

Leintwardine Parish Neighbourhood Development Plan
Consultation Statement – June 2016

Statement written by the Leintwardine Group Neighbourhood Development Plan Steering Group with advice from Data Orchard.

Contents

Section	Subject	Page
1	Introduction and Background	3
2	The link between Leintwardine Group's Parish Plan and Neighbourhood Development Plan	4
3	Leintwardine Group's Parish Plan Consultation Process	5
4	Leintwardine Group's NDP Consultation Process to date	8
5	Leintwardine Group's Neighbourhood Plan Communications and Publicity	13
6	Conclusions	14

Appendices *

Appendix 1	Summary of Parish Plan Survey results, May 2014	15
Appendix 2	Vision, Objectives & Policy Options - Consultation Materials, May 2015	
Appendix 3	Statistical Analysis from May 2015 Consultation	
Appendix 4	Walks Report	
Appendix 5	List of statutory & non statutory bodies consulted at Reg 14 stage, December 2015	
Appendix 6	Schedules of Representations in response to Draft Plan, Reg 14, January 2016	
Appendix 7	Changes to Draft Plan following Reg 14 consultation and Planning Appeal decision regarding Rosemary site, April 2016	
Appendix 8	Key partners & stakeholders	

** Key consultation documents have not been attached as appendices. This is due to their size or their multiple worksheet formats. All such key documents are shown as links.*

1 Introduction and Background

- 1.1 Leintwardine Group Parish's **Neighbourhood** Development Plan (LNDP) has been prepared in response to the Localism Act 2011, which gives parish councils and other relevant bodies new powers to prepare statutory Neighbourhood Development Plans (NDPs) to help guide development in their local areas.
- 1.2 These powers give local people the opportunity to shape new development, so long as the local planning authority has in place, and up to date, all the relevant policies as required by legislation and a robust 5-year land supply. Planning applications are determined in accordance with national planning policy and the local development plan, of which NDPs form part.
- 1.3 The Neighbourhood Planning (General) Regulations 2012 (Localism Act 2011) require a Consultation Statement to set out the consultations undertaken for the NDP.
- 1.4 Part 5 Paragraph 15 (2) of The Neighbourhood Planning (General) Regulations 2012, defines a Consultation Statement as a document which includes:
 - a) details of the persons and bodies who were consulted about the proposed NDP.
 - b) a description of how they were consulted
 - c) a summary of the main issues and concerns raised by the persons consulted
 - d) a description of how these issues and concerns have been considered and, if appropriate, addressed in the proposed plan.
- 1.5 Guidance from Department for Communities and Local Government (10 Sept 2013) states that:

'the Consultation Statement submitted with the draft Neighbourhood Plan should reveal the quality and effectiveness of the consultation that has informed the Plan proposals.'
- 1.6 This Statement sets out details of all consultation and engagement activity. It lists how the local community and other stakeholders have been involved and how their input has informed the development of the Plan. It also includes reference to comments made in public meetings and in writing to applications for planning permission for housing developments in Leintwardine Group Parish.
- 1.7 The aim of the consultations in Leintwardine Group Parish has been to ensure the widest possible understanding of the reasons for and content of the Neighbourhood Plan, and to ensure that every resident and stakeholder has the opportunity to contribute to the development of the Plan.
- 1.8 This Statement demonstrates that there has been extensive community and stakeholder engagement and consultation throughout the process. There is evidence available to support all the statements regarding consultation summarised below.

1.9 Section 2 below details how the consultations undertaken as part of the Leintwardine Parish Plan have made a substantial contribution to the LNDP. As a result, the pre-submission draft plan contains references to consultations undertaken in formulating the Parish Plan and to the Parish Plan itself and the part they have played in the development of the LNDP policy evidence base.

