



Consultation Statement

approved by Humber, Ford & Stoke Prior Group Parish Council
at its meeting on 18 November 2015

This Consultation Statement is prepared to meet the requirements of Regulation 15 (2) of the Neighbourhood Planning (General) Regulations 2012 for the proposed Neighbourhood Development Plan for Humber, Ford & Stoke Prior. Regulation 15 requires that, at the time of the submission of a proposed Neighbourhood Development Plan, the qualifying body (in this case the Group Parish Council) also submits a Consultation Statement 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. Summary

1.1 The Group Parish Council has consulted the residents and businesses within the neighbourhood area at all stages of the preparation of the Neighbourhood Development Plan (NDP). In addition, neighbouring local authorities, local and national bodies, and the principal Local Authority have been consulted during the formal pre-submission ('Regulation 14') consultation. With the exception of the initial consultation, these consultations have been undertaken by the NDP Steering Committee which is a full committee of the Parish Council with a balanced membership of councillors and other residents.

1.2 Our approach to consulting local people

The approach to consulting local residents and businesses has been to encourage as many people as possible to participate actively and respond, so that the resulting Plan genuinely reflects the concerns, priorities and wishes of the local community. Naturally, not all views can be reconciled, and some issues are beyond the scope of an NDP, but where there is a clear consensus or majority in favour of a particular view, this has guided the resulting Plan. To ensure high levels of participation, we have not relied on general notices or publicity about consultation exercises, but wherever possible have used a group of local volunteer residents to deliver personally to each address leaflets and other consultation documents, and in some

cases, collect responses. The impact of a neighbour – often known personally to the resident – knocking on the door to hand over and explain the importance of the consultation documents, has been shown in both the high levels of attendance at events and high response rates. We have also not relied on residents simply being told where they can find copies of the drafts we have produced for consultation, but given every household and business its own printed copy of drafts of the Plan. We obtained an ‘Awards for All’ Big Lottery grant specifically for this purpose, which enabled these drafts to be produced and printed to a professional standard, increasing their impact. All of the reports from the consultation exercises (including actual comments and raw data where practicable) have been published on the NDP pages of the parish website (www.hfspgroup.org.uk) as soon as possible after the consultations, together with consultation documents and minutes of the Steering Committee.

1.3 Initial consultation exercise, 2013

The first exercise in consulting local residents was to decide whether to go ahead with an NDP. The Annual Parish Meeting of all electors in May 2013 discussed neighbourhood planning, and in August/September 2013 an explanatory leaflet and response form was delivered personally to all addresses in the group parish. This resulted in a 67% response rate, with 95% of respondents supporting going ahead with a Plan.

1.4 *Your Community, Your Future* events, April 2014

The next consultation exercise was aimed at finding out what local people and businesses thought were the issues which the group parish faced, and how these might be tackled. This was designed to be a very ‘open’ exercise, allowing people to raise whatever they wanted, in a public forum to encourage discussion. This was done through several drop-in events held in the group parish in April 2014 under the heading *Your Community, Your Future*, including two ‘road-show’ events which were taken to outlying areas with a history of low involvement in community matters. These events used a standard and widely-used methodology where people are encouraged to write comments on boards and/or stick pre-prepared flags in large maps of the area. Widespread publicity, including delivering leaflets personally to every household and business, resulted in nearly 40% of all residents attending these events. Hundreds of comments and map-flags were gathered, which were analysed and summarised under pre-prepared headings. This analysis was used to fine-tune the next consultation exercise – a series of questionnaires – and also guide the initial proposals published later in 2014.

1.5 Local questionnaires, May/June 2014

In May/June 2014 questionnaires were personally distributed to and then collected from every address in the group parish, with the aim of gathering the views of local people about many of the specific issues which had been identified in the earlier exercise. This was a more ‘closed’ consultation exercise, in the sense that specific questions were asked, but this enabled the Steering Committee to quantify support for particular views, opinions and preferences, and there was also the opportunity for respondents to make free-text comments. Sufficient questionnaires were delivered to allow every resident to submit a response individually. A return of 82% of all residents aged 16 or more was achieved, and this was subsequently shown to be a good cross-section of our society with all age groups represented. In addition a land survey questionnaire was returned by 41 households and a young people’s survey produced 72 responses (not far off 100%) from those aged 5 to 15 years. All these responses were analysed professionally by a specialist Community Interest Company, which prepared summaries and reports on the questionnaire responses. The reports were used to

identify the main issues which the draft Plan should address and potential options for policies on these issues.

