

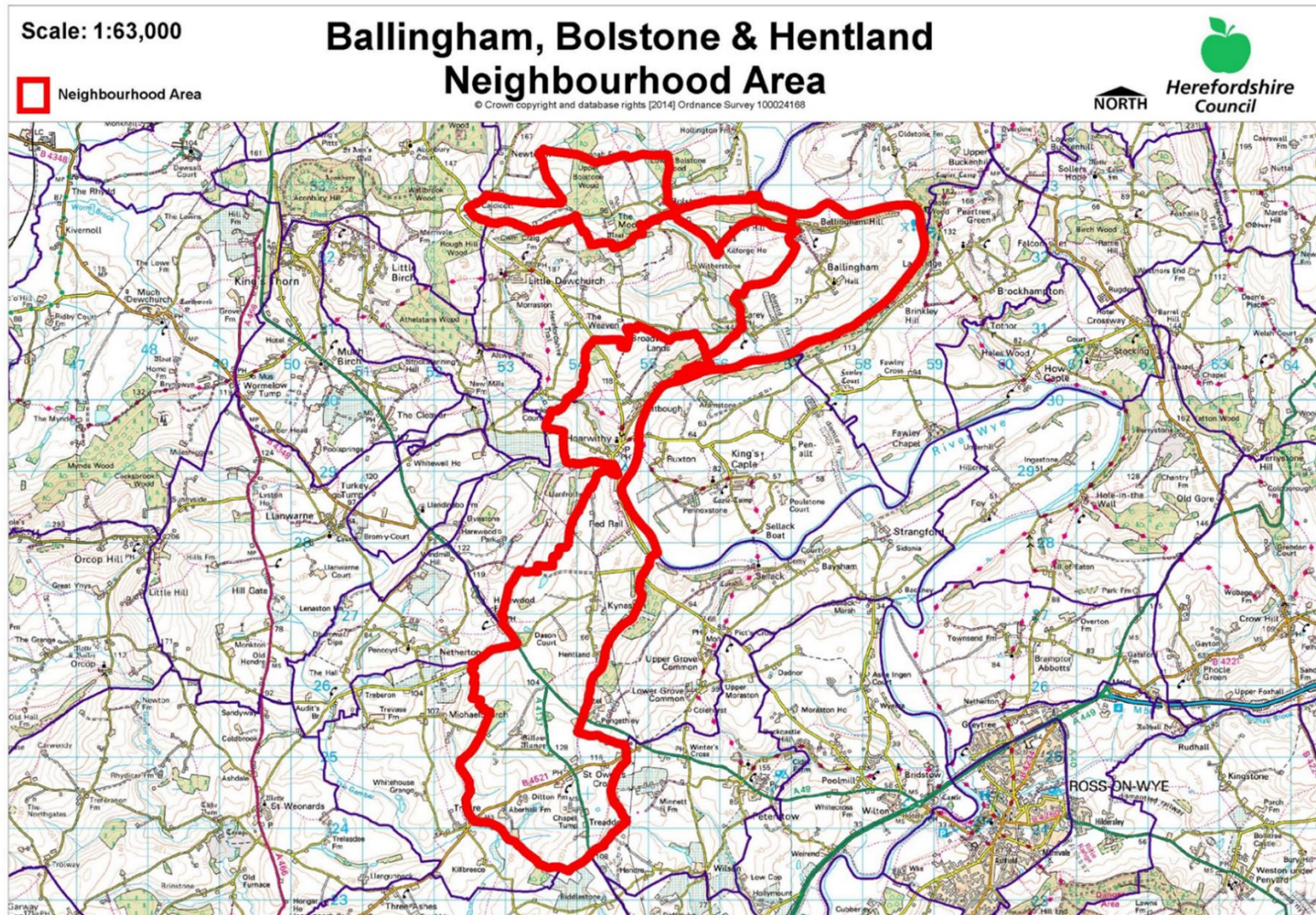
Ballingham, Bolstone and Hentland Neighbourhood Development Plan

Consultation Statement

January 2019



Map 1 Ballingham, Bolstone and Hentland Designated Neighbourhood Area (Licence Number 10005552)



1.0 Introduction and Background

1.1 This Consultation Statement has been prepared in accordance with The Neighbourhood Planning (General) Regulations 2012 (SI No. 637) Part 5 Paragraph 15 (2)¹ which defines a “consultation statement” as a document which:–

(a) contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan;

(b) explains how they were consulted;

(c) summarises the main issues and concerns raised by the persons consulted; and

(d) describes how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.

1.2 Ballingham, Bolstone and Hentland Neighbourhood Development Plan (NDP) has been prepared in response to the Localism Act 2011, which gives parish councils as qualifying bodies, new powers to prepare statutory Neighbourhood Development Plans to help guide development in their local areas. These powers give local people the opportunity to shape new development, as planning applications are determined in accordance with national planning policy and the local development plan, and neighbourhood plans form part of this Framework. Other new powers include Community Right to Build Orders whereby local communities have the ability to grant planning permission for new buildings.

1.3 Ballingham, Bolstone and Hentland Group Parish Council as a qualifying body decided to work on a Neighbourhood Development Plan for the group parish in early 2014 and an application was made to Herefordshire Council to designate the area in February 2014. This application was consulted upon between 24th February 2014 and 7th April 2014 and the area was formally designated a neighbourhood planning area by Herefordshire Council

¹ <http://www.legislation.gov.uk/uksi/2012/637/contents/made>

on 8th April 2014 and is shown in Map 1 above (the application for designation and the subsequent approval from Herefordshire Council are contained in Appendix 1 and Appendix 2).

- 1.4 The NDP was also subject to separate Strategic Environment Assessment (SEA) screening and Habitat Regulations Assessment screening. These documents are available separately as accompanying submission documents. Both screenings were consulted on with the appropriate bodies.

2.0 Draft Neighbourhood Plan Development and Informal Public Consultation

2.1 The Draft Neighbourhood Plan was prepared by a Steering Group of Parish Councillors and non-Parish Councillor local volunteers. The Steering Group had written terms of reference (Appendix 5) and minutes of meetings were published through the Parish Council and on the NDP web pages.

2.2 There has been widespread public consultation throughout the Plan preparation process which has informed the content and scope of the Plan. This has included the following:

Newsletters (Appendix 6)

Public meetings e.g. Pengethly Hotel June 2014

Informal consultation on first draft plan December 2015 – January 2016, this included three drop-in sessions:

- Thursday 3rd Dec 2015, 6pm to 8pm, New Harp Hoarwithy
- Saturday 5th Dec 2015, 10am to 12pm, Ballingham Old School Hall
- Saturday 12th Dec 2015, 3pm to 6pm, New Inn, St Owen's Cross

2.3 The informal consultation yielded 30 responses from residents. These concerned the following:

- 3 supporting comments
- Comment questioning where village growth target had come from
- Request that a Hoarwithy settlement boundary be defined
- Comment on poor public transport
- Development should be within the central areas of the villages and not on areas such as Hoarwithy riverside
- Need for increased/better community facilities
- Key environmental assets should be protected e.g. the church and commons
- Ballingham should be considered a settlement for development just as Hoarwithy and St Owen's Cross
- Need to take account of flood risk
- Criteria based policies give no indication of how housing target can be met

