

SUTTON ST. NICHOLAS NEIGHBOURHOOD PLAN

**Shape
Sutton Now**

Neighbourhood Development Plan Consultation Statement

May 2016

Sutton St. Nicholas Parish Council

**Supporting Communities
in Neighbourhood
Planning Programme**



Prepared by DJN Planning Ltd. for Sutton St. Nicholas NDP Project Group

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1. INTRODUCTION

1.1 This consultation statement has been prepared to accompany the submission of the Sutton St Nicholas Neighbourhood Development Plan (NDP) to Herefordshire Council (HC), the local planning authority, and to ensure that the relevant statutory requirements are met.¹ The Statement:

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

2. THE NEIGHBOURHOOD DEVELOPMENT PLAN

The parish and village

- 2.1 Sutton St. Nicholas is a compact rural parish within lowland Herefordshire, some 5 miles to the north east of Hereford. The main land use is agriculture, primarily arable with some livestock. Built development is concentrated within the village itself, with some scattered dwellings along the Wyatt Road to the south east. The parish population has grown from 866 at the time of the 2001 Census to 925 in 2011, a 7% increase.
- 2.2 The village of Sutton St. Nicholas lies towards the centre of the parish, on the edge of the flood plain of the River Lugg. The village is residential in character, with little in the way of industry, though working farms are still based within the centre. The village hall shares modern, purpose-built premises with the Sutton Primary Academy and pre-school.
- 2.3 There are two historic churches, St. Nicholas and St Michael; a Conservation Area; a number of listed buildings, and several scheduled ancient monuments, including the Sutton Walls iron age hill fort to the north and the Wergins Stone to the south, adjacent to the Hereford Road. The River Lugg is a European-level Special Area of Conservation and a Site of Special Scientific Interest, by virtue of its biodiversity importance.

Planning context

- 2.4 The NDP deals with land use and development within the parish for the period 2011 to 2031. These policies are designed to complement the existing national and County planning policies which apply within the parish.
- 2.5 The NDP has been prepared within the strategic planning policy context set by Herefordshire Council's **Local Plan Core Strategy**. Reference is made to relevant policies in the text of the Plan as appropriate. The Core Strategy was adopted in October 2015 and sets out requirements which NDP's must meet, notably in respect of housing delivery. Prior to that date, strategic policy was set by the saved policies of the Herefordshire Unitary Development Plan (UDP).

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

- 2.6 The NDP has reviewed the village settlement boundary as set out in the UDP to take into account recent developments and planned growth, and has also considered how to take forward a site-specific UDP policy protecting open space within the village.
- 2.7 A Community Plan, 'Sutton Looks Forward' was finalised in 2013 and introduces many of the themes and issues explored in greater depth through consultations undertaken for the Neighbourhood Development Plan.

Format of the Consultation Statement

- 2.8 This Consultation Statement sets out the details of the consultations undertaken in preparing the NDP, the issues raised and how these have been addressed within the Plan. A wide range of consultation approaches have been used in preparing up the submission NDP:
- Posting of material on the community website at www.suttonstnicholas.co.uk.
 - Articles in the Sutton News, a community monthly publication circulating throughout the Area on a subscription basis
 - Monthly parish council and regular project group meetings open to the public
 - Consultation/display stand at the annual Sutton Fete, a parish-wide event
 - By-invitation meetings, for instance for landowners
 - Drop-in sessions at the village hall, held in the evenings and at weekends
 - Letter / leaflet drops to all households
 - Posting of material on noticeboards in the village and Village Hall, The Golden Cross and assorted lamp posts
 - Household questionnaire survey
 - A public "Call for sites" exercise
 - Consultation on the draft Plan in accordance with Regulation 14.
- 2.9 The Statement covers the following stages of Plan preparation:
- The initial stages of work on the Plan, beginning with the Community Plan and covering the establishment of the Neighbourhood Area and the project group (section 3)
 - Exploring the issues to be covered (section 4)
 - The household questionnaire survey (section 5)
 - Assessing housing sites, including how landowners were engaged and other consultation (section 6)
 - The draft Plan consultation under Regulation 14 (section 7).
- 2.10 Documents which are referred to are included within the Appendices. More substantial reports are referenced by web address.

3. ESTABLISHING THE NEIGHBOURHOOD AREA AND PROJECT GROUP

- 3.1 The groundwork for the preparation of the NDP was laid in 2011 to 2013 with the production of the Community Plan – ‘Sutton looks forward’. The Community Plan was drawn up with extensive consultation, detailed within the document itself.² These included Planning for Real exercises, consultations targeted at groups within the community, and a household questionnaire survey in 2012.
- 3.2 The Plan was adopted by the Parish Council in August 2013. It includes an action plan grouped around five themes: the environment, facilities, highways, growth within the parish, and communications.
- 3.3 The ‘growth within the parish’ theme establishes the intent to undertake a NDP as an “essential task” for the Parish Council, to control the type of development it wants in the village. The Plan set out a number of consultation-based actions in this regard, including a review of the settlement boundary, noting that the current boundary does not contain enough land for the supported development to take place; the provision of low-cost homes, and support for small businesses including for high speed broadband.
- 3.4 The ‘environment’ theme also recognises the need for a NDP in delivering the objective of protecting and enhancing the distinctive local, natural and historic environment.
- 3.5 The commitment to prepare a Neighbourhood Plan was taken forward immediately after completion of the Community Plan, with work proceeding as follows:
- Letter to all parishioners from the Chairman of the Parish Council in October 2013, introducing the NDP and announcing the intention to create a project group.
 - Parish Council consideration of and resolution to seek designation of a Neighbourhood Area at its meeting in November 2013.
 - Consultation by Herefordshire Council on the proposed designation of the Sutton St Nicholas Neighbourhood Area, December 2013 – January 2014. The Neighbourhood Area application was approved in January 2014.
 - Letter to all parishioners from the Chairman of the Parish Council in December 2013, seeking expressions of interest in forming a project group to take the NDP forward. The NDP project group was subsequently established in February 2014.
 - The project group is formally constituted as a sub group of the Parish Council. Its terms of reference were agreed at a Parish Council meeting on 3 February 2014 and can be seen at <http://www.suttonstnicholas.co.uk/planning/neighbourhood-planning/project-team/>
- 3.6 The issues and concerns raised in this initial stage of the plan-making process were based on those identified within the Community Plan and comprised in summary:
- The extent to which the community could control the type of development it wants in the village
 - The greater weight that could be given to a Neighbourhood Development Plan, compared to the Community Plan

² Available at <http://www.suttonstnicholas.co.uk/planning/>

- Ensuring areas of new development were acceptable to the community by reviewing the settlement boundary as part of the Neighbourhood Plan (a planning application had recently been permitted by Herefordshire Council outside the existing boundary)
- Delivering greater control over dwelling types and the provision of starter and affordable homes, and support for small businesses.
- Providing for the protection of the distinctive local environment.

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

- Adoption of the Community Plan
- Confirmation of the decision to undertake a NDP by the Parish Council
- Seeking Neighbourhood Area designation
- Establishment of a NDP Project Group reporting to the Parish Council.

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

Table 1: Establishing the Neighbourhood Area and Project Group

| Date | Who was consulted | How they were consulted | Main issues and concerns raised | How the issues and concerns were considered and addressed in the NDP | Reference |
|---|-------------------|--|--|--|---|
| Consultation events for the Community Plan, held during 2011 and 2012 | Community | Public meetings and consultations, questionnaires | Wide range of issues and concerns around the five Community Plan themes of environment, village facilities, highways, growth within the parish and communications. | Adoption of Community Plan included action to undertake the NDP. Community Plan provided a clear starting point for the key planning issues around the environment and housing and business growth | Sutton St Nicholas Community Plan, 'Sutton looks forward'. |
| October 2013 | Parishioners | Letter from Chairman of the PC | Letter for information only | Initial notification of the scope of the NP and the preparation process to be undertaken, including formation of a project group | Letter from Chairman of the PC, October 2013, A1.1. |
| 4 November 2013 | Parish Council | Agenda item | | Decision taken to seek designation of a Neighbourhood Area for the parish area of Sutton St Nicholas | SSNPC Minutes 4th November 2013, A1.2. |
| December 2013 | Parishioners | Letter from Chairman of the PC seeking volunteers for the NDP project group. | Expressions of interest in taking part in the work on the NDP. | Expressions of interest enabled formation of the NDP project group. | Letter from Chairman of the PC, December 2013, A1.3. |
| December 2013- January 2014 | Community | Consultation by Herefordshire Council | None received | Application for designation of the Sutton St Nicholas Neighbourhood Area approved | HC, Sutton St Nicholas Neighbourhood Area decision document and decision site notice, January 2014, A1.4. |

4. EXPLORING THE ISSUES

- 4.1 The first formal consultation on the NDP was undertaken at the annual Sutton Fete in July 2014. At this stage the focus was on building on the known issues of concern arising through the Community Plan and ensuring that the planning, land use and development implications were fully understood. At the Fete, the consultation took the form of a stand (gazebo and trestle tables) with refreshments provided. A display was mounted comprising a parish area map and “issue” boards addressing the following: the village boundary (revision and extension); type of houses; open space/environment; businesses/offices. The event was publicised by means of an article in the Sutton News and a flyer which was distributed locally.
- 4.2 Responses were captured on comment forms; 14 forms were completed, raising a wide variety of issues for future consideration, including within the household survey in the first instance.
- 4.3 An article in Sutton News in September 2014 reported back to the community on the topics which had been discussed and raised at the consultation. This was also used to advertise:
- Three drop-in sessions at the village hall, in September
 - The proposed household questionnaire, to be delivered to all households in October.
- 4.4 The three drop-in sessions at the village hall were used to further discuss and capture issues of local concern, to be later addressed in the questionnaire survey. A total of 27 people attended the three sessions and discussed issues with members of the project group. These sessions were also attended by the planning consultant who was engaged in August 2014 to assist with work on the NDP.
- 4.5 The Fete and drop-in sessions confirmed and provided more detail on the issues and concerns raised in the initial stage, and are summarised as follows:
- whether the village settlement boundary should remain the same or change
 - the number and type of houses people would like to see built
 - a need for affordable housing
 - the importance of sympathetic design
 - the general village environment and keeping its character
 - avoiding intensification/over-development
 - the importance of retaining the existing open spaces to keep the village feel
 - whether further local employment should be provided, and in what form
 - the desirability of a local shop
 - comments and suggestions around traffic volumes, speed and enforcement
 - drainage and flooding issues.
- 4.6 These issues and concerns were considered and addressed by:
- Feeding back on the matters raised to the local community
 - Ensuring that the matters raised were used to inform the overall focus of the household questionnaire survey, with questions seeking further information on specific points, such as the types of housing and use of the settlement boundary

- Developing the proposals for the drop-in sessions to provide further opportunity for issues and concerns to be raised.

4.7 Table 2 sets out the detail of the activities undertaken, with supporting documents included in Appendix 2.

Table 2: Exploring the issues

| Date | Who was consulted | How they were consulted | Main issues and concerns raised | How the issues and concerns were considered and addressed in the NDP | Reference |
|------------------------------|---------------------------------------|--|---|---|---|
| July 2014 | Those attending the Sutton Fete. | Stand at Sutton Fete on 12 July, advertised by flyer and in the Sutton News. | Range of issues raised re village boundary, type of houses, open space/environment, businesses/offices and other comments. 14 consultation forms completed. | Issues raised formed one basis for and were further explored in the household questionnaire. Comments received were reported on in a Sutton News article, September 2014. | Sutton News article, June 2014, A2.1. Flyer advertising consultation event at the Fete, July 2014, A2.2. Summary of comments made at the Fete, July 2014, A2.3. Sutton News article, September 2014, A2.4. |
| 16, 24 and 27 September 2014 | Those attending the drop-in sessions. | Three drop-in sessions, two on weekday evenings (16 and 24 September) and one on a Saturday morning (27 September) all at the village hall. Advertised by Sutton News article. | Issues raised re vision to 2031, housing need and type, village boundary, open spaces, and other developments including business. Total 7 attended the evening sessions, 20 the Saturday morning session. | Issues raised help define questions in the household questionnaire | Sutton News article, September 2014, A2.4. Summary of drop-in sessions, September 2014, A2.5. |

5. HOUSEHOLD SURVEY

- 5.1 The next stage of the plan-making process was the household survey. The intention to undertake the survey had been announced through the Sutton News (A2.5). A questionnaire was drawn up on the basis of the community engagement to date and focussed on the themes which had already been identified as important to the future planning of the village and parish – the use of the settlement boundary, housing, jobs and the local economy, and open spaces and the environment.
- 5.2 Questionnaires were hand-delivered by members of the Project Group to all households in the parish in October 2014, together with a frequently asked questions (FAQ) sheet. Questionnaires were collected by hand a week later, or could also be left for collection at The Golden Cross, the public house in the centre of the village. Of the 348 questionnaires delivered, 239 were collected or returned, a response rate of 68%.
- 5.3 Analysis of the questionnaires was undertaken and published in the form of two reports:
- Results Report: a summary of the principal findings of the survey can be seen at A3.1. The full report includes a copy of the questionnaire and FAQs as distributed, and is available at www.suttonstnicholas.co.uk.
- Comments listing: www.suttonstnicholas.co.uk.
- 5.4 An article in Sutton News in February 2015 reported back on the progress as to both response rate and the main issues and findings, under the headings village boundary, housing, jobs and the local economy, and open spaces and the environment. The item also publicised an open meeting, aimed principally at landowners or others who might wish to develop land (see section 6 below).
- 5.5 Finally, a letter drop to all households was made by Project Group members in February 2015 to alert parishioners to publication of the two reports into the survey findings.
- 5.6 The household survey provided a wealth of information for consideration in the preparation of the NDP. The issues and concerns raised may be summarised as follows (reference is also made to the survey results summary at A3.1):

Settlement boundary

- Support for the use of a settlement boundary to control development
- No consensus on whether to keep the existing boundary, or revising it to accommodate growth
- Recognition of the threats posed by over-intensification to the rural character of the village

Housing

- Preference for the positive allocation of land for development
- Family homes and starter homes both preferred house types
- Flood risk, highways and open space protection all seen as constraints on the extent of new development

Jobs and the local economy

- Desire for a local shop
- Preference for new employment uses to be located by converting existing structures, including redundant farm buildings
- Less support for new employment development

Open spaces and the environment

- The protection of open spaces and of the wider landscape of the parish both key concerns

Land identified for development and protection

- 5.8 The survey asked respondents to identify land for village expansion or, alternatively, for protection. Responses identified sites both with and adjoining the village; most were identified for both development and protection in separate responses. The majority of the land adjacent to the village was identified.
- 5.9 These issues and concerns were considered and addressed by:
- Using the survey findings and opinions expressed, particularly the identification of land for development and protection, to inform the assessment of housing sites and the selection of sites for new housing development and protection.
 - Taking the wider survey findings into account in the drawing up of the draft Plan for consultation, for instance by continuing to use a settlement boundary to control development; by placing greater emphasis on allocations rather than windfall development, to help retain the rural character of the village; and by recognising the community desire for a shop. More information on the basis of the draft Plan is set out in section 7 of this Statement.
 - In the development of the Plan's housing policies and proposals.
 - By having regard to the extent to which possible development land had been identified in the survey in considering possible site allocations.
 - By seeking to ensure that full opportunity was made available for specific sites to come forward for consideration (see section 6).
 - Feeding back on the matters raised to the local community.
- 5.10 Table 3 sets out the detail of the activities undertaken, with supporting documents included in Appendix 3.