2. The link between Leintwardine Group's Parish Plan and Neighbourhood Development Plan

- 2.1 Leintwardine Group Parish Council agreed to start work on its Parish Plan in November 2012.
- 2.2 An initial Parish Plan public meeting was held in February 2013 and a Steering Group established. A survey to gather information and local opinion was conducted in April/May 2014. The questionnaire included questions about land use and other issues relevant for a future NDP as well as those for a parish plan. 83% of those responding supported the Parish Council in preparing a NDP.
- 2.3 As can be seen from the timeline of the main events (Fig. 1 below), once the Parish Plan was completed, Leintwardine Parish Council then initiated its application for designation as a Neighbourhood Plan area.

Parish Plan	November 2012	Start
	January 2013	First Public Event
	April/May 2014	Group Parish Questionnaire
	July 2014	Survey Feedback Event
	September 2014	Plan Published

N	September 2014	First LGNDPSG Meeting
	October 2014	Neighbourhood Area Designation
D	May 2015	Public & Stakeholder Consultation
	December 2015	Reg. 14 Publicity
P	January 2016	End of Reg. 14 Consultation
	March 2016	'Rosemary' Planning Enquiry Decision
	June 2016	Parish Council Endorses Submission Draft

Fig 1 Timeline

3. Leintwardine Group's Parish Plan and NDP Consultation Process

3.1 There were 3 main stages to the consultations:

- a. Initial Consultation to establish the key issues, needs and aspirations of the community. This was done via public meetings, targeted events with special interest groups, and through the use of on-line media. The feedback was then collated into topics and **utilized to complete a 'Strengths, Weaknesses, Opportunities, Threats' analysis.**
- b. Survey of Opinion - this was obtained via a formal questionnaire distributed to all residents over the age of 11 within the group parish. Its purpose was to establish the views of the wider community on each of the topics identified during the initial consultations. Care was taken during the drafting of the questionnaire to ensure that all the major issues raised by residents were included.
- c. Consultation Event – Feedback on the Vision and Objectives for the draft NDP was obtained over 2 days from displays of the draft written proposals open to all, and by direct contact with businesses, landowners and other stakeholders in the group parish.

3.2 The purpose of the various consultation approaches was to enable, so far as was possible, the community to lead in developing both the Parish Plan and the NDP.

3.3 24 January 2013 - First Public Event

The first public meeting took place in January 2013. Fig. 2. Its main purpose was to launch the process publicly, identify important issues and formally establish a Steering Group. The opportunity was also taken to gather in the thoughts of attendees on what they valued most about the parish and to log their key concerns and aspirations.



Fig 2 – First public event, January 2013

Over 120 people attended, around 15% of the parish population, so the issues identified were regarded as representative of the parish as a whole. People attending were divided onto different tables and each group were asked to identify the key issues across a range of topics. All of the information was recorded and collated and then presented to the Steering Group to aid them in the preparation of a questionnaire.

This information can be seen at

<https://onedrive.live.com/redir?resid=61DD5919DE8D124E!121&authkey=!AB1X43unR5VR2Aw&hint=file%2cdocx>

3.4 Subsequent Steering Group Meetings were then held on a monthly basis, and were advertised in advance as open for the public to attend. (See Section 5 for details).

3.5 Other Targeted Group Events

In an attempt to make sure that the views of people who might not attend public events or complete questionnaires were obtained, a number of meetings were held with specific groups.

Members of the Steering Group met with:

- the Youth Group (young people between 11 and 18 who gather for activities in the Community Centre each Tuesday evening)
- Pilates/ Keep Fit groups
- Evergreens (social and activity group for older people)

In each case the emphasis was on identifying issues of concern for the people present and the possible actions which could be taken to improve life in the parish. The results of each of the meetings were reported back to the Steering Group and taken into account in determining the recommendations of both plans. Details can be seen in the minutes of the PPSG for 25 July 2014 at

<https://onedrive.live.com/redir?resid=61DD5919DE8D124E!127&authkey=!AC7hvVMcDffXSUo&hint=file%2cdoc>

Ethnicity was not targeted separately as very few **people other than those classified as 'white British'** live in the parish.