- Traffic speed and road safety in St Owen's Cross
- Outside of the main settlements development should not be too restricted
- Is there actually widespread support in the local population that local tourism should be increased ?
- The plan should allocate sites

2.4 The main change to the NDP arising from this informal consultation was to define settlement boundaries.

3.0 Formal Consultation on the Regulation 14 Draft Ballingham, Bolstone and Hentland Neighbourhood Development Plan 6 March to 18 April 2017

3.1 The public consultation on the Ballingham, Bolstone and Hentland Regulation 14 Draft Neighbourhood Plan was carried out between 6th March 2017 and 18th April 2017 in accordance with The Neighbourhood Planning (General) Regulations 2012 (SI No. 637) Part 5 Pre-submission consultation and publicity, paragraph 14. This states that:

Before submitting a plan proposal to the local planning authority, a qualifying body must—

- (a) publicise, in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area*
 - (i) details of the proposals for a neighbourhood development plan;*
 - (ii) details of where and when the proposals for a neighbourhood development plan may be inspected;*
 - (iii) details of how to make representations; and*
 - (iv) the date by which those representations must be received, being not less than 6 weeks from the date on which the draft proposal is first publicised;*
- (b) consult any consultation body referred to in paragraph 1 of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a neighbourhood development plan; and*
- (c) send a copy of the proposals for a neighbourhood development plan to the local planning authority.*

3.2 The Ballingham, Bolstone and Hentland Regulation 14 Draft Neighbourhood Plan was published for formal consultation for 6 weeks formal Public Consultation from 6th March 2017 and 18th April 2017. The Draft Scoping Report for Strategic Environmental Assessment (SEA) of the Neighbourhood Plan also was published for consultation with English Heritage, Natural England and the Environment Agency by Herefordshire Council when the Draft Plan was published.

3.3 The Draft Neighbourhood Plan and a copy of the Response Form were available for viewing and downloading from <http://www.yourparishcouncil.co.uk/consultation-draft-neighbourhood-plan/>

The screenshot shows the website header for Ballingham, Bolstone & Hentland Group Parish Council. The title is "BALLINGHAM, BOLSTONE & HENTLAND GROUP PARISH COUNCIL". Below the title is a navigation menu with the following items: HOME, PARISH COUNCIL, PLANNING, NEIGHBOURHOOD PLAN, EVENTS CALENDAR, and CONTACT. The "CONSULTATION DRAFT NEIGHBOURHOOD PLAN" item is highlighted in green. Below the navigation menu, there is a section titled "Consultation Draft Neighbourhood Plan" with two links: "BBH Draft Neighbourhood Plan 23 02 17 Final" and "BBH Neighbourhood Plan Regulation 14 Consultation Represecountdown]ntation Form for Website".

A link was provided from Herefordshire Council's website:

https://www.herefordshire.gov.uk/directory_record/3026/ballingham_bolstone_and_hentland_group_neighbourhood_development_plan

- 3.4 Consultation responses were invited using the Response Form (Appendix 3) available online or on request from the Parish Clerk. The response form and plan informed people of how they could obtain copies of the plan, how they could make comments, to whom the comments should be made and by what date.
- 3.5 An e-mail or letter was sent to all Consultation Bodies, providing information about the consultation dates, and the locations where the Draft Plan and accompanying documents could be viewed and downloaded. Copies of the letters were sent or emailed out to local businesses and local community organisations. The list of Consultation Bodies was kindly provided by Herefordshire Council (Appendix 4).
- 3.6 Public Meetings were held on
- 3.7 The consultation process was also promoted in the following ways:
- A copy of the plan with accompanying letter and response form was sent to each household on the electoral register, approximately 280 individuals/households;
 - A drop-in session was held at the New Harp Inn in Hoarwithy on 30th March 2017 with large scale maps and display boards summarising the content of the NDP.
 - Posters inviting the public to this event and publicising the NDP were displayed on parish noticeboards.
- 3.8 A copy of the Draft Neighbourhood Plan was sent to Herefordshire Council.

4.0 Summary of Consultation Responses to the Draft Neighbourhood Plan

4.1 In total, 16 responses were made on the Regulation 14 Draft NDP.

4.2 Table 1 below sets out the responses submitted to the Draft Neighbourhood Plan, including those from Herefordshire Council, together with information about how these responses have been considered by the Parish Councils and have informed the amendments to the Submission Neighbourhood Plan.

4.3 Submitted alongside this Consultation Statement are an Environment Report and HRA screening. Details of the consultations undertaken by Herefordshire Council in the preparation of these reports are included in the relevant documents.

Table 1 Summary of Consultation Responses and Consideration of Responses, Ballingham, Bolstone and Hentland Regulation 14 Draft Neighbourhood Plan.

Respondent	Comments Received	Group Parish Council's consideration and response
Rachel Roberts	<p>Having viewed the objectives for the > parish of Hentland, I thought I would advise of my project, which would assist you in achieving a number of the objectives set out in the neighbourhood plan.</p> <p>The project is one of considerable size and I have a number of business partnerships secured with those who have the various areas of expertise to enable the project to come together.</p> <p>I too am working with bodies to enable the projects viability - e.g. Natural England / defra /historic England</p> <p>Increase in positive promotion/marketing of the area on a national / international level.</p> <p>Increase in the number of persons to the area - tourism.</p> <p>Increase in outdoor activities Increase in horse riding</p>	<p>As a proposal it was decided not to include in the NDP, but the NDP text is considered to generally supportive of such projects should any planning permission be sought.</p>

Respondent	Comments Received	Group Parish Council's consideration and response
	<p>Education - equine welfare and education</p> <p>Events held on site</p> <p>Environmental benefits include</p> <p>Habitat</p> <p>Species rich</p> <p>Animals, insects, birds. Large number of species which live and hunt.</p> <p>The farmstead is a Haven for wildlife with natural wildlife events that occur above this land only due to surrounding farm land being intensely farmed, this land is organic with no chemicals etc used for over 30 years.</p> <p>Participated in environmental countryside stewardship schemes to enhance the land for a number of years previously els, bps and following an invitation have applied for mid tier.</p> <p>Historic features</p>	

Respondent	Comments Received	Group Parish Council's consideration and response
	<p>Small area designated shine and I manage accordingly.</p> <p>I have acquired protection for ancient oak trees and again manage accordingly.</p> <p>Monument - which contains many original features as I have had confirmed by appropriately qualified professional. A large barn situated at the property entrance to be restored to its former glory with enhanced spot lighting and will be the main focus image for marketing and promotion. This building restore will benefit the area due to the buildings location on the historic farmstead and being visible from the road.</p> <p>Partnerships local business.</p> <p>Accommodation. I intend to engage with an accommodation providers to enable overnight stay for visitors and supporters. This in the future I wish to provide on site although this is a future objective and isn't currently being pursued. I too need to balance the people and environment scales.</p>	

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	<p>Restaurants Provision for guests with discount at local quality food establishments.</p> <p>Retail An additional service for visitors to offer them the option to purchase associated items from retail outlet situated at the farmstead. Have a current small retailer who is wishing to expand the existing small business which already focuses on the retail sector I wish to provide to visitors.</p> <p>Employment The project will require employees, the number of employees will be secured in stages as the various stages of the venture are completed. Employees will be sort locally if at all possible. The range of employment types are across the board and will include all those usually > engaged with a business - from Maintenance to accounts function.</p> <p>Forecast - 20 people - 5 part time and 15 full time</p>	