Table 3: Household survey

| Date | Who was consulted | How they were consulted | Main issues and concerns raised | How the issues and concerns were considered and addressed in the NDP | Reference |
|---------------|------------------------------|---|---|--|---|
| October 2014 | All households in the parish | 348 questionnaires delivered, 239 collected/ returned (68%) | Support for use of settlement boundary to control growth; whether to extend the boundary; locations for new housing; house type and tenure; scope or need for new employment; need for a shop; protection of open spaces. | Influenced key decisions re village boundary, housing including selection of housing sites, jobs and business and open spaces/environment. | Results report and Comments Listing report, December 2014. Summary of results A3.1. |
| February 2015 | All households in the parish | Sutton News item and letter drop | Feedback on results of household survey. | Feedback on results of household survey. | Sutton News article, February 2015, A3.2; letter drop A3.3. |

6. DEVELOPING HOUSING SITE PROPOSALS

- 6.1 This stage of the plan process dealt with the identification of potential land for new housing and sought to reach conclusions as to site allocations and settlement boundary implications. At a technical level, this was underpinned by the preparation of a Housing Site Assessment (HSA). An important part of the process involved contact with local landowners to ensure that full opportunity was given for land to come forward, and ensure that land under consideration would be available for development. Consultation was held with the community on the emerging proposals.
- 6.2 Landowners in and around the village were identified on the basis of local knowledge and a database drawn up. Initial contact was made by letter in October 2014. Landowners were subsequently invited to a presentation in February 2015, after which expressions of interest were sought for land to be considered for inclusion in the plan. This resulted in six landowners coming forward by contacting the Parish Clerk. A meeting was held with each landowner, attended by the Parish Clerk and the project group's planning consultant, in order to fully understand the details of the land being offered for consideration.
- 6.3 The project group reviewed this level of interest and decided, on advice, to both extend the time available for landowners to come forward and to mount a public "call for sites" exercise. Landowners and the local community were duly informed. The exercise resulted in a total of 11 sites coming forward for assessment in the HSA.
- 6.4 On completion of the HSA in final draft form, landowners were invited to a meeting of the project group in June 2015 where the findings and recommendations were to be considered. A presentation was given by the consultant on the findings in respect of each of the potential sites, and on the recommendations as to both site allocation and settlement boundary changes. The recommendations as to site allocations were accepted. The group agreed that one site, SSN1, should not be included within the settlement boundary.
- 6.5 The HSA was subsequently published and can be seen at www.suttonstnicholas.co.uk. The completion of this work was given wider publicity and the emerging proposals were consulted upon at the Sutton Fete in July 2015. Large prints of Plans 1 and 2 (seeA4.11) were displayed and the session was attended by project group members and the planning consultant. The display stand attracted a great deal of interest throughout the three hour session. Feedback from the consultation exercise indicated a broad level of agreement with the proposals; 83% of those who responded using the voting slips provided were supportive of both the two proposed site allocations and the changes to the settlement boundary.
- 6.6 On this basis, the group agreed to proceed with the preparation of the draft Plan and this decision was circulated to the community in September.
- 6.7 This phase of work directly addressed community concerns around how best to accommodate new housing, reflected in earlier phases of consultation. The issues raised by landowners may be summarised as follows:
- Queries raised by landowners at the initial meeting in February 2015 in terms of the process being followed in drawing up the Plan and in assessing housing sites
 - Queries raised by landowners when they brought land forward for consideration, including site factors and how best their land might be developed

- A project group aim was to ensure that full opportunity was made available for potential sites to come forward, having regard to both the evidence base (Herefordshire Council's Strategic Housing Land Availability Assessment) and the extent to which potential development land had been identified by members of the community in the household survey.

6.8 These were considered and addressed by:

- Meetings with individual landowners, attended by the planning consultant, to explain the process being followed in preparing the Plan, including the constraints posed by higher-level plans and legislation, and to review the land being put forward
- Extending the time period for sites to come forward, and holding a public call for sites

6.9 Issues and concerns raised in discussions at the Fete and via additional responses on the voting slips:

- How the housing provisions had been arrived at in terms of deriving the overall requirement from the Core Strategy, and the proposed division between site allocation and windfall provision in meeting the minimum requirement
- The meaning of "windfall"
- Queries as to how the proposed site allocations and settlement boundary revisions had been arrived at, from the larger pool of sites put forward
- Site specific concerns re the proposed allocated site SSN7 to the south of the village, including loss of view, the suitability of the proposed access, and impact on surface water drainage and flood risk to third parties
- Whether additional sites could be brought forward at this stage.

6.10 These issues and concerns were considered and addressed by:

- The consultation was attended by the planning consultant to explain the derivation of the housing requirement figures and how these were to be met. A wide range of other planning issues were also discussed and answered.
- Ensuring that issues were fully included and responded to in the draft Plan, including an explanation of the term "windfall"
- Ensuring the issues raised re site SSN7 were appropriately addressed within the draft Plan
- The possibility of additional sites being brought forward was addressed by seeking written proposals in confirmation (no such confirmation was received).

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

Table 4: Developing housing site proposals

| Date | Who was consulted | How they were consulted | Main issues and concerns raised | How the issues and concerns were considered and addressed in the NDP | Reference |
|------------------|---------------------------------|--|---|--|--|
| October 2014 | Landowners | Letter from Chairman of the PC | Initial letter to make contact and advise of process | Letter for information only | Letter from Chairman of the PC, October 2014, A4.1 |
| 26 February 2015 | Landowners | Invitation by letter from Chairman of the PC to landowners meeting / presentation to meeting | Questions raised about the Plan and housing site assessment processes. | Addressed at the meeting by planning consultant and in subsequent individual meetings with landowners when sites were brought forward. | Letter from Chairman of the PC, February 2015, A4.2; powerpoint presentation A4.3. |
| 2 March 2015 | Landowners | Letter from Chairman of the PC to all landowners to confirm publication of the household survey reports and to invite discussions. | Follow-up letter leading to individual landowners coming forward. | Six landowners contacted Parish Clerk in response to the letter, and individual confidential meetings held which informed the HSA. | Letter from Chairman of the PC, March 2015, A4.4 |
| April/May 2015 | Landowners and wider community | Call for sites | Public exercise to seek further site expressions of interest leading to individual landowners coming forward. | A further five landowners came forward at this stage and as before individual meetings were held to inform the HSA. | Letter from Chairman of the PC, April 2015, A4.5; call for sites poster A4.6; Sutton News article, May 2015 A4.7. |
| 25 June 2015 | Landowners | Invitation by letter from Chairman of the PC to attend Project Group meeting to consider findings of the HSA. | Inclusion of site SSN1 within an extended settlement boundary. | Project group agreed not to include SSN1 within the settlement boundary due to its limited size and extension into open countryside. | Letter from Chairman of the PC, May 2015, A4.8; powerpoint presentation A4.9; Project Group minutes A4.10. |
| 11 July 2015 | Those attending the Sutton Fete | Letter drop to households in parish; display stand at Fete staffed by group members and consultant. | Housing requirements, windfall, the process of assessing sites, site-based comments and two potential additional sites. | Addressed in discussion with the planning consultant and informed the drafting of the Plan. | Letter drop July 2015 A4.11; voting slip A4.12; Project Group minutes A4.13; Sutton News article September 2015 A4.14. |

7. CONSULTATION ON THE DRAFT PLAN

- 7.1 Consultation on the draft Plan was carried out in accordance with the requirements of Regulation 14 of the Neighbourhood Planning (General) Regulations 2012. The consultation ran from 7 December 2015 for a period of eight weeks, ending on Friday 29 January 2016. The extended eight week period, as opposed to the minimum six weeks required by the Regulations, was specified to allow for the festive season.
- 7.2 The consultation was supported by the publication by Herefordshire Council of the Environmental Report and Habitats Regulations Assessment which had been carried out in October 2015 on the draft Plan.

The consultation process

- 7.3 The draft Plan was printed and distributed to households and businesses throughout the Plan area by members of the Project Group, together with a covering letter and comments form. The draft Plan, consultation notice, comments form and other relevant documents were posted on the community website via the Neighbourhood Planning link at www.suttonstnicholas.co.uk.
- 7.4 Relevant consultation bodies were initially identified by Herefordshire Council and reviewed by the Project Group. Table 5 below lists the organisations consulted which include the local planning authority, neighbouring parish councils, national and regional bodies and local consultees. Consultation was by email, which explained where the Plan could be viewed and how and by when to make comments.
- 7.5 The consultation process also included:
- Three drop-in sessions at the Village Hall after the Christmas/New Year period, two in weekday evenings and one on a Saturday morning. Six residents attended these sessions to take the opportunity to discuss aspects of the Plan with members of the project group, and a number of comment forms were collected.
 - Distribution of a poster on noticeboards in the village and the Village Hall, The Golden Cross and lamp posts
 - Publication of an article in the Sutton News
 - Preparation of a summary version of the Plan, used at the drop-in sessions
 - Deposit of a copy of the Plan and comment forms in the Hereford Centre (a customer contact centre in Hereford, open during normal office hours).
- 7.6 Table 6 summarises the consultation documents which were prepared and where they can be viewed.

Table 5: bodies consulted on the draft Plan

| Consultee group | Organisation |
|----------------------------------|--|
| Local planning authority | Herefordshire Council, Neighbourhood Planning Team |
| Neighbouring parish councils | Marden Withington Group Holmer & Shelwick Pipe and Lyde Moreton-on-Lugg |
| National and regional consultees | Coal Authority Homes and Communities Agency Natural England Environment Agency Historic England Arriva Trains Wales Network Rail (West) Dwy Cymru Welsh Water National Grid (gas transmission/distribution) Western Power Distribution Wye Valley NHS Trust H&W Chamber of Commerce Federation of Small Businesses |
| Local consultees | Balfour Beatty Kemble Housing (Woodville) River Lugg Internal Drainage Board Herefordshire Wildlife Trust CPRE Herefordshire Herefordshire and Gloucestershire Canal Trust Sutton Environment and History Group |

Table 6: Consultation documents

| Consultation document | Reference |
|------------------------------------|--|
| Consultation draft Plan | www.suttonstnicholas.co.uk |
| Consultation Notice | Appendix A5.1 |
| Covering letter | Appendix A5.2 |
| Comments form | Appendix A5.3 |
| Email to consultation bodies | Appendix A5.4 |
| Poster | Appendix A5.5 |
| Sutton News article, December 2015 | Appendix A5.6 |
| Summary of draft Plan | Appendix A5.7 |

Responses to the consultation

- 7.7 Consultation body responses were received from Herefordshire Council and five other organisations. These can be seen at Table A6.1 in Appendix 6, together with changes made to the draft Plan as a result of their consideration by the project group and Parish Council. The table includes Natural England's response on the Environmental Report and Habitats Regulations Assessment.
- 7.8 A total of 29 members of the public responded to the consultation. Several made more than one comment, on different aspects of the Plan. These responses included 19 general expressions of support to the Plan as whole, and 26 more specific responses, which included supporting comments, queries, suggestions as to how the Plan might be amended, and a limited number of objections. A number of changes are proposed as a result of comments made. Table A6.2 in Appendix 6 summarises the responses and sets out the changes made.
- 7.9 Alternative housing site proposals were put forward in respect of land at Upper House Farm (2 responses by agents for the landowners) which raised objections to several Plan policies. These responses can be seen at Table A6.3 in Appendix 6.
- 7.10 The principal issues and concerns which were raised in terms of site allocations may be summarised as follows:
- A new proposal for allocation of land for housing east of Churchway, said to be preferable to the proposed sites
 - Objection to the proposed designation in the Plan of Local Green Space at Upper House Farm, which should instead be identified for housing
 - Objection to the proposed settlement boundary extension to the rear of The White House
 - A new proposal for designation of the school grounds as Local Green Space.
- 7.11 Other issues and concerns raised may be summarised as follows:
- Capacity of public sewerage network/wastewater treatment works
 - Protection of the River Wye Special Area of Conservation and SSSI
 - Need to safeguard residential amenity from existing uses
 - Encouragement of active travel
 - Confirmation that windfall development will be located to reduce flood risk
 - Need for new policy on green infrastructure
 - Exclusion of rear garden areas from within the settlement boundary
 - Whether a maximum scale of housing growth could be set in the Plan
 - More housing development should be allowed
 - Concerns as to third party impacts arising from increased surface water-run-off, flood risk and access associated with development of the proposed housing site at The Lane.
- 7.12 Appendix 6 sets out the responses made to the consultation in detail.

Considering and addressing issues and concerns

- 7.13 The consultation responses and issues and concerns arising were initially reviewed by the project group at the close of the consultation. They were passed to the planning consultant for detailed review. An Addendum to the HSA was commissioned in respect of the housing site proposals at

Upper House Farm which had been made through the consultation, and can be seen at www.suttonstnicholas.co.uk.

- 7.14 The consultation responses were considered at Project Group meetings on 22 February and 18 April 2016 (the Minutes of the Group meetings are at Appendix A5.8). The Group agreed a number of changes to the draft Plan as a result. These were further considered and agreed at a meeting of the Parish Council on 3 May 2016.
- 7.15 The tables in Appendix 6 details the Parish Council response to the issues and concerns arising through the consultation and provides further detail on the changes made to the draft Plan as a result. Table 7 summarises the principal changes made to the Plan.

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

| Ref | Consultee | Change to be made |
|-----|---|--|
| 1 | HC Environmental health - pollution | Policy 3: include criteria that amenity of new residents should not be adversely affected by existing development. |
| 2 | HC Environmental health – contaminated land | Policy 3: acknowledge that previous use of allocated housing sites as orchards may have left a legacy of contamination due to spraying. |
| 3 | HC Transportation | Policies 3, 4, 5 and explanatory text to new policy 9 on green infrastructure: include reference to promotion of active travel. |
| 4 | HC Transportation | Acknowledge presence of protected line of Herefordshire to Gloucestershire Canal within plan area within new policy on green infrastructure. |
| 5 | Dwr Cymru Welsh Water | Policy 3: clarify development will only be permitted where the capacity of the public sewerage network/waste water treatment works allow (also see responses from Environment Agency and Natural England). |
| 6 | Environment Agency | Policy 3: addition to policy and supporting text re locating new windfall development on land at lowest risk of flooding (the sequential test). |
| 7 | Natural England | Policy 3: include reference to use of sustainable drainage to manage surface water. Add criteria that development which would adversely affect the River Wye SAC and River Lugg SSSI will not be permitted. |
| 8 | Natural England | New policy: include an additional policy on green infrastructure (GI) to protect existing green infrastructure within the plan area and to promote creation of new GI in new development. |
| 9 | Public responses | Policy 1: amend settlement boundary at The Cresswells and The Talbots. |
| 10 | Public response | Policy 2: set out basis of “minimum” approach. |
| 11 | Public response | Policy 7: include reference to limiting light pollution. |
| 12 | Landowner objection to designation of land at Upper House Farm as Local Green Space | Policy 8: amend extent of Local Green Space at Upper House Farm to reflect windfall development potential identified in the HSA Addendum. Include additional supporting text setting out justification for the Local Green Space designations against NPPF criteria. |

HC= Herefordshire Council

APPENDIX 1

ESTABLISHING THE NEIGHBOURHOOD AREA AND PROJECT GROUP

A1.1: Open letter from Parish Council Chairman October 2013

A1.2: Extract from Minutes of Parish Council, 4 November 2013

A1.3: Open letter from Parish Council Chairman, December 2013

A1.4: Neighbourhood Area Decision Document and Site Notice, January 2014

A1.1: Open letter from Parish Council Chairman October 2013

October 2013

Dear Parishioner,

We hope you like the new Sutton Community Plan, compiled from residents' views on how the village should move forward in a number of areas. You can help make this happen by contacting one of the people listed on page 29.

The next step is to create a second plan that is solely about building and land use in Sutton. This is called a Neighbourhood Plan. Once it has been written and adopted, it will be used in making decisions on all planning applications in our area. This will be a statutory document.

There are a number of benefits that a Neighbourhood Plan brings to the parish, these are set out overleaf.

In summary, the Neighbourhood Planning Process involves the following:

- Defining the Neighbourhood Area – this would be in line with the current parish boundary
- Neighbourhood Plan prepared by a local project team in consultation with the residents of Sutton
- Production of draft plan, and check of compliance with regulatory bodies and statutory documents through Herefordshire's Neighbourhood Planning Team
- Submission of final plan
- Independent examination of the Neighbourhood Plan
- Local referendum
- Adoption of the Neighbourhood Plan following approval by Cabinet.

