hear advice from Herefordshire Council and set up the Steering Group.

2.4 Table 1 sets out the detail of the activities undertaken, with supporting documents included in Appendix 1.

Table 1: Establishing the Neighbourhood Area and Steering Group

Date	Who was consulted	How they were consulted	Main issues and concerns raised	How the issues and concerns were considered and addressed in the NDP	Reference
14 December 2015 and 2 March 2016	Putley Parish Council	Agenda items	Decision to proceed with NDP and creation of Steering Group with agreed Terms of Reference.	Decision taken to produce a Neighbourhood Plan and to establish a Steering Group.	Extracts from minutes, A1.1.
20 January – 17 February 2016	Community	Consultation by Herefordshire Council on Parish Council's application for designation of the Putley Neighbourhood Area.	Concern that the Neighbourhood Area overlapped with that of Pixley and District parish.	HC confirmed that the Putley Neighbourhood Area was that covered by Putley parish, and that no part of Pixley and District parish was within the Area. Application for designation of the Putley Neighbourhood Area was approved.	HC, Putley Neighbourhood Area Decision Document, February 2016, A1.2.
21 July 2016	Community	Open Meeting, Putley Parish Hall	Presentation by HC Neighbourhood Planning Officer. Wide range of issues raised in discussion including housing (numbers, type and delivery), environmental protection, and process.	Issues raised were addressed through formation of the Steering Group. They were explored in subsequent Group discussions, and informed the planning of the September drop-in events and the residents' questionnaire.	

3. EXPLORING THE ISSUES

- 3.1 Following the public meeting on the 21 July 2016, efforts focussed on moving to establish the Steering Group. The first meeting of the Steering Group, comprising Parish Councillors and other volunteers from the community, was held in August 2016.
- 3.2 With this in hand, two drop-in events were arranged and publicised to provide an opportunity to explain to the wider community how it was intended to go about the preparation of the NDP and to identify and explore local issues.
- 3.3 The drop-in events were held at the Putley Parish Hall on Saturday 3 September 2016 (10am to 1pm) and Tuesday 13 September 2016 (6pm to 9pm). A series of discussion boards were produced to explain how the NDP was to be prepared, and to introduce the main issues and questions to be tackled. These were grouped into the themes of housing, traffic and transport, environment, and business. Large-scale maps of the Neighbourhood Area were also available. Residents were supplied with post-it notes to record their comments on relevant boards. Steering Group members and the planning consultant were on hand to answer questions, and refreshments were provided.
- 3.4 A total of 78 members of the community attended the two drop-in events (equivalent to 39% of the adult population of the Neighbourhood Area). A total of 186 separate comments were posted to the boards as follows: housing 31%; environment 27%; traffic and transport 24%, and business 22%. To summarise the main issues raised in comments:
- A desire to see smaller homes at more affordable prices, to give a better balance of housing.
 - Preference for infill housing and conversions, and for eco-friendly building.
 - Putley Green and Putley Common as locations for some new housing.
 - The status of Putley as a “main focus” within the Herefordshire Local Plan Core Strategy.
 - Traffic speeds, volume and type/size, including use made of the rural lanes by HGVs and farm machinery.
 - Protecting tranquillity, wildlife habitats, woodlands and open spaces.
 - Improved access by foot and horse.
 - Encouraging small-scale employment and business opportunities for tourism, start-ups, creative industries and farm diversification.
 - Internet access speeds.
- 3.5 The drop-in events provided information on the local issues and concerns to be addressed in the NDP. These were considered and addressed by:
- Ensuring that the matters raised informed the overall scope of the residents’ questionnaire survey, with questions seeking further information on specific points, such as the form and types of new housing and its location, traffic issues, how best to provide for the local economy, and protecting the environment.
- 3.6 Table 2 summarises the activities undertaken at this stage, with supporting documents included in Appendix 2.

Table 2: Exploring the issues

Date	Who was consulted	How they were consulted	Main issues and concerns raised	How the issues and concerns were considered and addressed in the NDP	Reference
3 and 13 September 2016.	Community.	Drop-in events at the Parish Hall.	Wide range of issues raised re housing, traffic and transport, environment, and business.	Issues raised were further investigated in the residents' questionnaire survey.	Analysis of comments made by theme and all comments made at the drop-in events, A2.1.

4. RESIDENTS' SURVEY

- 4.1 The next stage of the plan-making process was the residents' survey. Professional help was used to draw up a questionnaire. The questionnaire took into account the issues arising and information gathered at the Open Meeting and drop-in events, together with discussion in the Steering Group. Regard was also had to the Parish Plan prepared for the Neighbourhood Area in 2009.
- 4.2 The questionnaire focussed on the following themes which the Steering Group identified as important to the future planning of Putley: a vision for the future of Putley; housing; traffic, transport and access; jobs and the local economy; protecting the environment, and community services. The questionnaire sought views on locations suitable for new homes. Comments were also requested on locations suitable for new employment development, and on landscape features, views and habitat areas which were thought to be deserving of protection.
- 4.3 The questionnaire pack was hand-delivered to 197 residents in the Neighbourhood Area in November 2016 by members of the Steering Group. As well as the questionnaire itself, the pack included a 'wrap around' sheet which featured a covering letter, completion and return instructions, 'frequently asked questions' explaining the background to the survey and to the Neighbourhood Plan process more generally, and a map of the Neighbourhood Area. A Prize Draw was used to encourage response and a draw form was included for this purpose.
- 4.4 All residents aged 16 and over were invited to take part in the survey. Completed questionnaires were hand-collected (with return visits being made as necessary), or otherwise returned to a central collection point at Putley Green, courtesy of a member of the Steering Group. Prize Draw forms were also collected at this stage; they were kept separate from completed questionnaires to ensure anonymity. Overall, 127 completed questionnaires were collected, a response rate of 64.5%.
- 4.5 Analysis of the questionnaires was undertaken with professional support. As a first stage in the dissemination and discussion of the results, a presentation was made by the planning consultant to the Steering Group at its meeting in January 2017, followed by discussion.
- 4.6 Following the meeting, the survey analysis was published in the form of two reports in January 2017. Both reports were posted to the website at <http://www.putley.org.uk/neighbourhood-plan/>. They are:
- Results Report: a full report analysing the questionnaire responses. A summary of the principal findings of the survey can be seen at A3.1.
 - Comment listings: report listing all the comments made in response to questions inviting free-write comment on all aspects of development and the environment.
- 4.7 The survey provided a wealth of information for consideration in the preparation of the NDP. The issues and concerns raised may be summarised as follows:

Vision for Putley

- There was general support for the draft Vision.

Housing

- New housing preferred as conversions or infill development, rather than new estates.

- Smaller and medium-sized dwellings generally sought, with support for eco, self-build and live/work units.
- Putley Green and Putley Common identified as locations suitable for new housing, with new dwellings alongside existing development, and locations and sites identified. Putley Court and environs not supported as a location for new homes.
- A better balance of housing was needed, with more affordable, starter and smaller homes to help meet local needs.

Traffic, transport and access

- Maintenance of highway infrastructure such as roads, hedges, ditches, drains and verges, and issues linked to road safety and traffic speed were all seen as priorities.

Jobs and the local economy

- Agricultural and other jobs linked to the rural nature of the area and accommodated through home working, live/work and the conversion of existing buildings were favoured forms of small-scale economic development.
- Local businesses and farmers should be further consulted.

Protecting the environment

- Traffic from development should be compatible with local roads.
- New buildings should be in keeping with their surroundings and avoid creating noise and light pollution.
- Landscape character should be safeguarded, and landscape features and habitats protected.

Community services

- Existing facilities and services seen as important by most respondents in meeting current and future needs, particularly broadband.
- Comments on the need for improvement to community services focussed on broadband and mobile phone reception.

4.8 These issues and concerns were considered and addressed in subsequent stages of the process, notably in discussions on housing delivery and the use of settlement boundaries, and then in the formulation of planning policies in the draft NDP.

Drop-in event for local businesses

4.9 Views were expressed in survey responses that local businesses and farmers should be further consulted on the NDP. Following discussion at the Steering Group, it was decided to hold a drop-in event specifically aimed at local businesses, in order to respond positively to these comments.

4.10 The event was held at the Putley Parish Hall on Thursday 6 April 2017 between 7.30pm and 9.30pm. Local businesses and farmers were personally contacted and invited to the event by the Chair of the Steering Group. A display was prepared setting out the findings of the survey with regard to jobs and the local economy. Large-scale maps of the Neighbourhood Area were also available. Steering

Group members and the planning consultant were on hand to answer questions, and refreshments were provided.

4.11 The drop-in event was attended by nine residents, including three from outside the Neighbourhood Area. There was only limited representation from the business and farming community, though the event provided a further opportunity for views to be expressed and discussed. This included concerns also expressed through the survey around the environmental impacts of business, particularly through traffic generation on the rural lanes of the Neighbourhood Area.

4.12 Table 3 sets out the detail of the activities undertaken at this stage, with supporting documents included in Appendix 3.

Table 3: Residents' survey

Date	Who was consulted	How they were consulted	Main issues and concerns raised	How the issues and concerns were considered and addressed in the NDP	Reference
November 2016.	All residents aged 16 and over in the parish.	Questionnaire survey, completed by 127 residents (response rate of 64.5%).	Support for location of new housing at Putley Green and Putley Common, with locations and sites identified. New housing preferred as infill and conversions. Support for small-scale forms of employment development. Other issues and concerns raised re environment, traffic and transport, and community services.	Survey results taken into account in the Housing Delivery Report and in the formulation of the draft NDP. Location and site options for housing were assessed in the Housing Delivery Report.	Results report and Comment listings report: http://www.putley.org.uk/neighbourhood-plan/ Summary of results, A3.1.
January 2017.	Community.	Putley Press item.	Steering Group wanted to thank those who had responded to the residents' survey, and to give a timely summary of the results.	Putley Press item used to thank survey respondents, give a summary of results, and advance notice of the drop-in event for local businesses.	Putley Press item January 2017, A3.2.
6 April 2017.	Those who run or manage businesses in or from Putley.	Drop-in event at the Parish Hall.	How to best make provision for jobs and the local economy whilst respecting residential amenity, highway safety and capacity, landscape and the environment.	Incorporating a balanced planning policy for economic development in the draft NDP.	Putley Press item April 2017, A3.3. Draft NDP, policy PUT5.

5. HOUSING DELIVERY AND SETTLEMENT BOUNDARIES

- 5.1 This stage of the plan process dealt with the approach to be taken to housing delivery and to the use of settlement boundaries to define the main built-up areas in the Neighbourhood Area. A Housing Delivery Report was commissioned to establish the remaining minimum housing requirement, appraise settlement character, assess the various locations and site options which had been identified by responses to the residents' survey, and set out a recommended approach. Consultation was held with the community on the emerging proposals.
- 5.2 The Housing Delivery Report recommended that two areas of settlement be identified, at Putley Green and Putley Common. At Putley Green, a settlement boundary approach was proposed. At Putley Common, a more flexible approach was proposed with the settlement defined by a criteria-based policy which referenced its characteristic form, of dwellings grouped around the Common. No site allocations were considered necessary, given the modest scale of housing needed to meet the minimum strategic requirement. The Report concluded that the required growth could realistically be delivered by NDP policies for Putley Green and Putley Common, and by the existing policies of the Herefordshire Local Plan Core Strategy in the case of dwellings in the countryside.
- 5.3 To seek community views on these proposals, a drop-in event was held on Tuesday 6 June 2017 between 7.30pm and 9.30pm. The event was publicised in the Putley Press (see A3.3), by email and by signs at the two road entrances to the village. A display was prepared which set out the proposed approach, including a draft settlement boundary for Putley Green and a detailed plan of Putley Common, illustrating the area which would be considered as in the settlement in the proposed approach. A short questionnaire was devised to record views and refreshments were provided. Steering Group members and the planning consultant were available to answer queries. Over the course of the evening, 20 members of the public attended.
- 5.4 The Steering Group discussed the results from the drop-in event in detail at a meeting later that month. Several changes to the proposed approach were agreed in the light of comments made. An extract from the notes of the meeting is included at A4.1.
- 5.5 The issues and concerns raised at this stage of the plan-making process comprised in summary:
- Putley Common: concern about the implications of the approach for the Common itself, including the increased passage of vehicular traffic across common land, and for wildlife.
 - Putley Green: that the draft settlement boundary was too restrictive, and that an area of traditional orchard adjoining the draft boundary should be incorporated within the settlement.
- 5.6 These issues and concerns were considered and addressed by the Steering Group by:
- Considering and agreeing a settlement boundary for Putley Common.
 - Considering and agreeing several extensions to the draft settlement boundary at Putley Green.
 - After careful consideration and on advice, deciding that it would be inappropriate for the traditional orchard to be included within the settlement boundary.
- 5.7 The approach set out in the Housing Delivery Report, as amended following consideration of comments made at the drop-in event, provided a basis for relevant policies of the draft NDP.

5.8 Table 4 sets out the detail of the activities undertaken, with supporting documents included in Appendix 4.

Table 4: Housing delivery and settlement boundaries

Date	Who was consulted	How they were consulted	Main issues and concerns raised	How the issues and concerns were considered and addressed in the NDP	Reference
6 June 2017.	Community.	Preparation of Housing Delivery Report and drop-in event at the Parish Hall.	Implications of a criteria-based approach for Putley Common, and that the draft settlement boundary at Putley Green was too restrictive.	Steering Group discussion on 15 June, with agreement to progress a settlement boundary at Putley Common and extend that at Putley Green.	Housing Delivery Report: http://www.putley.org.uk/neighbourhood-plan/ Extract from notes of Steering Group meeting 15 June 2017, A4.1.