Respondent	Comments Received	Group Parish Council's consideration and response
	<p>(Not including contractors – again local if possible Required to complete the necessary works).</p> <p>></p>	
<p>Vincent Mercer</p>	<p>This is just to repeat and confirm the comments made at the session [drop-in] that the Plan is in my view to be applauded and supported as a sensible and proportionate response the sometimes competing interests of the various stakeholders in the Neighbourhood. It reflects what was undoubtedly a lot of hard work and careful thinking by those involved to whom I am very grateful for their efforts.</p> <p>On the likely to be more contentious issues, to confirm, I support the need for additional housing in Hoarwithy, I hope that any development will be sympathetic to the character of the area and it would be great if it involved affordable or social housing. In this context I agree with the proposed zoning shown in Policies Map 1 and am keen that the view across the flood plain (edged green on the plan and allocated to recreation and leisure) should be preserved as an amenity for</p>	<p>Supporting comments noted.</p>

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	residents and visitors and not given up to development.	
John Oubridge	<p>I have filled in a Representation Form and posted it first class today, but I fear owing to the Bank Holiday, it may not arrive till Wednesday morning. I thought I had better e-mail you with the gist of my comment which concerns BBH5 under the heading of Objective 2:</p> <p>On page 22, Objective 2 reads "To encourage improvements in.....and cycleways."</p> <p>On page 28, Objective 2 reads "To encourage improvements in.....and bridleways."</p> <p>Bridleways and cycleways are two different things. I would like to see enhancement of both, but especially cycleways, for health, safety and environmental reasons.</p> <p>Perhaps the Objective could read, on both pages 22 and 28, "To encourage improvements in public transport, road safety, traffic, footpaths, cycleways and bridleways."</p>	Amend objectives to address these comments <i>to include both cycleways and bridleways.</i>

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	<p>BBH5 on page 28 might read: "The network....., and, where possible, sought to enhance and extend, with the addition of cycleways, this network."</p> <p>I hope my comment and suggestions may receive favourable consideration.</p>	
Moray Clouston	<p>First Objection</p> <p>On the attached copy of Policies Plan 1 two points A and B have been added in black. The strip of land between the Settlement Boundary A to B and the road (Laskett Lane) is visible from the entrance and portico of Saint Catherine's Church and is part of the field that is intrinsic to the tranquil rural outlook that enhances the environment of this Grade One listed building. Moreover, on the Laskett Lane boundary there is a mature hedge with trees, essential to the field's rural character and a shield to the view from the Church of existing houses and any new housing that may be proposed on the land to the south of Laskett Lane.</p> <p>The objection is to the inclusion of that section of the Settlement Boundary that is between the points marked A and B. This section of the Boundary should be omitted so that the strip of land identified</p>	<p>Amend settlement boundary as suggested in Objection 1 and 2.</p> <p>The two houses are currently under construction in Tresseck Mill Road and within the settlement boundary no need to show on the Policies Map.</p> <p>St Catherine's Church is not at present identified on the Policies Map. Show on Policies Map</p> <p>The meaning of "PW" as marked on the Policies Map adjoining the Church building is not explained. The Policies Map must be on an Ordnance Survey Base. PW = Place of Worship and is part of the Ordnance Survey Base. Add in a note at foot of Policies Map explaining base used and that a key is not included, for this see OS.</p>

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	<p>above will be excluded from the Hoarwithy settlement.</p> <p>Second objection</p> <p>The Settlement Boundary to the north of the house called Staddle Stones, at the point that is marked C in black on the attached copy of the Policies Map 1, extends beyond the rectangular curtilage of Staddle House to encompass the narrow strip of land to the north. This strip of land is part of the rural outlook from Saint Catherine's Church referred to in the first objection above and is not appropriate land for sustainable housing growth.</p> <p>The objection is to inclusion of that section of the Settlement Boundary that borders the narrow strip of land referred to above. This section of the Boundary should be omitted so tha the strip of land will be excluded from the Hoarwithy settlement.</p> <p>Comments</p>	

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	<p>Policies Map 1 does not show the two houses currently in course of construction in Tresseck Mill Road.</p> <p>St Catherine's Church is not at present identified on the Policies Map.</p> <p>The meaning of "PW" as marked on the Policies Map adjoining the Church building is not explained.</p>	
Moray Clouston	<p>Objection to Policy BBH1. The Settlement Boundary shown in red on Policies Map 1 on page 25 definitively identifies the boundary within which sustainable housing growth will be supported. The words in the third and fourth lines of this policy <i>or in sustainable locations immediately adjacent to</i> state that there will also be support of sustainable housing outside the Settlement Boundary but there is no definition of where these locations might be or what is meant by "sustainable location". Housing growth that may be proposed anywhere immediately adjacent to but outside the Settlement Boundary will have had no proper scrutiny or consideration under current</p>	No change as a result of this objection.

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	<p>Neighbourhood Development plan procedure.</p> <p>The objection is to the inclusion of the wording shown above in italics.</p>	
Woodland Trust	<p>Many thanks for consulting the Woodland Trust on your neighbourhood plan. The Trust are strong advocates for neighbourhood planning and believe that they are useful tool in promoting the value of woods and trees.</p> <p>Whilst it is great to see trees mentioned in Part I of Policy BBH11, maybe you can think more about asking for more trees associated with new developments? Other plans have specified the number of street trees they would like per new dwelling.</p> <p>You may also want to think about specific protection for any ancient woodland in the plan area. The preferred Woodland Trust Wording on this is:</p> <p>- Loss or deterioration of irreplaceable habitats, including ancient woodland and aged or veteran trees found outside ancient woodland, resulting from</p>	<p>No change arising from comment on tree planting.</p> <p>Add new criterion on ancient woodland to Policy BBH10.</p>

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	<p>development proposals should be wholly exceptional'.</p> <p>You can find more information and ideas on our website: https://www.woodlandtrust.org.uk/get-involved/campaign-with-us/in-your-community/neighbourhood-planning/</p> <p>Best of luck with your plan, do get in touch if I can be of any further assistance.</p>	
Peter Huyton	<p>PAGE 21. FIGURE 5.</p> <p>Objection. I object to the two graphs shown as they give a misleading picture of the age structure of the two parishes because the age boundaries are unequal. Thus, for the first 9 age groups the limits of each are between one and four years ; then the next two are 15 years, the next is 5 years, the next two are 10 years then the next is 4 years. By having unequal age limits in the groups this has the effect of increasing the number of people within that group and, of course, increasing the percentage shown in the two charts, giving the impression of a concentration of numbers in the middle-age to older-age categories. Using equal age group</p>	<p>Amend graphs with five year age bands and add in relevant commentary. Comment noted. No change.</p> <p>Objective 1 – no change. National policy seeks to promote growth in housing.</p> <p>Policy BBH1 – retain word “promote”, national policy seeks to support growth and requires planning policy to be positively worded.</p> <p>No change to Hoarwithy Settlement Boundary as suggested.</p> <p>No change to amending St Owen’s Cross Settlement Boundary as suggested.</p>