1.6 Our Emerging Plan, October 2014

The next consultation exercise was the publication and distribution to each address in the group parish of an 'issues and options' paper, entitled *Our Emerging Plan*, in October 2014. This set out a vision for the future, with issues and options which might form the basis of our emerging NDP, explaining how these were based on the responses to the earlier consultation exercises. A short questionnaire was included asking for the reactions of residents to the proposals so far; the replies were collected by the distributors, and just under 70% of households responded. In parallel with this, three drop-in events were held where anyone could call in to meet members of the Committee and discuss the contents of the document. The responses to *Our Emerging Plan* were used to guide the drafting of the first complete proposed Plan. An initial version of this was reported to the Parish Council in January 2015, and a revised version in July 2015, in advance of the formal public consultation later that year.

1.7 Formal Public Consultation, August/September 2015

The formal public consultation on the full draft Plan (the 'Regulation 14 consultation') took place between 1 August 2015 and 15 September 2015. A printed copy of the *Draft Neighbourhood Plan* and a comments reply sheet were delivered personally to each address in the group parish within the first few days of the consultation. The draft Plan was also available at various locations and on the website (where the full evidence base and supporting documentation could also be accessed). The draft Plan was also sent to a list of external consultees, including statutory consultees, relevant national and local organisations, all adjoining parish/town councils and the principal Local Authority. Two drop-in sessions – one at the start and one towards the end of the consultation period – were held for local people to talk to Steering Committee members and submit written comments. Comments were received from 31 residents/local businesses, and from 5 statutory consultees or local organisations/authorities. All comments were considered by the Steering Committee, and responses agreed, together with proposed amendments to the Plan arising from the comments. The comments, responses and proposed amendments were published on the parish website in a collated document, and the responses were also sent individually to each person/organisation commenting. The proposed Plan, incorporating the amendments, was considered by the Group Parish Council on 18 November 2015.

1.8 Keeping local people informed

In addition to the above consultation exercises, residents have been given regular updates about the progress of the Plan, through brief items in the monthly parish magazine, the Parish Pump, which is delivered free-of-charge to every address in the group parish, and through several 'NDP News' emails sent to residents. The residents' email distribution list has grown from 140 to 170 addresses, which it is estimated covers approximately 60% of all households/businesses in the Group Parish. All information about the NDP has also been published on the NDP web-pages on the parish website www.hfspgroup.org.uk.

- 1.9 Details of all the above exercises are contained in the following sections, with appendices detailing the publicity for the events, all of the comments and how these influenced the Plan.

[Appendix 1.0: Steering Committee terms of reference](#)
[Appendix 1.1 Steering Committee minutes](#)

2. Initial consultation exercise, August/September 2013

- 2.1 During 2012-13 the Group Parish Council discussed the opportunity offered by the 2011 Localism Act to prepare our own Neighbourhood Development Plan. The Annual Parish Meeting held on 1 May 2013 had the theme 'Localism in Action' at which parishioners discussed producing our own NDP, and this was followed by a decision by the Group Parish Council in May 2013 to apply for designation of the Group Parish as a Neighbourhood Area – the first step to possibly developing a Plan.
- 2.2 To ensure that there was better understanding of what an NDP was, and that there was a general consensus to proceed with one, the Council prepared an explanatory leaflet to be delivered personally to every household by a small number of volunteers from the Council. With the leaflet was a response form asking if residents supported embarking on an NDP and asking for volunteer helpers.
- 2.3 The leaflet was delivered to the 279 known households and businesses in the Group Parish between late August and 13 September. A briefing note for volunteers was prepared, including Frequently Asked Questions/Answers to permit doorstep conversations to improve awareness and understanding about Neighbourhood Planning. Where possible, volunteers were asked to attempt to deliver the leaflet in person, returning if necessary to do this, and then return to collect response forms. Response forms could also be returned by post or at two drop-boxes in the parishes. A date of 20 September was set for the return of forms.
- 2.4 9 premises were found to be unoccupied: of the remaining 270, responses were obtained from 182 addresses (67.41% response rate), of which 172 supported going ahead with an NDP (94.51%), 7 did not support this (3.85%), and 3 left the answer blank (1.65%).
- 2.5 There were 65 offers of assistance with the NDP project, including many volunteering to deliver future leaflets, and 20 non-councillors volunteering to serve on the Steering Committee. In addition, many respondents gave their email address in order to be updated on the NDP, which was the basis for the email-distribution list of residents for updates about the NDP.
- 2.6 A report on the exercise was made to the Group Parish Council on 25 September 2013, and the Council unanimously resolved to commence a Neighbourhood Development Plan and appoint a Steering Committee (see Council Minute 104/13).

[Appendix 2.1: Minutes of Parish Meeting, 1 May 2013](#)

[Appendix 2.2: Leaflet delivered to all addresses in Group Parish, August 2013](#)

[Appendix 2.3: Leaflet briefing for volunteers](#)

[Appendix 2.4: Letter left at premises where leaflet not delivered in person](#)

3. *Your Community, Your Future* events, April 2014

3.1 This exercise was aimed at finding out what local people and businesses thought were the issues which the group parish faced, and how these might be tackled. This was designed to be a very 'open' exercise, allowing people to raise whatever they wanted, in a public forum to encourage discussion.