3.6 Survey of Opinion – April/May 2014.

Developing the questionnaire took considerable time and effort. The aim being both to cover fully the issues raised during the initial consultations and also to have a format which would encourage as many people as possible to complete all the questions. The Steering Group produced the questionnaire with some advice from Herefordshire Council and were also helped by the work of other groups in the County who had designed similar surveys. In order to achieve a larger and more representative response the questionnaire was designed for completion by individuals rather than a household as a whole. Questionnaires were distributed to each dwelling and business in Leintwardine, Downton, and Burrington parishes, and further questionnaires were available on request to as many as wanted them. Each person in the household over the age of 11 was entitled to complete the questionnaire.

The questionnaire contained 44 questions covering the main issues previously raised including land use, housing, the historical setting of Leintwardine, infrastructure, services & facilities, traffic, public transport, road safety, parking, environment, sustainability, health, welfare, business, employment, and tourism.

In addition, the questionnaire contained a number of demographic questions such as age, employment status, house type, location in parish, length of residency, etc.

The full questionnaire can be found at:

<https://onedrive.live.com/redir?resid=61DD5919DE8D124E!122&authkey=!ABjeEWgOlecPa9w&it hint=file%2cpdf>

431 questionnaires were returned, a response rate of 53% amongst adults, while lower (17%) understandably amongst the 11 – 17 age group. The returns were independently processed and analysed into 218 pages of data, including cross-tabulations against different demographic groups. The response rate was consistent across the 3 parishes, with Downton and Burrington being slightly higher than Leintwardine.

The key findings in the form of charts can be found in the published parish plan at:

<https://leintwardine.files.wordpress.com/2015/01/58722-parish-plan-proof-1.pdf>

A summary of the survey results was produced and can be found at:

<https://leintwardineparishcouncil.wordpress.com/parish-plan-2014/>

Details of all the data can be seen by contacting dereckmartin@me.com with a summary of the tables at:

<https://onedrive.live.com/redir?resid=61DD5919DE8D124E!122&authkey=!ABjeEWgOlecPa9w&it hint=file%2cpdf>

Housing issues are particularly pertinent and can be found in pages 3 to 7 in the Parish Plan and pages 1 to 2 in the data analysis.

The Questionnaire open text responses can be found at:

<https://onedrive.live.com/redir?resid=61DD5919DE8D124E!124&authkey=!ABAtYsrEN56cW3s&it hint=file%2cxlsx>

3.7 Feedback of survey results

Once the cross-referenced data was returned, summaries were produced for the parish website and for an article in the summer (2014) edition of Leintwardine Life. The questionnaire results and the draft priorities for the Parish Plan were presented to a well attended public meeting in July 2014.

3.8 Parish Plan completed

The Parish Plan was adopted by Leintwardine Group Parish Council and published in September 2014. A key objective was to ensure that future development in the parish reflected the needs and wishes of the community and therefore led on to the start of preparing a NDP.

4. Leintwardine Group's NDP Consultation Process to date.

4.1 October 2014 - Formal Designation as a Neighbourhood Area

Leintwardine Group Parish Council submitted its application for designation as a Neighbourhood Area in September 2014. There were no representations during the 6-week formal consultation period and the Neighbourhood area was designated on 13th October 2014.

4.2 September 2014 - First meeting to form the LGNDPSG

The first LGNDPSG meeting was held in the same month as the publication of the Leintwardine Parish Plan. Those in attendance included parishioners, parish councilors, and members of the Parish Plan steering group. The Leintwardine Group Neighbourhood Development Plan Steering Group (SG) was formed and officers elected. Terms of reference were subsequently agreed with the Parish Council.

The newly formed SG group consisted of 3 parish councillors, including the Chair and Vice-chair and 7 additional parishioners. To aid continuity, 5 of the parishioners had also been members of the Parish Plan steering group. In addition, the vice-chair of the Parish Council acted as the **steering group's finance officer**.