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	<p>categories would show a much flatter age profile.</p> <p>There are no comments made about the two graphs, nor why they are included. Are they there to influence thinking about the need and type of development, and have they so influenced those drawing up the draft plan?</p> <p>PAGE 22 AND PAGE 23. OBJECTIVE 1</p> <p>Objection There is no explanation of why further growth is needed to maintain the area's vitality and community. Maintenance implies a status quo, and no evidence is adduced to show that the vitality and community is in decline. As there is no choice but to follow the dictat of the Core Strategy, the objective should not be to encourage growth but simply to state that to comply with the Strategy growth will be phased and appropriate.</p> <p>PAGE 24. POLICY BBH1.</p> <p>In a similar vein, the word 'Promotion' should be deleted.</p>	<p>Ballingham, Bolstone and Hentland are not identified in Core Strategy – suggestion that settlement boundaries been drawn up noted – no change to the plan.</p> <p>New Harp is protected under Policy BBH13 – no change to policy but add to Policies Map 1.</p> <p>Policy BBH5 – no change to plan arising from comments on additional traffic problems and issues.</p> <p>Policy BBH6 – the areas identified are existing sites. No change</p> <p>Policy BBH12 – add in named Commons and Churches as necessary.</p>

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	<p>PAGE 25. MAP SHOWING THE PROPOSED SETTLEMENT BOUNDARY IN HOARWITHY.</p> <p>Objection 1. The southerly limit of the boundary. This ends, seemingly arbitrarily, at about level with "The Squirrels " house. Since the policy states that proposed development should result in infill or sustainable additions to settlements, why are the houses south of this limit as far as Redrail excluded ? Why are infill or sustainable additions precluded from properties in this area ?</p> <p>Objection 2. Inclusion of the area from Redbrook drive extending over a number of open fields to the west of "The Salmons" and "Upper Orchard" extending across to Laskett Lane. Why are these fields included ? There is no explanation of why this area is thought to be suitable for development, and it certainly is not infill . It seems to me that this area is totally unsuitable since it is open fields and old orchards, and, with it being an elevated site development would be overlooked and be intrusive close to the village centre (a conservation</p>	

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	<p>area) and also detrimental to the setting of Hoarwithy church.</p> <p>The settlement boundary in St. Owen's Cross is tightly drawn around the existing settlement. It would appear to me that the land around is more suitable for possible new housing than that in Hoarwithy. It is generally flatter and less intrusive to the existing housing, and I would recommend a reconsideration of the St. Owen's Cross boundary.</p> <p>Objection 3. Settlement boundaries for Ballingham and Bolstone and Hentland should be drawn up and included in the Plan.</p> <p>Paragraph 6.3 states that Hoarwithy and St. Owen's Cross are identified as the main focus (but, please note, not the sole focus) of housing development, and that elsewhere new housing development will be strictly limited.</p> <p>However, this would not preclude infill and sustainable additions to houses in Ballingham, Bolstone and Hentland. Therefore, boundaries for infill and additions should be drawn up for these areas.</p>	

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	<p>Objection 4. Why does the New Inn in St.Owen's Cross merit Protected Community Facility status but not, say, The New Harp in Hoarwithy ? The Plan should contain an explanation of why this status has been allocated.</p> <p>Page 28. Policy BBH5.</p> <p>Objection. This policy is severely deficient in that it refers only to road safety at St. Owen's Cross. There are other areas where road safety is an issue. A prime example is the centre of Hoarwithy where the road narrows to more or less a single lane.</p> <p>There should also be a recognition of not only the increase in the volume of traffic on our roads but also the increase in size of vehicles, especially agricultural machinery, which pose an increasing hazard to other vehicles and to pedestrians, cyclists and horse riders.</p> <p>Paragraph 5.2 does refer to the heavy goods traffic in narrow roads.</p> <p>There is also the increasing damage to road surfaces and roadside verges being caused, especially by agricultural vehicles.</p>	

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	<p>These and other aspects should be included in a comprehensive traffic and road safety policy</p> <p>Page 29 , Policy BBH6 and on page 25 the Map showing the proposed areas for recreation and leisure.</p> <p>Objection . I object strongly to this policy because it concentrates recreation and leisure to just two areas and will conflict with the stated aims of the Plan</p> <p>The stated aim is to improve tourism and leisure facilities provided they do not have a significant adverse impact on the rural character and residential amenity. But it then goes on to specify the areas selected being concentrated in Hoarwithy with an additional small area in St. Owen's Cross.</p> <p>There appears perhaps to be a conflation of the limitations of settlement areas with those of tourism and leisure, but this should not be the case : the two are totally separate. The concentraton of</p>	

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	<p>housing in Hoarwithy and St. Owen's Cross</p> <p>Already, the centre of Hoarwithy contains, some would say is blighted by, the campsite, and the residents in this area in general accept that it has been there for many years , though not necessarily being happy with its expansion and increasing commercialisation. Certainly, the blocks of toilets and the large waste skips permanently on site are viewed as an eyesore by residents and, more than likely, by visitors.</p> <p>What should be remembered is that while the very centre of the village is on flat land , the majority of houses in the surrounding area, up and down the river, are on elevated sites and either overlook or are affected by the centre and the proposed recreation area. These residents, for whom this neighbourhood plan is being drawn up, would not wish the proposed area being thought of as the ' the tourists playground' in which yet more commercial activities are encouraged.</p>	

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	<p>Paragraph 5.1 , the Vision statement, includes the words "... preserve our beautiful rural setting and unique character..." ; paragraph 5.2 on page 18 refers to " conserving and enhancing the areas landscape." and "conserving and enhancing " our natural heritage. A concentration of tourism and leisure in Hoarwithy, the centre of which is a Conservation area, is going to conflict with these stated aims.</p> <p>It should also be remembered that the River Wye, which is the primary attraction of the area, is a Site of Special Scientific Interest and a Special Area of Conservation, and any additional leisure and recreation must not pose any threat to the river.</p> <p>Since the aim is to improve facilities for outdoor tourism etc., and since such facilities do not need to be confined to Hoarwithy and St. Owen's Cross, I believe that the Plan is deficient in not proposing that areas in Ballingham, Carey and Bolstone also be included for possible tourism and leisure</p>	

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	<p>Indeed, why have specific areas at all ? Why not state that all areas in the three parishes can be considered, provided that the whatever is proposed does not conflict with any other aims and policies ? Surely, if there is thought to be a benefit to be gained from tourism and leisure, why shouldn't the benefits (and costs) be spread throughout the three parishes ?</p> <p>Page 34. Policy BBH12.</p> <p>Objection. The list of Commons is missing Ballingham Island, Ballingham Common and Ballingham Hill.</p> <p>Question. Should the list of buildings also include Ballingham Church and the Chapel at Ballingham ?</p>	
Environment Agency	<p>Response consists of covering letter; proforma guidance of issues relevant to NDPs; and information on waste water treatment.</p> <p>The EA's covering letter makes the following comment:</p>	<p>In response to the EA's covering letter and the evidence base available in the Rural Area. The NDP does not allocate sites and in drawing up settlement boundaries has sought to avoid areas at risk of fluvial flooding. NDP to be re-checked in relation to this issue using</p>

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	<p>“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 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, 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.</p> <p>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</p>	<p>available evidence and based on advice from the drainage team.</p> <p>Revised NDP checked against guidance in proforma. No change to plan.</p>

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	(pluvial) flooding with your drainage team as the Lead Local Flood Authority (LLFA)."	
Lisa Bartrip	Concerned at the possible loss of the pub in St Owen's Cross. Recommends that this is protected under the relevant policy in the NDP, BBH13	Concerns noted. The pub will continue to be protected using Policy BBH13.
Coal Authority	No comments to make	Noted.
Collins (Mr and Mrs Probert)	In respect of housing, the plan identifies settlement boundaries for Hoarwithy and St Owens Cross where new housing is to be concentrated in line with Core Strategy policy RA2. Paragraph 6.5 of the NDP explains that the strategy is to be to split the housing broadly 50/50 across the two settlements. However, of the two settlements, Hoarwithy should take the higher proportion of new housing development as is directed by policy RA2. Of course, this is subject to there being sufficient suitable and deliverable land with Hoarwithy to accommodate the higher proportion of housing and we consider the requirements of policy RA2 can be met within the NDP through the inclusion of a larger section of our clients land.	No change to plan.