6. CONSULTATION ON THE DRAFT PLAN

The consultation process

- 6.1 The draft NDP was presented to the Parish Council in October 2017. The Parish Council resolved to approve the draft NDP for the purposes of pre-submission consultation and publicity. During this period, the community continued to be kept informed of the progress of the NDP by way of the Putley Press.
- 6.2 Consultation on the draft NDP was carried out in accordance with the requirements of Regulation 14 of the Neighbourhood Planning (General) Regulations 2012. The consultation ran for six weeks from 6 November 2017 to 18 December 2017.
- 6.3 The Environmental Report and Habitats Regulations Assessment, which had been carried out in September 2017, were also published for consultation.
- 6.4 Copies of the draft NDP were distributed to households and businesses throughout the Neighbourhood Area at the outset of the consultation period, accompanied by a covering letter from the Chairman of the Parish Council and a comments form. The draft NDP included a pre-submission consultation and publicity notice, setting out the requisite details of the consultation. The draft NDP, comments form, Environmental Report and Habitats Regulations Assessment were posted on the website.
- 6.5 A list of consultees was compiled by the Steering Group, starting with the statutory consultees identified in guidance produced by Herefordshire Council.² Other consultees were then added to the list, having regard to the consultation bodies specified in paragraph 1 of Schedule 1 of the 2012 Regulations. The final list embraces national and regional bodies, the local planning authority, neighbouring parish councils, and other local consultees including voluntary organisations, farms and other businesses (Table 5). The list includes several farm and forestry enterprises which operate in Putley and whose owners reside or are based outside the Neighbourhood Area. Consultation was by email or letter, sent by the Parish Clerk at the start of the consultation period and explaining where the Plan could be viewed and how and by when to make comments.
- 6.6 A copy of the draft Plan was placed on public deposit for inspection at the Ledbury Customer Service Centre, a poster was placed in the village noticeboard, and the consultation exercise was covered in the Putley Press.
- 6.7 A drop-in event was held mid-way through the consultation period on Saturday 25 November 2017, between 10 am and 12 noon. The event was designed to give an opportunity for local residents and businesses to seek further details on any aspect of the NDP, and to make comments. The event was publicised in the consultation and publicity notice (as bound in the draft NDP which had been distributed throughout the Neighbourhood Area), by email and poster, and by signs at the two road entrances to the village. Displays were prepared setting out the proposed settlement boundaries and each of the draft planning policies. Comment forms were available, and refreshments provided. Steering Group members and the planning consultant were on hand to answer queries. Over the course of the morning, 14 members of the public attended.

² https://www.herefordshire.gov.uk/downloads/file/3704/guidance_note_13_statutory_consultees

6.8 Table 6 summarises the above stages of work and the consultation documents which were prepared, and where they can be viewed.

Table 5: draft NDP consultees

National organisations	
Environment Agency	Network Rail (West)
Natural England	Highways England
Historic England	Wye Valley NHS Trust
Coal Authority	AMEC UK Ltd.
Homes and Communities Agency	RWE Npower Renewables Ltd.
English Heritage	Dwr Cymru Welsh Water
National Trust	Severn Trent Water
Great Western Trains	National Farmers Union
Local organisations	
Herefordshire Council (HC)	Putley Parish Hall Management Committee
Cllr J. G. Lester, HC	Big Apple Association
CPRE Herefordshire	The Prancing Pony
H & W Chamber of Commerce	Putley Archery
Woodland Trust	Putley Wildlife Group (PWAAG)
Herefordshire Wildlife Trust	Fortis Living HA
Putley PCC	West Mercia HA
Putley WI	
Adjoining parish councils	
Tarrington PC	Much Marcle PC
Pixley and District PC	Woolhope PC
Local businesses	
Once upon a Tree Ltd. - Dragon Orchard	Brainge Farm
Lower Court Farm	Putley Riding School
Newhouse Farm	Ken Traherne Contractor
Hatsford Farm	Tooby Farm Services
Putley Green Fruit Farm	Hallend Farm, Kynaston
Priors Grove Farm	Lillands Farm, Aylton
The Hill Farm	Crothorne Farm, Dymock
Fosbury Fruit Farm	Fountains Forestry
Hamster Baskets	

Table 6: Consultation on the draft plan

Consultation activity /document	Reference
Putley Parish Council approval of draft NDP.	Putley Parish Council Minutes 19 October 2017 available on website: http://www.putley.org.uk/neighbourhood-plan/
Update on the NDP and advance notice of the consultation in the Putley Press, August 2017.	A5.1
Draft NDP, Environmental Report and Habitat Regulations Assessment, comments form, email/letter to consultation bodies, and drop-in meeting flyer.	http://www.putley.org.uk/neighbourhood-plan/
Other consultation documents: pre-submission consultation and publicity notice, and Putley Press item November 2017.	A5.2
Drop-in event, 25 November 2017, signage and display.	A5.3

7. RESPONSES TO THE CONSULTATION

Issues and concerns raised

- 7.1 Consultation body responses were received from Herefordshire Council and four other organisations. Five residents submitted comments. All comments made are shown in the Response Log at Appendix 6, together with a response to each comment and the changes made to the draft NDP where these arise.
- 7.2 The principal issues and concerns which were raised in the consultation may be summarised as follows:
- That the proposed settlement boundaries at Putley Green and Putley Common were drawn too tightly around the built form, limiting the scope for development
 - The extent to which this could impact on housing delivery and the NDP's ability to meet the minimum requirement under the Local Plan Core Strategy
 - The basis for proposing an upper limit on the size of individual developments at Putley Green
 - A proposal to extend the settlement boundary at Putley Green
 - The need to address the expressed desire for less expensive, open market houses
 - That insufficient control was proposed in policy on larger-scale rural tourism and leisure proposals
 - That the use of settlement boundaries was at odds with the existing dispersed pattern of development in the parish, and should be replaced with a more flexible criteria-based approach.

Considering and addressing issues and concerns

- 7.3 An initial review by the planning consultant and the Steering Group focussed on the use of settlement boundaries. This exercise brought into focus that there was a need to balance 'loosening' the settlement boundaries (by including additional land) with known environmental factors and concerns. This included land with traditional orchard status at Putley Green, and Local Wildlife Site and other designations at Putley Common.
- 7.4 In light of this, the Steering Group decided to seek a meeting with Herefordshire Council to jointly review the position with regard to the draft settlement boundaries, particularly with regard to their capacity to deliver the development assumed and their suitability with respect to environmental factors. The meeting was held on 7 February 2018. Agreement was reached on amendments to the draft NDP which would meet housing delivery concerns whilst protecting environmental factors. The Response Log at Appendix 6 includes further details.
- 7.5 The recommended responses and amendments were considered at a meeting of the Steering Group on 27 February 2018.
- 7.6 Consultation responses and changes to the draft Plan arising were considered at a meeting of the Parish Council on 19 April 2018. Table 7 summarises the changes made to the NDP, in Plan order.

Table 7: Schedule of changes made to the draft Plan following consultation

Ref	Consultee	Change to be made
1	Public response	Para. 2.5: correction of calculation of average household size.
2	Public response	Para. 3.3: amendment to vision.
3	Herefordshire Council (Neighbourhood Planning)	Table 1: update to Table 1 to reflect planning permissions at Putley Common since 1 April 2017.
4	Public response	Para. 4.3: clarification re Putley Green Fruit Farm.
5	Herefordshire Council (Neighbourhood Planning)	Policy PUT3, para. 4.7 and Plan 4: amendments to settlement boundary to introduce flexibility. Revision to policy re. the appropriate scale of development at Putley Green and to encourage the development of smaller properties to meet the community's expressed need for starter homes.
6	Herefordshire Council (Planning policy)	Policy PUT4: addition of further text to justify the settlement boundary at Putley Common, and of a plan to show the extent of Putley Common and its associated area-wide Tree Preservation Order.
7	Public response	Policy PUT5: addition of new policy statement on larger-scale rural tourism and leisure proposals and supporting text.
8	Herefordshire Council (Transportation and Highways)	Policy PUT8: addition of reference to public transport facilities and to design guidance produced by the highway authority.

APPENDIX 1

ESTABLISHING THE NEIGHBOURHOOD AREA AND STEERING GROUP

A1.1: Extract from Putley Parish Council Minutes, 14 December 2015 and 2 March 2016.

A1.2: HC Neighbourhood Area Decision Document, February 2016.

A1.1: Extract from Putley Parish Council Minutes, 14 December 2015 and 2 March 2016.

Minutes of the meeting held in Putley Parish Hall on Monday 14th December 2015 at 7.30pm

Present: Councillors Denman, Daly, Hastilow, and Rollinson

1. Neighbourhood Plan
2. **RESOLUTION** That Council goes ahead with a Neighbourhood Plan, with Councillors Hastilow and Herbst as Council representatives.

Minutes of the meeting held in Putley Parish Hall on Wednesday 2nd March at 7.30pm

Present: Councillors Green, Denman, Hastilow, Rolinson, Herbst & Harris

12. **To receive an update from Councillor Herbst on the Neighbourhood Plan and agree Terms of Reference for the Steering Group.**
RESOLUTION That the Council signs the contract with Herefordshire Council and signs the Terms of Reference that were agreed.

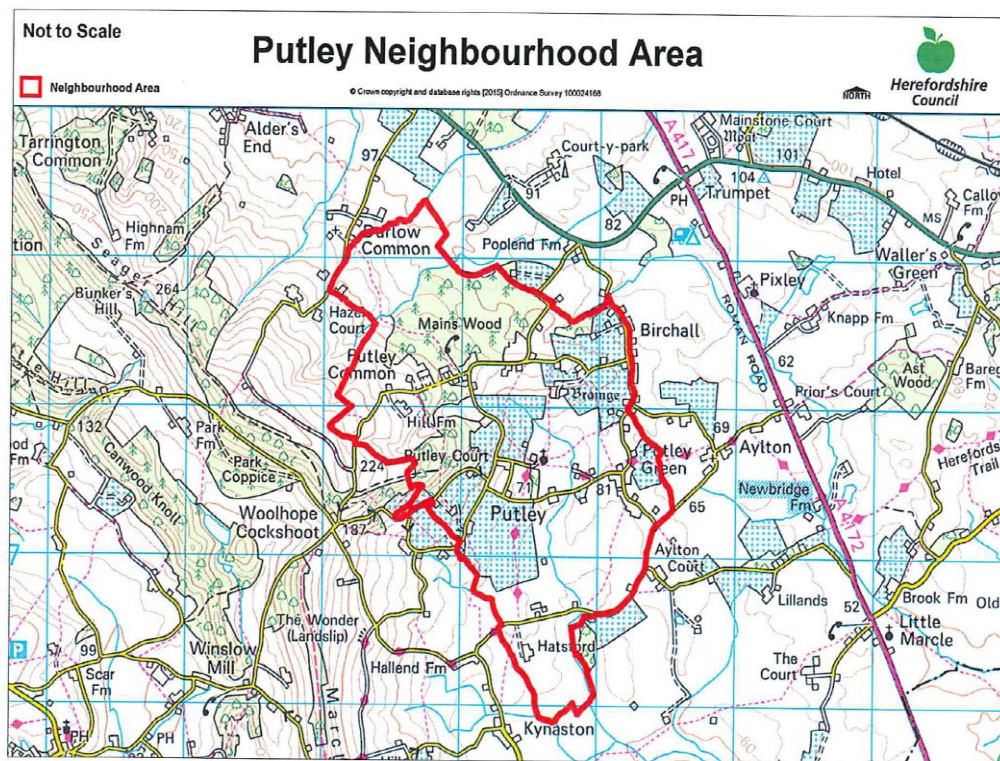
A1.2: HC Neighbourhood Area Decision Document, February 2016.

Neighbourhood Area Decision Document



Neighbourhood Planning (General) Regulations 2012

Name of neighbourhood area	Putley Neighbourhood Area
Parish Council	Putley Parish Council
Consultation period	20/01/2016 – 17/02/2016



Determination

Is the organisation making the area application the relevant body under section 61G (2) of the 1990 Act	Yes	
Is the neighbourhood area considered appropriate? (Section 61G (4))	Yes	
Does the area overlap another designated area? (Section 61G (7))	No	
For joint area application, are all relevant bodies included? (Section 61G (2))	N/A	N/A
Were any comments received during the consultation period?	Yes	
Summary of comments received	The mapped Neighbourhood Area overlaps with Pixley & District Group Parish Council Area.	
Response to comments received	The Neighbourhood Area as designated is the Putley Parish Council administrative boundary. The administrative boundary for Pixley and District is not within the Putley Neighbourhood Area.	
Ward member comments	None received	
Are any modifications required to this or any adjoining neighbourhood area? (Section 61G (6))	No	
Any special circumstances to be taken into account	No	

Decision under Regulation 7 of the Neighbourhood Planning (General) Regulations 2012.

The application for the designation of Putley Neighbourhood Area is

Approved



Richard Gabb

Programme Director Growth

Date: 24/02/2016

APPENDIX 2

EXPLORING THE ISSUES

A2.1: Analysis of comments made by theme and all comments made at the drop-in events, September 2016.

A2.1: Analysis of comments made by theme and all comments made at the drop-in events, September 2016.