3.2 Four drop-in events were held in the group parish in April 2014 under the heading *Your Community, Your Future*, including two 'road-show' events which were taken to outlying areas with a history of low involvement in community matters:

Stoke Prior Village Hall, Wednesday 9 April 2014:	110 people attended
Risbury Village Hall, Thursday 10 April 2014:	101 people attended
Fairmile, Friday 11 April 2014:	9 people attended
Humber Close, Saturday 12 April 2014:	39 people attended

The main village-hall events were drop-in events running from 4pm to 9pm, with free refreshments provided and a pay-bar open in the evening. The event at Fairmile was held from 7pm to 9pm in a private home, to which residents of the 12 properties in the Fairmile area were invited. The event in Humber Close (a Housing Association development of 21 houses at Steen's Bridge) was a Saturday afternoon event held in a marquee with a free barbecue.

3.3 The events were publicised through an item in the Parish Pump, an email to residents, posters around the parishes, and a flyer which was delivered personally to each household/business by a team of 20 volunteers between 30 March and 6 April. 'Progressive signs' were placed on roads near the main village-hall events 24 hours prior to these events, to remind people.

3.4 The events used a standard and widely-used methodology where people are encouraged to write comments on boards and/or stick pre-prepared flags in large maps of the area. The maps were a large A0 map of the whole neighbourhood area (scale 1:7000), and two A1 maps of Stoke Prior and Risbury respectively (scale 1:2000), mounted on pin-boards. Pre-prepared flags for many different types of issues/features could be stuck into these maps. There were also six colour-coded themed blank pin-boards on which comment-cards could be pinned, so that residents could see what other people had said, and the cards could then be sorted and analysed. The six categories were: Housing; Traffic, transport, access & safety; Community facilities and services; Work, economy, education; Environment, sustainability and historic environment; Leisure and tourism. Members of the NDP Steering Committee were present to guide people through the process and answer questions. An introductory slide-presentation ran on a loop during the village-hall events to give background to the event and guide people through it.

3.5 A register was kept of all those attending. The demographic (age, sex) and where attendees lived were captured on arrival by participants placing two adhesive dots on a grid and on another map of the neighbourhood area. Analysis of the demographic data showed that those attending were a good cross-section of the population (see Appendix 3.9). The map data showed that attendees came from all areas of the neighbourhood area. In total, 251 different people attended the events, which was 39% of the total population.

3.6 A total of 522 map-flags were stuck into the maps, and 608 comment cards posted on the boards. These were transcribed and analysed by a working group of NDP Steering Committee members on Sunday 13 April 2014, and a summary prepared (see Appendix 3.9). The

summary, photographs of the original comment-cards, and photographs of the flagged maps were published on the NDP webpages later in April 2014.

- 3.7 Appendix 3.9 details all the issues raised at the events under the six themed headings. The summary and analysis of the comment cards and map flags were used to fine-tune the next consultation exercise – a series of questionnaires – and also guide the initial proposals published later in 2014 (*Our Emerging Plan*). The following table summarises the main issues raised at the *Your Community, Your Future* events (those with a significant number of comments) and how they have influenced later stages of the Plan’s development:

Significant issue raised at <i>Your Community, Your Future</i>	Included in Questionnaire	Addressed in <i>Our Emerging Plan</i>
Environment & Heritage		
Maintain and improve Footpaths & Bridle Paths	Q14, Q16	T5 Footpaths & bridleways
Encourage renewable energy, but split on wind-farms	Q38-39	E2 Renewable energy
Greater protection of wildlife and countryside	Q35	E3 Natural and historic environment
Minimise light-pollution	Q14	T6.2 Street lighting
Address localised flooding problems	Q14, Q17, Q36-37	T2 Ditches & drains, E1 Flooding
Leisure & Tourism		
Improve leisure facilities and promote tourism	Q12-13, Q27-28	F5 Sports & Recreation, B1 Local Businesses
Re-open The Lamb pub	Q12,13	F3 The Lamb Inn
Create new play/sports areas		F5 Sports and recreation
Improve parking for visitors		T4 Parking
Work & Education		
Improve broadband	Q15	B2 Broadband
Secure viability of school and improve facilities	Q12	F2 School
Address school parking/traffic problem	Q16	F2.2 School, T3 Road safety
Build live-work housing units/convert redundant buildings, encourage businesses	Q24, Q27, Q28-34	B1 Local Business, H6 Redundant farm buildings
Facilities & Services		
Re-open The Lamb pub	Q12,13	F3 The Lamb Inn
Re-locate Stoke Prior Village Hall	Q12	F1 Village Halls
Keep Post Office open	Q12	F4 Post Office
Introduce pre-school nursery		F2.1 pre-school nursery
Pub/PO/shop facility for Risbury		<i>Not considered viable</i>
Create new play area		F5 Sports and recreation
Reinstate mobile library		<i>Not within power of Council</i>
Improve recycling/litter facilities		E4 Litter
Housing		
More affordable housing, esp for young families and local people	Q20, Q24	H3 Types of housing
Avoid large developments or estates	Q26	H5 Housing estates
Numerous suggested suitable sites for housing	Q21-23 & map	H2 Siting of new houses
Several suggested unsuitable sites	Q21-23 & map	
Convert redundant farm buildings	Q24	H6 Redundant farm buildings
Support landowners building on own land for family members (self-build)	Q24	H3 Types of housing
More retirement homes	Q24	H3 Types of housing
Support for infill development rather than greenfield sites or ribbon development	Q23 (map), Q25	H2 Siting of new houses H4 Density & design of housing