I hope you find the information on Neighbourhood Planning informative.

A project group will be set up to develop the Neighbourhood Plan, more information on this will be published in the future.

Many thanks

Judy Stevenson

Chairman Sutton Parish Council

13 To Designate Neighbourhood Area

The Clerk informed the Parish Council that this was the first step in the Neighbourhood Planning process and it was required that the Parish Council the need to designate the Neighbourhood Area. The Parish Clerk also informed the Parish Council that information from the Community Led Plan would also feed into the process. The Parish Council passed on their thanks to everyone who had work on the project, they also thanked Herefordshire Council for the grant from the Parish and Community Plan Grant Scheme.

Resolved that

- 1. Sutton St. Nicholas Parish be designated the Neighbourhood Area.**

- 2. The Councillors arrange a date to meet to get the Neighbourhood Plan group started and consider the process for the way forward.**

A1.3: Open letter from Parish Council Chairman, December 2013

December 2013

The Creswells

Sutton St Nicholas

HR1 3AX

Dear Parishioner

Neighbourhood Development Plan

I wrote to you in October outlining the process involved in producing a Neighbourhood Development Plan for Sutton St. Nicholas.

The Neighbourhood Area has been defined as the Parish Boundary and you will see around the village formal notices from Herefordshire Council as part of the consultation process.

The next phase of the process is to set up a project group representing the residents of the village to prepare in consultation with all residents a draft Neighbourhood Development Plan.

It is intended that the project group will meet at least once a month, maybe more in the early months. You should also note the following:-

- It is anticipated that this project will last 12-18 months
- The Parish Council will be procuring technical planning support
- There is a need for the group to be representative of all village residents as far as possible
- Information from the recent Community Led Plan, 'Sutton Looks Forward', will be used to help in the process of drafting the Neighbourhood Development Plan
- The project group will have agreed terms of reference.

The Parish Council is looking for volunteers who are 18 years old and over and resident in the village to help produce this important plan.

If you feel you can help and would like to declare an interest in helping please write or email the Parish Council outlining how you feel you can contribute to this process. All letters or emails of interest should be received by noon on Friday 10th January 2014. Letters can be deposited with any village Parish Councillor, in the box located in the Golden Cross Pub or emailed to ssnparishclerk@btinternet.com

I hope you will be able to contribute to this process, as once the Neighbourhood Development Plan is written and adopted it will be a statutory document which will be used in making decisions on all planning applications in the village.

As a reminder, I attach overleaf information on Neighbourhood Development Plans, previously circulated.

Kind regards

Judy Stevenson

Chairman Sutton St. Nicholas Parish Council

A1.4: Neighbourhood Area Decision Document and Site Notice, January 2014

Neighbourhood Area Decision Document



Neighbourhood Planning (General) Regulations 2012

| | |
|----------------------------|---------------------------------------|
| Name of neighbourhood area | Sutton St Nicholas Neighbourhood Area |
| Parish Council | Sutton St Nicholas Parish Council |
| Consultation period | 03/12/2013-14/01/2014 |



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 | N/A |
| Were any comments received during the consultation period? | | No |
| Summary of comments received | None received | |
| Response to comments received | N/A | |
| Ward member comments | None received | |
| Are any modifications required to this or any adjoining neighbourhood area? (Section 61G (6)) | | No |
| Any special circumstances to be taken into account | None | |

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

The application for the designation of Sutton St Nicholas Neighbourhood Area is

Approved



Geoff Hughes

Director for Economy, Communities and Corporate

Date: 15/01/2014

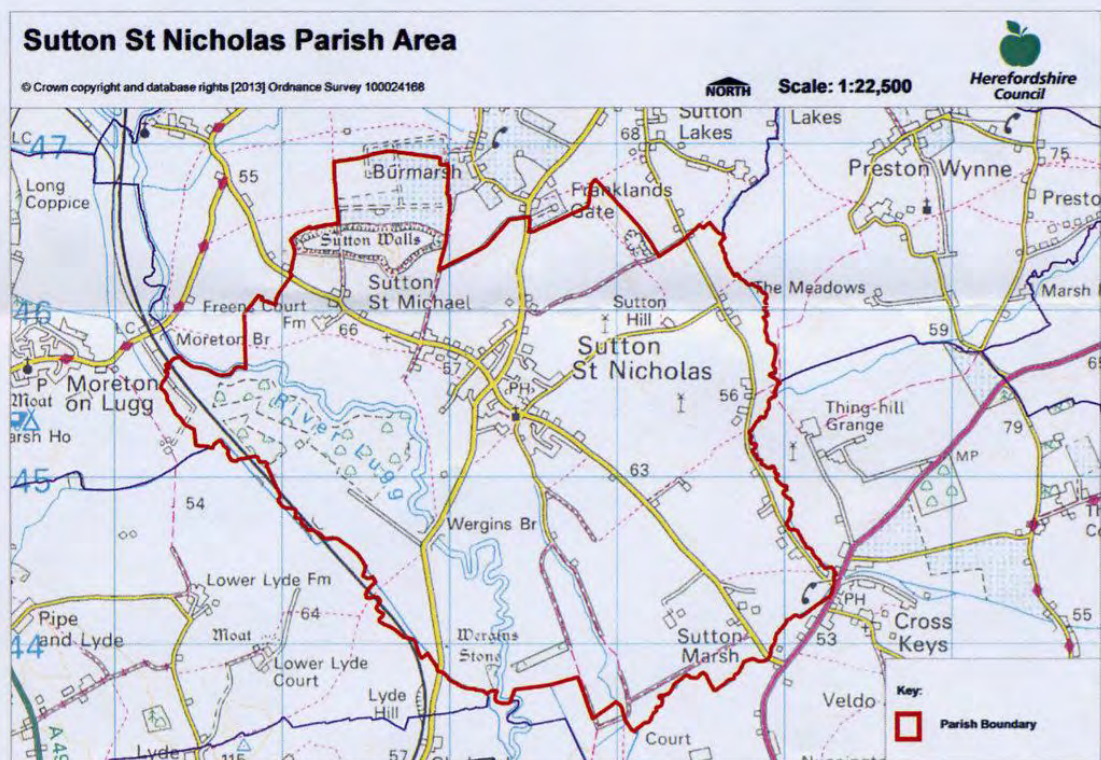
NEIGHBOURHOOD PLANNING NOTICE

The Neighbourhood Planning (General) Regulations 2012

Herefordshire Council has **APPROVED**, under Article 7 of the above Regulations the following Neighbourhood Area:-

Neighbourhood Area Name: **Sutton St Nicholas Neighbourhood Area** Relevant body is: **Sutton St Nicholas Parish Council**

The Neighbourhood Area is identified on the below map



GEOFF HUGHES

DIRECTOR OF ECONOMY, COMMUNITIES AND CORPORATE

Date: 15/01/2014

APPENDIX 2

EXPLORING THE ISSUES

A2.1: Sutton News article, June 2014

A2.2: Flyer for consultation at Sutton Fete July 2014

A2.3: Summary of comments made at Sutton Fete July 2014

A2.4: Sutton News article, September 2014

A2.5: Summary of comments made at drop-in sessions, September 2014

A2.1: Sutton News article, June 2014

SUTTON ST. NICHOLAS 2030 and beyond - Help shape how our village will look in the future!

Sixteen years from now – what will Sutton look like?

16 (or more!) questions for you to think about

- How would you like to see the village in 2030?
- Do you like it just as it is or would you like to see some changes – if so what changes would you like to see?
- Do we need more new houses? If so, where should they be built and what type should they be?
- Should the boundaries of the village stay the same or be extended – if so where to – if not why not?
- What about our open spaces – should we keep them? Do we need more?
- Is there a need for small business units/offices within the village or is this the last thing we need?
- If we were to have business/office units where would you put them?
- What other developments would you like to see?

We need your help!

As a village, we currently have a unique opportunity to influence and guide how our village might look in the future. Sutton Parish Council have committed to developing a Neighbourhood Plan which, if and when developed, will actively influence and inform planning and land use issues within the Parish area.

This can only be achieved if the whole village has been given the opportunity to be actively consulted and involved in the development of the plan.

Over the coming months we want to keep everyone fully informed and involved. We will be providing a number of opportunities where we hope people will help us to develop a genuine and meaningful picture of how you would like to see Sutton develop (or not!) in the future.

To try and involve as many people as possible we will be:

- using Sutton News and the Sutton St. Nicholas website to keep people informed.
- at Sutton Fete on 12th July where we will be asking people for their thoughts.
- developing and delivering a questionnaire delivered to all in the Parish in the Early Autumn
- hosting a number of evening meetings to invite people to contribute

Making the plan meaningful

Once we have pulled the plan together – probably early 2015 - we are required to hold a referendum to see if the community supports the plan. If the majority do support the plan, it will be used as a guide and reference point for future planning applications and land use within the village.

So, help us to make sure that we influence how our village develops in the future.

The Neighbourhood Plan Project Group.

Sutton St. Nicholas

Shaping Sutton Now!

Our village is slowly growing and changing!

We have an opportunity to help inform and shape how our village might look in the future through the development of our Neighbourhood Plan

We need to decide what sort of community and environment we want to live in and the following are some of the questions we need to ask.

- **What should Sutton St. Nicholas look like in 2030 and beyond?**
 - do you like it just as it is?
 - what changes do you think would benefit the village?
 - what changes would you like to see and what would you not like to see?

- **Do we need more new houses?**
 - where do you think they should they be built?
 - what type should they be?

- **What about the village boundary?**
 - should the boundaries of the village stay the same?
 - should they be extended?
 - if so where to - if not why not?

- **What about our open spaces –**
 - do you think we should we keep them?
 - do we need more?
 - where should they be located?

- **What other developments would you like to see?**
 - is there a need for small business units/offices within the village or is this the last thing we need?
 - if we were to have business/office units where would you put them?
 - what size/sort should they be?

As part of the consultation process we will be at Sutton Fete on 12th July.

If you are there – have your say - come and tell us what you think the village should look like in the future – help Shape Sutton Now!

Alternately visit the village website and use the link there

<http://www.suttonstnicholas.co.uk/>

Sutton St. Nicholas Parish Council – Neighbourhood Plan Project Group.

A2.3: Summary of comments made at Sutton Fete July 2014

Shape Sutton Now

Fete 12/07/14

Summary of Forms

Total completed 14

Village Boundary revision/extension

No changes required (x5)

Small developments only (x2)

Affordable/lifetime houses (x2)

Growth linked to facilities

Depends on location

OK if safeguards existing open space

Fine – we need growth (x2)

Type of Houses

Mixed developments

Strong environmental credentials

Young family houses

Affordable (x4)

Mixture

Cater for elderly population

Infill only

Open Space/Environment

Need access to spaces

Protect existing (x5)

More useable

Spread throughout village

More orchards

Businesses/offices

Yes (x3)

No (x3)

Quiet businesses

On outskirts

Not stand alone

Need shop (x4)

Other comments

Traffic volumes

Traffic speed

20mph limit

Drainage

Use existing buildings to provide shop

27/07/2014

A2.4: Sutton News article, September 2014

Shape Sutton Now

A big thank you to everyone who came to the Shape Sutton Now stand at the Fete and took such an interest in the Village Map and indicated support for what we are trying to do. The general level of interest shown and the many comments and observations that were made provided a great start to developing the Sutton Neighbourhood Plan.

An important part of developing our plan for the future of Sutton is to be able to demonstrate that we have consulted widely with the community and this was an excellent start.

From the comments made in the discussion at the fete and on the suggestion slips, people are interested in how the village will develop in the future. Comments covered a range of topics including:

- whether the village boundaries should remain the same or change
- the number and type of houses people would like to see built
- the general village environment and the importance of the existing open spaces
- comments and suggestions around traffic volumes
- drainage and flooding issues

So what next?

Being at the Fete was the first opportunity to meet with people from Sutton and to hear what they had to say. Our plan is to now provide more opportunities to find out how people feel the village should develop over the next 15 years or so.

At the centre of the process is a questionnaire that will be delivered to every house in Sutton.

The questionnaire will be delivered in early October and will ask people for their comments and thoughts on a range of issues, including many if not all of those raised at the fete . It is planned to hand deliver this to every property in the parish and to try and collect it in the week after. This questionnaire will be the central part of the consultation process and we would ask that as many people as possible complete it to ensure we can include all comments and thoughts.

Drop in Meetings

We are also planning to hold a number of drop-in sessions at Sutton Village Hall in September, where people can call in, take a look at what we are trying to do and give their thoughts and comments.

Dates and times for the drop-in's at the Village Hall are as follows:

Tuesday 16th September 7.30pm to 9.00pm
Wednesday 24th September 7.30pm to 9.00pm
Saturday 27th September 10.30am to 12.30pm

Your interest and involvement in the consultation process will continue to be important. **Once written and adopted it will be a statutory document which will be used in making decisions on all planning applications in the village.**

Please help us to make sure that we Shape Sutton Now – for the future. It is our community and we need to make sure that it develops in the way we would like it to.

A2.5: Summary of comments made at drop-in sessions, September 2014

Sutton NDP

Drop-in sessions September 2014

1. Evening session 16/9 7.30-9.00

Two attended

2. Evening session 24/9 7.30-9.00

Five attendees

3. Morning session, Saturday 27/9 10.30 to 12.30

20 attendees

Issues raised:

- Open spaces – retain
- Housing
- Services/shop
- Footpath provision
- Flooding
- Intensification/over-development
- Keeping village character

Post-it notes on 27/9

To Map:

- Keep this green space & I agree [to UDP HBA9 land]
- Keep this green space and floodplain [N of Ridgeway]
- Move 30 mph signs further out x 2 [Hereford road and Bodenham Road]

To A4 question boards

What should SSN look like in 2030 and beyond?

Just as it is thanks

We need more pavements so it is possible to walk around the village without risking our lives

Do we need more new houses?

Not really!

Keep future developments small in keeping with village nature

On outskirts so as not to lose village feel

Housing infill and edges of village

Style of new development must be in keeping to maintain the essential character of the village. Bad choices of design avoided

What about the village boundary?

Boundary has already been extended (past school direction Bodenham) so a little late to ask

What about our open spaces

Keep the ones we have important to have them amidst buildings

Keep some open spaces

Keep them

Extend boundary to provide open spaces where development takes place – so always one with the other

Keep present green spaces as now in the centre of village to retain village feel

What other developments would you like to see?

Small units [refers to business units]

We need to evolve but in places of least resistance if possible. Don't develop too quickly.

Applications should be considered on merit – will they benefit local people?

APPENDIX 3

HOUSEHOLD SURVEY

A3.1: Extract from Results report, summary, December 2014

A3.2: Sutton News article, February 2015

A3.3: Letter drop, February 2015

A3.1: Extract from Results report, summary, December 2014

This section presents a summary of the survey results.

The survey was undertaken in October 2014. Questionnaires were delivered by hand to 348 households across the parish, with 211 completed questionnaires being collected – a response rate of 61%.

Village boundary

- 90% of respondents favoured the principle of a village settlement boundary
- Just over half (52%) wanted to keep the existing boundary; just under half (48%) thought it should be amended to include considered extensions
- Those who made comments favoured boundary extensions, seeing little scope otherwise to accommodate development without compromising the village's rural character.

Housing

- 65% favoured smaller-scale developments within the existing village boundary as a way of accommodating new development, ahead of individual infill plots (54%) or larger developments on the edge of the village (25%)
- Owner-occupied was the preferred tenure (82%)
- Houses should be family homes (82%), starter homes (72%) or bungalows, rather than flats/apartments (8%)
- The locations and types of new houses should be controlled by positively allocating land for development (58%) and setting out the type of homes wanted (56%)
- There was less support for drawing a looser village boundary, to allow land to come forward at a later date (31%)
- Flood risk, highways and the need to keep open spaces to safeguard the rural character of the village were seen as constraints on new homes.