PUTLEY PARISH COUNCIL - NEIGHBOURHOOD DEVELOPMENT PLAN

NUMERICAL ANALYSIS OF COMMENTS MADE BY PUTLEY'S PARISHIONERS ON 3RD
AND 13TH SEPTEMBER 2016

	Number of comments made		
	03.09.2016	13.09.2016	totals
HOUSING	21 (24%)	37 (38%)	58 (31%)
TRAFFIC/TRANSP	21 (24%)	17 (18%)	38 (24%)
ENVIRONMENT	31 (35%)	19 (20%)	50 (27%)
BUSIN.EMPL.TOURISM	16 (18%)	24 (25%)	40 (22%)
	-----	-----	-----
Totals	89	97	186

Nb the percentages are all rounded up so the totals under each column will exceed 100%.
The numbers are too small to do any statistical analysis

KH 23.09.2016

PUTLEY NEIGHBOURHOOD DEVELOPMENT PLAN - OPEN MEETING

10.00 - 1.00 SATURDAY 3RD SEPTEMBER 2016 PUTLEY VILLAGE HALL

Comments from Putley Parishioners, hand written on 'post its' on the following:

HOUSING

Style of housing: smaller bungalows for retired people. Environmentally friendly.

Fit into the area as much as possible, but perhaps a mixture of size and type to get a mix of people.

Could a 'flat' be built onto the village hall? A source of income for the hall and/or the tenants could act as caretaker/community worker.

Infill if possible would seem appropriate, so as not to lose too much of our beautiful green space.

I would prefer infilling houses/barn conversions rather than a 'housing estate' in a field.

Don't convert barns into houses!. We lose our heritage.... or at least not every barn.

I would prefer the 'Main Focus Village' status to be removed. This is an agricultural area with few facilities. All villages have school buses. This should not count against Putley.

Parish Council, please re-designate us as an agricultural village and remove the main focus village status

Dear Parish Council, please re-designate us as an agricultural village and remove the main focus village status - many thanks

Very much in favour of calling 'main focus' status into question.

Some of the most interesting houses that have been given permission in recent years have been self build houses with very strong sustainability credentials - these have added to the evolution of Putley as an interesting place to live - both socially and visually.

A small number of 'sympathetic' houses would help the community continue to flourish.

There is at the moment a polarisation between an unusual amount of social housing and a high number of large and very expensive properties. Putley would benefit as a more balanced community, if there were more 'middle incomes' houses in the parish. Also opportunities to downsize.

Could the designated houses become flats or maisonettes? Therefore one new-build would be two flats, so housing impact not as great/ noticeable on the village

There will be a need to encourage a small amount of controlled development, to make it possible for young families, on Herefordshire wages, to begin their lives here as full or part owners of a property.

After being born and growing up in Putley, when the time came to move out, my only chance was to move to Hereford where house prices are lower. We would love to come back to the village as a family, but house prices are so high, we are priced out of it again and also, houses don't come up for sale that often.

I support in-fill development subject to control over design and size.

Ideally, housing should go where there is already an existing 'cluster' of housing.

Everyone would like there to be 'affordable' housing in Putley. (Affordable rent has recently been described as being 30% of the average wage.) New Green Close and Putley Green are affordable but are not allocated, when vacant, to local people. Housing Association properties may now be bought by the occupiers. Can Putley Neighbourhood Plan process develop a means by which these houses can remain affordable AND be available to rent affordably by local people.

Need for affordable housing (NOT social housing). Also need for 'executive' housing - 3,4,5 bed + baths decent site.

Possibility of splitting larger properties - Putley Court into flats was a major change to the form and function of the parish, with very little visual impact.

TRAFFIC AND TRANSPORT

Any Problems?

Traffic speed should be addressed. My car was damaged by a speeding young man driving too fast. He didn't stop. That speeding youngster may end up in my boat (KH?). Huge lorries intimidate us into reversing round bends to let them pass

Speed of traffic - especially as there is sometimes insufficient space for pedestrians and cars..... more signage/speed limitation.

Speed of traffic is terrible!

Please no more signage.

Speed of traffic and no regard for horses and ponies and walkers.

Yes, people do drive too fast around the lanes.

Delivery/crop removal vehicles should be of a size suitable for our lanes

Overgrown hedges and grass verges... visibility Potholes

The main road through to Woolhope has got huge potholes, whereas the less used side lanes are beautifully repaired.

No way of getting dogs over styles on footpaths

Danger of road crossing at Putley Stables.

Regarding transport - more encouragement/ making it easier to use the very good bus service on HRFD road - needs somewhere, outside our parish - to leave a car.

Rights of way network in need of improved maintenance and should be protected for its current legal status for use on foot. Horse riders should be separated from pedestrians

Any Opportunities

More buses?

More public transport would help - but probably not viable?

Car sharing? Volunteering for hospital appointments.

NDP should identify preferred HGV route so that HC highways can seek to limit route damage in most cost effective way.

Well, opportunities to walk and bike? To enjoy the countryside and aid our health.

Any Needs?

Bridleways - more!

Bridleways to be kept open and cleared and more of them.

Traffic survey/census to measure increase in cars

ENVIRONMENT

New builds to possibly have sustainable power (solar panels, underground heat exchange)

Solar energy - for example solar panels on the roof of the village hall and/or the church

I love the idea of environmentally friendly housing, but this should include the way the building sits in the countryside and screening by traditional hedging and trees

A reasonable number of houses to sustain the village - some good advice for the type of housing/energy/environmental friendly

Distribution of building within the landscape - scattered has been part of the historical way that Putley has developed

Proximity to mains water - not having to make new bore holes.

This environment is unsuitable for large lorries. It should surely be possible to adjust the size of such vehicles. The lanes are an intricate (integral?KH) part of the area and are undermined by large, heavy, traffic.. Pollution from them is totally undesirable.

Light pollution from developments - especially commercial curtilages. Mitigation (?KH) and addressed up front .

Light pollution - eg Alexander Park

Now there is light pollution from various concerns - eg night work on production units, court-y-park, UBL etc Can it be screened?

Hedges being left uncut over summer have been making driving on the lanes quite dangerous

Bridleways/footpaths - increase access eg through woods - negotiating with landowners

Keeping footpaths open, so we can enjoy where we live ... and those who visit

Footpaths should be maintained and protected

Footpath maps available for possibly circular routes for people - organised walks?

Permitted bridle paths and footpaths around orchards 'out of season'

There are places where it would be great if they were open to the public, but they aren't - especially the ridge to the east of the Cockshoot (which I think is in our parish)

Need to keep green space/corridors.... Concerned about decline in insects

Important features include extensive woodland, small clusters of woodland, hedgerows, orchards - The mixed farming, with many different owners, leads to an interesting landscape - need to retain boundaries/edges/ corridors for biodiversity

Make sure we retain wildlife corridors(water courses, mature hedges etc) that are not polluted by chemical spraying and are not flailed

Working with farmers to manage crop spraying - as they are killing insects

Public space - there is a need to allocate additional space for parking for the parish hall. The level of use has outstripped provision.

Community gardens/ allotments

Community orchard / wood

Ponds - we have lost many - there are some new, but let's make sure those we have are not filled in.

Preservation of existing woodland

Significant, notable trees: identify those with particular wild life/ historical interest and protect .

The play area should be reviewed - size, capacity, age range, level of use and considered against age profile of families in the village - is there a need for more community space?

The common does look a little sad at times - but I understand that the wild life and flora needs habitat

LITTER - ways of dealing with it

Targeted, capital agri-environment schemes to benefit both farmer and environment - eg -3m margins, skylark plots in big fields

BUSINESS, EMPLOYMENT, FARMING, TOURISM ETC

A comprehensive website to advertise local places of interest, eg church - a face-book page?

Some way of advertising local jobs for local people eg cleaning, babysitting, ad hoc agricultural jobs. Trying to link available people to local part-time jobs

Better internet

Encourage cottage industries - particularly related to food producers

Avoid workshops etc that would create noise

Perhaps live/work creative folks - or office spaces

Planners need good data - Good data about existence, type, location of ALL and EVERY business in Putley is not available. The NDP could solve this.

Grave concerns about large lorries on our tiny lanes. These are the true, rural lanes that should not be undermined. Transporting fruit has traditionally been done by tractor. Perhaps a collection place on a major road would be the answer.

New roof for village hall.

In RD's (?) handwriting

Difficult - hard to find opportunities here.

Need to maintain traditional activity - eg farming, orchards etc

Must have a balance - employment related activity not to be intrusive.

Avoid disturbance to neighbours - eg noise and light pollution etc

Access for lorries (articulated) for fruit transport is a requirement for future/expanded farming activity.

Packing sheds requirement - to enable this to happen here and not in Kent (ORGANIC)

Housing for workers/fruit pickers - seasonal and all year round. They have plans to convert a barn to housing for this purpose

KH 05.09.2016

PUTLEY NEIGHBOURHOOD DEVELOPMENT PLAN - OPEN MEETING

18.00 - 21.00 TUESDAY 13TH SEPTEMBER 2016 PUTLEY VILLAGE HALL

Comments from Putley Parishioners, hand written on 'post its' on the following:

HOUSING - (can we please be sure we all know the difference between 'social' and 'affordable' housing - KH)

What?

Smallish houses for younger families

Opportunities for young and local working people

Mixed housing for young families - affordable

More social housing - but for locals

Affordable housing around village - good mix of housing 2 to 3 bed etc

Affordable housing for young people

Family, affordable housing, to help keep the young in the village

Family housing would enhance village, but normal 3 bedroom houses

How do you maintain this (affordable housing) if then the young people sell it off for unaffordable housing?

Need to understand opportunities available through 'affordable housing' including shared ownership and other interventions to bridge the market gap

Housing for young families - affordable. Small clusters - not more than 4

We have a lot of social housing and quite a lot of large houses; we need more in-between

Consider small scale live/work dwellings for self-employed (cut down on work commutes etc)

Prefer to avoid new build. Structures should be sympathetic with bucolic nature of area

Conversion of existing, unused buildings

Restrict development to conversions of existing buildings

Encourage conversions rather than new build. If new build, it should be next to another house.

Conversions, sensitive to landscape/ environment, Existing *even* (couldn't read this last word KH)
Putley Green

Conversion of existing buildings... restrict other new building to specific areas

Flexible planning for development of land - ie tourism and land development

Where?

Around Putley Green or possibly Putley Common

Around Putley Green, Putley Common and Putley Court

Around Putley Green

Around Putley Green maybe the park

Dotted around so not to stress our small lanes - Agree! (this last in different handwriting KH)

Scattered

A mix of affordable housing around Putley Green and Common, while also encouraging conversion

How Should They Look?

In keeping with a rural environment. Traditional materials and designs should be implemented

NOT modern.... Of rural vernacular

Mix of design: contemporary, minimum energy, fit for future use

Different and of natural materials. Efficient houses

Eco/ energy efficient

Eco friendly - not uniform - Agree! (this last in different handwriting KH)

Ensure that any housing or other types of development use sustainable energy - efficient design principles eg orientation, daylighting, heating systems, water harvesting etc

Ecologically sound and close to main road

TRAFFIC, TRANSPORT AND AMENITIES

Any Problems?

Lack of services eg bus. Enough traffic on the lanes

Speed needs to be reduced in village. Pot holes filled. Hazard to cyclists and not good for cars - Agree! (this last in different handwriting KH)

Speed limits over much of the parish and 20mph - or lots of signs at Riding School

I agree, the speed limit needs to be enforced: narrow country lanes, riders, children and animals - an accident waiting to happen

Some road users drive too fast, a risk to horse riders/pedestrians/children. Need effective speed management (probably pie in the sky) and 20mph speed limit. Definitely need reflective signs

Don't want to have too many signs - Agree! X 2(these last in different handwriting KH)

Signs need to be wooden and not high reflective metal structures Agree! X 2(these last in different handwriting KH)

No road signs please - keep verges natural as long as possible

Concerns about the lack of interest in the importance of the church as a building of historical interest. It should be thought of as a village amenity for future community use (and preservation)

Any Opportunities

Size of delivery vehicles need to take account of the location and type of road network

Make small buses

Any Needs?

To sustain a business one needs to have ability to transport produce... without this it would inhibit growth and effect employment opportunities in the area

ENVIRONMENT

What?

Keep Putley looking like it is in the country and not in the countryside

Raise awareness of noise pollution. Encourage more considerate use of tractors, mowers, strimmers etc

Encourage renewable energy for new and existing homes - eg for clusters of houses, where appropriate (not permanent)

No wind farms, please

No windfarms or solar panels/farms on good rural land. Limit development as Putley is a rural area

Restrict polytunnels to seasonal use

Avoid future expansion of plastic/polytunnels

If solar panels are sited on land, rather than roofs, use land under them for wild flowers or other land use for wild life

I'm for solar panels/ wind farms - alternative energy resources are needed to secure our future

How?

Discourage use of glyphosates in public places eg on footpaths. There are other more effective ways of dealing with weeds that do not affect wild life

Lawn clippings - encourage people not to dump green waste on banks of water courses (can pollute like silage) or on verges - can kill native flora and encourage thug plants, thistle etc

More green recycling - food waste and garden waste

Better 'doorstep' green waste schemes eg lawn clippings / prunings to reduce number of bonfires generally (can be toxic / smoke nuisance)

Encourage new ponds and new hedges around any new developments (residential or business

Need more awareness of careful management of parish hedges(safety allowing) - legal and wildlife issues (legal - nesting birds - birds nest up to end of Sept. Dormice use Parish hedges from March to November)

Need to protect/appropriately manage natural woodland and encourage/protect wildlife

Identify 'significant' trees in the whole parish and get 'TPO's of them - only way to secure their future

Verges - encourage not to mow or plant beyond verge in front of their homes (unless road visibility is an issue) - can destroy native flowers essential for bees and other insects

Encourage wildflowers on verge sides

BUSINESS, EMPLOYMENT, FARMING, TOURISM ETC

Needs?

Faster Broadband required to keep up with business demands

Faster broadband essential

Fibre to property or more broadband boxes

Internet access, poor communication, has direct ramifications on our business

BT Open Reach Green Box at Putley Common and Putley Green

Self- employment - requires fast broad band and good post. - Local venue for meeting space

Recreational Area in village for games, cricket etc

Nowhere to put amenities - more space to house events - village hall extension to include more room for storage

Housing for farming staff.... Local Authority?