Mixed support for having a settlement boundary	Q23 (map)	H2 Siting of new houses (no Settlement Boundary proposed)
Need good road access for new housing	Q16	T3 Road safety and speeding
Address drainage/flooding in new development	Q36	E1 Drainage and Flooding
Traffic, transport, access & safety		
Speeding traffic	Q14, Q16	T3 Road safety and speeding
More parking needed, esp School & SPVH	Q16	T4 Parking and passing places F1 Village Halls, F2 School
Poor state of roads	Q16	T1 Roads and Lanes
Protect bus service or alternative provision	Q12-13	T7 Public Transport
Keep ditches and drains clear	Q17-18	T2 ditches and drains
Safe routes to school needed	Q16	T6.1 Pedestrian footways
Passing places needed	Q16	T4 Parking and passing places
Mud on roads	Q14	T1 Roads and Lanes
Safe cycling routes	Q16	T3 Road safety and speeding
Dog noise	Q14	<i>Parish Council to monitor and report as necessary to Environmental Health</i>

[Appendix 3.1: Your Community, Your Future events proposal and outline](#)

[Appendix 3.2: Your Community, Your Future leaflet distributed to all residents](#)

[Appendix 3.3: Your Community, Your Future events poster](#)

[Appendix 3.4: Fairmile event flyer](#)

[Appendix 3.5: Humber Close event flyer](#)

[Appendix 3.6: Briefing note to volunteers delivering leaflets](#)

[Appendix 3.7: Introductory slide presentation](#)

[Appendix 3.8: Photographs of the events, comments and map-flags](#)

[Appendix 3.9: Report on Your Community, Your Future events](#)

4. Local questionnaires, May/June 2014

4.1 In May/June 2014 questionnaires were personally distributed to and then collected from every address in the group parish, with the aim of gathering the views of local people about many of the specific issues which had been identified in the earlier exercise. This was a more 'closed' consultation exercise, in the sense that specific questions were asked, but this enabled the Steering Committee to quantify support for particular views, opinions and preferences, and there was also the opportunity for respondents to make free-text comments.

4.2 The questionnaires were developed by the Steering Committee in consultation with a local specialist Community Interest Company, Data Orchard. There was a main (adult) questionnaire for all residents aged 16 and over. In addition to gathering (for analysis purposes only) basic information about each respondent, this questionnaire covered the following areas:

- Our Local Community
- Our Facilities
- Your Concerns
- Our roads, footpaths and transport
- Our future housing
- Our businesses
- Our environment

Questions covered the areas which had been identified as of known general concern, and were fine-tuned to ensure they covered particular issues raised during the *Your Community, Your Future* events. In addition to tick-box and free-text responses, a colour map of the neighbourhood area was included with the questionnaire on which residents could mark locations they considered suitable or unsuitable for new housing.

4.3 A short Young People's Questionnaire was prepared for those aged under 16, which focussed on issues of greatest concern and relevance to those under 16. This was given out by volunteers visiting households as needed, and was also completed at two local schools during class-time sessions.

4.4 A confidential Land for Possible Future Development Survey form was also prepared, and given out to households with a separate return envelope. This asked for details of land which may be suitable and available for development over the period of the Plan.

4.5 Questionnaires were delivered in person by volunteers to each home and business in the group parish between 14 and 21 May 2014. In nearly every case the distributor was able to explain the nature of the NDP process to each of the residents they visited, to underline its importance. Sufficient questionnaires were delivered to allow every resident to submit a response individually, together with labelled envelopes in which the completed questionnaires could be placed for return. Volunteers returned to collect completed questionnaires between 22-30 May, and there was a deadline for return of 2 June. The sealed envelopes were forwarded to Data Orchard CIC for analysis, so confidentiality of individuals' responses was maintained.