Although Leintwardine village is the most populated area, the group parish contains a number of outlying settlements, including Downton, Burrington, Wetmore and Marlow. None of these are mentioned in a development context in the Herefordshire Core Strategy. Development in the Downton and Burrington parishes would be covered by policy RA3 of the Core Strategy.

Members of the SG were all volunteers, being involved as parish councillors or previous members of the PPSG. Respondents to the parish plan survey had been asked to give their details if they were interested in contributing to the NDP and 1 resident joined the SG as a result. No residents from Downton or Burrington volunteered, so a leaflet was delivered to all dwellings, together with notices on notice boards seeking involvement but unfortunately no one came forward.

4.3 October 2014

Monthly SG meetings schedule publicised as open to the public. All of the agenda and minutes are available on the Leintwardine website at:

<https://leintwardineparishcouncil.wordpress.com/neighbourhood-development-plan-minutes-and-agendas/>

An update on NDP progress was included in each issue of Leintwardine Life which is delivered to each dwelling in the group parish either through the door or via email. All copies can be seen at <https://leintwardine.wordpress.com/leintwardine-life/>

4.4 December 2014 Onwards

A major task for the SG was planning a community event to underpin the SG's work with residents' views. It was agreed that the event would focus on the key findings from the parish plan consultations and use these to develop a draft vision, a set of draft objectives, and outline criteria and options for the Leintwardine Group's Neighbourhood Development Plan. The community would then be invited to give feedback on these four elements.

The consultation material developed for these events can be found at <https://onedrive.live.com/redir?resid=61DD5919DE8D124E!125&authkey=!ANSw9a0DaRC-Dlw&ithint=file%2cdoc>



Fig 3 – Consultation event, May 2015

4.5 29th and 30th May 2015 - Weekend Public Consultation Event.

The two-day event, Fig 3, (10am to 4pm each day) attracted over 90 residents. The material presented for consideration was mainly displays inviting residents to express their preferences and enabling them to write freehand comments. All the comments were available for other residents to see so as to provoke debate and further comment. Volunteers from the SG were available to explain the context of the displays and answer questions. Feedback from attendees on their preferences was collated and the SG considered the collated data and each of the freehand comments

Feedback from this event can be found at:

<https://onedrive.live.com/redir?resid=61DD5919DE8D124E!136&authkey=!ABZkjQIg8jHfUAY&ithint=file%2cdoc>

Output from the 2-day weekend event has been extensively used, along with the feedback from the Parish Plan consultations, to inform the pre-submission draft of the LNDP.

4.6 May/June 2015 – Stakeholder Consultation

Letters were delivered to all businesses and service providers in the group parish informing them of the 2-day consultation event and giving them the option of either attending or completing a written response. The written responses were taken into account as explained in para. 4.5.

Copies of the letters inviting comments can be seen at:

https://onedrive.live.com/redirect?resid=61DD5919DE8D124E!126&authkey=!ABEbvQtvXiXIT_I&ithint=file%2cdocx

Details of the stakeholders consulted are listed in Appendix 8.

4.7 'Call for Sites'

Landowners, businesses and statutory organisations were also asked (in May 2015) whether they had any land in the parish suitable for housing, business premises, play areas, parking or public facilities which might become available for these uses in the next 15 years. 5 sites came forward and these were assessed as set out in Appendix 3 of the Draft Plan (Dec 15-Jan 16).

4.8 June 2015 - Parish walks

Two parish walks were undertaken by SG members, including parish councillors.

The walks were undertaken to

- ensure that members had a good visual picture of any areas under discussion
- to assess the views into and out of the village presented at the 2-day event
- to indicate whether sufficient space appeared to be contained within the proposed settlement boundary for appropriate growth in line with **Herefordshire's** Core Strategy requirements
- to assess the robustness of the estimates of the rural dwellings allowance and the infill allowance being considered

This enabled the Group members to visualise the areas under discussion and observe whether the criteria, objectives and policies were viable. The walks information was written up as part of the evidence base and can be viewed at: Appendix 4

4.9 Local Housing Needs

Information from the PP survey showed that there was strong support for homes for local people/people with a local connection (73%). The need for housing was seen to be concentrated on 3 groups:

- a) for young people/starter homes (65%)
- b) family homes with 3 or more bedrooms (67%)
- c) easy access homes such as bungalows and supported housing/retirement homes for older people and people with disabilities (52%)

New homes to buy on the open market were most favoured (71%) and a majority also supported renting from a Housing Association (43%), shared ownership (42%) or low cost subsidised housing (44%). There was also support for self-build housing (51%).