Orchards need: - pack house - machinery storage - staff/pickers accommodation

Opportunities?

More business opportunities for encouraging tourism. Flexibility on planning to be able to have diversity in land/farming management

Opportunities for start-ups / studio space for craftsmen/artists / food related businesses (catering/café/small scale processing)

Make opportunities to encourage tourism

Overnight accommodation for visitors/tourists. Small enterprise such as café/village hub

Avoid new build for tourism accommodation - possible for a tourism service eg café, workshop

Important that any business or tourism or farming development remains small scale

We are about to lose a growing business which has developed from a small base as a farm diversification, adding value to apple crops. This has provided local employment and a hub of activity. Door should be open for these opportunities. BUT how can the plan manage/accommodate growth and guide when it is time to expand into a new location?

We need to understand what farm development is permitted without planning permission - what can be addressed through the NDP?

Problems?

Transport

No Polytunnels, please. X 2(these last in different handwriting KH)

Less horse culture

Horse and rider safety needs addressing

KH 23 .09.2016

APPENDIX 3

RESIDENTS' SURVEY

A3.1: Residents' Survey summary of results.

A3.2: Putley Press item, January 2017.

A3.3: Putley Press item, April 2017.

A3.1: Residents' Survey summary of results.

The survey was undertaken in November 2016 and achieved a response rate of 64.5%.

A vision for Putley

- There was support for the draft vision with comments on social, economic and environmental aspects. Issues were raised around the provision of housing and employment to meet the needs of the younger generation, public services and infrastructure, farming and business, and tourism.

Housing

- The preference was for new housing to be provided through building conversions, individual infill dwellings or smaller developments, rather than a larger scheme.
- Homes with 2 or 3 bedrooms were favoured over larger properties. There was support for environmentally efficient, self-build and live/work housing. The least favoured form of new homes was social housing.
- Comments suggested Putley Green and Putley Common as locations suitable for new housing, with several sites being identified. More generally, new dwellings would be best sited alongside existing properties and clusters of housing. The environs of Putley Church was identified as a location where housing should not be built, amongst others.
- New housing was generally accepted as a way of helping to meet local needs, including for smaller/starter homes to provide more affordable accommodation for families and younger people. This was part of a wider concern to achieve a more balanced demographic.

Traffic, transport and access

- Top priority for improvement was road, hedge, ditch and drain maintenance, followed by the upkeep of footways and bridleways.
- Road safety for all users was also an area for improvement.
- Comments emphasised issues around excessive traffic speed, including a need for traffic calming, and maintenance including selective hedgerow trimming. Opposing views were expressed about the use made of the narrow lanes by goods vehicles and farm machinery.

Jobs and the local economy

- Favoured types of employment were agriculture, forestry, food and drink production and processing, livery and tourism, reflecting the rural nature of the area and existing activities.
- Light industry, storage and distribution and intensive livestock units were less favoured.
- Improvements to broadband and communications were recognised as a pre-condition to effective home working and to encouraging small businesses in the area.
- Home working and live/work should be provided for in the ND Plan, as should the conversion of rural buildings for business uses.
- Comments supported small-scale economic activity, especially that based on adding value to land-based products, with calls for adverse impacts such as traffic to be considered.

Protecting our environment

- Responses placed emphasis on ensuring that traffic from new development was compatible with local roads, that development should be in keeping with its surroundings and avoid creating noise and light pollution.
- The most important way to protect the environment was to safeguard the character of the landscape.
- Many local features and attributes were identified for protection. Replies also pointed to the diverse range of landscapes and habitats represented in the Plan area.
- Most respondents had not suffered from flooding, with reported problems stemming from road or field run-off.
- Solar panels and air/ground source heat pumps were favoured as renewable energy sources with little support for wind turbines (particularly for larger-scale wind farms) or solar farms.
- Comments covered a range of environmental issues such as woodland and hedgerow management, water extraction and flooding.

Community Services

- The most important community service in meeting the current and future needs of the community was viewed as broadband; the least important as the part-time Post Office service.
- Comments on the need for improvement to community services focussed on broadband and mobile phone reception. Along with calls for a local shop, there was also mention of the need for a variety of cultural and leisure facilities. Others saw a need for improvements to the Parish Hall and the playground at Putley Green.

Information about you

- Compared to 2011 Census data for the Neighbourhood Area, females were slightly over-represented in responses.
- Younger age-groups were under-represented against the 2011 Census, with older age-groups being over-represented. The 45-59 age group accounted for 41% of responses whilst making up 31% of the usual resident population aged 16 and over.
- Almost two-thirds of respondents had lived in the Area for 10 years or longer.
- On economic activity, self-employed and retired respondents were over-represented when compared to Census 2011 information.

Final chance to comment

- Comments to this final question raised a variety of issues including housing development, the planning status of Putley as a main focus village, the involvement of the business and farming sections of the community in the ND Plan and a range of other topics.

A3.2: Putley Press item, January 2017.

Putley Parish Council

Putley Neighbourhood Development Plan

You will all remember that via the Localism Act of 2011, the Government decided that local communities should have a say into how their villages develop.

Our Parish Council decided to have the village's opinion heard at county planning level. This resulted in the formation of a Steering Group of "neighbours" (including two Parish Councillors) in February 2016 and full authorisation in early March 2016 to proceed with the Putley Neighbourhood Development Plan (ND Plan). The drive for Putley is the requirement to find 14/15 new homes between 2011 and 2031 (seven have already been built and two more have planning permission).

To help inform the ND Plan, a residents' survey was undertaken in November 2016 to seek views on a range of matters including housing, the economy, the local environment and community services. The questionnaire that was used, sympathetically devised by our consultant David Nicholson (DN), took account of discussions and issues raised at two open meetings in the parish held in September 2016. The questionnaire was distributed to all those aged 16 years and over in the parish. A spectacular response rate of 64.5% was achieved.

Thanks to all (you know who you are) for completing the questionnaire. Your replies were added up by Steering Group members and other neighbours who attended the November 2016 meeting, then further analysed and collated by DN.

The following is the summary of the results presented to the Steering Group at its January 2017 meeting.

A vision for Putley

- There was support for the draft vision, with comments on social, economic and environmental aspects. Issues were raised around the provision of housing and employment to meet the needs of the younger generation, public services and infrastructure, farming and business and tourism.

Housing

- The preference was for new housing to be provided through building conversions, individual infill dwellings or smaller developments, rather than a larger scheme.
- Homes with 2 or 3 bedrooms were favoured over larger properties. There was support for environmentally efficient, self-build and live/work housing. The least favoured form of new homes was Social housing.
- Comments suggested Putley Green and Putley Common as locations suitable for new housing, with several sites being identified. More generally, new dwellings would be best sited alongside existing properties and clusters of housing. The environs of Putley Church were identified as a location where housing should not be built, amongst others.
- New housing was generally accepted as a way of helping to meet local needs, including for smaller/starter homes to provide more affordable accommodation for families and younger people. This was part of a wider concern to achieve a more balanced demographic.

Traffic, transport and access

- Top priority for improvement was road, hedge, ditch and drain maintenance, followed by the upkeep of footpaths and bridleways.
- Road safety for all users was also an area for improvement.
- Comments emphasised issues around excessive traffic speed, including a need for traffic calming, and maintenance including selective hedgerow trimming. Opposing views were expressed about the use made of the narrow lanes by goods vehicles and farm machinery.

Jobs and the local economy

- Favoured types of employment were agriculture, forestry, food and drink production and processing, livery and tourism, reflecting the rural nature of the area and existing activities.
- Light industry, storage and distribution and intensive livestock units were less favoured.
- Improvements to broadband and communications were recognised as a pre-condition to effective home working and to encouraging small businesses in the area.
- Home working and live/work should be provided for in the ND Plan, as should the conversion of rural buildings for business uses.
- Comments supported small-scale economic activity, especially that based on adding value to land-based products, with calls for adverse impacts such as traffic to be considered.

Protecting our environment

- Responses placed emphasis on ensuring that traffic from new development was compatible with local roads, that development should be in keeping with its surroundings and avoid creating noise and light pollution.
- The most important way to protect the environment was to safeguard the character of the landscape.
- Many local features and attributes were identified for protection. Replies also pointed to the diverse range of landscapes and habitats represented in the ND Plan area.
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- Comments covered a range of environmental issues such as woodland and hedgerow management, water extraction and flooding.

Community Services

- The most important community service in meeting the current and future needs of the community was viewed as broadband; the least important as the part-time Post Office service.
- Comments on the need for improvement to community services focussed on broadband and mobile phone reception. Along with calls for a local shop, there was also mention of the need for a variety of cultural and leisure facilities. Others saw a need for improvements to the Parish Hall and playground at Putley Green.

Information about you

- Compared to 2011 Census data for the Neighbourhood Area, females were slightly over-represented in responses.
- Younger age-groups were under-represented against the 2011 Census, with older age-groups being over-represented. The 45-59 age group accounted for 41% of responses whilst making up 31% of the usual resident population aged 16 and over.
- Almost two-thirds of respondents had lived in the Area for 10 years or longer.

- On economic activity, self-employed and retired respondents were over-represented when compared to the 2011 census

Final chance to comment

- Comments to this final question raised a variety of issues including housing development, the planning status of Putley as a main focus village and the involvement of the business and farming sections of the community in the ND Plan.

A drop-in meeting is set for 7.30 pm on Thursday 6th April 2017 in the Parish Hall for those who run or manage businesses in or from Putley - are employers, self-employed or are employed in Putley - to discuss the findings of the parish survey.

The next meeting of the Steering Group (to which all are welcome) is set for 7.30pm on Thursday 11th May 2017 in the Parish Hall.

Thank you, all of you, for your support!
from the ND Plan Steering Group.

A3.3: Putley Press item, April 2017.

PUTLEY NEIGHBOURHOOD DEVELOPMENT PLAN

DROP-IN MEETING FOR LOCAL BUSINESSES -THURSDAY 6TH APRIL 2017, PUTLEY VILLAGE HALL

The future, the function and the impact of local businesses lies firmly within the remit of the Neighbourhood Development Plan. It is not possible to know with any accuracy how many businesses are run from Putley as this is not included in census information.

We guess there are some six or seven landowners who manage farms in Putley and also live in Putley; perhaps some four farm-based businesses that are run on Putley land but where the owners do not live in Putley; some four or five businesses, not farms, employing several people where the owners may or may not live in Putley; several self-employed people, based in Putley; and several holiday lettings scattered over the village. So quite a lot of people are touched by this topic.

It is a requirement, set out in the orders that regulate Neighbourhood Development Plans, that local businesses be given their voice. Indeed, a keen interest in Putley's Neighbourhood Development Plan was shown during the winter by several local business people - and this was good. Accordingly, a drop-in meeting for local business people was set up and took place on the evening of 6th April 2017 at the village hall.

The display comprised eight boards exhibiting enlarged pages from our consultant David Nicholson's reports on the parish survey and some maps. All the displays focussed on employment and business questions and the parish's responses to them. Handouts of selected sets of comments by the parish were also available, as were full copies of David's report. People were asked if they had further comments to make and facilities were available for such comments to be recorded. Of course, tea, coffee and biscuits were also on hand.

Nine members of the public (other than members of the Neighbourhood Development Plan Steering Group) attended - of whom three lived outside Putley but were curious to see what was going on!

Thank you team Putley and thank you our kind and patient consultant David Nicholson.

It is important for you to know that as Putley is conducting itself well and reporting appropriately on all matters associated with its Neighbourhood Development Plan and because we have presented suitable forward plans, Putley has been awarded a second tranche of funding. The first ran from August 2016 to January 2017. The second now runs from 1st April 2017 to the end of September 2017 when we will have to apply for funds again - for the third tranche. We are allowed four all together.

A drop-in meeting is set for 7.30 pm - 9.30pm on Tuesday 6th June 2017 in the Parish Hall in order to learn about the recommended approach to be taken in the delivery of new housing in the Neighbourhood Development Plan.

The next meeting of the Steering Group (to which all are welcome) is set for 7.30pm on Thursday 15th June 2017 in the Parish Hall.

Thank you, all of you, for your support!
from the ND Plan Steering Group.

APPENDIX 4

HOUSING DELIVERY AND SETTLEMENT BOUNDARIES

A4.1: Extract from Notes of Steering Group meeting, 15 June 2017.

A4.1: Extract from Notes of Steering Group meeting, 15 June 2017.

Record of discussion on Point 4: Putley NDPlan Draft Housing Delivery Report

The context of the discussion was the report by the consultant, David Nicholson, on housing delivery as the central component of the NDPlan. The Steering Group had previously received the report and discussed it at their meeting on 11th May, as set out in the previous minutes. Subsequently the report was aired at a drop-in session for the parish, held on 6th June, as referred to above.

DN made a presentation to the Group. He explained that the main task for this meeting was to explore the responses from the drop-in session and to decide if and how the proposals in the draft housing delivery report should be revised. It is necessary to demonstrate to the Examiner that we have listened and reacted to feedback.

DN reminded the Group of the responses to the initial residents' survey. This had broadly supported a small amount of additional housing to meet local needs, including provision of smaller homes. Favoured locations were Putley Green and to a lesser extent Putley Common, while allowing for some appropriate opportunities elsewhere, for example through barn conversions.

DN explained the principles behind settlement boundaries, which are lines drawn to reflect the main built-up areas. Inside the boundary there would be a presumption in favour of development provided normal planning criteria can be met. Boundaries need to be drawn to facilitate an appropriate level of growth. The area outside the boundary would be deemed to be open countryside and as such would be subject to stricter planning policies as set out nationally and in the Herefordshire Core Strategy.