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	<p>Appended to this letter is an indicative layout plan illustrating the land area in question and illustrating a form and scale of development that could be accommodated. This is only indicative and we would be happy to work with the NDP and Parish Council to prepare a proposal that meets all the NDP objectives.</p> <p>In terms of the indicative layout, the development area has been carefully considered to effectively achieve a rounding off of the settlement edge in this location with development linking from the two houses currently under construction on Tresseck Mill Road through to the detached red brick property, Staddle Stones on C1262. The form of the development aligns with the road reflecting the historic linear pattern of development within the village. The density of development is compatible with the character of the village.</p> <p>Although not shown on the plan, there is then ample land to then introduce new</p>	

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	<p>native planting on the outer (north west) boundary to create a soft edge to the development.</p> <p>The layout identifies ten modest houses with a mix to include bungalows, 1 ½ storey cottages and detached two storey dwellings. Notably, they are all smaller than the dwellings currently under construction off Tresseck Mill Road and based on the village demographics, would more closely address the housing needs of the settlement.</p> <p>The bungalows and 1 ½ storey properties would be positioned centrally within the site and two storey properties at the southern end where they would be viewed against the backdrop of the high roadside hedge. This would achieve a harmonious transition in height and roof scape when viewed from higher land to the north.</p> <p>Sensitive designs can be achieved that respond to the site's characteristics, the AONB landscape designation and the setting of the village and heritage assets.</p>	

Respondent	Comments Received	Group Parish Council's consideration and response
	<p>Unlike much of the village, the land is also not affected by flooding and a recent ecological survey of the site has confirmed the land to be of low ecological value.</p> <p>The access is identified off Tresseck Mill Road as the requisite visibility can be achieved with minimal hedge removal and this route offers a safer link for pedestrians into the village and the nearest bus stop, which is a key aim of the NDP.</p> <p>Access is a significant constraint to the deliverability of land included in the draft settlement boundary on the south side of the C1262. The existing access could not be used due to buildings obstructing visibility and due to the difference in levels, a new access off the C1262 road would be very challenging and would require significant engineering works and hedge removal. This area would also be reliant on pedestrians walking down a longer section of the busier C1262 into the village.</p> <p>Another key aspect of any new housing proposal is deliverability. In this respect,</p>	

Respondent	Comments Received	Group Parish Council's consideration and response
	<p>the land is in single ownership, and all key services are already on site and there are no technical constraints that would prevent development occurring.</p> <p>In summary, there is no detailed analysis within the NDP or any supporting documents as to why the settlement boundary has been drawn as proposed or why a larger area of our client's land has been excluded when it offers a deliverable development opportunity. Indeed, we note from the comments made by the Chairman of the NDP on application 153209/F for two houses off Tresseck Mill Road that the idea of more housing in this part of the village on my clients land was promoted.</p> <p>The explanation at para 6.8 of the NDP would equally apply to land south of the C1262 as it would our client's. In fact, this land is particularly prominent in landscape terms and allied with access constraints, would appear to be in conflict with draft NDP policies.</p> <p>We therefore consider there are strong planning reasons to justify a modest enlargement of the proposed settlement</p>	

Respondent	Comments Received	Group Parish Council's consideration and response
	<p>boundary to encompass the approximate development area identified on the plan accompanying this letter. In doing this, it will ensure the NDP is in compliance with the Core Strategy by providing for the higher proportion of housing within Hoarwithy.</p> <p>The proposals will also satisfy the design and other aims of the NDP and specific criteria set out in draft policies BBH1, BBH10, BBH11 and BBH12.</p> <p>It should also be clarified that our clients land is promoted for development in addition to rather than at the expense of another area of land as the Core Strategy requirements are a minimum.</p> <p>In view of the above, we must presently object to the draft plan.</p>	
Dwr Cymru Welsh Water	Given that the Neighbourhood Plan has been prepared in accordance with the Herefordshire Council Core Strategy, we are supportive of the vision, objective, policies and proposals as set out in the Neighbourhood Plan. We do however	<p>General support noted.</p> <p>Add suggested new policy on wastewater treatment to BBH1.</p>

Respondent	Comments Received	Group Parish Council's consideration and response
	<p>have one area concern with regard to wastewater treatment:</p> <p><u>Wastewater treatment</u></p> <p>We note that there is no specific reference within the Neighbourhood Plan as to the capabilities of the public sewerage network/wastewater treatment works (WwTW) to accept the foul flows from new development, and feel the addition of a new policy (in line with Policy SD4 of the Herefordshire Core Strategy) would provide the assurance that new development will only be permitted where the capacity of the public sewerage network allows:</p> <p><i>New policy: Public sewerage network and wastewater treatment works (WwTW)</i></p> <p><i>Development that may result in the capacity of the public sewerage network and/or the St Owen's Cross wastewater treatment works (WwTW) becoming overloaded will not be permitted.</i></p>	

Respondent	Comments Received	Group Parish Council's consideration and response
	<p><i>In either of these instances, development will need to be phased or delayed until capacity becomes available, either through DCWW regulatory investment or, in advance of this through the developer funding the improvements themselves via the provisions of the Water Industry Act (1991) and/or section 106 of the Town and Country Planning Act (1990).</i></p> <p><u>Housing growth</u></p> <p>We note that there are no specific housing allocations contained within the Neighbourhood Plan and that instead there are defined settlement boundaries for the main settlement of Hoarwithy and the smaller village of St. Owen's Cross. As we understand it a total of 27 units is to be delivered over the Neighbourhood Plan period with Hoarwithy the "main focus" of this growth.</p> <p>There is no Welsh Water sewerage infrastructure within the settlement of Hoarwithy, as such alternative drainage methods such as septic tanks will be</p>	

Respondent	Comments Received	Group Parish Council's consideration and response
	<p>required in line with policy SD4 of the Herefordshire Core</p> <p>Strategy. In terms of water supply, there ought to be no issue in accommodating the level of growth, though some level of off-site mains may be required dependant on the location of the sites.</p> <p>The settlement of St Owen's Cross is served by a small Wastewater Treatment Works (WwTW) which currently has limited capacity, but it should be able to accommodate the "proportionate" housing growth proposed. Dependant on the location of development, some level of off-site sewers may be required. In terms of water supply, there ought to be no issue in accommodating the level of growth, though some level of off-site mains may be required dependant on the location of the sites.</p>	
Natural England	No specific comments on the NDP, but additional guidance and evidence base information is referred to.	Cross-check NDP against guidance and evidence base and revise NDP where appropriate.