Jobs and the local economy

- Agriculture was the most favoured form of employment (70%)
- 68% supported shops – especially a village shop/post office
- Food and drink production or light industry/manufacturing were selected by fewer respondents (28% and 21% respectively)
- New jobs were best provided by converting existing buildings (66%); just 21% identified new employment sites as a way forward
- In comments many respondents said there were no suitable locations for new employment development (also seen in housing responses), or advised further employment was not required
- Other comments identified suitable sites, including redundant farm buildings.

Open spaces and the environment

- Protection of views/landscape (82%) and open spaces (78%) ranked highly
- Several village open spaces were identified together with Sutton Walls, The Rhea/Lugg, the Quarry and farmland as valued features.

Information about you

- Most respondents to the survey lived in the village itself (88%), with the age profile of responding households similar to the small area Census profile.

Land identified for development or protection

Within the boundary, the Post Office orchard was 'most mentioned' for development; land west of Upper House Farm for protection. Outwith the boundary, land east of Upper House Farm was 'most mentioned' for both development and protection. Land opposite Willowcroft was joint first with this location in terms of mentions for development.

A3.2: Sutton News article, February 2015

Results of the Sutton Neighbourhood Plan survey

We had an excellent response rate of 61% to the Neighbourhood Plan questionnaire survey carried out last autumn, with over 210 completed questionnaires being collected out of just under 350 delivered. This provides a sound basis on which to carry on with work on the Plan – so many thanks to everyone who took the time and trouble to give us your views.

The survey results have been independently analysed and are due to be published at the end of February. There will also be a separate report listing all the comments that were made to the various ‘free-write’ questions.

To keep everyone as up to date as possible, here is a sample of some of the initial findings. Where percentages are given below, they are calculated on the basis of the number of completed questionnaires (211) unless otherwise stated. Full details will be available in the published reports.

Village boundary

- 90% supported the principle of keeping a settlement boundary to control village growth.
- Opinion was divided as to whether to keep the existing boundary (52% of who supported the principle) or to revise and extend it to allow for new development (48%).
- Where comments were made, these tended to favour boundary extensions, seeing little scope otherwise to accommodate development without compromising the village’s rural character.

Housing

- 65% favoured smaller-scale developments within the existing village boundary as a way of accommodating new development, ahead of individual infill plots (54%) or larger developments on the edge of the village (25%).
- Owner-occupied was the preferred tenure (82%).
- Houses should be family homes (82%), starter homes (72%) or bungalows, rather than flats/apartments (8%).
- Flood risk, highway limitations and the need to keep open spaces to safeguard the rural character of the village were all seen as constraints on new homes. Many of you said there were no locations suitable for new housing.

Jobs and the local economy

- Agriculture was the most favoured form of employment (70%), but 68% supported shops – especially a village shop/post office, a recurrent topic.
- New jobs would be best provided by converting existing buildings (66%); just 21% of you thought that new employment sites should be found.
- Again, many people said there were no suitable locations for new employment development, or thought that further employment was not required.

Open spaces and the environment

- Protection of views/landscape (82%) and open spaces (78%) ranked highly.
- Several village open spaces were identified as valued features together with Sutton Walls, The Rhea/Lugg, the Quarry and farmland around the village. .

Next steps

A key next step is to meet with those who own land in or bordering the village and which may be suitable for development. This meeting will bring local landowners up-to-date on work so far and how they might be able to contribute to the Plan. The meeting is to be held on Thursday 26th February at 8:00pm at Sutton Village Hall. If you own land in or adjacent to the village boundary which you think has development potential, do come along.

Once the reports are published, they will be available to download from the Sutton Village website www.suttonstnicholas.co.uk or from the Clerk to the Parish Council.

Sutton Neighbourhood Plan Project Team



Sutton Neighbourhood Plan

Reports from the Household Questionnaire now available

The reports of the findings from the Household Questionnaire (October 2014) have now been published and are available to read on, or download from, the Sutton Village website www.suttonstnicholas.co.uk.

For people who would prefer to have a hard copy, these can be obtained from the Clerk to the Parish Council. You can contact the Clerk by email at ssnparishclerk@btinternet.com or by telephone on 01432 880 673.

Two documents are being published. The first is the report of findings itself which provides information and analysis of all the questionnaires returned. The second document lists all the various comments that were provided on the questionnaires.

Please do take the opportunity to have a look at the results.

The publication of the reports was designed to coincide with a meeting specifically to inform local landowners of the progress being made with the development of the Neighbourhood Plan. Following the Landowners meeting the next step is to start to pull together the actual plan itself and this will take place over the coming months.

We will continue to keep you updated with progress.

Sutton Neighbourhood Plan Project Team

27th February 2015

APPENDIX 4

DEVELOPING HOUSING SITE PROPOSALS

A4.1: Letter to local landowners, October 2014

A4.2: Letter to local landowners, February 2015

A4.3: Powerpoint presentation to landowner meeting, 26 February 2015

A4.4: Letter to local landowners, March 2015

A4.5: Letter to local landowners, April 2015

A4.6: Call for Sites poster, April 2015

A4.7: Sutton News article, May 2015

A4.8: Letter to local landowners, May 2015

A4.9: Powerpoint presentation to landowner meeting, June 2015

A4.10: Project Group minutes 25 June 2015

A4.11: Letter drop July 2015

A4.12: Voting slip used at Sutton Fete, July 2015

A4.13: Project Group minutes, 16 July 2015

A4.14: Sutton News article, September 2015

A4.1: Letter to local landowners, October 2014

Letter to Landowners

Dear

**Sutton St. Nicholas Parish Council
Neighbourhood Plan Project Group.**

You may be aware that the Parish Council is currently involved in creating a Neighbourhood Plan for the parish of Sutton St Nicholas. This is part of a wider national initiative to secure local involvement which will actively influence and inform planning and land use issues within the Parish area. What is different from other initiatives and from the recent Sutton Community Led Plan is that the Neighbourhood plan, once adopted becomes a statutory document and provides formal guidance in local planning and land use matters in the period from now to the year 2031.

We are writing to you, as we believe that you are the owner of land that either borders or is within the current main settlement boundary of Sutton St Nicholas. The purpose of this letter is to ensure that you are aware of the development of the Neighbourhood Plan and invite you to become involved should you feel this appropriate.

In creating the Plan, we are required to actively consult with the whole community to seek their thoughts on how the village should develop in the future. Landowners are an important group of stakeholders and as such we intend to invite you to a meeting later in the year to update you on progress and ask for your thoughts as part of the process.

We will be gathering information from the wider village community over the next few months, culminating in a questionnaire to all properties in the Parish in late September. The questionnaire will invite people to offer suggestions and thoughts regarding the future development of, and within, Sutton. Once this is collated, we hope to be in a position to call a meeting of landowners and other stakeholders to share the findings, particularly if the results suggest potential development and land use opportunities and priorities for the future.

We would stress that it is not our intention to pry into or to seek to influence in any way individual landowner's plans and aspirations for their land. We simply want to keep people informed and involved.

We hope that this letter at least keep you informed of the Neighbourhood Plan at this time. If you have any comments and/or suggestions, please contact The Neighbourhood Plan Project Group through the Parish Council Clerk or via the Sutton Website at <http://www.suttonstnicholas.co.uk/>

[Regards,](#)

A4.2: Letter to local landowners, February 2015

Dear

**Sutton St. Nicholas Parish Council
Neighbourhood Plan Project Group.**

Notice of a meeting for Landowners

We wrote to you in the autumn to inform you of the work of the Sutton St Nicholas Neighbourhood Development Plan Project Group. We are now writing to invite you to a meeting specifically for Landowners.

The meeting is being held to update you on how the project is developing, the key findings from the recent Household questionnaire, and implications/opportunities there may be, if any, for landowners.

The meeting details are as follows:

**Sutton St Nicholas Parish Council
Neighbourhood Development Plan Project Group
Landowners Meeting
Thursday 26th February 2015
Sutton St. Nicholas Village hall
at 8.00pm**

The meeting will be led by Dr. David Nicholson who is assisting the Project Group with the Development Plan process.

We would stress that it is not our intention to pry into or to seek to influence in any way individual landowner's plans and aspirations for their land. We simply want to keep people informed and involved.

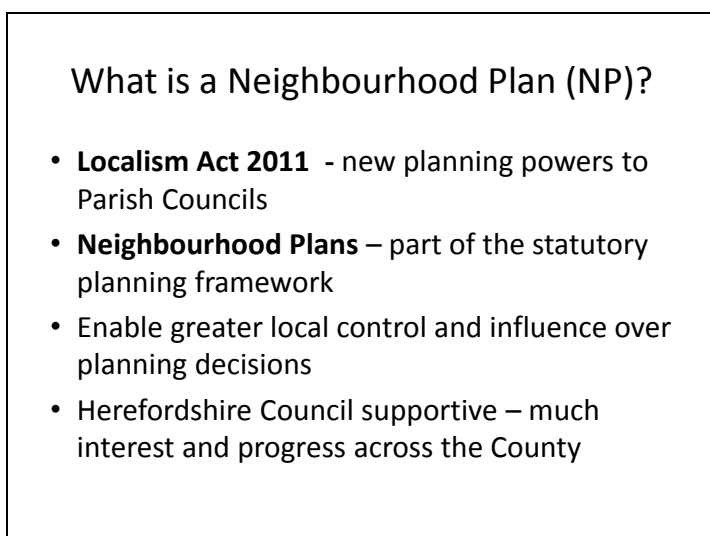
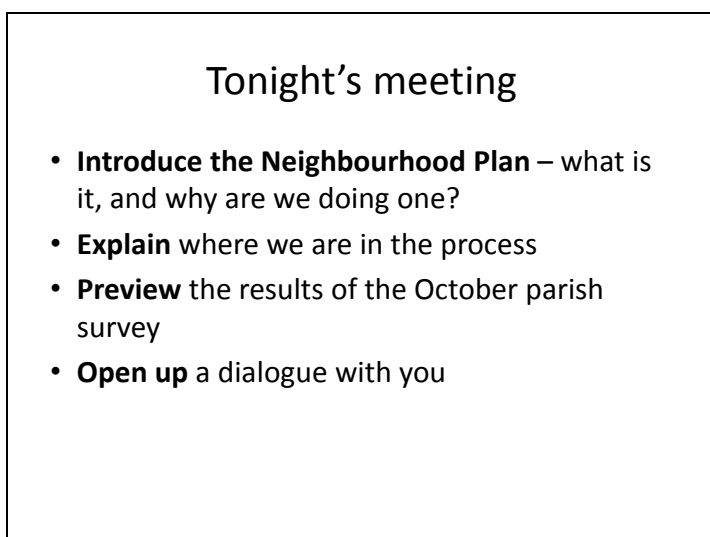
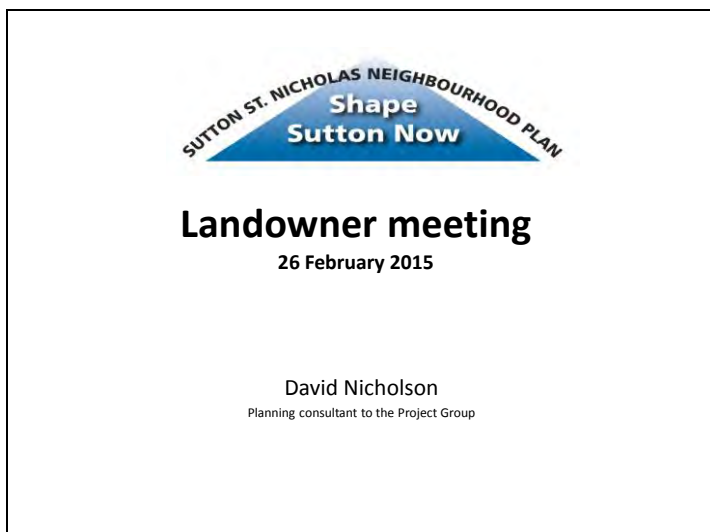
We hope that you are able to attend the meeting. If you are not able to, but would like to know more, please contact the Neighbourhood Plan Project Group through the Parish Council Clerk or via the Sutton Website at <http://www.suttonstnicholas.co.uk/>

Yours Sincerely

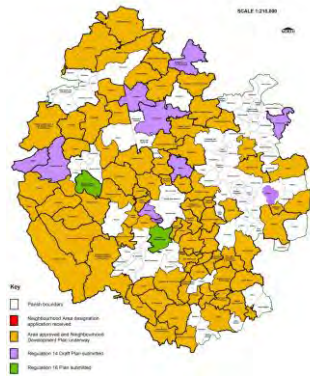
Ron Gow

Chairman, Sutton St Nicholas Parish Council

A4.3: Powerpoint presentation to landowner meeting, 26 February 2015



NP's in Herefordshire



The Sutton Neighbourhood Plan

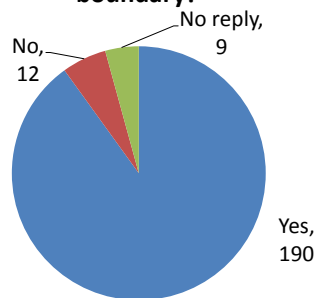
- Builds on the Sutton Community Plan 2013
- PC decision to undertake a NP in Nov 2013
- Neighbourhood Area designated January 2014
- Initial consultation at Sutton Fete July 2014
- Household questionnaire survey October 2014
– key stage to seek community views

Questionnaire Survey October 2014

- Questionnaires hand delivered & collected to 348 households across the parish
- 211 completed forms returned – 61%
- Headline results only tonight – much more detail in the 2 survey and comments reports, available on-line
- Mix of responses – tick-box, free-write comments, and via a map showing the existing village boundary.

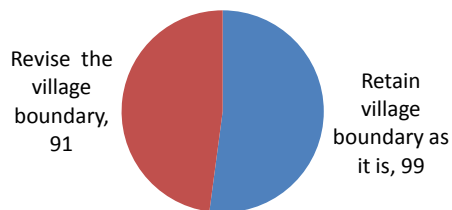
The village boundary - 1

Q1: continue to have a village boundary?



The village boundary - 2

Q2: should the existing village boundary be kept as it is, or revised with carefully considered extensions?



The village boundary - 3

Q2: village boundary comments



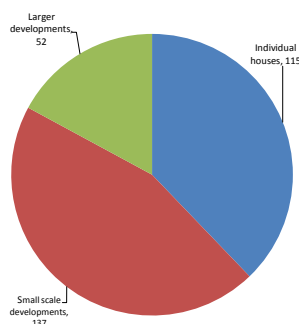
- More support for boundary extensions
- Recognised that little scope otherwise for new development without compromising rural village character

New homes – how many?

| 2011-2031 | No. of homes |
|--|--------------|
| Housing requirement , based on Herefordshire Council's indicative housing growth target for the village | 52 |
| Deduct planning permissions since 2011 • 20 of these new dwellings are outside the existing village boundary, mostly at Willowcroft to the north | 31 |
| Still to find through the Neighbourhood Plan | 21 |

How should new homes be provided?

- Most popular: small-scale developments within existing boundary (65%)
- Next, single homes within the village (54%)
- Least popular: larger edge-of-village developments (25%)



Type and sizes of new homes

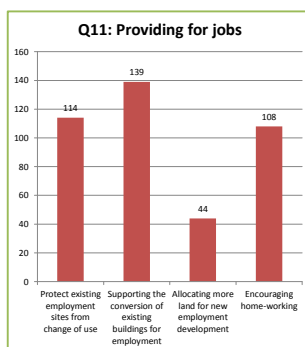
- Owner-occupied housing was most favoured (82%)
- Less appetite for housing association (26%) or shared ownership (52%)
- Family homes and starter homes the clear favourites (82% and 72% respectively)
- Flats or apartments supported by just 8% of respondents

Locations for new homes

- Some said there were no suitable locations
- Support for infill and adjoining boundary
- Need to take account of flood risk, roads and amenity – and to keep village character
- Many made use of the questionnaire map to identify areas suitable, or not, for new homes

Jobs and the economy

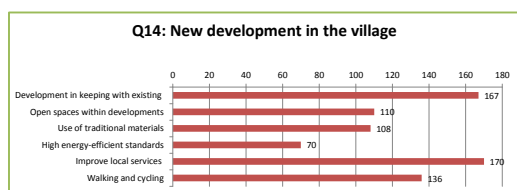
- Most favoured (66%) – conversion of existing buildings such as barns
- Little support for new land to be found for employment development



Providing for new jobs

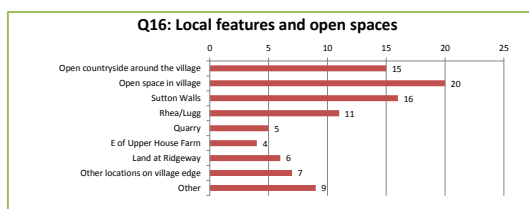
- Some said there were no suitable locations
- Village shop
- Court Farm – building conversions
- Keen appreciation of constraints – roads and traffic, and need to protect village's rural/farming (and residential) character.