The remainder of the discussion focussed on the situation in Putley Common and Putley Green and potential settlement boundaries in these two locations. It was informed by answers to two questions asked of attendees at the drop-in session and by DN's interpretation of them and the general comments he had received.

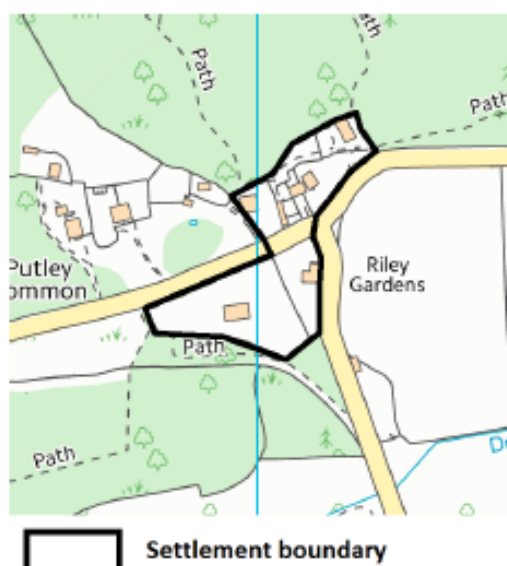
For Putley Common, attendees at the drop-in session had been asked if they agreed that "new homes should be allowed adjoining Putley Common". Thirteen of the twenty respondents had said "yes" while the remaining seven made qualified responses concerning the size and location of development. DN's overall interpretation was that there was general support for development, with the main issue being concern about promoting more traffic across the Common leading to issues of legality and impact on wildlife.

DN informed the meeting that a potential site for new houses had been identified previously at Lazy Acre (in the residents' survey responses). In addition, two further expressions of interest have now been made for the development of new homes east of the Common.

DN's housing development report had not proposed an actual settlement boundary for Putley Common. However, based on this further evidence, he now proposed that a settlement boundary be drawn up as shown in Figure 1 below, which was presented to the Group. This boundary contains the locations for the new development referred to above. It also meets the concerns expressed about access over the Common as

locations affected by this issue would fall outside the settlement boundary and so be subject to policies for open countryside. DN said that this approach would steer development away from the Common itself.

Fig 1: Proposed Putley Common settlement boundary



The Steering Group discussed this suggestion for Putley Common and the location of the proposed settlement boundary. All comments made were positive and it was seen as a neat solution to the situation, allowing for development but also addressing concerns about this sensitive area. The chair called for a show of hands by members on whether they approved of DN's approach for Putley Common and the location of the proposed settlement boundary. All were in favour, with no dissensions or abstentions.

Turning to Putley Green, attendees at the drop-in session had been asked if they agreed that "new homes should be allowed within a settlement boundary at Putley Green". Twelve of the twenty respondents had said "yes" while the remainder had made qualified responses concerning the size of development and the location of the proposed boundary. DN's overall interpretation was that there was general support for development, with the main issue being that the boundary identified in the housing delivery report was too restrictive.

A particular matter arising at Putley Green is the presence of a traditional orchard near the centre of the village. The question of whether or not this should be included within the settlement boundary had been raised by residents. DN had subsequently looked at the relevant planning regulations and guidance relating to this orchard, which is recognised as a habitat of principal importance and specifically identified in Putley's Biodiversity Action Plan. He also showed evidence of the limited number of traditional orchards still present in the area. He concluded that it was an important contributor to the distinctiveness, sense of place and identity of the area and as a priority habitat it would normally be deemed by Herefordshire Council as having no potential for development in their SHLAA¹.

¹ Strategic Housing Land Availability Assessment

The Steering Group discussed the approach to take with the orchard. There was unanimous agreement that, in view of its importance for biodiversity and the relevant planning guidance, it would be inappropriate to include it in the settlement boundary.

Faced with the expressed concerns that the settlement boundary had been drawn too tightly, with insufficient space for required new housing, DN had considered different options for extending the boundary as originally proposed. He presented the Group with a map showing four locations for possible extension, as shown in the map in Figure 2 below.

Fig 2: Possible extensions to Putley Green settlement boundary



DN described these four areas, together with the reasons for suggesting them and the positive and negative aspects of each. They were discussed in detail by the Steering Group.

Area A contains the Parish Hall. Its inclusion in the settlement boundary would recognise its status as an integral part of the village and could be useful with respect to any future improvement or development of the site. DN was asked why at least a small area outside the actual site of the Hall, notably part of the land to the west, could not be included. He responded that this would extend the boundary beyond what may be recognised as the natural built area of the village.

Area B sits behind properties where there had been some previous interest in development. Any access to the area would need to be sorted out by a potential developer. The Steering Group expressed some concern about the workability of this area as a location for development and possible impact on neighbouring properties. The precise boundary of the area was also discussed.

Area C is currently an open field, neighbouring the developed area of the village. It is bounded on two sides by roads and diagonally opposite an existing dwelling at Rose

Cottage, so it could be seen as a corner for potential development. One member of the Group expressed concern about development here as the area is open and quite prominent. However, there was general agreement that the area did provide a possible option for development, provided it was well designed.

Area D lies behind existing housing and is currently partly used for the sewage works. The latter use could restrict its potential for development, but this might change over time. The Group recognised the limitations of the area owing to the presence of the sewage works.

At the end of the discussion, the chair asked members to indicate whether they approved of the following proposals for each of the areas, reflecting the line of the discussion:

Area A: Proposal to include in the settlement boundary: Unanimous approval.

Area B: Proposal to reduce the proposed area (according to the map shown below in Fig 3) and to include that in the settlement boundary: Out of seven members present – five approvals, one abstention, one disapproval (on grounds of access and services).

Area C: Proposal not to include the proposed area in the settlement boundary at this stage but to hold it in reserve as an option to put forward at a later date, subject to the initial response of Herefordshire Council at the draft Plan stage: Unanimous approval.

Area D: Proposal to include in the settlement boundary: Unanimous approval.

Based on the above proposals, the redrawn proposed settlement boundary is shown in Figure 3 below.

Fig 3: Proposed revised settlement boundary for Putley Green



During the discussion relevant comments were made about a number of locations with existing buildings that could offer potential for development. Particular attention was paid to the long barn and hard standings lying between the traditional orchard and the field named Yellow Ark. Group members questioned whether in fact this building might be included in the settlement boundary. DN responded that this would be poorly related to the rest of the village to be included in the boundary but nevertheless as an existing building it would have potential for alternative use. It was also pointed out that the site next to Area C contains existing agricultural buildings that might provide opportunities.

The Group recognised that the results of the residents' survey pointed to the need for some smaller homes. It was felt that the possible development locations at Putley Common might be suitable for smaller houses, as would potential conversions of existing buildings mentioned above.

David Nicholson reminded the Group that six new homes had been developed in Putley in open countryside in the previous fifteen years. He felt that this pointed to the likelihood that at least some of Putley's requirement for new homes would be met in this way, in addition to what could be fitted within the proposed settlement boundaries. In the light of this he believed that the need could be met.

APPENDIX 5

CONSULTATION ON THE DRAFT PLAN

A5.1: Putley Press item, August 2017.

A5.2: Consultation documents: pre-submission consultation and publicity notice and Putley Press item, November 2017.

A5.3: Drop-in event, 25 November 2017, signage and display.

A5.1: Putley Press item, August 2017.

PUTLEY NEIGHBOURHOOD DEVELOPMENT PLAN

Notes from the Steering Group

As you will have seen from the now familiar signs that pop up around the village, Putley's Neighbourhood Development Plan Steering Group is continuing its labours. We have been working on it for a year now!

Over that time, apart from the (open-to-the Parish) meetings of the Steering Group, we have held five drop-in meetings.

The first took place on the evening of Thursday 21st of July 2016. The object of the meeting was to inform the parish that the Parish Council had decided to carry out a Neighbourhood Development Plan. A presentation was made to the parish by Karla Johnson, Senior Planning Officer, Neighbourhood Planning. It was also a vehicle for establishing the membership of the Steering Group.

The second and third took place at lunch time on Saturday 3rd September and on the evening of Tuesday 13th September 2016 with the object of further attracting the parish's interest and obtaining people's views on the different topics that lie within the remit of the Neighbourhood Development Plan. Comments were collected, typed up, analysed and used by Dr David Nicholson (Putley's Planning Consultant) to devise a questionnaire.

The fourth took place on the evening of 6th April 2017 in order to offer opportunities for those who run businesses from Putley to explore further the results of the questionnaire.

And the fifth took place on 6th June 2017 to encourage the parish to participate in discussion about where new housing should be placed and what it should look like. It was also to learn about the recommended approach to be taken in the delivery of new housing in the Neighbourhood Development Plan. The opinions of those who attended on where new housing might be located were carefully documented.

Since then, David Nicholson has written the first draft of the actual Neighbourhood Development Plan. Everything up to now has been preparatory work. Incidentally, housing is only one focus of the report. It is also concerned with the future of our local economy, our local environment and our local community services.

On 2nd August 2017, Putley Parish Council joined the Steering Group for one of its meetings (together with six other members of the parish). The purpose was to listen to and discuss David Nicholson's thinking behind the recommendations he is making in the draft Neighbourhood Development Plan.

The next stage is for Putley Parish Council to sign off the draft Neighbourhood Development Plan before it goes to Herefordshire Council for 'Strategic Environmental Assessment'. After Herefordshire Council has done that (and thank goodness we don't have to do it ourselves), the

Steering Group will pick up the baton again. We will meet on 8th September and again on 28th September 2017, to review the situation and start preparing for the process of distributing the draft Neighbourhood Development Plan during late October even November 2017. This will provide yet another opportunity for you to have your say.

Please look out for the notices of these September meetings and subsequent meetings in October and November. You are all welcome to join us.

There is also the matter of reporting to our funders by the end of September - to show them that we have spent their money appropriately. We need, too, to apply for further monies so that we can, amongst other things, print the draft Neighbourhood Development Plan for you to read and so it goes on.....

Thank you for your support!

Katia Herbst and the Neighbourhood Development Plan Steering Group.

A5.2: Consultation documents: pre-submission consultation and publicity notice and Putley Press item, November 2017.

Regulation 14: Pre-submission consultation and publicity notice

In accordance with the Neighbourhood Planning (General) Regulations 2012, notice is given that a formal pre-submission public consultation on proposals for the Putley Neighbourhood Development Plan will start at 9.00 a.m. on **Monday, 6 November 2017** for a period of six weeks, ending at **5.00 p.m. on Monday, 18 December 2017**.

Where you can inspect the proposed Neighbourhood Development Plan

Copies of the proposed Putley Neighbourhood Development Plan will be delivered to households and businesses in the Neighbourhood Area (the parish of Putley). The proposed Neighbourhood Development Plan is also available:

- At <http://www.putley.org.uk/neighbourhood-plan>
- On request from the Clerk to Putley Parish Council, by email to putleyclerk@hotmail.co.uk or by post to The Clerk to Putley Parish Council, Donnington Court, Ledbury HR8 2HX.
- For inspection at Ledbury Customer Service Centre, The Master's House, St. Katherines, Ledbury HR8 1EA during opening hours.

Supporting documents are available at <http://www.putley.org.uk/neighbourhood-plan>

How to make comments on the proposed Neighbourhood Development Plan

Comments should be made in writing, and include the name and address of the person making the comments. A comments form will be delivered with copies of the proposed Neighbourhood Development Plan. It can also be downloaded from the website or collected at the drop-in session (see below). All comments will be publicly available. This includes the name and address of the person making the comments.

Please make comments as specific as possible, quoting the relevant policy or paragraph number(s).

If you wish to be kept updated on the progress of the Neighbourhood Development Plan, please also give an email address (which will not be published).

Send/make your comments:

- by email to: putleyclerk@hotmail.co.uk
- by post to: The Clerk to Putley Parish Council, Donnington Court, Ledbury HR8 2HX
- by hand to: Josephine Felton, 'Twynings', Putley Green HR8 2QN
- or at the drop-in session at Putley Parish Hall on Saturday, 25 November 2017, 10 a.m. to 12 noon.

All comments must be received by 5.00 p.m. on Monday, 18 December 2017. These will be considered by Putley Parish Council, and will help shape the Neighbourhood Development Plan.

PUTLEY NEIGHBOURHOOD DEVELOPMENT PLAN

Notes from the Steering Group

By the time you read this, you will have received the 'Putley Neighbourhood Development Plan 2011- 2031 Consultation draft' over the weekend of 4th - 5th November 2017. The formal consultation period began on 6th November and will finish on 18th December. Guidance on how to comment on the document, plus a 'comment form' were included in your envelope. You are warmly encouraged to exercise your rights and make your opinions known.

After 18th December, all the comments on the Consultation draft will be reviewed by our planning consultant. He will then advise the Steering Group of any changes to the Consultation draft which are required. Once the Steering Group has discussed his recommendations and come to an agreement about them - on your behalf - they will assemble a package of documents for consideration by Putley Parish Council. As well as the Neighbourhood Development Plan Consultation draft, amended as agreed, a 'Consultation Statement' needs to be prepared. This will describe all the work undertaken to involve you, the community, in the preparation of the Neighbourhood Development Plan Consultation draft - the 'drop-ins' and other meetings. It will explain how your comments at various stages have been taken into account.

We hope to complete this work by March next year.

Once the amended Neighbourhood Development Plan Consultation draft has been approved by the Parish Council, it will be submitted to Herefordshire Council together with the 'Consultation Statement' and other required documents. This is a significant point, for it is then that Putley's Neighbourhood Development Plan (though still in draft form) starts to gain weight in Herefordshire Council's consideration of planning applications in the parish. Thereafter, the main stages are:

- *a further period of consultation, organised by Herefordshire Council*
- *an independent Examination*
- *a local referendum.*

The referendum, will be the focus of my piece in the next edition of the Putley Press. It will be the moment when everyone on the electoral register within Putley parish will be entitled to vote for or against the Plan.