Respondent	Comments Received	Group Parish Council's consideration and response
<p>Herefordshire Council, Neighbourhood Planning</p>	<p>This Plan clearly sets out the objectives, Planning Policies and supporting text. Throughout the Plan it is evident that the residents have been consulted and have had the opportunity to future development of their parish.</p> <p>The policies take into consideration the NPPF and the Herefordshire Local Plan (Core Strategy) and provide further detail on the higher level policies whilst remaining in general conformity. The supporting text to each policy highlights the need for the policy and the evidence behind it.</p>	<p>General supportive comment noted.</p>
<p>Herefordshire Council, Development Management</p>	<p>BBH1 – We should be encouraging the Parishes to allocated land in Hoarwithy and St Owens Cross. Otherwise they will not get the benefit of the Ministerial Statement (assuming it still exists) and there will also be doubt as to the ability of the plan to deliver 27 dwellings.</p> <p>BBH3 – It is extremely unlikely that any development will be large enough to warrant a contribution to public transport. In any event, what would accrue that is capable of actually enhancing services?</p>	<p>BBH1 – land allocations have been considered and rejected. Revise the plan to show how the 27 dwellings can be delivered over the plan period. This should include completions to date; dwellings under construction and planning permissions.</p> <p>The Ministerial Statement referred to would appear to be that on affordable homes – but this is on sites of 11 or more dwellings – it is difficult to see, even with land allocations how the parishes could benefit from this.</p>

Respondent	Comments Received	Group Parish Council's consideration and response
	<p>BBH4 – Adds nothing to CS MT1</p> <p>BBH6 – It would be useful if they included wording to the effect that loss of the football field will not be supported unless equivalent provision is made. At the moment the policy doesn't do much more than identify the two recreation areas; it stops short of actually protecting them.</p> <p>BBH8 – Adds nothing to CS SD3 or NPPF on flooding.</p> <p>I think large part of the group parishes are in the Wye Valley AONB and yet we have nothing to deal with large-scale agriculture or tourism proposals for instance. Do they want to consider poultry, polytunnels etc.?</p> <p>I have reviewed the draft NDP. I do not cover the entire area, but have some knowledge of it. My only real comment would be that the settlement boundaries are drawn very tightly around the existing main built up areas and there are no allocated sites – so it does not demonstrate that it can accommodate 27 new dwellings...</p>	<p>Policy BBH3 comment noted. No change.</p> <p>Policy BBH6 – amend as suggested to include wording on loss only being acceptable if replacement is provided.</p> <p>Policy BBH8 – agree adds little to strategic and national policy – delete BBH8.</p> <p>Tourism is covered by Policy BBH6. No additional policy on agricultural development.</p> <p>Identify New Harp Inn on Policies Map 1.</p> <p>Identify assets in BBH12 on a map – added to Policies Maps 1,2 and 3.</p>

Respondent	Comments Received	Group Parish Council's consideration and response
	<p>None to speak off- for Hoarwithy there's a large space on elevated ground which may have a AONB landscape implication if it is built upon (to the west).</p> <p>I note that the strategy refers only to the proportionate housing growth target as a % (14%). I consider that it would be more helpful if this was expressed as a number. The absence of certainty within the NDP does bring into question the ability of the identified village boundaries to deliver the expected growth. The lack of any allocations in Hoarwithy and St Owens Cross adds to this concern, albeit I appreciate that the ability to consider well located sites on the edge of the villages does provide some assurance. However I am particularly concerned in relation to the delivery of housing in Hoarwithy given flooding and landscape constraints.</p> <p>In relation to others, I note that the New Harp Inn is not identified in blue on Policies Map 1 – is there a reason for this or just an oversight?</p>	

Respondent	Comments Received	Group Parish Council's consideration and response
	<p>Would it be useful to supplement BBH12 with a plan identifying the list of assets.</p>	
<p>Herefordshire Council, Planning Policy</p>	<p>Draft Neighbourhood plan policy</p> <p>BBH1- Promoting New Housing Development in the settlements of Hoarwithy and St Owens Cross relevant Core Strategy Policy, RA2; in general conformity Y.</p> <p>Comments: Without a site allocation, it is difficult to ascertain whether housing targets will be delivered. By ensuring that a scheme of a certain size on a certain site will come forward, it provides developers the economies of scale in order to contribute to an appropriate mix of housing types and tenures, including affordable housing.</p> <p>This approach also makes it easier obtaining developer contributions towards infrastructure (such as those set out in BBH3) that could benefit the community.</p> <p>BBH2- New Homes in the Group's Countryside Area Core Strategy Policy RA3; in general conformity Y.</p>	<p>BBH1 – land allocations have been considered and rejected. Revise the plan to show how the 27 dwellings can be delivered over the plan period. This should include completions to date; dwellings under construction and planning permissions.</p> <p>Delete BBH2 to avoid any duplication/contradiction with Core Strategy Policy RA3.</p> <p>BBH3– comment noted.</p> <p>BBH4 – Noted. no change.</p> <p>Comments on policies BBH5, BBH6, and BBH7.</p> <p>Delete Policy BBH8 – adds nothing to strategic and national planning policy. Comments on policies BBH9 to BBH14 noted.</p>

Respondent	Comments Received	Group Parish Council's consideration and response
	<p>Comment: This issue is comprehensively covered already by the referred to equivalent policy RA3 in the Core Strategy. This would call into question whether the inclusion of this policy would be necessary.</p> <p>BBH3- Public Transport relevant Core Stratgey Policy SS4, MT1; general conformity Y</p> <p>BBH4- Traffic and Road Safety relevant Core Strategy Policy MT1; general conformity Y</p> <p>Comment: Similarly to that of policy BBH2, this issue is more comprehensively covered by the equivalent Core Strategy policy (MT1). The policy could be given more purpose by identifying particular areas in the plan area where there may be traffic issues and/or where measures for improvement should be introduced.</p> <p>BBH5- Footpaths and Bridleways LD3 Y</p> <p>BBH6- Promoting Outdoor</p>	

Respondent	Comments Received	Group Parish Council's consideration and response
	<p>Tourism, Leisure and Recreation OS1, OS2, E4 Y</p> <p>BBH7- Employment Growth and Jobs RA6 Y</p> <p>BBH8- New Development and Flooding</p> <p>SD3 Y/N Development should be preferentially located within the Environment Agency's Zone 1 (lowest level of flood risk). Where this is not possible, it should be subject to the sequential and (where necessary) exception testing set out in paragraphs 100-104 of the NPPF. Regard must also be had to the Strategic Flood Risk Assessment (SFRA) for Herefordshire 2009.</p> <p>Similarly to BBH2 and BBH4, this issue is more comprehensively covered in by the equivalent policy, SD3, of the Core Strategy.</p> <p>BBH9- New Development to improve Communications Infrastructure N/A Y</p> <p>BBH10- Protecting and Enhancing Landscape LD1 Y Character</p>	