New development



- New development should help improve local services (eg shop)
- New development should be in keeping with village character – traditional materials

Local features for protection

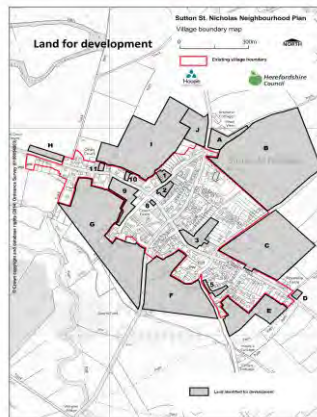


- Village open spaces most mentioned
- Open countryside, Sutton Walls and the Rhea/Lugg also identified

Land for development/protection

- Questionnaire replies used a map of the village to mark on land which could be developed; or which should be protected
- Focussed in or around the village – elsewhere, open countryside
- Considerable overlap
- Far more land mooted for development than actually needed

Land for development



Land for protection



Next steps

- Project Group seeks to work with you as landowners to understand your intentions
- Match the survey results with land which might be available for development
- Review options for development to assess suitability
- Consult again on a draft plan

Thank you

- Any questions?
- Confidential discussions

www.suttonstnicholas.co.uk

A4.4: Letter to local landowners, March 2015

2nd March 2015

Dear

**Sutton St. Nicholas Parish Council
Neighbourhood Plan Project Group.
Landowners meeting 26 February 2015**

I am writing following the above meeting for landowners to confirm the next steps.

The meeting heard a presentation on the results of the household questionnaire survey which we undertook in October last year. The reports on the findings are now available on the Sutton Website at <http://www.suttonstnicholas.co.uk>.

Two documents are being published. The first is the Results report, which provides information and analysis of all the questionnaires returned. The second document lists all the various comments that were provided on the questionnaires.

If you would like hard copies, please do get in touch with the Parish Clerk (details below) who will be happy to supply these.

As explained at the meeting, we are now moving into the stage of writing the Plan, informed by the questionnaire survey and other evidence. An important aspect will be accommodating the village's housing requirements up to 2031. We are therefore offering confidential discussions on an individual basis for landowners who wish to either seek further information, or would like to discuss their intentions with us, prior to further developing the Neighbourhood Plan in the coming months.

If you wish to take up this offer, it would be helpful if you could get in touch by the end of March, so that matters can be progressed. Please contact the Parish Clerk in the first instance, by email at ssnparishclerk@btinternet.com or by telephone on 01432 880 673, to arrange a meeting. There is of course no obligation at all for you to become involved if you do not wish.

Yours Sincerely

Ron Gow

Chairman, Sutton St Nicholas Parish Council

A4.5: Letter to local landowners, April 2015

April 2015

Dear

Sutton St. Nicholas Neighbourhood Development Plan

I wrote to you and other landowners in early March, to see if you wished to bring land forward for development in our Neighbourhood Plan. Responses were sought by the end of that month.

We have now decided to extend the period in which landowners can contact us, so as to make sure that all options for new residential development which might arise can be properly considered. We will also be giving this 'call for sites' publicity via the Sutton News, the village website and local notice boards.

If you have not already contacted us, I would therefore repeat my earlier offer of a initial confidential discussion on an individual basis. **If you have land within or adjacent to the village boundary that you may want to bring forward for development in the period up to 2031, do get in touch.**

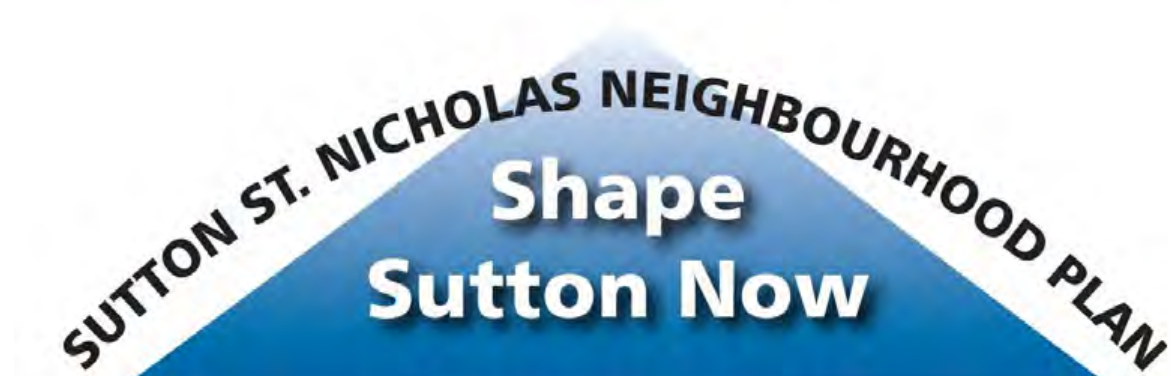
Please contact the Parish Clerk in the first instance, by email at ssnparishclerk@btinternet.com or by telephone on 01432 880 673, to arrange a meeting. If you wish to take up this offer, please respond by **Friday 15 May**. As before, there is of course no obligation at all for you to become involved if you do not wish.

If you have already been in touch, please take this letter by way of an update. The intention is to consider all the notified sites at a Project Group meeting in June. I will write again to confirm the position ahead of that meeting.

Yours Sincerely

Ron Gow

Chairman, Sutton St Nicholas Parish Council



Call for sites

Do you own land in or adjacent to the village which you may wish to bring forward for development by 2031?

If so, we want to hear from you

The Neighbourhood Development Plan Project Group is looking for land within and adjacent to the village, which could be included in the Plan to help meet housing needs up to 2031.

If you have land which you think might be of interest, please contact the Parish Clerk at ssnparishclerk@btinternet.com by **Friday 15 May**.

**Sutton St Nicholas Neighbourhood Development Plan Project Group
April 2015**



Neighbourhood Plan moves ahead: call for sites

The NDP Project Group is moving ahead with the preparation of the Plan following the questionnaire survey last year.

As reported in an earlier edition of Sutton News, the survey results have now been published and this has paved the way for the next step – to identify land within and adjacent to the village which has development potential and which can best help meet the village’s housing needs up to 2031.

We have been working with local landowners to understand their intentions and how they might be able to contribute to the Plan by bringing land forward. As part of this exercise, we are now making a public call for sites. Anyone with land in or adjacent to the village and who wishes to explore whether some or all could be proposed for development in the Plan is asked to get in touch and register this interest with us.

If you have land within or adjacent to the village which you think you may want to bring forward for development in the period up to 2031, do get in touch.

Please contact the Parish Clerk at ssnparishclerk@btinternet.com by **Friday 15 May** in the first instance.

If you have already registered your interest, there is no need to contact us again.

Following the identification of sites and their assessment by our planning consultant, we hope to be in a position to consider the way forward at a Project Group meeting in June.

Sutton St Nicholas Neighbourhood Development Plan Project Group

A4.8: Letter to local landowners, May 2015

Dear

**Sutton St. Nicholas Parish Council
Neighbourhood Plan Project Group
Housing site assessment**

I am writing following your recent meeting with our planning consultant and the Parish Clerk, regarding land in your ownership and its possible inclusion in the Neighbourhood Plan for housing development.

A number of sites have come forward and the consultant is now assessing their suitability in meeting the housing requirements which the Plan has to address. His report will be considered at a meeting of the Project Group on Thursday 25 June at 7.30pm at the Village Hall.

The possibility of your land being allocated for development in the Plan has and remains confidential. However, meetings of the Group are held in public. At this point therefore your site and the fact of its consideration in the Plan will become public knowledge. If for any reason you do not wish your site to be taken forward in the Plan, please let the Parish Clerk know as soon as possible, by email at ssnparishclerk@btinternet.com.

You are of course very welcome to attend the meeting if you wish.

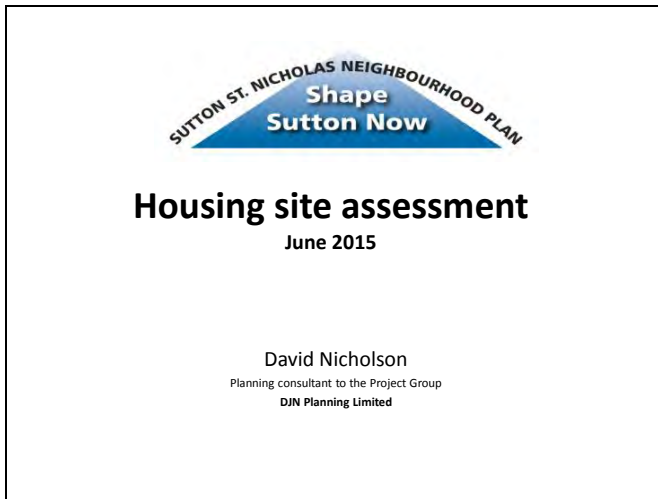
Thank you for your participation in the Plan-making process to date,

Yours Sincerely

Ron Gow

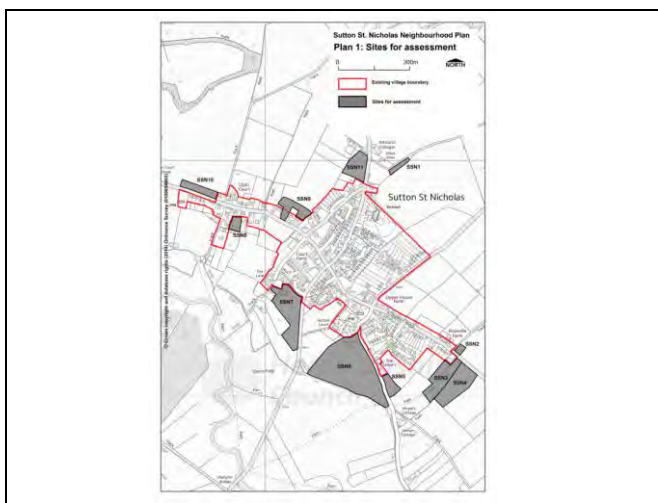
Chairman, Sutton St Nicholas Parish Council

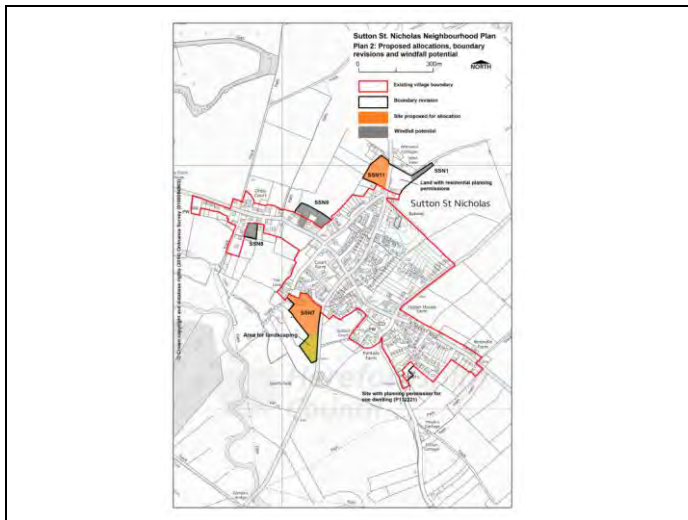
A4.9: Powerpoint presentation to landowner meeting, June 2015



New homes – how many?

| 2011-2031 | No. of homes |
|--|--------------|
| Housing requirement, based on Herefordshire Council's indicative housing growth target for the village | 72 |
| Deduct houses built or with planning permission | 33 |
| Still to find through the Neighbourhood Plan | 39 |





Recommended housing delivery

| 2011-2031 | No. of homes |
|--|--------------|
| Houses built or with planning permission | 33 |
| Proposed site allocations : •SSN7, Land at Lane Farm •SSN11, Land adjacent to The Linnings | 38 |
| Windfall allowance | 15 |
| TOTAL HOUSING IDENTIFIED | 86 |

A4.10: Project Group minutes 25 June 2015

Sutton St. Nicholas Neighbourhood Development Plan Project Group Meeting 25th June 2015 Sutton St. Nicholas Village Hall

Minutes

Present

Cllr Richard Andrews, Liz Connors, Tony Ford, Ian Nicholas, David Nicholson, Adrienne Bryce

Landowners were invited to the meeting and some were present.

Apologies for absence

Cllr Ron Gow, Tony Walmsley and Andrew Ashcroft

1. Review and approve previous minutes

No comments on the minutes; these were approved.

2. Declarations of Interest

Cllr Richard Andrews – an interest was declared and Richard did not participate in the voting for which sites to take forward for public consultation as land for development.

3. Housing site assessments report – presentation by David Nicholson

David gave a detailed presentation as per the report provided to the group prior to the meeting (Housing Site Assessment). The NDP group and attending landowners had the opportunity to ask questions following this presentation.

As per the housing growth target for the parish, declared by Herefordshire Council (April 2015, as part of the Core Strategy), 72 new houses are required to be built in the parish of SSN by 2031.

Of the 72, 33 have already been built (8) or have planning permission to be built (25). Therefore, sites had to be identified that could accommodate a further 39 dwellings.

Of the 11 sites brought forward by landowners (following a 'call for sites') and put forward for assessment:

- Seven (7), were proposed to not to be taken further within the NDP. This reflected the outcome of the site assessment process and the various issues and constraints identified therein.
- Two (2), were proposed for inclusion in the revision of the settlement boundary but at this time to not be specifically allocated – could come forward as a planning application/ "windfall" potential
- Two (2), proposed as sites to be taken forward for public consultation as land to be allocated within the NDP:
 - o SSN7 Land at Lane Farm – 20 dwellings
 - o SSN11 Land adjacent to The Linnings – 18 dwellings

Note: SSN1 – Land at Willowcroft – options were highlighted by DN to either include as a possible 'windfall' site or to not take this land further within the NDP. The group voted against including it, due to its limited size and because it extends into open countryside.

The group members present, and with the exception of Cllr Richard Andrews voted on proposing SSN7 and SSN11 as land to be taken through to public consultation.

4. Actions from last meeting

These were actions related to this meeting (25/06/2015) and the presentation provided by David. No actions were outstanding at this meeting.

Sutton St. Nicholas Neighbourhood Development Plan Project Group
Meeting 25th June 2015
Sutton St. Nicholas Village Hall

5. Fete preparations – 11 July 2015

- In order to ensure that all householders are aware of the availability of the Site Assessment Report and that they have the opportunity to discuss it at the fete, the **group** will do another **letter drop** (cover letter + the two maps) – letter drop planned for weekend prior to the fete
- **Tony F** will arrange printing of large maps for the fete (those presented by DN) - 1) all sites brought forward and 2) proposed allocations, boundary revision and windfall sites post NDP group vote
- **Tony F** to arrange the printing of voting slips for the fete
- **DN** to prepare a summary that shows the reasons for and against the decisions made when assessing all 11 sites – this will be used at the fete to aide discussion. Sent to the group 27/06/2015
- **DN** to finalise the report (SSN Housing Site Assessment) – sent to the group 27/06/2015
- **Tony F** will upload the SSN Housing Site Assessment report to the website
- **Tony W** to provide canopy, **Richard** the stand (for the maps) and **Liz** the voting slips box for the NDP stand at the fete
- **NDP members** to spend time at the NDP stand when possible; **DN** will attend

6. Code of Conduct for the NDP group

This was prepared by Tony F and sent out to all group members.