4.6 Data Orchard analysed all the questionnaire responses and prepared reports on these, detailed in Appendices 3.6 to 3.10. In total, 459 adults' questionnaires were returned (82% response rate), with a good cross-section of our society with all age groups represented. The

land survey questionnaire was returned by 41 households and the young people's survey produced 72 responses (not far off 100%) from those aged 5 to 15 years.

- 4.7 The reports were used to identify the main issues which the draft Plan should address and potential options for policies on these issues, and led directly to the next stage of the Plan's drafting: a consultation document called *Our Emerging Plan*, which set out the main issues and options for the Plan. The following table summarises the main findings of the questionnaires and where they were addressed in *Our Emerging Plan*:

Key findings of the adult questionnaire relevant to the Neighbourhood Plan	Addressed in <i>Our Emerging Plan</i>
Our Local community	
Highly important to residents are: low crime rate (72%), rural atmosphere (68%) and quietness of the area (64%)	C1: Vision Statement and Objective 1
Facilities rated as highly important by at least 40% are: the School, footpaths/bridleways and the pub .	F2: Stoke Prior School, F3 The Lamb Inn, T5 Footpaths and bridleways
Nursery/pre-school is needed (59 free-text responses)	F2.1: Establishment of pre-school/nursery
Stoke Prior Village Hall should be re-located (72%). (to the school or site between The Bury and Belmont or co-located with the pub)	F1: Re-location of village halls (no specific site can be proposed at this time)
Your concerns (top issues)	
Surface water on the road	T2: ditches and drains
Fly-tipping, Vandalism (road-signs etc), Litter	E4: Litter and vandalism
Burglary	<i>Not addressed, but Parish Council liaises closely with local police</i>
Snow clearance/gritting	T1: Roads and lanes
Poor broadband speeds and mobile phone reception	B2: Computing, broadband and telephone
Our roads, footpaths and transport	
Road maintenance needs improvement	T1: Roads and lanes
Excessive vehicle speeds need tackling	T3: Road safety and speeding
Maintenance of ditches and drains is poor	T2: ditches and drains
Our future housing	
Number of houses about right at present (45%) Need a few more houses (45%)	H1: Housing growth (options of meeting or exceeding Core Strategy targets)
More affordable homes (55%)	H3: Types of housing
More family homes (48%)	H3: Types of housing
Enough bungalows, flats/annexes, 2-storey homes, rented accommodation and social housing (54-43%); Need a few more of these types (34-12%).	H3: Types of housing
Need 1-10 new houses in next 15 years (41%); Need 11-20 new houses in next 15 years (26%).	H1: Housing growth (options of meeting or exceeding Core Strategy targets)
Evenly divided opinion as to whether new homes should be confined to the main settlements. Map responses for housing locations spread across area, but tend to cluster within/around existing settlements	H2: Siting of new housing (mainly in named settlements as in Core Strategy)
"Infill" suggested in 25 free-text responses	H2: Siting of new houses
Convert redundant farm buildings (76%)	H6: Redundant farm buildings
Prioritise needs of local people and family homes (73%)	H3: Types of housing
No more social housing (46%)	H3: Types of housing
No more flats/annexes (41%)	H3: Types of housing
Evenly divided opinion as to whether small estates should be developed.	H5: Housing estates
Our businesses	
Encourage agriculture (61%) and craft working (59%)	B1: Local businesses

Discourage offices and small businesses (34%) (although 79 respondents run a business from within the parishes, mostly farming or related)	B1: Local businesses
Our environment	
Trees (76%) views (73%) and hedges for wildlife (71%) highly important	C1: Vision Statement and Objective 1 T2: Hedges, verges, ditches and drains E3: The natural and historic environment
Defective drains and ditches main cause of localised flooding, followed by field and road run-off. 43% affected in some way by local flooding, mostly access to properties	E1: Flooding T2: Hedges, verges, ditches and drains
Support solar power (52%) and ground/air source heat (48%)	E2: Renewable energy
Divided opinion on supporting wind turbines	E2: Renewable energy

Key findings of the young persons' questionnaire relevant to the Neighbourhood Plan	Addressed in <i>Our Emerging Plan</i>
Number of houses about right at present (56%) Need a few more houses (19%) Need lots more houses (10%)	H1: Housing growth (options of meeting or exceeding Core Strategy targets)
Many respondents would like to see a shop and play/sports areas.	F3: The Post Office (shop probably not viable) F5: Sports and recreation
Many respondents are worried about traffic	T3: Road safety and speeding
Many respondents comment about lack of facilities	F5: Sports and recreation

[Appendix 4.1: Adults' questionnaire](#)