From the initial public meeting in February 2013, the key housing issues identified were:

- adequate affordable housing
- enough affordable housing for young people to stay in the village if they wished
- encouragement of self-build housing to reduce the cost for younger people
- sheltered housing for older people

The SG also made reference to **Herefordshire Council's Housing Department**, the Affordable Housing Viability Study 2010, and the Local Housing Market Assessment 2014 to help determine whether it would be beneficial to complete a local housing needs survey. The SG decided that a local survey would not be cost effective because:

- the housing target for Leintwardine set out in the Core Strategy would help meet the housing needs for the Leominster Rural HMA
- the numbers involved were relatively small, both in terms of the people likely to return a survey form and the additional number of dwellings likely to be built in the lifetime of the Plan
- the type of housing needed would be likely to fluctuate considerable over the life-time of the Plan
- there was evidence from the development of rented and shared ownership housing completed at Roman Close in 2012 that only a small minority of tenants/owners had moved from a home in the group parish.

Bringing together the results of previous consultations and the requirements of the Core Strategy for the consultation in May 2015, **the objective put forward was that 'we would like to see housing that provides for all sections of the community'**. This was supported by 94% of respondents.

4.10 5th December 2015 to 30th January 2016 - Regulation 14 Public Consultation. Parishioners were informed of the formal consultation in **'What's On'** which goes to every house in the group parish just before the start of each month. An article was also included in Leintwardine Life, also circulated to all homes, during the first and second weeks in December. The same information was made available via the parish web site, Facebook and notice boards within the group parish as well.

The Draft Plan was made available to be viewed at www.leintwardine.wordpress.com, or could be emailed to residents on request to leintndp@outlook.com, or they could ask for a paper version.

Copies of the draft Plan could also be viewed at the Leintwardine Medical Centre and the Library during their opening hours.

Details of the residents' survey, large version of maps and other information that informed the creation of the draft Plan were made available on line at www.leintwardine.wordpress.com

Response forms could be deposited in the designated box inside Griffiths Forecourt and Shop, or at the Library or Medical Centre, or scanned and e-mailed to leintndp@outlook.com

Statutory and non-statutory consultees, including neighbouring parish councils were also consulted directly by email or by post. Those organisations contacted are listed in Appendix 5

Each response received was considered separately by the steering group who decided whether they should result in changes to the draft Plan.

The Schedule of Representations in response to the draft plan and the comments of the SG was produced in February 2016 and can be found at Appendix 6.

Changes to the draft plan following the Reg 14 consultation are set out at Appendix 7.

5 Leintwardine Group's Neighbourhood Plan Communications and Publicity

5.1 All events, consultation activity, and committee meetings have been advertised in advance on the parish website, in 'Whats On', in Leintwardine Life magazine, and on the village notice boards. (Fig. 4)

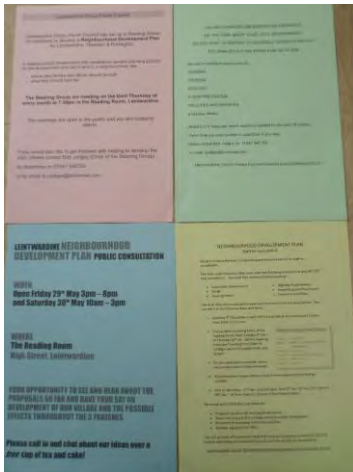


Fig. 4 – Selection of publicity materials

5.2 All meetings have been advertised as open to the community and indeed, for some meetings, observers have attended. They have been free to speak.