7. Lottery funding

At the time of the meeting, Tony F had not received news on the lottery bid, but this came through on the 27/06/2015; Tony F informed the group that funding was successfully secured.

8. Post fete plans

- At the meeting on the 16th July, all voting slips from the fete will be counted and a summary report drafted
- Any further actions coming out from the fete public consultation will be agreed at this meeting
- **DN** will be working on the draft plan during July and August; this will be ready to present to the group at the meeting 17th September

Dates for the next meetings - 19:30 at Sutton St. Nicholas Village Hall

- 16th July 2015
- 17th September 2015



Sutton Neighbourhood Plan

Update on progress

When we last updated everyone, the results from the household Survey had just been published. The next step has been to focus on how we can use that information to help establish a preferred option for development within the village in the period until 2031, and meet the Herefordshire Council target for new housing delivery.

A key part of this process was to set up meetings with landowners to explain what we were doing and to invite them to contribute to the discussion. As a result, a number of landowners came forward and individual discussions took place with them. Following these discussions, an analysis of the information gathered and each site brought forward and was fully and independently analysed. The outcome is that we have now produced a plan that presents our initial conclusions.

The plan does two things. It identifies two potential sites that we believe will provide the necessary development required for the village and it also identifies some minor changes to the current village boundary.

There are two plans attached to this letter for your information. Plan 1 shows all the sites that landowners put forward as part of the consultation. Plan 2 shows our conclusions and identifies the possible boundary changes.

We now need to get some feedback on what people think in order that we can move to the next stage of drafting the actual plan. To do this, we will be at the **Fete on Saturday 11th July** from 1:30pm (the Fete opens at 2:00pm). If you are there, please come and let us know what you think. We will be happy to explain what we are proposing and try and answer all questions.

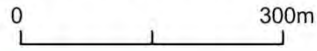
The Plans are also on the Sutton website for information at www.suttonstnicholas.co.uk

You can also email your comments and observations to the Clerk of the Parish Council at ssnparishclerk@btinternet.com

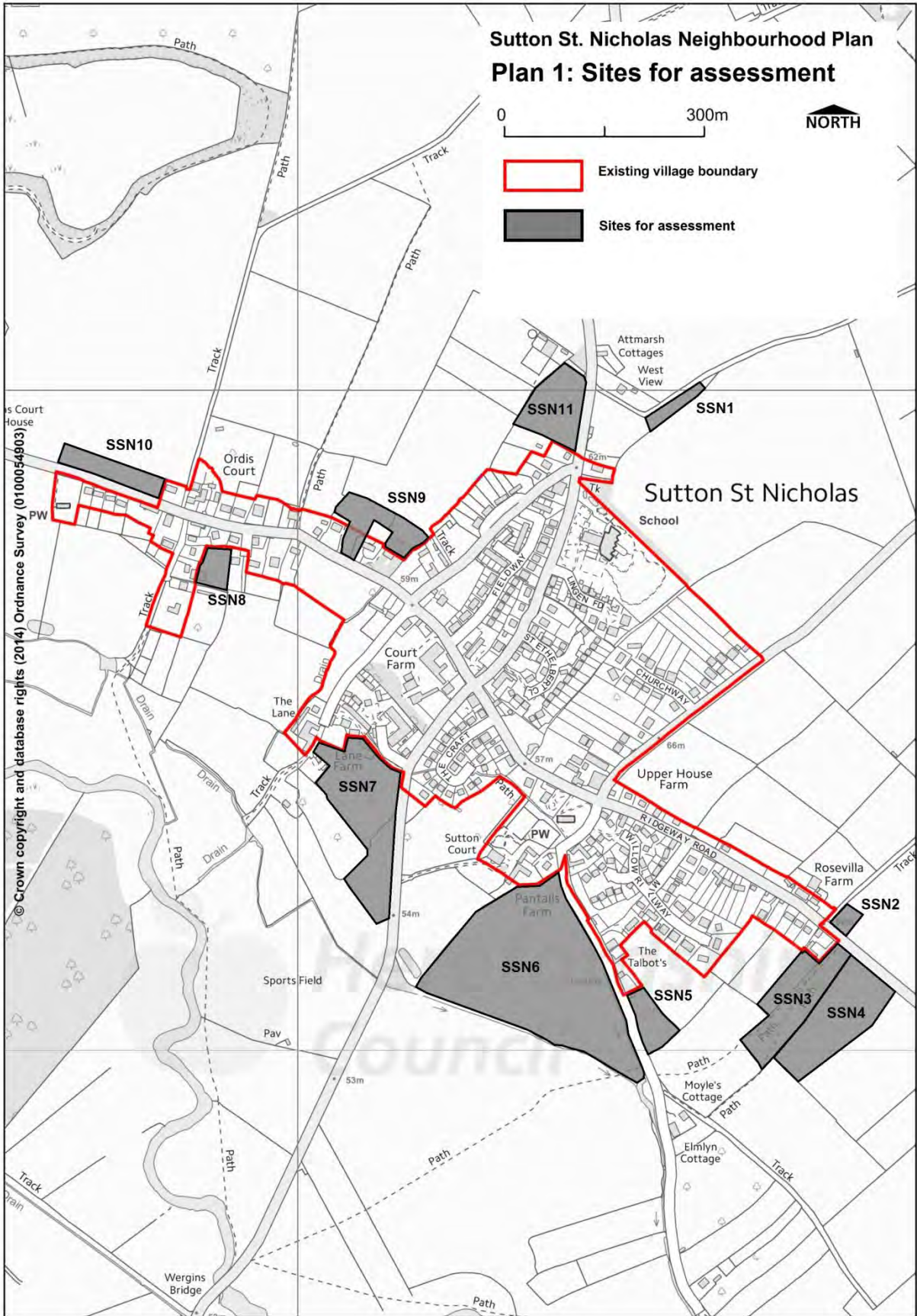
We will continue to keep you updated with progress.

Sutton Neighbourhood Plan Project Team

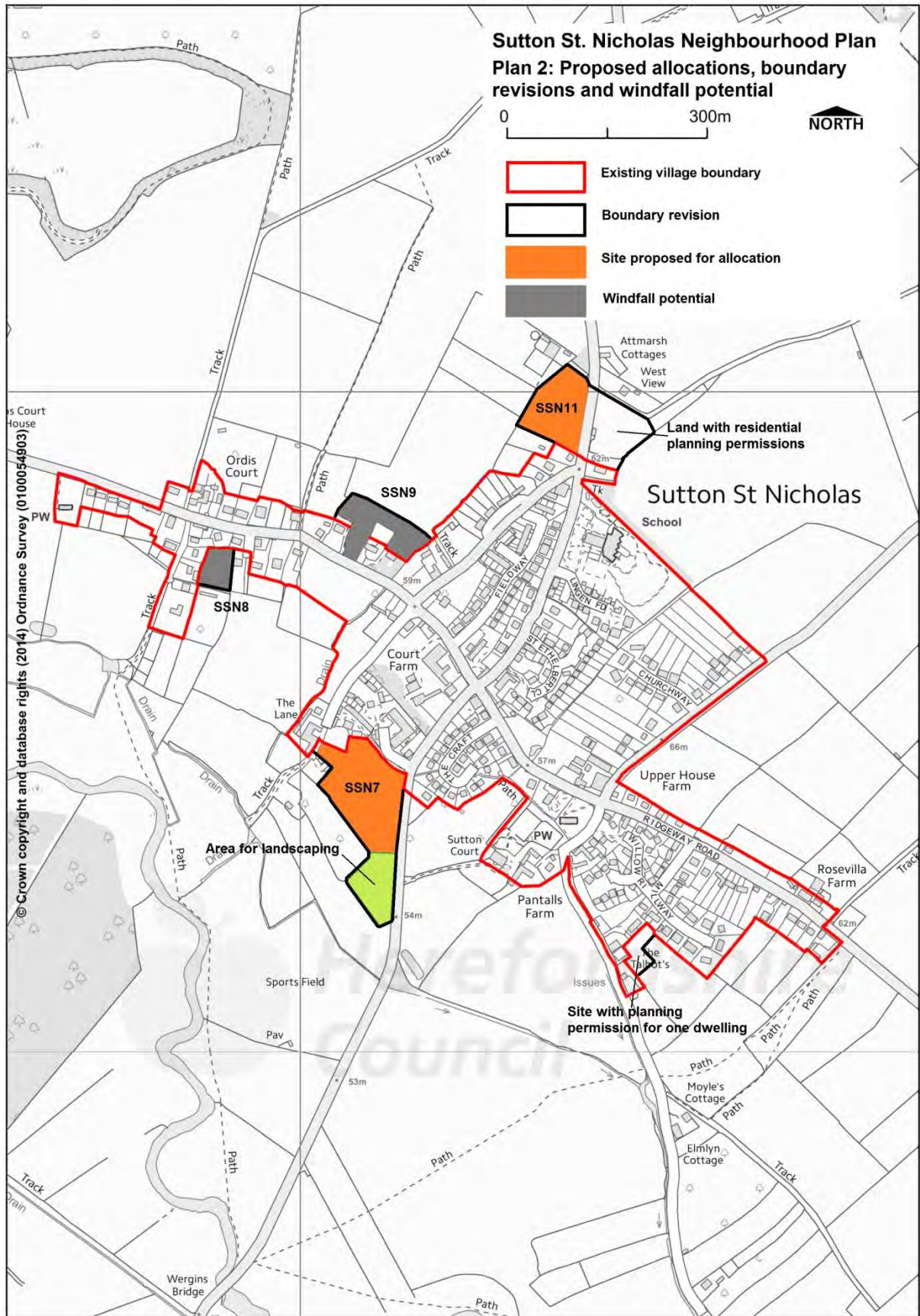
**Sutton St. Nicholas Neighbourhood Plan
Plan 1: Sites for assessment**



- Existing village boundary
- Sites for assessment



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A4.12: Voting slip used at Sutton Fete, July 2015



We have to find land for new housing in Sutton, to meet needs up to 2031. Our draft proposals are shown on Plan 2 and are:

- Two new sites for housing, north and south of the village
- Minor adjustments to the settlement boundary, to allow some smaller developments to take place and reflect recent planning decisions.

Do you agree with our proposals for new housing and changes to the settlement boundary?

Yes

No

A4.13: Project Group minutes, 16 July 2015

Sutton St. Nicholas Neighbourhood Development Plan Project Group
Meeting 16th July 2015
Sutton St. Nicholas Village Hall

Minutes

Present

Cllr Ron Gow, Tony Walmsley, Cllr Richard Andrews, Liz Connors, Tony Ford, Ian Nicholas, David Nicholson, Adrienne Bryce

Apologies for absence

Andrew Ashcroft

1. Review and approve previous minutes

No comments on the minutes; these were approved.

2. Declarations of Interest

Cllr Richard Andrews - see section 3, last paragraph.

3. Feedback from the fete 11th July 2015

Group members and David Nicholson made themselves available at the fete to meet with the public. The two maps (included in the recent letter drop) were available (large scale) at the fete to aid discussion on the two site allocations which were proposed for the NDP (SSN7 and SSN11) and the position regarding windfall potential.

The letter drop and the group's presence at the fete provoked a lot of interest, discussion and opinion, which was the intended result. All those that came to the NDP stand at the fete were asked to provide their opinion on the proposal via a voting slip (it was explained that this was only to gather opinion at a high level on the approach being taken, and that a further opportunity would be available for more detailed consultation on the basis of a draft plan once this had been prepared). The feedback from the group was that, overall, the public were in favour and the comments verbally expressed were positive.

Of the 36 slips handed in, 30 were in favour of the proposal and 6 against (84% in favour). Of the 6 against, 2 stated that it was a 'no' particularly for SSN7.

The group are aware of one strong objection to the SSN7 proposal, which has been expressed verbally to several members of the group on two occasions; the objector was invited on both occasions to present the objections to the group in writing. This has not been received to date.

The following points were discussed at the meeting:

- SSN1 – Land at Willowcroft –the group had voted at the meeting on 25/06/2015 to not include this parcel of land in the proposal. A planning application for residential development of the site has subsequently been objected to by the Parish Council (PC), on the basis that the land extends into open countryside; is outside the current settlement boundary, and is not in line with the emerging Neighbourhood Plan.
- A number of members of the public did not understand what the term 'windfall' means; this could be made clear in the next NDP article (September 2015, Sutton Newsletter) and on the Sutton NDP website – **Action 1**.
- At the fete, David was approached about the possibility of bringing forward two separate parcels of land that had not previously been notified. The interested parties were asked to put this in writing to the Parish Clerk. This has not been received to date.

The group members present, and with the exception of Cllr Richard Andrews unanimously agreed to move forward to the drafting of the plan with SSN7 and SSN11 as land proposed for future development.

Sutton St. Nicholas Neighbourhood Development Plan Project Group
Meeting 16th July 2015
Sutton St. Nicholas Village Hall

4. The next stage of the plan

David was requested at the meeting to move ahead with writing the Neighbourhood Development Plan (outline already available); a draft will be sent to the group 2 weeks before the next group meeting on the 17/09/2015 – **Action 2**.

Once the draft plan has been 'approved' by the group, it will be sent to the PC. The PC will be required to approve the plan for public consultation. The public consultation period will last 6 weeks. The group will need to do another letter drop (provide the plan to all households), organise drop-in meetings for the public to come and consult with the group and provide information on the website and social media.

At the end of the consultation period, any comments received from the public consultation will need to be reviewed by the group and the plan amended as required. The PC will need to review the plan once again and give approval for it to be sent to the Herefordshire Council for inspection.

5. Actions

- Tony W will prepare an article for the September issue of the newsletter to notify the public of the outcome from the fete and that the plan is now being written – deadline 16/08/2015, TW
- David will send to the group the draft of the plan 2 weeks before the meeting 17/09/2015 – deadline 03/09/2015, DN

6. Agenda items for the next meeting

- Review the draft of the plan
- Submission of the plan to the Parish Council
- Printing of the plan and letter drop
- Agree actions for the public consultation period

Dates for the next meetings - 19:30 at Sutton St. Nicholas Village Hall

- 17th September 2015



Sutton Neighbourhood Plan

Update on progress – September 2015

We are continuing to make progress with the Sutton St Nicholas Neighbourhood Development Plan and things have moved on since the summer.

A big thank you to those who visited the project team at the Fete back in July and provided feedback, comments and observations on the initial plan following the conversations with landowners back in the summer. Thanks also to other people who have provided feedback on the initial proposals.

The task now is to develop the first draft of the actual Neighbourhood Development Plan and this should be completed by the end of September. Once the Project Group have had the opportunity to discuss and finalise the draft, it will be sent to the Parish Council for their consideration. Depending on what the Parish Council decide, it is expected that the plan will then be circulated widely to everyone in the village for a further period of consultation before being finalised.

If you have any questions or comments, please contact the Clerk of the Parish Council at ssnparishclerk@btinternet.com

We will continue to keep you updated with progress.

Sutton Neighbourhood Plan Project Team

APPENDIX 5

CONSULTATION ON THE DRAFT PLAN

A5.1: Consultation Notice

A5.2: Covering letter for Plan delivery

A5.3: Comments form

A5.4: email to consultation bodies

A5.5: Poster

A5.6: Sutton News, December 2015

A5.7: Summary of draft Plan

A5.8: Project Group minutes, 22 February 2016 and 18 April 2016

A5.1: Consultation Notice

Regulation 14 Pre-submission consultation and publicity notice

In accordance with the Neighbourhood Planning (General) Regulations 2012, notice is given that a formal pre-submission public consultation on the draft Sutton St. Nicholas Neighbourhood Development Plan (NDP) will begin at 9.00 am on Monday, 7 December 2015 for a period of eight weeks ending at 5.00 pm on Friday, 29 January 2016.