[Appendix 4.2: Young People's questionnaire](#)

[Appendix 4.3: Land for Possible Future Development Survey form](#)

[Appendix 4.4: Covering letter to residents](#)

[Appendix 4.5: Briefing to questionnaire volunteers](#)

[Appendix 4.6: Adults' questionnaire report](#)

[Appendix 4.7: Adults' free-text comments report](#)

[Appendix 4.8: Young People's questionnaire report](#)

[Appendix 4.9: Map data report](#)

[Appendix 4.10: Summary report of Land for Development Survey](#)

5. *Our Emerging Plan, October 2014*

- 5.1 The next consultation exercise was the publication and distribution to each address in the group parish of an ‘issues and options’ paper, entitled *Our Emerging Plan*, in October 2014. This set out a vision for the future, with issues and options which might form the basis of our emerging NDP, explaining how these were based on the responses to the earlier consultation exercises. A short response sheet was included asking for the reactions of residents to the proposals so far. As the consultation was intended to gauge the broad level of support for the proposals and options in the document and an opportunity for people to comment before more detailed proposals were drawn up, the exercise was kept as uncomplicated as possible. Therefore the response sheet was kept simple, and no attempt was made to obtain responses from every individual or to analyse responses by area or demographic group.
- 5.2 A group of about 20 volunteers distributed *Our Emerging Plan* and the response form between 9-12 October 2014. Where possible, this was done face-to-face, to explain the document and the importance of getting responses to the proposals from as many people as possible. Additional response sheets for each household were offered if required. The volunteers returned to collect response forms one week after delivery, and residents could also leave these at advertised locations in the group parish, with the last day for return being 19 October.
- 5.3 Three drop-in events were organised to give an opportunity for people to ask questions, discuss the document with members of the Steering Committee, and give their comments in person. The events were advertised in the Parish Pump magazine (delivered monthly to all households), through an invitation in the Foreword to the consultation document, and by posters around the parish. The events were held at Risbury Village Hall on Thursday 16 October from 4.00-8.00pm, Stoke Prior Village Hall on Friday 17 October from 4.00-8.00pm and at the Housing Association estate at Humber Close, Steen’s Bridge on Saturday 18 October from 2.00-3.00pm, where a free barbecue was provided. A total of 64 people attended the events, and their comments and suggestions are included in the summary of comments from the response sheets.
- 5.4 *Our Emerging Plan* was delivered to all addresses in the neighbourhood area (population aged 16 or over, 560). 196 response sheets were returned, which as a proportion of households/businesses was 69.3%, and as a proportion of the adult population was 35.0%. Most households responding did so by means of only one form, so the NDP Steering Committee had a good level of confidence that the responses represent a high proportion of local people.
- 5.5 The responses to *Our Emerging Plan* were used to guide the drafting of the first complete proposed Plan. The document also included a suggested ‘Parish Action Plan’ to tackle those issues which would not fall under the remit of a Neighbourhood Development Plan, and many comments made fall under that category. These comments are therefore not included in the following table, which summarises the responses to the consultation on NDP policies and how these shaped the Draft Neighbourhood Development Plan published in 2015:

Comments on <i>Our Emerging Plan</i> (percentages rounded to nearest integer) (comments shown are <i>supplementary</i> themes or issues)	How influenced <i>Draft Neighbourhood Development Plan</i>
Our community – vision and objectives	
Agree with C1: vision statement (92%)	Vision statement unchanged
Agree with C1: objectives (88%)	Objectives substantively unchanged