Respondent	Comments Received	Group Parish Council's consideration and response
	<p>BBH11- High Quality Design SD1 Y</p> <p>BBH12- Protecting Local Landscape and Local Heritage Assets LD1, LD4 Y</p> <p>BBH13- Protecting Community Facilities, Shops and Pubs SC1 Y</p> <p>BBH14- A Vibrant and Thriving Community SC1 Y</p>	
<p>Herefordshire Council, Environmental Health</p>	<p>Our comments are with reference to the potential impact on the amenity – in terms of noise, dust, odours or general nuisance to residential occupants that might arise as a result of any new development and also the impact that existing activities might have on the amenity of any new residential occupiers.</p> <p>From this point of view we have no objections to the proposed settlement boundaries for housing at Hoarwithy and St Owens Cross as drafted in this neighbourhood plan.</p>	<p>Comment on settlement boundary noted.</p> <p>Delete Policy BBH2.</p> <p>Other comments noted. No change.</p>

Respondent	Comments Received	Group Parish Council's consideration and response
	<p>With regard to any proposed rural dwellings outside these boundaries, the draft plan recommends that these be restricted to those contained in policy RA3 in the Council's core strategy. We would like to recommend that a further criterion be applied which is that the amenity of any occupants arising out of a new dwellings should not be compromised by existing agricultural or commercial activity. This would be to safeguard the amenity of future occupants.</p> <p>It is my understanding that no specific sites have been identified in this plan and you do not require comment on Core Strategy proposals as part of this consultation. I would therefore advise:</p> <p>Given that no specific sites have been identified in the plan I am unable to provide comment with regard to potential contamination.</p> <p><u>General comments:</u></p> <p>Developments such as hospitals, homes and schools may be considered 'sensitive' and as such consideration</p>	

Respondent	Comments Received	Group Parish Council's consideration and response
	<p>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>	

Respondent	Comments Received	Group Parish Council's consideration and response
	These comments are provided on the basis that any other developments would be subject to application through the normal planning process.	

Appendix 1

Application for Designation as a Neighbourhood Area

Neighbourhood Area application forms (NP1)



County of Herefordshire District Council
 Planning Services
 PO Box 230
 Blueschool House
 Blueschool Street
 Hereford
 HR1 2ZB

rec'd
 6/2/14

Application to designate a Neighbourhood Area Town and Country Planning Act 1990 Neighbourhood Planning (General) Regulations 2012

Publication of applications on the Herefordshire Council website

Please note that the information provided on this application form may be published on the Authority's website. If you require any further clarification, please contact the planning department.

Please complete using block capitals and black ink.

1. Parish Clerk details	2. Additional contact details (if different from parish clerk)
Title: <input type="text" value="MR"/> First Name: <input type="text" value="Peter"/>	Title: <input type="text"/> First Name: <input type="text"/>
Last Name: <input type="text" value="Wynham Pember"/>	Last Name: <input type="text"/>
Unit: <input type="text"/> House Number: <input type="text"/> House Suffix: <input type="text"/>	Unit: <input type="text"/> House Number: <input type="text"/> House Suffix: <input type="text"/>
House Name: <input type="text" value="One Eleven"/>	House Name: <input type="text"/>
Address 1: <input type="text" value="Hoswilly"/>	Address 1: <input type="text"/>
Address 2: <input type="text"/>	Address 2: <input type="text"/>
Address 3: <input type="text"/>	Address 3: <input type="text"/>
Town: <input type="text" value="Hereford"/>	Town: <input type="text"/>
County: <input type="text" value="Herefordshire"/>	County: <input type="text"/>
Postcode: <input type="text" value="HR2 6QH"/>	Postcode: <input type="text"/>
email: <input type="text"/>	email: <input type="text"/>

3. Relevant body:
 Please confirm that you are the relevant body to undertake neighbourhood planning in your area in accordance with section 61G of the 1990 Act and section 5C of the 2012 Regulations

Yes: No:

Name of Parish Council:

4. Name of Neighbourhood Area:

Please give a name which your neighbourhood area will be formally known.

Ballingham Bolstone and Hentland Neighbourhood Area

5. Extent of the area:

Please indicate below and attach an OS plan showing the intended extent of the area.

Whole parish boundary area:

Part of the parish:

Joint with neighbouring parish:

(Please complete details in section 7 below if applying as joint parishes)

Please describe below why you considered the extent of the neighbourhood area is appropriate.

6. Intention of neighbourhood area:

Please indicate which of the following you intend to undertake within your neighbourhood area.

Neighbourhood Development Plan:

Neighbourhood Development Order:

Community Right to Build Order:

7. Additional joint parish details:

If you are applying with an adjoining parish or parishes please give the clerk's details for each parish.

8. Declaration:

I/we hereby apply to designate a neighbourhood area as described on this form and the accompanying plan.

In the case of joint parish applications, names from each parish would be required.

Names(s)

Date (dd/mm/yy)

28/01/14

Date (dd/mm/yy)

Appendix 2

Approval of Designation as a Neighbourhood Area

Neighbourhood Area Decision Document



Neighbourhood Planning (General) Regulations 2012

Name of neighbourhood area	Ballingham, Bolstone & Hentland Group
Parish Council	Ballingham, Bolstone & Hentland Group
Consultation period	24/02/2014 – 07/04/2014



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	
Were any comments received during the consultation period?		No
Summary of comments received	N/A	
Response to comments received	N/A	
Ward member comments	Cllr Norris commented on the elongated shape of the Group Parish, but noted that this would mean a change to the Civil Parish boundary rather than the Neighbourhood Area boundary.	
Are any modifications required to this or any adjoining neighbourhood area? (Section 61G (8))		No

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

The application for the designation of Ballingham, Bolstone & Hentland Neighbourhood Area is

Approved

Andrew Ashcroft

Assistant Director of Economy, Environment and Cultural Services

Date: 8th April 2014

Appendix 3

Regulation 14 Response Form

Ballingham, Bolstone and Hentland Neighbourhood Plan

**Pre-Submission Regulation 14 Consultation 6th March
to 18th April 2017**

ALL RESPONSES MUST BE RECEIVED BY 5pm 18th OF APRIL 2017

Representation Form

PLEASE COMPLETE AND RETURN ONE FORM FOR EVERY COMMENT MADE

Name	
Organisation	
Address	
Email	
Tel. No.	

Please state to which part of the Draft Neighbourhood Plan your representation refers. (Please indicate with X)

Page Number	
Policy Number	

Are you supporting, objecting, or making a comment? (Please indicate with X)

Support	
---------	--

Object	
Making a Comment	

Please Turn Over

Please use the box below for any comments.