Copies of the draft Plan will be delivered to households and businesses in the Parish. The draft Plan is also available:

- On the parish website at <http://www.suttonstnicholas.co.uk/> and follow the link to the neighbourhood plan
- On request from the Clerk to Sutton St. Nicholas Parish Council, by email to ssnparishclerk@btinternet.com or by post to 20 Willow Rise, Sutton St. Nicholas, Hereford HR1 3DH.
- For inspection at the Hereford Centre, Franklin House, 4 Commercial Road, Hereford HR1 2DB.

Supporting documents are available on the parish website at <http://www.suttonstnicholas.co.uk/>.

How to make comments on the draft Plan

Comments should be made in writing and include the name and address of the person making the comments. All comments submitted will be publicly available. A form is available for comments, which will be delivered with copies of the Plan and is available on the website.

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

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

Send your comments to the Sutton St. Nicholas NDP Project Group:

- by email to: ssnparishclerk@btinternet.com
- by post to: The Clerk to Sutton St. Nicholas Parish Council, 20 Willow Rise, Sutton St. Nicholas, Hereford HR1 3DH.
- by hand: at the Golden Cross or any of the following drop-in sessions at the Village Hall:
 - Monday, 11 January, 7.00 pm to 9.00 pm
 - Saturday, 16 January, 10.00 am to 1.00 pm
 - Monday, 18 January, 7.00 pm to 9.00 pm.

All comments must be received by 5.00 pm on Friday, 29 January 2016. These will be considered by the NDP Project Group and will help shape the final Plan. A Consultation Statement, including a summary of the main issues and concerns raised and how these were considered, will be published together with the final Plan.

A5.2: Covering letter for Plan delivery

Dear Parishioner/Consultee,

Sutton St. Nicholas Neighbourhood Development Plan

This is the consultation draft of the Sutton St. Nicholas Neighbourhood Development Plan.

The draft Plan responds to the messages from the household survey we carried out last year. The Project Group has also looked in more detail at possible land for new housing in and around the village, to meet housing needs and requirements. The Plan also deals with the village boundary, the local economy, design, and protecting open spaces.

We are now publishing and distributing the Plan so everyone can have their say. Tell us your views – this is your Plan. We'd particularly like to hear from the younger generation, because the Plan provides for the future of the parish up to 2031. You'll find details of how to respond inside the front cover. The closing date for comments is **5.00 p.m. on Friday, 29 January 2016**.

We'll then prepare a revised version of the Plan for submission to Herefordshire Council. The Plan then has to go through further consultation and a number of other checks. The final stage is a parish referendum – a majority of those who vote need to agree with the Plan for it to be finalised and come into use. It will then become the formal starting point for decisions on planning applications in the parishes, together with the complementary policies in Herefordshire Council's Local Plan.

I hope you'll enjoy reading the draft Plan, and I look forward to hearing your views.

Councillor Ronald Gow,
Chairman,
Sutton St. Nicholas Parish Council

**Supporting Communities
in Neighbourhood
Planning Programme**



A5.3: Comments form

| |
|---|
| Office use only Consultee No. Comment No. |
|---|



Public Consultation: Monday, 7 December 2015 – Friday, 29 January 2016

Comments sheet

PLEASE COMPLETE AND RETURN ONE FORM FOR EVERY COMMENT MADE

Comments should be made in writing and include your name and address. All comments submitted will be publicly available. If you wish to be kept updated on the progress of the Neighbourhood Plan, please also give us your email address (this will not be published).

Please make comments as specific as possible, quoting the relevant policy or paragraph number(s). If you are commenting on more than one policy/paragraph, please use a separate form for each separate subject. Additional copies of the form are available on the Sutton St. Nicholas parish website at <http://www.suttonstnicholas.co.uk/> or via the Parish Clerk.

Send your comments to the Sutton St. Nicholas NDP Project Group:

- by post: The Clerk to Sutton St. Nicholas Parish Council, 20 Willow Rise, Sutton St. Nicholas, Hereford HR1 3DH.
- By email: ssnparishclerk@btinternet.com
- By hand: at the Golden Cross and the advertised drop-in sessions at the Village Hall.

All comments must be received by 5pm on Friday 29 January 2016.

Your details:

| | |
|--|--|
| Name: | |
| Address: | |
| Email address: (if you wish to be kept updated) | |

Please give us your comments overleaf. Remember, please use a separate form for each comment – thank you.

Which part of the Plan are you commenting on?

| | |
|------------------|--|
| Page number | |
| Paragraph number | |
| Policy number | |

Are you supporting, objecting or just making a comment? (please tick)

| | |
|------------------|--|
| Support | |
| Object | |
| Making a comment | |

Your comment and/or suggested changes

Thank you for your comment.

A5.4: email to consultation bodies

Dear Consultee,

Sutton St. Nicholas Neighbourhood Development Plan

In accordance with the Neighbourhood Planning (General) Regulations 2012, notice is given that a formal pre-submission public consultation on the draft Sutton St. Nicholas Neighbourhood Development Plan (NDP) will begin at 9.00 am on Monday, 7 December 2015 for a period of eight weeks ending at 5.00 pm on Friday, 29 January 2016.

The draft Plan, together with supporting documents, may be viewed on the parish website at <http://www.suttonstnicholas.co.uk/> and follow the link to the neighbourhood plan.

How to make comments on the draft Plan

Comments should be made in writing, preferably using the comments form available on the website. Please complete a separate form for each comment made. Please make comments as specific as possible, quoting the relevant policy or paragraph number(s). All comments submitted will be publicly available.

Send your comments to the Sutton St. Nicholas NDP Project Group:

- by email to: ssnparishclerk@btinternet.com
- by post to: The Clerk to Sutton St. Nicholas Parish Council, 20 Willow Rise, Sutton St. Nicholas, Hereford HR1 3DH.
- by hand: at the Golden Cross or any of the following drop-in sessions at the Village Hall:
 - Monday, 11 January, 7.00 pm to 9.00 pm
 - Saturday, 16 January, 10.00 am to 1.00 pm
 - Monday, 18 January, 7.00 pm to 9.00 pm.

All comments must be received by 5.00 pm on Friday, 29 January 2016.

These will be considered by the NDP Project Group and will help shape the final Plan. A Consultation Statement, including a summary of the main issues and concerns raised and how these were considered, will be published together with the final Plan.

Thank you for your interest in the Plan,

Regards

Councillor Ronald Gow,
Chairman,
Sutton St. Nicholas Parish Council

The logo for Sutton St. Nicholas Neighbourhood Plan is a blue triangle pointing upwards. The text "SUTTON ST. NICHOLAS NEIGHBOURHOOD PLAN" is written in white, uppercase letters along the top edge of the triangle. In the center of the triangle, the words "Shape Sutton Now" are written in a large, bold, white font.

SUTTON ST. NICHOLAS NEIGHBOURHOOD PLAN
Shape Sutton Now

The draft Neighbourhood Plan has now been published – and we want to hear your views.

Come to the drop-in sessions at the Village Hall

Monday, 11 January, 7.00 pm to 9.00 pm
Saturday, 16 January , 10.00 am to 1.00 pm
Monday, 18 January, 7.00 pm to 9.00 pm.

Visit <http://www.suttonstnicholas.co.uk/> to learn more.

**Let us have your comments by 5.00 p.m. on Friday,
29 January 2016**

We look forward to hearing from you

Sutton St. Nicholas Parish Council



Draft Plan out for consultation

Since our last update in the summer, we have been busy putting the first draft of the Plan together, and this is now being published for consultation.

The consultation will begin on **Monday, 7 December 2015** and will last for eight weeks, ending at 5.00 pm on **Friday, 29 January 2016**. We will be delivering copies of the Plan to households and businesses throughout the parish, and you'll find full details of how to respond inside.

We are organising several drop-in sessions at the Village Hall, when you can talk to members of the project team who'll be able to help you with any queries you may have. Do come along – they are being held on:

- Monday, 11 January, 7.00 pm to 9.00 pm
- Saturday, 16 January, 10.00 am to 1.00 pm
- Monday, 18 January, 7.00 pm to 9.00 pm.

In the Plan, you'll find our draft policies on the planning issues that matter to you – such as the village boundary, land for new housing, the local economy, design, and protecting open spaces. Tell us your views – this is your Plan.

We'll then produce a revised version of the Plan for submission to Herefordshire Council, when there'll be further consultation. The Plan has to go through a range of checks, including an independent Examination, before it is approved for adoption. The final stage is a parish referendum – a majority of those who vote need to agree with the Plan for it to be finalised and come into use. At that point, together with the complementary policies in Herefordshire Council's Local Plan, it will become the formal starting point for decisions on planning applications in the parish.

If you have any questions or comments, please contact the Clerk of the Parish Council at ssnparishclerk@btinternet.com

We look forward to hearing your views.

Sutton Neighbourhood Plan Project Team

A5.7: Summary of draft Plan



The Parish Council have just produced the first draft of a new type of Plan for the area – a Neighbourhood Development Plan. The Plan is out for consultation until Friday 29 January 2016.

This leaflet gives you a taste of what's in the Plan, and details of where you can find out more.

The new Plan

The Plan is about how the village and parish will grow and develop up to 2031. It deals with new housing, jobs and services – but also serves to protect the environment and encourage good design.

We have decided to use new powers in the Localism Act to set our own planning policies. Building on the Parish Plan, this will give us greater control over how the parish develops.

Once the Plan is adopted, our policies will form the legal basis for taking decisions on planning applications (together with other planning policies of Herefordshire Council).

The Plan is a real opportunity to decide where any new development should go, and what it should look like.

What's in the Plan

In the Plan you'll find:

- Details of how new housing development is to be accommodated within the parish;
- A revised Sutton St Nicholas planning boundary;
- Proposals for two new village housing developments, to the north next to The Linnings and to the south at The Lane;
- Encouragement for local jobs, including through homeworking and by making use of redundant rural buildings;
- Support for keeping and expanding village services – particularly a village shop;
- Details of how financial contributions from new developments may be used – such as public open

Supporting Communities in
Neighbourhood Planning
Programme

spaces, highway works and addressing traffic speed;

- Policies to protect the valued landscape of the parish and the setting of the village;
- Requirements for new buildings to be in keeping with their surroundings;
- Proposals to protect open spaces within the village as Local Green Space, at the old orchard, Marden Road and at land west of Upper House Farm;
- Protection for public open space held by the Parish Council.

The Plan includes a map setting out the village boundary, housing and open space proposals, and this is reproduced overleaf.

Find out more

The new Plan is out for consultation. Since the Plan looks to the future, we'd particularly like to hear from the younger generation.

Go to <http://www.suttonstnicholas.co.uk/> to learn more, or come to our drop-in sessions at the Village Hall:

- Monday, 11 January, 7.00 pm to 9.00 pm
- Saturday, 16 January, 10.00 am to 1.00 pm
- Monday, 18 January, 7.00 pm to 9.00 pm

Next steps

We'll take on board your comments and prepare another, revised version of the Plan for submission to Herefordshire Council.

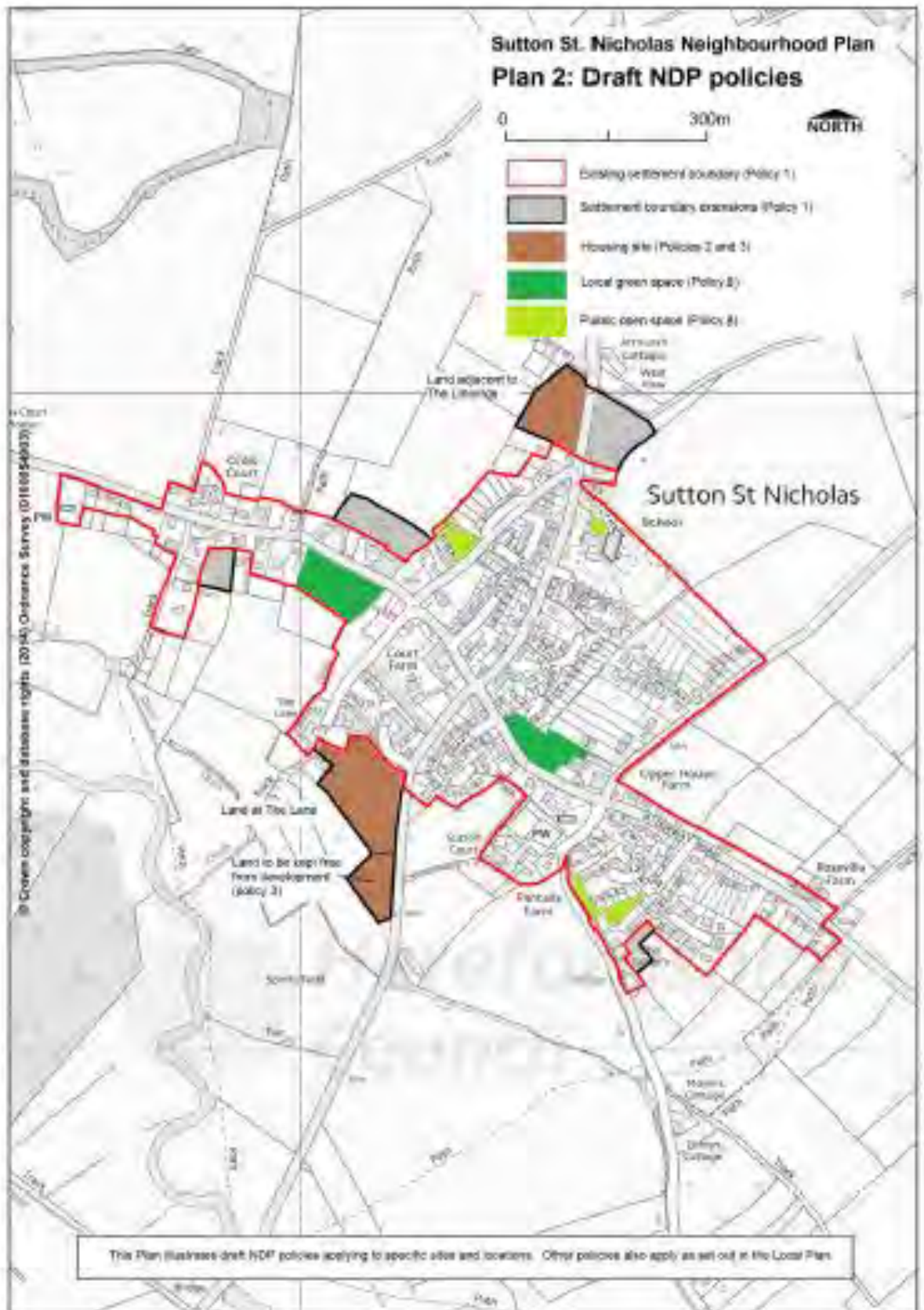
The Plan then has to go through a range of checks, including an independent Examination, before it is approved for adoption. The final stage is a parish referendum – a majority of those who vote need to agree with the Plan for it to be finalised and come into use.

Thank you for taking the time to read this summary of the Plan- don't forget to let us have your thoughts by **Friday 29 January 2016**.

Councillor Ronald Gow
Chairman, Sutton St. Nicholas Parish Council



LOTTERY FUNDED



A5.8: Project Group minutes, 22 February 2016 and 18 April 2016

Sutton St. Nicholas Neighbourhood Development Plan Project Group
Meeting 22 February 2016
Sutton St. Nicholas Village Hall

Minutes

Present

Cllr Ronald Gow, Cllr Richard Andrews, Cllr Ian Nicholas, David Nicholson, Adrienne Bryce,
Andrew Ashcroft, Tony Ford

1. Apologies for absence
Tony Walmsley

2. Review and approve previous minutes - 04/02/2016

No comments on the minutes; these were approved.

3. Declarations of Interest

Richard Andrews did not take part in group discussion and decision making regarding the new proposal received during the consultation period for land with development potential (item 6a on the agenda).

4. Actions since last meeting

1. David prepared and provided to the group an analysis of all comments received in the consultation period as well as a draft Addendum to the Housing Site Assessment.
2. An article was placed in the Sutton News thanking parishioners for all comments received in the consultation period.