	Policy HFSP1 gives overarching policy to achieve the vision and address the objectives.
Our Future Housing	
H1: Support Core Strategy targets for housing growth (73%) H1: Support exceeding Core Strategy targets (35%)	Inspection of Core Strategy resulted in revised guidance on targets for rural areas. Policy HFSP3 sets a target of 43 new homes, which meets the 15% growth target based on the total number of dwellings in the neighbourhood area.
H2: Support siting of houses in main villages (82%)	Policy HFSP2 makes Stoke Prior and Risbury the main focus for development, with Steen's Bridge a secondary focus.
Need to define main body of village and open countryside	Discussed in paras 7.2.3-7.2.10. A settlement boundary for each of the three main settlements is defined in Policies HFSP2, HFSP4, HFSP5, HFSP6.
Infrastructure in Risbury inadequate to support growth	Limitations to growth are recognised, and are reflected in the target growth in Table HFSP3 and the settlement boundary in Policy HFSP5.
Ford has potential for growth as near A49	Ford is not a settlement identified for growth in Core Strategy RA1 and RA2, so must be covered by policies for open countryside.
Avoid building on flood-risk areas	Settlement boundaries avoid Flood-zone 2 areas (see esp. HFSP6 Steen's Bridge)
H3: Support mainly smaller houses, for local needs (83%)	Local housing needs were assessed in May 2014 (see para 8.2.2)
More housing needed for older people (inc sheltered). More housing needed for young families.	Emphasised in Policies HFSP4(g), HFSP5(g) and HFSP6(e).
Low-cost/affordable housing for local people only	National and county affordable-housing policies apply, which can involve the Parish Council. Policy HFSP7 provides for affordable housing development outside the main settlements.
Encourage self-build and smaller houses	Smaller houses emphasised in Policies HFSP4(g), HFSP5(g) and HFSP6(e).
H4: Support density/design determined by surroundings (79%)	Policy HFSP8 requires development to be sympathetic in design, scale and density to its surroundings. Also see Policies HFSP4(b), HFSP5(b) and HFSP6(a).
H5: Support no estate developments permitted (75%) H5: Support some estate developments (37%) Housing estates not in character with village	Discussed in paras 9.2.8 and 10.2.7. Policies HFSP4(a) and HFSP5(a) apply, requiring development normally to be single-lot development but allowing some flexibility for small developments of smaller houses.
Our Facilities	
F1: Support re-location of Village Hall(s) (80%) Proposal for specific village hall/housing development in SP. No need to re-locate Risbury Village Hall	Policy HFSP9(a) supports relocation of SPVH. No specific available site could be identified.
F2.1: Support establishment of nursery (88%) F2.2 Support school alterations/extensions (89%) Need parking provision at School	Policy HFSP9(b) supports expansion of the School, including more parking and Policy HFSP9(c) supports a nursery school.
F3: Support policy on The Lamb (91%)	Policy HFSP10 opposes developments which would lead to loss of pub, if still viable.
F4: Support policy on Post Office (94%)	Policy HFSP10 opposes developments which would lead to loss of PO, if still viable.

F5: Support policy on sports/recreation (78%) No demand for local sports facilities – provision in Leominster underused	Recognised in para 14.2.3.
Need better play areas (esp Humber Close)	Policy HFSP9(d) supports development of play areas and associated open space.
Our roads, footpaths and transport	
T3: Support policy on road safety and speeding (97%) Various suggestions for managing speeding and road safety including passing places	Policy HFSP11 promotes measures to increase road-safety in all developments.
T4: Support policy on parking provision (93%)	Policy HFSP11(b-c) requires adequate off-street parking.
T6.1: Support policy on pedestrian footways (90%)	Policy HFSP11(e) opposes urbanisation through un-necessary footways.
T6.2: Support policy on street-lighting (83%) Lights needed near Stoke Prior Village Hall	Policy HFSP11(e) opposes urbanisation through un-necessary lighting, but still permits this where necessary.
Our businesses	
B1: Support policy on business developments (90%)	Policy HFSP12 supports development of local businesses appropriate to local character of area.
Establish one small trading estate at Hollywell Farm	No general support for such a policy.
Establish 'village hub' development in SP inc live-work units	No specific site identified as available.
Re-instate caravan site near Ford	Comes under Sore Strategy policies for open countryside.
Varying views about types of appropriate businesses	Addressed in HFSP12 by broad criteria meeting aims of Proposal B1.
B2: Comments supporting policy on broadband	Policy HSFP13 includes measures supporting development of high-speed broadband.
Our environment	
E1: Support policy on drainage and flooding (97%)	Policy HFSP14 requires development to incorporate sustainable drainage measures and not exacerbate existing flooding problems.
Serious flooding problem near Stoke Prior church	Settlement boundary does not extend west of church, recognising this problem (see para. 9.2.3).
E2.1: Support policy on renewable energy in developments (84%)	Policy HFSP8(c) requires sustainability measures in new developments.
E2.2: Support policy on renewable energy proposals (84%)	Policy HFSP15 encourages small-scale renewable energy projects which benefit the local community and respect local character and landscape.
E3: Support policy on natural & historic environment (91%)	Policy HFSP16 protects the natural environment, and identifies specific green spaces and vistas to be protected. Policy HFSP17 conserves local historic character.

[Appendix 5.1: Our Emerging Plan, October 2014](#)

[Appendix 5.2: Our Emerging Plan Response Form](#)

[Appendix 5.3: Briefing to volunteers](#)

[Appendix 5.4: Covering letter for residents](#)

[Appendix 5.5: Our Emerging Plan event publicity posters](#)

[Appendix 5.6: Our Emerging Plan event posters](#)

[Appendix 5.7: Our Emerging Plan consultation report and summary](#)