5.3 A contact address, phone number, and email address has been added to each piece of publicity with an invitation for comments.

5.4 On-line Media: LNDP – Website

Information about the Neighbourhood Plan has been communicated via the community website www.leintwardine.wordpress.com which is a well established website for the group parish.

There are a series of website pages under a Neighbourhood Plan heading covering general information and latest news, steering group details, all agendas and minutes as well as background information on neighbourhood planning.

Extra pages were added as necessary e.g. for the Regulation 14 Community Consultation where the summary, draft plan, response form and evidence base could be directly accessed. The Neighbourhood Plan events and meetings were also publicised in the 'Latest News' feed. The Neighbourhood Plan pages were updated regularly.

5.5 Regulation 14 Representations Schedule

There were 14 representations from the community.

There were 9 representations from statutory & non-statutory consultees.

See paragraph 4.10 for details.

6. Conclusions

As an overriding principle in formulating the Leintwardine Group Neighbourhood Development Plan, the LNDP Steering Group, and the Parish Plan Steering Group before it, have worked assiduously to consult with, and reflect the views of, the whole community and other stakeholders.

Each member of the SG brought their own views to the meetings but the Group as a whole sought to ensure that the proposals, recommendations, and draft documents were based on robust evidence.

The various elements of the community have been consulted through many different communication routes over an extended period and have been given every encouragement and opportunity to attend meetings and reply to, or comment upon, the proposals at each stage. Conversations within the steering group regarding the different groups and how to reach them were extensive, including several low-key approaches to encourage participation of minority groups within this relatively small community. This included offers to provide drivers where required. The effort expended to include everyone regardless of age, gender, ability, location etc did result in a good cross-section of the community and stakeholders taking part. This was best exemplified by the 53% of the population over the age of 11 returning the detailed parish plan survey, and over 15% of the population attending the Neighbourhood Plan weekend consultation.

The contents of the draft Plan have been tested at each stage through community consultation. Views from each consultation have been fully considered and informed the evidence obtained and the drafting of the Plan.

Appendix 1
Summary of Parish Plan Survey results, May 2014

<https://onedrive.live.com/redirect?resid=61DD5919DE8D124E!135&authkey=!AJksOjiecOuMusQ&ithint=file%2cdocx>

Appendix 2
Vision, Objectives & Policy Options – Consultation Materials, May 2015

<https://onedrive.live.com/redirect?resid=61DD5919DE8D124E!125&authkey=!ANSw9a0DaRC-Dlw&ithint=file%2cdoc>

Appendix 3
Statistical Analysis from May 2015 Consultation

<https://onedrive.live.com/redirect?resid=61DD5919DE8D124E!136&authkey=!ABZkjQIg8jHfUAY&ithint=file%2cdoc>

Appendix 4
Walks Report

<https://onedrive.live.com/redirect?resid=61DD5919DE8D124E!130&authkey=!AOvPv6ehiVW4gno&ithint=file%2cdocx>

Appendix 5
List of statutory & non statutory bodies consulted at Reg 14 stage, December 2015

<https://onedrive.live.com/redirect?resid=61DD5919DE8D124E!128&authkey=!AJ34gKCt03OVB14&ithint=file%2cdocx>

Appendix 6
Schedules of Representations in response to Draft Plan, Reg 14, January 2016

<https://onedrive.live.com/redirect?resid=61DD5919DE8D124E!132&authkey=!AHFQSJUchcVUyf0&ithint=file%2cdocx>

Appendix 7

Changes to Draft Plan following Reg 14 consultation and Planning Appeal decision regarding Rosemary site, April 2016

<https://onedrive.live.com/redir?resid=61DD5919DE8D124E!134&authkey=!AEbBeXUR84arG6o&ithint=folder%2c>

Appendix 8

Key partners and stakeholders

https://onedrive.live.com/redir?resid=61DD5919DE8D124E!137&authkey=!ABjzsU90p_W8BFA&ithint=file%2cdocx