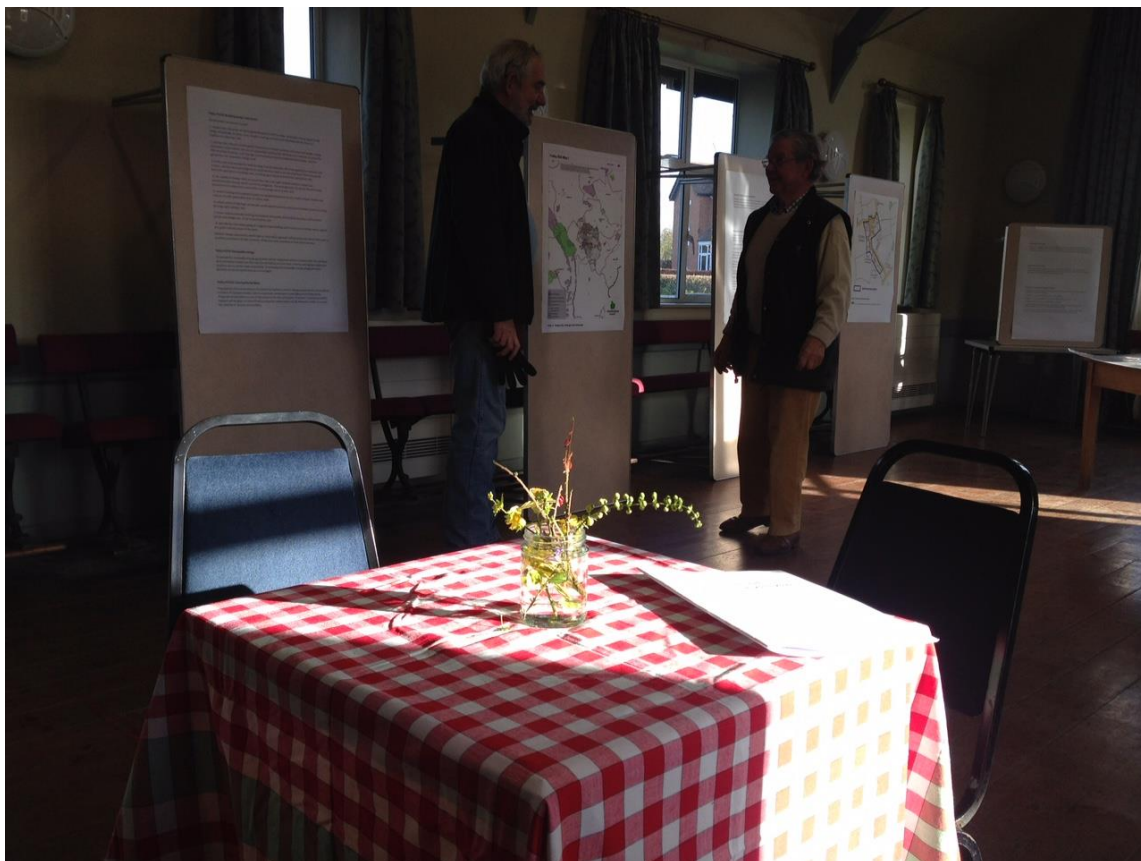
The Steering Group works on and it is good to be able to tell you that Putley has attracted further funding to move on with the next stage described above

In the meantime, please make your comments known - deadline 18th December 2017 - and please refresh your memory about what has already taken place by going on Putley's website at: <http://www.putley.org.uk/neighbourhood-plan>.

Katia Herbst

Chair, Putley Neighbourhood Development Plan Steering Group

A5.3: Drop-in event, 25 November 2017, signage and display.



APPENDIX 6

RESPONSES TO THE CONSULTATION

Response log showing comments received, response to comments, and amendments to the draft NDP.

Consultee	NDP ref	Type C = Comment O = Object S = Support	Comment received	Response	Amendments to Putley NDP
Herefordshire Council (HC) (Neighbourhood Planning)		C	<p>As of April 2017 the current housing target is 15 dwellings to find from 2011-2031. 4 have been built and 2 have been committed, this leaves a residual figure of 9 to find. The settlement boundary of Putley Green may meet some of this target figure. However the settlement boundary could be more flexible to take into account areas within the settlement boundary that may not be feasible for development, also taking into consideration the commitments that could fall through.</p> <p>[NB the HC response advises that no comments were received from the following Herefordshire Council service providers: Development Management, Landscape/Archaeology/Conservation, Strategic Housing, Economic Development, Parks and Countryside, Education, Waste.]</p>	<p>The certainty of housing delivery has increased since Table 1 of the draft NDP was compiled. Since 1st April 2017, four new dwellings have been granted planning permission at Putley Common within the proposed settlement boundary. The allowance made in Table 1 for windfalls within settlements should be reduced to reflect these new commitments. A fifth application with the Putley Common settlement boundary awaits determination (P180671/O). It is noted that the minimum housing requirement is in fact met through dwellings built since 2011, existing planning permissions/approvals, and estimated rural area windfalls (which figure is not disputed).</p> <p>Options for introducing flexibility into the Putley Green settlement boundary were discussed at a meeting between Steering Group representatives and an HC Neighbourhood Planning Officer on 7 February 2018. Agreement was reached that HC's concerns in this regard would be met by including two additional areas: residential curtilage to the south of New House Farm, and an agricultural building and associated land to the east of the C1303.</p>	<p>Provide update to Table 1 to 1 April 2018.</p> <p>Figures as at 1 April 2018 are: Completions: 4 Commitments: 6 Estimated windfall within settlements: 6 Estimated rural area windfalls: 6 Total 22.</p> <p>A revised draft NDP Plan 4 Putley Green settlement boundary is included at the end of this response log. This includes the additional areas agreed with HC.</p>

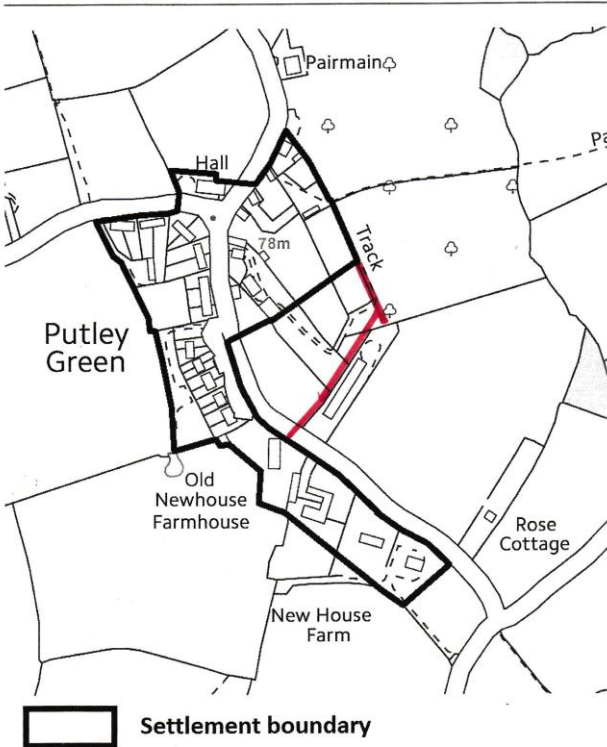
Consultee	NDP ref	Type C = Comment O = Object S = Support	Comment received	Response	Amendments to Putley NDP																
Herefordshire Council (Planning policy)	NDP	C	<table border="0"> <tr> <td data-bbox="591 347 757 432">Draft Neighbourhood plan policy</td> <td data-bbox="779 347 913 491">Equivalent CS policy(ies) (if appropriate)</td> <td data-bbox="936 347 1048 432">In general conformity (Y/N)</td> <td data-bbox="1070 347 1189 368">Comments</td> </tr> <tr> <td data-bbox="591 496 757 699">PUT1- Sustainable Development PUT2 – Development needs and requirements</td> <td data-bbox="779 496 913 517">SS1</td> <td data-bbox="936 496 965 517">Y</td> <td></td> </tr> <tr> <td data-bbox="591 703 757 751">PUT3 – Putley Green</td> <td data-bbox="779 703 913 724">RA2</td> <td data-bbox="936 703 965 724">Y</td> <td></td> </tr> <tr> <td data-bbox="591 756 757 783"></td> <td data-bbox="779 756 913 777">RA2</td> <td data-bbox="936 756 965 777">N</td> <td data-bbox="1070 703 1317 1134"> <p>There needs to be a clear basis for setting an uppermost limit to four dwellings per development. This is otherwise considered to be unnecessarily restrictive.</p> <p>Schemes of similar sizes but with equal merit, that would also be considered appropriate in terms of scale, would be hindered from coming forward.</p> <p>The settlement boundary defined appears to be very tight to the existing built form, which would limit scope for the small scale housing</p> </td> </tr> </table>	Draft Neighbourhood plan policy	Equivalent CS policy(ies) (if appropriate)	In general conformity (Y/N)	Comments	PUT1- Sustainable Development PUT2 – Development needs and requirements	SS1	Y		PUT3 – Putley Green	RA2	Y			RA2	N	<p>There needs to be a clear basis for setting an uppermost limit to four dwellings per development. This is otherwise considered to be unnecessarily restrictive.</p> <p>Schemes of similar sizes but with equal merit, that would also be considered appropriate in terms of scale, would be hindered from coming forward.</p> <p>The settlement boundary defined appears to be very tight to the existing built form, which would limit scope for the small scale housing</p>	<p>Policy PUT3: the issue of the scale of development at Putley Green was reviewed at the meeting between Steering Group representatives and HC referred to above. It is agreed that draft policy PUT3 as worded could be interpreted as setting an arbitrary upper limit to development. Policy to be amended to refer instead to an appropriate scale of development commensurate with the character of the settlement, and to encourage smaller properties to meet the community’s expressed need for starter homes.</p> <p>In respect of the Putley Green settlement boundary, see response above to Herefordshire Council (Neighbourhood Planning) and amendments arising.</p>	<p>Amend policy PUT3 to read:</p> <p>“Policy PUT3 Proposals for housing to be provided as individual properties or small developments on infill sites within the settlement boundary at Putley Green will be supported where they are of a scale which is in keeping with the character of the settlement and can be shown to be of a type and size to meet local requirements and improve the mix of housing. Schemes which provide smaller dwellings including 2 and 3 bedroom properties will be particularly encouraged and supported.”</p> <p>Amend penultimate sentence of para. 4.7 to read:</p> <p>“To respect the character of Putley Green and as a general guide, it is expected that schemes of up to four dwellings will be most appropriate in terms of scale. This is without prejudice to larger schemes if scale can be shown to be acceptable and local housing requirements are addressed. The community particularly wishes to see smaller dwellings of 2 and 3 bedrooms provided, including starter homes, to meet a range of local needs for housing.”</p>
Draft Neighbourhood plan policy	Equivalent CS policy(ies) (if appropriate)	In general conformity (Y/N)	Comments																		
PUT1- Sustainable Development PUT2 – Development needs and requirements	SS1	Y																			
PUT3 – Putley Green	RA2	Y																			
	RA2	N	<p>There needs to be a clear basis for setting an uppermost limit to four dwellings per development. This is otherwise considered to be unnecessarily restrictive.</p> <p>Schemes of similar sizes but with equal merit, that would also be considered appropriate in terms of scale, would be hindered from coming forward.</p> <p>The settlement boundary defined appears to be very tight to the existing built form, which would limit scope for the small scale housing</p>																		

Consultee	NDP ref	Type C = Comment O = Object S = Support	Comment received	Response	Amendments to Putley NDP
			<p>developments the policy seeks within it. Similarly to Putley Green, the settlement boundary defined appears also to be very tight to the existing built form, which would limit scope for the development the policy seeks within it.</p> <p>PUT4 – Putley Common RA2 Y/N</p> <p>PUT5- Economic Development in Putley RA6, E3 Y</p> <p>PUT6 – Communications and Broadband N/A Y</p> <p>PUT7- Natural and Historic Environment LD1-LD4 Y</p> <p>PUT8- Building Design and Access MT1, SD1-SD4 Y</p> <p>PUT9- Renewable Energy SD2 Y</p> <p>PUT10- Community Facilities SC1 Y</p>	<p>Policy PUT4: options for including additional land within the settlement boundary at Putley Common were reviewed at the meeting between Steering Group representatives and HC referred to above. Reference was made to the environmental factors which had led to the settlement boundary as drawn in the draft NDP. In light of this information, agreement was reached that no change was justified to the draft settlement boundary, with additional explanatory text to be included within the NDP.</p> <p>The draft NDP already details the environmental interest of the Common and its environs (para. 4.9 refers) including land subject to an area-wide Tree Preservation Order and Local Wildlife Site designation. It also explains that these considerations have informed the settlement boundary (para. 4.12). Further explanatory text to be added, together with a plan showing the extent of the Common and its associated area-wide Tree Preservation Order (the submission NDP will include a Policies Map for Putley Common which will identify the extent of the Putley Common</p>	<p>Add new para. after para. 4.12:</p> <p>“The settlement boundary has been drawn to limit the scope for development to the eastern end of Putley Common. Areas of housing fringing the Common to the west have been excluded from the settlement boundary. This is in acknowledgement of the biodiversity interests of the immediately surrounding habitats and to avoid introducing further activity, including additional vehicular traffic across the Common.”</p> <p>Plan showing the extent of the Common and its associated area-wide Tree Preservation Order to be added to the NDP after para. 4.9, and is included at the end of this Response Log.</p>