6. Formal Public Consultation, August/September 2015

- 6.1 The formal public consultation on the full draft Plan (the 'Regulation 14 consultation') took place between 1 August 2015 and 15 September 2015.
- 6.2 A printed copy of the *Draft Neighbourhood Plan* and a comments sheet were delivered personally by volunteers to each address in the group parish within the first few days of the consultation. Instructions to volunteers asked them to hand it personally to people wherever possible to emphasise the importance of the document and tell them where to find further information and how to send comments.
- 6.3 Copies of the draft Plan were available at Leominster Information Office, Stoke Prior Post Office and The Lamb Inn during opening hours, and could also be requested from the Clerk to the Parish Council. The draft Plan (in a web-version which, to make the download-file size manageable, included all maps but excluded illustrations) was also available from 1 August on the parish's NDP web-pages, together with supporting documents (including appendices detailing assessment of available housing development sites, the Strategic Environmental Assessment (SEA) and the Habitats Regulation Assessment (HRA)).
- 6.4 A simple Comments Sheet was provided for the purpose of making comments, although any comment was accepted which was received in writing by the end of the advertised period which identified the person making the comments.
- 6.5 The draft Plan was also sent to a list of external consultees, including statutory consultees, relevant national and local organisations, all adjoining parish/town councils and the principal Local Authority. This was done wherever possible by email, attaching the draft Plan, comments sheet, SEA and HRA.
- 6.6 The consultation was advertised in the neighbourhood area by means of a formal notice posted from 25 July 2015 on noticeboards around the group parish, and included in the draft Plan itself. A notice was also placed in the Hereford Times community noticeboard section, which appeared in the Thursday 30 July 2015 edition of the newspaper. In addition to the formal notices, large publicity notices were placed on the roads leading into each of the main settlements and on noticeboards for the first week of the consultation period and for the last 10 days. An item about the consultation appeared in both the August 2015 and September 2015 *Parish Pump* magazines. Those residents on the Parish Council's email circulation list (approximately 60% of households) also received an email update about the consultation on 24 July 2015, and on 5 September 2015 a reminder email that the consultation would close in ten days.
- 6.7 Two drop-in sessions – one at the start and one towards the end of the consultation period – were held for local people to talk to Steering Committee members and submit written comments. The first session was a stall at the School during the final 'Community Week' Saturday afternoon games/stalls/prizes event, which was held on 1 August 2015. The second session was held in The Lamb Inn on Thursday 3 September 2015 from 7.00-8.00pm, which was advertised in the September edition of the *Parish Pump*. During these informal sessions, 17 residents took the opportunity to speak to a member of the NDP Steering Committee (although no register was taken) and several comments sheets were collected.
- 6.8 Comments were received from 31 residents/local businesses, and from 5 statutory consultees or local organisations/authorities. All comments were transcribed verbatim onto a summary sheet (except for several lengthy comments which included maps) and considered by the

Steering Committee at meetings on 15 September 2015 and 2 November 2015. The meeting on 2 November approved detailed responses to each comment received, and proposed amendments to the Plan arising from the comments. The draft detailed responses and proposed amendments to the Plan were published on the website on 28 October 2015, prior to that meeting, and the agreed responses were also sent individually to each person/organisation commenting.

- 6.9 The collated Comments and agreed Responses (which highlight resultant proposed amendments to the Plan in red text) are given in Appendix 6.10. This was reported to the Group Parish Council on 18 November 2015.
- 6.10 The proposed Plan, incorporating the amendments, was considered by the Group Parish Council on 18 November 2015.

[Appendix 6.1: Draft Neighbourhood Plan, August 2015 \(web-version\)](#)

[Appendix 6.2: Housing Land Assessment \(Appendix F\)](#)

[Appendix 6.3: Future Housing Development \(Appendix G\)](#)

[Appendix 6.4: Draft Neighbourhood Plan comments sheet](#)

[Appendix 6.5: Regulation 14 Public Consultation notice](#)

[Appendix 6.6: Briefing to volunteer distributors](#)

[Appendix 6.7: External consultee covering letter](#)

[Appendix 6.8: Consultation poster](#)

[Appendix 6.9: Residents' covering letter](#)

[Appendix 6.10: Report on comments received and responses to comments](#)

[Appendix 6.11: Schedule of Amendments made to the Draft Plan](#)

7. Keeping local people informed

- 7.1 In addition to the above consultation exercises, residents have been given regular updates about the progress of the Plan, through brief items in the monthly parish magazine, the Parish Pump, which is delivered free-of-charge to every address in the group parish, and through several 'NDP News' emails sent to residents. The residents' email distribution list has grown from 140 to 170 addresses, which it is estimated covers approximately 60% of all households/businesses in the Group Parish. All information about the NDP has also been published on the NDP web-pages on the parish website www.hfspgroup.org.uk.

[Appendix 7.1: Parish Pump news items, 2012-2015](#)

[Appendix 7.2: NDP News email updates to residents, 2013-2015](#)

PJB

19/11/15