Thank you for your time and interest. Please return this form to: The Parish Clerk, Kath Greenow, Ballingham Bolstone &

**Hentland Group Parish Council, Hackford House, Dinedor, Hereford,
HR2 6PD.**

**Email: clerk@yourparishcouncil.co.uk comments must be received by no later than
5pm 18th April 2017**

Appendix 4 – Regulation 14 List of Consultees

The Coal Authority

The Gypsy Council

Homes and Communities Agency

Travellers Support Group

West Mercia Constabulary

Central Networks (e-on)

Severn Trent Water

Natural Resources Wales

West Mercia Police

Midlands Architecture and Designed Environment

Community Risk Manager - West District

Arriva Trains Wales

British Aggregates Association

AMEC Environment & Infrastructure UK Ltd

Department for Transport

The Marches LEP

Office of Rail Regulation

Police and Crime Commissioner

South Worcestershire Development Plan

London Midland

CENTRO

Civil Aviation Authority (only send if related to a property)

NHS Property Services

NHS England

Welsh Government

2gether NHS Foundation Trust Headquarters

Dwr Cymru Welsh Water

English Heritage

Environment Agency

Department for Communities and Local Government

West Midlands Ambulance Service

Hereford & Worcester Fire Brigade

Wye Valley NHS Trust

Highways Agency

National Grid (Transco) replaced now by AMEC (LDF 315)

RWE Npower Renewables Limited

Natural England

Network Rail (West)

Network Rail

Severn Trent Water Ltd

Sport England

Balfour Beatty Drainage

Gloucestershire Council

Campaign to Protect Rural England

Woodland Trust

Herefordshire Nature Trust

Herefordshire Council

Peterstow Parish Council

Llanwarne and District Group Parish Council

LLangarron Parish Council

Sellack Parish Council

Kings Caple Parish Council

Little Dewchurch Parish Council

Appendix 5

Steering Group – Terms of Reference

Ballingham, Bolstone & Hentland Group Parish Council

Terms of Reference for Neighbourhood Development Plan Steering Group

Purpose

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

- Investigate and identify support for the Neighbourhood Development Plan (NDP).
- Produce a Project Plan which identifies priorities and a timescale for action.
- Identify sources of and secure necessary funding.
- Take responsibility for planning, budgeting and monitoring expenditure on the NDP and report back to the Group Parish Council on these matters.
- Liaise with relevant authorities and organisations to make the NDP as effective as possible.
- Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the parishes as possible.
- Determine the types of survey and information gathering to be used.
- Be responsible for the analysis of all survey information.
- Regularly report back the Group Parish Council on progress, issues arising and outcomes from the exercise.
- Oversee the production of the Neighbourhood Development Plan.

Membership

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

Roles

- The Steering group will elect a chairperson and until elected the vice-chair of the PC will chair meetings.
- The Steering Group will appoint a minutes secretary.
- The Steering Group will appoint a budget and funding coordinator.
- The Steering Group will appoint a communications coordinator.
- The Parish Clerk will be the treasurer.

Other members of the Steering Group will be required to carry out tasks as they are needed.

Insurance

The Group Parish Council insurance will cover the previously agreed activities of the Steering Group and volunteers. Steering Group officers, in liaison with the parish clerk, will ensure that terms of the insurance are not breached.

Meetings

The Group Parish Council will provide the opportunity for the endorsement of regular reports from the Steering Group via its meeting agenda. It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

- The Steering Group shall meet as required but at least once a month.
- At least three clear days' notice of meetings shall be sent to members by email.
- Notices of meetings should detail the matters to be discussed.
- The minutes secretary shall keep a record of meetings, and circulate notes to Steering Group members and the Group Parish Council in a timely fashion.
- All meetings should be open to the public.

Working groups

The Steering Group may establish such working groups as it considers necessary to carry out the functions specified by the Steering Group.

Finance

All grants and funding will be applied for and held by the Group Parish Council, which will ring-fence the funds for NDP purposes only.

Notification of all planned expenditure will be given to the Group Parish Council before any expenditure is committed. Funding coordinator shall keep a clear record of expenditure which is supported by receipted invoices and will regularly review and update the budget in liaison with the parish clerk.

If needed, the parish clerk will draw up and agree with the Steering Group Chairman procedures for volunteers who wish to claim expenses.

The budget and funding coordinator will report back to the Steering Group and the Group Parish Council on planned and actual expenditure for the project.

Invoices will be made out in the name of the Group Parish Council which will sanction their payment at the next scheduled Group Parish Council meeting.

Dissolving the Steering Group

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

29th April 2014

Appendix 5

Neighbourhood Plan Newsletter

<h1>NEIGHBOURHOOD PLANNING NEWSLETTER</h1>	Issue 1 June 2014
	BALLINGHAM BOLSTONE & HENTLAND GROUP PARISH COUNCIL
<p>OUR VISION for Ballingham, Bolstone and Hentland Group Parish is for it to be home to strong and thriving communities, working together to maintain and celebrate our history, preserve our beautiful rural setting and unique character while allowing sustainable evolution</p>	

NEIGHBOURHOOD PLANNING

WHAT IS IT?

Neighbourhood planning is a new way for communities to decide the future of the places where they live and work, (Localism Act 2012). The Ballingham, Bolstone and Hentland parish can now plan for its future development. It's not about stopping growth, but it is about making sure the right things are built in the right places. It can help with jobs and services while at the same time protecting and improving the best of the parish and its environment.

WHY DOES IT MATTER?

In theory the planning system was always supposed to give local communities a say in decisions that affected them. In practice it was often difficult to have a meaningful say. The Localism Act gives some of the planning powers back to the people who are affected by it.

GREAT NEWS! Our application for a grant in support of Neighbourhood Planning has been approved in FULL!

Although not a legal requirement, your parish has decided that we are going to produce a Neighbourhood Plan. This newsletter (quarterly) is one of the ways we hope to keep you up to date with what is happening and when.



WHAT IS THE PROCESS?

1. Writing the Plan

The Parish Council has overall responsibility for developing the Plan and has already formed a Neighbourhood Plan steering group to produce it. The whole parish will be asked to participate by telling us what you would like to be included. The Plan will have to be in line with local and national planning policies. Suggestions will be collated and you will all be consulted at all stages.

2. Independent Check

When we have prepared the Plan, probably late 2015, it will be checked by an independent examiner to ensure it meets the correct standards and he will have the authority to recommend changes if necessary.

3. Referendum

Once the examiner has passed the Plan, Herefordshire District Council will hold a referendum in the parish so that we will all have a final say on whether the Plan comes into force or not. If more than 50% of those voting support the Plan, the District Council must bring it into force.

4. Legal Force

Once the Plan has been adopted it will form part of the development plan for the district. This means that Hereford District Council must determine planning applications in accordance with the Neighbourhood Plan.



IS HELP AVAILABLE?

This nationwide initiative is being led by parish or town councils and help is available in the form of government grants. Herefordshire is one of the first counties to take up the opportunity and many local communities are now well into the process of developing plans. We also have the support of a specialist team within the town council, available at any time. There are also consultants and specialist organisations whom we could employ if necessary.

WHERE ARE WE NOW?

In April 2014 our application to designate Ballingham, Bolstone and Hentland Group as a Neighbourhood Area was approved by Herefordshire Council.

We have also formed a steering group comprised of 46 people organised into

workgroups;

- Environmental sustainability
- Transport & Infrastructure
- Economy, Business & Tourism
- Social & Community.

Each team will meet regularly to identify issues, consider residents' suggestions and to discuss other possibilities. When all these ideas have been evaluated a list of further objectives will be prepared for further consultation.

LOOK OUT FOR...

- Steering group meetings
- Newsletter
- www.yourparishcouncil.co.uk
- Forums
- Questionnaires
- Open days

HOW CAN YOU HAVE YOUR SAY?

Come along to our next meeting at Pengethley Manor Hotel on 17th June at 7.30pm, or contact the Parish Clerk, Peter Pember, on 01432 840254.

We are keen to hear from all residents of the parish. If you have any ideas that you would like us to consider please let us know.

Kirkwells

The Planning People

For more information on the contents of this document contact:

Michael Wellock
Managing Director
Kirkwells
Lancashire Digital Technology Centre
Bancroft Road
Burnley
Lancashire
BB10 2TP

01282 872570