Consultee	NDP ref	Type C = Comment O = Object S = Support	Comment received	Response	Amendments to Putley NDP
				and Surrounding Woodlands Local Wildlife Site).	
Herefordshire Council (Environmental Health)		C	<p>Dear Neighbourhood Planning Team, sorry for my late response. I refer to the above and would make the following comments with regard to the above proposed development plan.</p> <p>It is my understanding that you do not require comment on Core Strategy proposals as part of this consultation or comment on sites which are awaiting or have already been granted planning approval.</p> <p>Regarding polices PUT3- Putley Green & PUT4- Putley Common (future housing developments), although settlement boundary plans for the two areas have been provided, no specific sites have been identified.</p> <ul style="list-style-type: none"> Given that no specific sites have been identified in the plan I am unable to provide comment with regard to potential contamination. <p>General comments:</p> <p>Developments such as hospitals, homes and schools may be considered 'sensitive' and as such consideration should be given to risk from contamination notwithstanding any comments. Please note that the above does not constitute a detailed investigation or desk study to consider risk from contamination. Should any information about the former uses of the proposed development areas be available I would recommend they be submitted for consideration as they may change the comments provided.</p> <p>It should be recognised that contamination is a material planning consideration and is referred to within the NPPF. I would recommend applicants and those involved in the parish plan refer to the pertinent parts of the NPPF and be familiar with the requirements and meanings given when considering risk from contamination during development.</p> <p>Finally it is also worth bearing in mind that the NPPF makes clear that the developer and/or landowner is responsible for securing safe development where a site is affected by contamination.</p> <p>These comments are provided on the basis that any other developments would be subject to application through the normal planning process.</p>	Contamination is a material planning consideration and is addressed within the NPPF and Local Plan Core Strategy policy SD1. No sites are allocated for development by the NDP and proposals coming forward as planning applications would be considered under the existing planning policy framework. No further reference is needed in the NDP.	No change.
Herefordshire Council (Transportation and Highways)	Paras. 5.10.	C	<p>Para 5.10: The parish could look to enter the Lengthman scheme run by BBLP? Development should look to promote sustainable transport connections and upgrade bus stop facilities should be agreed.</p>	The Lengthman scheme is outside the scope of the NDP and will be taken forward separately by the Parish Council.	Amend policy PUT8 criteria 4 to read: "... The arrangements for access should include provisions for pedestrians and cyclists, to

Consultee	NDP ref	Type C = Comment O = Object S = Support	Comment received	Response	Amendments to Putley NDP
				Sustainable transport modes are provided for in policy PUT 8 criteria 4 and policy PUT10. The scope for providing improved pedestrian connections to, for instance, the regular Hereford-Ledbury bus services on the A438 is limited due to distance and the nature of the intervening rural lane highway network, with restricted width and visibility. A policy requirement on development to promote such connections is considered unreasonable in this context. Upgrades to public transport facilities to be sought within policy PUT8.	encourage active travel, and for agreed improvements to public transport facilities; and”
	Para. 5.11	C	No speed limit change has been requested by the parish, therefore any requirements for a reduction in speed should be requested by the Parish. As it will give further weight to any requests as part of any significant development.	Requests for speed limits are outside the scope of the NDP and will be taken forward separately by the Parish Council.	No change.
	Policy PUT8	C	Include reference to HC Design Guide within policy PUT8 criteria 3.	Agreed.	Amend policy PUT8 criteria 3 to read: “In the case of proposals for new housing, include adequate off-street parking for residents and visitors having regard to design guidance provided by the local highway authority,”
Environment Agency	NDP	C	As part of the recently adopted Herefordshire Council Core Strategy updates were made to both the Strategic Flood Risk Assessment (SFRA) and Water Cycle Strategy (WCS). This evidence base ensured that the proposed development in Hereford City, and other strategic sites (Market Towns), was	Noted.	No change.

Consultee	NDP ref	Type C = Comment O = Object S = Support	Comment received	Response	Amendments to Putley NDP
			<p>viable and achievable. The updated evidence base did not extend to Rural Parishes at the NP level so it is important that these subsequent plans offer robust confirmation that development is not impacted by flooding and that there is sufficient waste water infrastructure in place to accommodate growth for the duration of the plan period.</p> <p>We would not, in the absence of specific sites allocated within areas of fluvial flooding, as confirmed in your email, offer a bespoke comment at this time. You are advised to utilise the attached Environment Agency guidance and pro-forma which should assist you moving forward with your Plan. However, it should be noted that the Flood Map provides an indication of 'fluvial' flood risk only. You are advised to discuss matters relating to surface water (pluvial) flooding with your drainage team as the Lead Local Flood Authority (LLFA).</p> <p>I trust the above is of assistance at this time.</p>		
Natural England	NDP	C	<p>Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development. Natural England is a statutory consultee in neighbourhood planning and must be consulted on draft neighbourhood development plans by the Parish/Town Councils or Neighbourhood Forums where they consider our interests would be affected by the proposals made.</p> <p>Natural England does not have any specific comments on this draft neighbourhood plan.</p> <p>However, we refer you to the attached annex which covers the issues and opportunities that should be considered when preparing a Neighbourhood Plan. [Annex available on request]</p>	Noted.	No change.
AMEC UK Ltd.	NDP	C	National Grid has identified that it has no record of apparatus within the Neighbourhood Plan area.	Noted.	No change.
Severn Trent Water	NDP	C	No specific comments to make, but please keep us informed when your plans are further developed when we will be able to offer more detailed comments and advice.	Noted.	No change.

Consultee	NDP ref	Type C = Comment O = Object S = Support	Comment received	Response	Amendments to Putley NDP
G. Blandford, New House Farm	Policy PUT3/para. 4.3.	C	<p>Bearing in mind the restricted scope for building at Putley Green, I would extend the settlement boundary as shown on the attached plan in red. The 'traditional orchard' included in this area will not be reinstated as a traditional orchard.</p>  <p>Plan 4: Putley Green settlement boundary</p> <p><small>NORTH © Crown copyright and database rights (2016) Ordnance Survey (0100054741). Not to scale.</small></p>	<p>The Priority Habitat Inventory shows an area of Traditional Orchard opposite Near Green Close extending east from the road frontage. The Inventory is maintained by Natural England pursuant to the Natural Environment and Rural Communities Act 2006 s.41 (habitats of principal importance). Such habitats are protected under Local Plan Core Strategy policies LD2 and LD3 and it is appropriate in plan-making to exclude the site from the settlement boundary, particularly given the positive position with regard to housing delivery. As well as its biodiversity value, the site also makes a contribution to local distinctiveness, reflecting the importance of cider production to the past and present rural economy, including tourism. See response to Herefordshire Council (Neighbourhood Planning) above in respect of amendments to the Putley Green settlement boundary.</p>	No change.

Consultee	NDP ref	Type C = Comment O = Object S = Support	Comment received	Response	Amendments to Putley NDP
	Policy PUT5/para. 5.8	C	Encourage the development of a bakery in the NDP area, together with a tearoom and shop adjacent to the village hall to serve visitors and provide employment.	The position remains as stated in para. 5.8 of the draft NDP, with no evidence that a shop would be viable. There is no reason why such a proposal could not come forward on its own merits and gain planning permission if found acceptable. Draft NDP policy PUT8 sets out specific aspects which would need to be addressed.	No change.
Jacqueline Denman	Para. 2.5	C	There is an error in the figures in this paragraph, which are inconsistent with each other. If the population and household numbers are quoted correctly, then the average household size for 2001 has been incorrectly calculated. Based on numbers given, the average household size in 2001 would be 2.7. This gives a decrease in average household size of 11% between 2001 and 2011, rather than 4% suggested by the figures presented. Para 2.5 is used to provide a context for the proposed NDP, and I believe that, if correct, these revised figures strengthen further the case for providing starter and small family homes to improve opportunities for young families to enter the housing market in Putley.	Agreed there has been an arithmetical error. The 2001 figures quoted in the draft NDP are from the Parish Plan which show minor variation from those available from ONS.	Amend para. 2.5 to read: “The population of the Area was 245 in 2011, compared to 261 in 2001 (a drop of 6%). In contrast, the number of households has risen, from 97 in 2001 to 103 in 2011 (a rise of 6%). As a result of these trends, average household size has fallen in this period from 2.7 to 2.4 persons per dwelling.”
	Para. 3.3, Vision	O	The vision statement contains the sentence: “A place where the next generation would want to raise their children”. This makes little sense in terms of the plan as the issue is not whether any generation <u>wants</u> to raise their children here but whether they are in a position to do so. There are several examples of young adults who grew up in Putley, including third generation families, who would like to raise their children here but have not been able to do so. The vision should be more explicit about providing opportunities for them. Suggested change: “A place which offers opportunities for the next generation to raise their children.” Alternatively, it should talk in the present about the place as somewhere that welcomes children and provides an outstanding environment for raising them.	This amendment is agreed.	Amend the second bullet of the vision to read: • “A place which offers opportunities for the next generation to raise their children;”

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	Paras. 3.15 and 3.18	S	Paragraph 3.15 estimates there to be capacity for four infill houses at Putley Common, with the remaining development expected to take place at Putley Green. In paragraph 3.18, Table 1 indicates that an estimated ten new homes will be provided within the settlement boundaries at Putley Green and Putley Common. Taken together, this suggests that the plan will provide capacity for six new homes at Putley Green.	Noted.	No change.
	Para. 3.21	C	Paragraph 3.21 states that comments in the residents' survey pointed to a desire for more housing in the form of lower cost, smaller and starter homes <i>to enable young people and families to stay in the village</i> . While this is indeed true, and of great importance, the concern was wider than this. For example, comments included: "Family housing (private) needed to bring fresh blood and skills to the village." "Need for private family housing, 3 bedrooms to encourage the village to grow." "I think there is scope for some additional interesting housing units which provide opportunities for younger active families who can bring economic opportunities to the Parish."	Noted.	No change.
	Para. 3.23	S	I support paragraph 3.23 which states that new housing proposals in Putley will be expected to address the local need for two- and three-bedroom accommodation. This will help meet housing market pressures and the locally expressed desire for less expensive open market homes.	Noted.	No change.
	Policy PUT2	C	I support Policy PUT2, provided that the wording of PUT2.2 can accommodate the scale of development indicated in Table 1 ie four new homes at Putley Common and six new homes at Putley Green.	Noted.	No change.
	Para. 4.6	O	First, Putley Green Fruit Farm is a working fruit farm and should not be described as "the former Putley Green Fruit Farm." Secondly, Herefordshire Council Neighbourhood Planning Guidance Note 20 (Guide to settlement boundaries, June 2015) includes a number of statements that do not appear to have been taken into account in drawing the proposed settlement boundary. For example: "The settlement boundary does not necessarily have to cover the full extent of the village <u>nor be limited to its built form</u> ."	Factual change agreed re the Fruit Farm. See response to Herefordshire Council (Neighbourhood Planning) above in respect of additional areas to be included in the settlement boundary at Putley Green.	In third sentence of para. 4.3, delete "former".

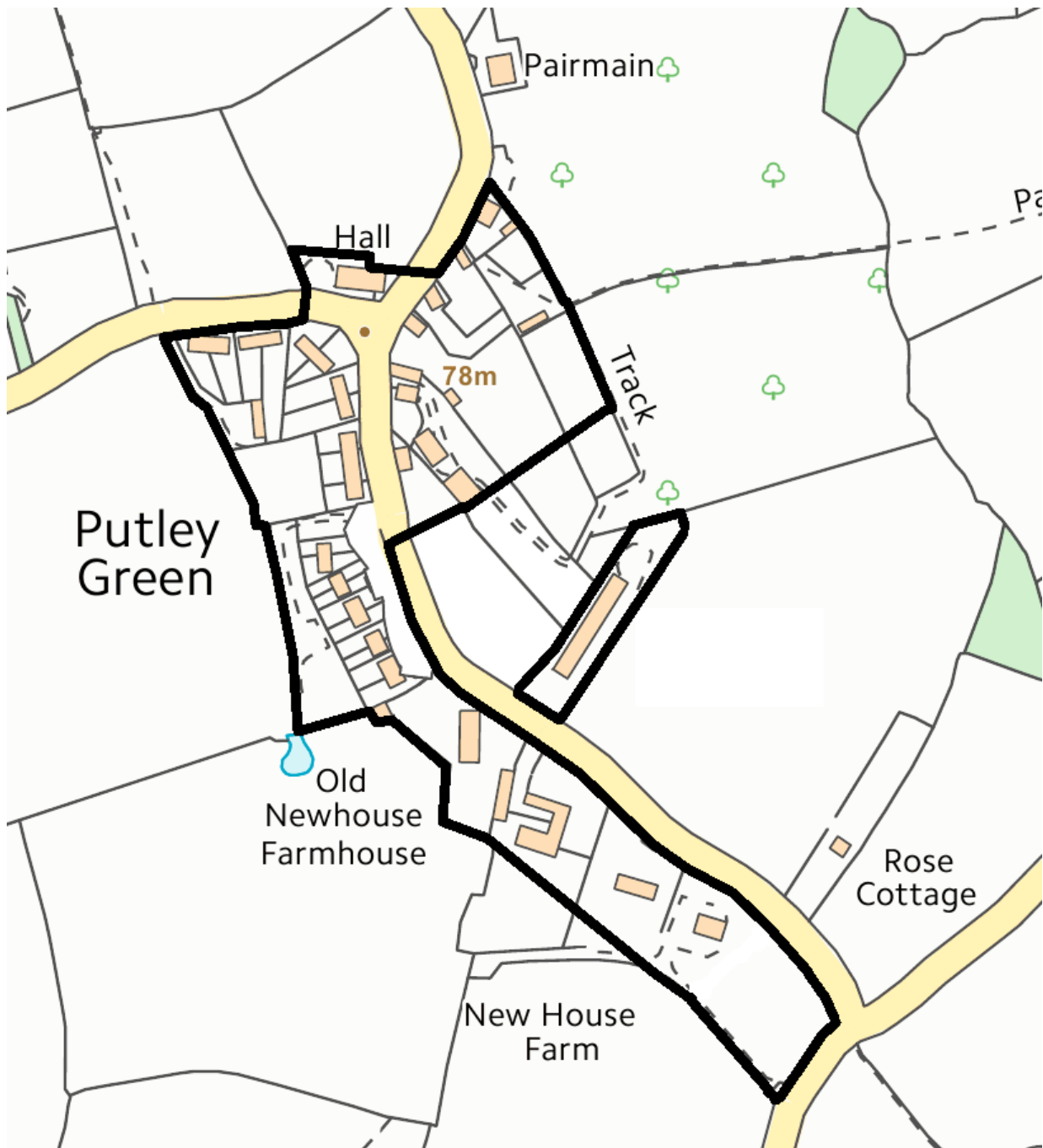
Consultee	NDP ref	Type C = Comment O = Object S = Support	Comment received	Response	Amendments to Putley NDP
			<p>“Physical features: Wherever possible try to allow the boundaries to follow physical features such as: buildings, <u>field boundaries or curtilages.</u>”</p> <p>“Your settlement boundaries should be drawn to facilitate an appropriate level of proportional growth within the plan period. ... there will be a requirement to demonstrate that there is enough available capacity within the boundary to enable development to take place.”</p>		
	Policy PUT3	O	<p>While I support the wording of Policy PUT3, I object to the proposed positioning of the settlement boundary for Putley Green as I do not believe that it provides sufficient capacity to accommodate the scale of development discussed elsewhere in the draft Neighbourhood Development Plan, and indicated in paras. 3.15 and 3.18. Not all land within the proposed boundary is available for development, including amongst others the area occupied by the sewage works and also contaminated land on the site of the previous sewage works.</p> <p>I would like to request a full review and adjustment of the settlement boundary indicated in Plan 4 before Putley moves on to the next stage of the NDP process. This should take full account of the points raised in my previous comment on para. 4.6.</p>	See responses to Herefordshire Council (Neighbourhood Planning) above in respect of additional areas to be included in the settlement boundary at Putley Green.	See amendments above.
	Policy PUT5	O	<p>While I support the spirit of Policy PUT5, I have concerns that PUT5.5 is less demanding than PUT5.1.-PUT5.4, each of which places additional conditions on support, for example through relating development to existing buildings or land-based businesses. The only control on rural tourism and leisure proposals is the wording “small-scale” and “appropriate to and in keeping with”, both of which may be open to wide interpretation.</p>	Unlike the other forms of provision listed in policy PU5, such as the re-use of rural buildings or the extension of existing buildings, there is no inherent limitation on the scale of new rural tourism and leisure proposals, other than the provision in the draft policy that all forms of economic development be small-scale. Whilst policy PUT5 is designed to be supportive of economic development, in line with the strategic approach, such proposals need to be balanced against their impacts. Larger-scale proposals will generally not be	<p>Add to policy PUT5 criteria 5:</p> <p>“Larger-scale rural tourism and leisure proposals will not be supported if they would be of a disproportionate scale or size relative to their location and setting, or may lead to unacceptable adverse impacts on tranquillity, landscape character and amenity, or generate levels of traffic which cannot be safely accommodated on the rural road network.”</p> <p>Delete last sentence of para. 5.6. Insert new para. after para. 5.6:</p>

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				appropriate in Putley, due to such factors as the tranquillity of the Area, landscape character and the limited capacity of the rural lanes. There is merit in a suitable policy reference to this effect, to clarify the position. It would not be appropriate for the policy to be more specific and hence a degree of interpretation in policy application will be unavoidable.	“Putley’s rural appeal tends to the small-scale. Such features as tranquillity, landscape and the winding network of rural lanes foster such pursuits as walking and the quiet enjoyment of the countryside. These features could be unduly impacted by larger-scale tourism and leisure proposals. This is recognised in replies to the residents’ survey, with little support for instance for a camping site. Such proposals will generally not be appropriate and specific criteria are identified in the policy to protect Putley’s distinctive character and environment.”
Maurice and Annette Embrey	Paras. 4.3 and 4.6	O/C	The former Putley Green Fruit Farm is not a true statement, as the Fruit Farm is still a busy active working farm. I feel the settlement boundary for Putley Green is far too restrictive. Infill housing is not practical in several areas especially the farmyard, where access to roads, water and services has not been thoroughly explored. The Traditional Orchard opposite Near Green Close needs re-assessing as the remaining trees are very old and decaying.	See responses above to Herefordshire Council (Neighbourhood Planning), Jacqueline Denman and G. Blandford above.	See above.
Mary Hastilow	Policies PUT3 and PUT4, paras. 3.5, 3.15, 4.6, 4.12.	O	I object to the setting of settlement boundaries for Putley for two main reasons: 1. Putley is primarily a scattered settlement, with a small area of denser housing around the village green, added in the mid 20C. The majority of the population is still dotted around the landscape in a way that is a distinctive feature of the parish. Most dwellings in Putley, large or small, have either spacious gardens or large areas of open space around them and a beautiful outlook. This is a great equaliser – the sense that we all share the landscape. The exception is some of the 20C houses around the village green which have	National and County planning policies seek to locate most new rural housing in villages in order to protect the countryside and promote sustainable development. Putley Green and Putley Common were identified in the Parish Plan as the most populated parts of the parish. They have been confirmed	No change.

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			<p>small gardens and are rather crammed in. This latter is not the right model to follow for future development, in my view. The Plan as proposed supports putting additional dwellings into small spaces in areas already relatively closely developed.</p> <p>The Plan should facilitate organic growth, as need arises, for additional dwellings that complement rather than contradict the older pattern of settlement.</p> <p>2. The settlement boundaries arbitrarily favour a few landowners. As far as Putley Common goes, the settlement boundary surrounds 8 properties, four of which could realistically build in their gardens. At the village green, the only land included in the settlement boundary that could reasonably be built on is owned by one landowner. The result is an immediate increase in property values, and opportunity, for five households, to the exclusion of others who might want or need to build a new dwelling on their land. This restriction up at Putley Common seems especially bizarre. At the consultation meeting we were told that the question of access over the common makes further development problematic. But <i>existing</i> access has been used three times in the past 30 years or so, for adding dwellings behind Oakdene, Newlands, and at Timberley. These do not impinge on the common. There is the potential to do the same at Roughwood, for instance, and also on land below Fairview. I am not suggesting that these should be developed, only that the line has been arbitrarily, and unfairly drawn.</p>	<p>as the principal areas of settlement in the Neighbourhood Area in preparing the NDP. National policy seeks to avoid new isolated homes in the countryside unless there are special circumstances, and the NDP has to comply with this approach.</p> <p>Also see responses above to Herefordshire Council (Neighbourhood Planning)/ (Strategic Planning) in respect of the review that has been undertaken of the boundaries following consultation.</p>	
	Policy PUT8, paras. 3.15, 3.21, 3.22, 3.23, 3.24, Section 4.	O	<p>I object to the proposed plan because it is not an effective criteria-based plan. The words 'criteria-based' are used in para. 3.15, but this does little more than pay lip-service to the principle of controlling development by criteria rather than location. The closest the plan comes to actually defining any criteria appears to be the Building Design and Access statement which is so open-ended and non-specific as to be largely ineffectual.</p> <p>In such a small parish it is fairly impossible to predict housing need. We need to enable development by assessing need as it arises, and having detailed criteria to control development in line with that need. In my view the plan fails to address the need for criteria in any meaningful way. There are currently two outline planning applications for new development at Coombecroft and Lazy Acre, which are the kind of development we should be encouraging: single dwellings initiated by existing residents as the need arises.</p>	<p>The principle of using settlement boundaries or a criteria-based approach to manage development has been discussed through the preparation of the NDP, and was again reviewed in light of this objection by the Steering Group. It is acknowledged that there are advantages and disadvantages to the use of settlement boundaries as opposed to a criteria-based approach. However, on balance the preference is for the use of</p>	No change.

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			<p>But their harmonious integration into the existing landscape should be controlled by effective criteria that can apply to any development, not by settlement boundaries.</p> <p>Other Herefordshire parishes have prepared criteria-based plans which do this. I do not think this approach has been properly explored for Putley. Such a plan needs to be specific about numerous criteria such as plot size, location relative to existing buildings, dwelling size, maximum number in building cluster, and so on. Weston Beggard, which has a similarly scattered settlement pattern to Putley, has produced a plan of this kind that reflects residents' wishes to retain the existing pattern of development. This would have been a good model from which to develop our own version.</p> <p>As it is, the proposed plan adds nothing substantial to Herefordshire's Core Strategy, apart from an additional, and in my opinion detrimental, settlement boundary at Putley Common.</p>	settlement boundaries in recognition of the clarity that they offer.	
Alice Rhodes	Policy PUT3/para. 4.7.	C	Thank you for all your hard work excellent plan. I am concerned that limiting housing to 2 areas of Putley ie Putley Green and Putley Common will prevent any "organic growth" in other areas. For example, people wishing to self-build (which a high percentage of the population agreed with) seems very limited within the Neighbourhood Development Plan. I would like to see more flexibility. Thanks.	National and County planning policies seek to locate most new rural housing in villages in order to protect the countryside and promote sustainable development. Putley Green and Putley Common were identified in the Parish Plan as the most populated parts of the parish. They have been confirmed as the principal areas of settlement in preparing the NDP. National policy seeks to avoid new isolated homes in the countryside unless there are special circumstances, and the NDP has to comply with this approach.	No change.

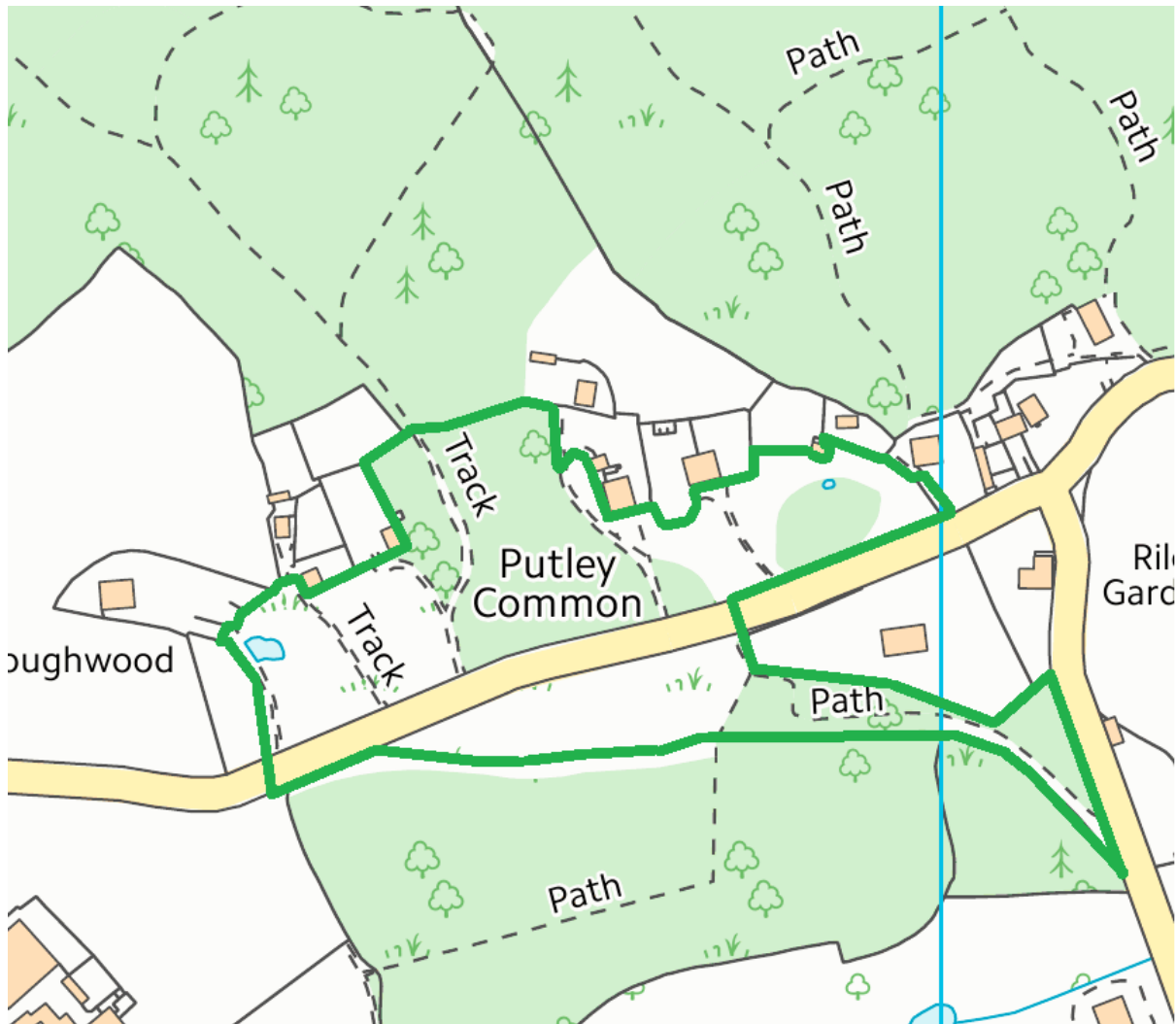
Amended draft NDP plan 4, Putley Green settlement boundary.





Settlement boundary

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Plan showing extent of Putley Common and associated area-wide Tree Preservation Order.



 Putley Common and area-wide Tree Preservation Order

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