5. Consultation period – analysis of comments/objections received

David prepared a detailed summary of comments/objections received from stakeholders and parishioners (summary of comments to Regulation 14 consultation December 2015/January 2016). The document references the policies associated with the comments/objections and recommendations, if any, to change the Plan. The summary was provided to the group prior to the meeting.

For the benefit of the minutes, below is an overview of the analysis as per the document summary:

Herefordshire Council confirms that the Plan is in general conformity with the higher-level Core Strategy. Additions are recommended re amenity and pollution, active travel and the route of the Herefordshire and Gloucestershire Canal.

The statutory consultees are generally supportive of the Plan's approach and the identified housing sites. Clarification is sought re drainage, particularly in light of the lack of capacity at the village waste water treatment works; and flood risk. A new policy on green infrastructure is recommended by Natural England.

A total of 29 members of the public responded to the consultation. Several took the opportunity to make more than one comment, on different aspects of the Plan. There were 19 general expressions of support to the Plan as whole, and 26 more specific responses, which included supporting comments, queries, suggestions as to how the Plan might be amended, and a limited number of objections. A number of changes are proposed as a result of comments made.

Alternative housing site proposals were put forward in respect of land at Upper House Farm (2 responses by agents for the landowners) which raise objections to several Plan policies. A separate draft Addendum to the Housing Site Assessment had been prepared in respect of the land areas involved.

Sutton St. Nicholas Neighbourhood Development Plan Project Group
Meeting 22 February 2016
Sutton St. Nicholas Village Hall

The group reviewed and discussed all the comments, some of which have led to amendments to the 8 Policies in the SSN draft NDP. In respect of an objection to the proposed extension to the settlement boundary rear of The White House, it was agreed no change be made.

6. Housing Site Assessment – draft Addendum – February 2016

David prepared and issued this report which is a draft Addendum to the Housing Site Assessment (HSA) undertaken in 2015 for the Sutton St Nicholas Neighbourhood Plan Project Group. This is in response to the two formal notifications received on behalf of landowners, Mr I Williams and Mr G Williams (Upper House Farm), bringing land forward for potential development. A meeting was to be arranged with the agents/owners. Action 1. The Group discussed each area of land as follows:

Land to the east of Upper House Farm, SSN12, which is North East of the village (refer to map Plan 1: sites for assessment) – the group voted (with the exception of Richard Andrews) to not include this land for potential development in the SSN Plan. Release of the site would set a new direction for development in depth for the village, breaching the clear limits set by the highway Sutton Hill and by the existing frontage development along Ridgeway. The representations suggest that development of the site to its full potential would not be pursued, though this would be hard to resist in planning terms and is unwarranted by current housing requirements. The lack of strong northern boundary features would also limit the degree to which future extensions could be managed. The scope for landscape impacts arising from its elevated position was also taken into account.

Land at Upper House Farm, SSN13, which comprises a working farmyard, farmhouse and open land all within the former and proposed village settlement boundary (refer to map Plan 1: sites for assessment) – the group considered that its location within the settlement boundary meant that some development could already come forward as a “windfall”, with no need to allocate. The open land in the west of the site made a clear contribution to village character and the continued recognition of the value of this open space would meet Plan and community aspirations to protect such areas and habitats, and its protection as Local Green Space should continue (see below). The group voted (with the exception of Richard Andrews) to make no change to the Plan.

Chairman, Tony Walmsley was unable to attend the meeting, but did provide his comments by e-mail prior to the meeting. In summary, Tony W is in support of the proposed approach.

7. Local Green Space designation

Upper Farm House

In regards to the open land west of the farm, the draft NDP proposes that this land be protected as Local Green Space, which was objected to by the landowners. In response to the objection, David prepared a detailed summary laying out the reasons why this land does qualify for Local Green Space designation.

The group agreed unanimously that this land should remain protected as per the NDP, with further detail setting out the reasons for the designation to be included within the Plan.

Land at the school

A proposal was received during the consultation period to allow the school grounds to be designated as Local Green Space. The group agreed that as this land belongs to the school and is used only by the school, and that it does not meet the criteria set by the National Planning Policy Framework for Local Green Space designation.

8. Next Steps

David will work on finalising the SSN NDP itself, which will be circulated to the group for review, together with a finalised HSA Addendum. Action 2.

David will also prepare the consultation statement and basic conditions statements, which along with the NDP forms the basis of the submission documents for inspection. Action 3.

Sutton St. Nicholas Neighbourhood Development Plan Project Group
Meeting 22 February 2016
Sutton St. Nicholas Village Hall

The next meeting of the group will be decided once David has completed the above documents. This meeting will be to agree that these documents can go to the Parish Council for their approval to submit them to the Herefordshire Council for inspection. Action 4.

Actions

1. David and Tony F to meet with the agents on behalf of Messrs Williams (Action 1 – TF/DN).
2. NDP to be revised, finalised and circulated to Group, together with final HSA Addendum (Action 2 – DN).
3. Consultation Statement and Basic Conditions Statement to be drafted and circulated to Group (Action 3 – DN).
4. Next NDP meeting date to be agreed once the revised NDP and Statements are available (Action 4 – ALL)

Sutton St. Nicholas Neighbourhood Development Plan Project Group
Meeting 18 April 2016
Sutton St. Nicholas Village Hall

Minutes

Present

Cllr Ronald Gow, Cllr Richard Andrews, Cllr Ian Nicholas, David Nicholson, Adrienne Bryce, Tony Ford, Tony Walmsley

1. Apologies for absence

Andrew Ashcroft

2. Review and approve previous minutes – 22/02/2016

No comments on the minutes; these were approved.

3. Declarations of Interest

Richard Andrews did not take part in group discussion in regards to the final draft of the Neighbourhood Development Plan.

4. Actions since last meeting

1. David and Tony F met with the agents and landowner to discuss their representations to the draft Plan re land at Upper House Farm (sites SSN12 and SSN13 in the HSA Addendum) - complete
2. NDP finalised and circulated to Group, together with final draft of the HSA Addendum - complete
3. Consultation Statement and Basic Conditions Statement drafted and circulated to Group - complete

5. Housing Site Assessment - Addendum

The addendum was drafted to assess the sites put forward as land for potential development (SSN12 and SSN13). Pursuant to the meeting of the Group on 22 February, a site meeting was held between Tony Ford, David Nicholson, the landowner and their agents. Subsequently, the agents attended the Parish Council meeting on 4 April 2016, where their proposals for SSN13 were supported in principle.

The Addendum concluded as follows:

- Land to the east of Upper House Farm, SSN12- there is no potential for development and the site should not be included in the Plan.
- Land at Upper House Farm, SSN13 - there is potential for development to come forward as a windfall scheme with a mix of conversion and new build. This would largely meet the Plan's windfall assumptions and deliver affordable housing and highway visibility improvements, as well as enhancement of the open space (traditional orchard) to the west. It was acknowledged that to achieve these outcomes the extent of the Local Green Space in the draft Plan would need to be reviewed.

The Group discussed the findings of the Addendum and agreed on balance that the Local Green Space shown at Upper House Farm in the draft Plan should be reduced in order to help achieve the positive outcomes, including to the remaining Green Space itself, which a windfall development could deliver. It was agreed that the HSA addendum should be approved.

6. Submission Plan and other documents

1. Neighbourhood Development Plan including Policies Maps
2. Consultation Statement
3. Basic Conditions Statement

Sutton St. Nicholas Neighbourhood Development Plan Project Group

Meeting 18 April 2016

Sutton St. Nicholas Village Hall

4. Environmental Report and Habitat Regulation Assessment

David Nicholson presented each of these in turn. They were now before the Group in their proposed final form. Comments made by Group members following their circulation in draft form had been incorporated, as had the findings of the HSA Addendum. David reviewed the responses to the representations on the draft Plan which were set out in detail in Appendix 6 of the Consultation Statement, explaining that where changes were agreed as a result, these were now reflected in the submission draft Plan.

The NDP Group agreed at this meeting to approve all the documents referred to above, which will now be submitted to the Parish Council for the next meeting on the 3 May 2016. Note: Richard Andrews did not vote in regards to the Neighbourhood Development Plan.

Actions

- SSN Village Policies Map (Herefordshire Council document) - adjustment needed to the village boundary as it does not take into account a parcel of land at Upper Court - David.
- The Plan and the two statements will now be finalised in readiness for the Parish Council meeting - David.

7. Next steps

As the documents listed in section 6 were approved at this meeting, the NDP Group in conjunction with David Nicholson as Consultant to the Group has achieved its objectives: a Sutton St. Nicholas NDP has been produced along with the accompanying statements. This is the last meeting of the NDP Group as the Parish Council now assumes responsibility for the next steps, which are:

1. Approve the Plan and accompanying documents at the next meeting to be held 3 May 2016.
2. Submit all documents to the Herefordshire Council

The Chairman thanked all members of the Group and David Nicholson as planning consultant for their work, and also made reference to the contribution of Liz Connors. Ian Nicholas as vice-chair thanked Tony Walmsley for acting as chairman.

Actions

- Place an article in the Sutton News, following the meeting on the 3 May 2016 informing the Parish that a final Plan has been approved and will be submitted to the Herefordshire Council, including the next stage of the process – Tony F and Tony -W.
- David will prepare a summary of the Consultation Statement and a synopsis of the Plan, which will be distributed to all households – David.
- Distribute the above documents to the households – NDP Group.

Appendix 6

RESPONSES MADE ON THE DRAFT PLAN

This Appendix deals with the responses made to the draft Plan and explains how they have been considered and addressed in preparing the submission draft Plan. Consultation responses and changes to the draft Plan made as a result are presented in three tables:

Table A6.1: responses by Herefordshire Council and the other consultation bodies, including Natural England's response on the Environmental Report and Habitats Regulations Assessment.

Table A6.2: responses by members of the public.

Table A6.3: responses on behalf of landowners.

Table A6.1: Responses by consultation bodies

| Consultee | Response | | | | Parish Council response including amendments to draft Plan |
|--|--|---|------------------------------------|-----------------|--|
| Herefordshire Council (Neighbourhood Planning) | <p>This Neighbourhood Plan is well researched and incorporates details and conclusions taken from consultations held with the Parishioners.</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.</p> <p>The supporting text to each policy highlights the need for the policy and the evidence behind it.</p> <p>The two allocated sites ensure that the delivery of the housing growth within the Parish is likely to come forward within the Plan period.</p> | | | | No change required. |
| Herefordshire Council (Planning policy) | Draft Neighbourhood plan policy | Equivalent CS policy(ies) (if appropriate) | In general conformity (Y/N) | Comments | No change required. |
| Policy 1- Settlement Boundary | N/A | Y | | | |
| Policy 2- Delivering New Housing | SS2, RA2 | Y | | | |
| Policy 3- Criteria for New Housing Development | H1, H3, SD1, SD3, OS1, MT1 | Y | | | |

| Consultee | Response | | | | Parish Council response including amendments to draft Plan |
|--|--|--------------------|---|--|--|
| | Policy 4- Small-Scale Employment | RA6, E1, E3 | Y | | |
| | Policy 5- Local Community Facilities | SC1, OS1-OS3 | Y | | |
| | Policy 6- Landscape | LD1 | Y | | |
| | Policy 7- Building Design | LD1, LD4 | Y | | |
| | Policy 8- Open Spaces | LD1, LD3, OS1- OS3 | Y | | |
| Herefordshire Council (Environmental health – dust, noise and pollution) | <p>The plan is in general conformity with the Core Strategy, supplementing its policies in a local context, and demonstrates that it can deliver the required housing targets.</p> <p>We have no objections to the proposed extensions to the settlement boundaries or the two sites proposed. To safeguard the amenity of future residential occupants, however, we would recommend that the criteria for new housing development be amended to specify that the amenity of future residential occupants should not be adversely affected by existing development – agricultural or industrial. This is particularly important for windfall proposals as they may be on existing working farms whose activities could potentially impact on the amenity of new residential occupants.</p> | | | | Agreed: additional criteria added to policy 3. |

| Consultee | Response | Parish Council response including amendments to draft Plan |
|---|--|---|
| Herefordshire Council (Environmental health – contaminated land) | <p>Having reviewed Ordnance survey historical plans, I would advise that the two areas identified as; ‘Housing sites’ (indicated in brown) on the plan titled; ‘Plan 2: Draft NDP polices’, have both been historically used as orchards. By way of general advice I would mention that orchards can be subject to agricultural spraying practices which may, in some circumstances, lead to a legacy of contamination and any development should consider this.</p> <p><u>General comments:</u> Developments such as hospitals, homes and schools may be considered ‘sensitive’ and as such consideration should be given to risk from contamination notwithstanding any comments. Please note that the above does not constitute a detailed investigation or desk study to consider risk from contamination. Should any information about the former uses of the proposed development areas be available I would recommend they be submitted for consideration as they may change the comments provided.</p> <p>Finally 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>These comments are provided on the basis that any other developments would be subject to application through the normal planning process.</p> | Agreed: historic use of both allocation sites as orchards and possibility of contamination from spraying referred to in explanatory text to policy 3. |
| Herefordshire Council (Transportation) | <p>We would like to see access for active travel measures extended to be included within the policies highlighted below.</p> <p>Policy 4 Small Scale Employment Policy 5 Local Community Facilities</p> | Agreed: active travel referred to in policies 3, 4, 5 and explanatory text to new policy 9 (Green infrastructure). |

| Consultee | Response | Parish Council response including amendments to draft Plan |
|------------------------------|--|---|
| | <p>Policy 8 Open Spaces</p> <p>Also, we would like the parish to be mindful that the line of the Herefordshire and Gloucestershire canal runs through the parish boundary and would like to be safeguarded in-line with policy E4 of the core strategy.</p> | <p>Agreed: Herefordshire and Gloucestershire Canal referred to in explanatory text to new policy 9.</p> |
| Coal Authority | <p>Thank you for consulting The Coal Authority on the above. Having reviewed your document, I confirm that we have no specific comments to make on it at this stage.</p> | <p>No change required.</p> |
| Historic England | <p>Historic England are supportive of the Vision and objectives set out in the Plan and the content of the document, particularly its emphasis on local distinctiveness including undesignated heritage assets and the maintenance of historic rural character.</p> <p>Overall the plan reads as a well-considered, concise and fit for purpose document which we consider takes a suitably proportionate approach to the historic environment of the Parish.</p> <p>Beyond those observations we have no further substantive comments to make on what Historic England considers is a good example of community planning.</p> | <p>No change required.</p> |
| Dwr Cymru Welsh Water (DCWW) | <p>Given that the Sutton St. Nicholas NDP has been prepared in accordance with the Adopted Herefordshire Local Plan Core Strategy (CS), DCWW are supportive of the aims, objectives and policies set out.</p> <hr/> <p>Policy 3: With specific regard to Policy 3 of the NDP, whilst we are supportive of the criteria and acknowledge and applaud the reference to sustainable drainage and wastewater treatment, we feel the addition of</p> | <p>No change required.</p> <hr/> <p>Agreed: suggested text added to policy 3 together with additional explanatory text.</p> |

| Consultee | Response | Parish Council response including amendments to draft Plan |
|-----------|---|---|
| | <p>the following (in line with Policy SD4 – ‘Wastewater treatment and river water quality’ of the CS) to the policy text would emphasise and provide further clarity that development will only be permitted where the capacity of the public sewerage network/wastewater treatment works (WwTW) allows:</p> <p><i>Development that may result in the capacity of the wastewater treatment works (WwTW) and/or the public sewerage network becoming overloaded will not be permitted.</i></p> <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>With specific regard to the proposed housing allocations, we offer the following comments:</p> <p>Land at the Lane (20 units)</p> <p><u>Water supply</u></p> <p>There are no issues in providing a supply of clean water to this proposed allocation. Off-site water mains may be required.</p> <p><u>Sewerage</u></p> <p>There are no issues in the public sewerage network accommodating the foul-only flows from this proposed allocation. Off-site foul sewers may be required. The site is traversed by a 6” foul public sewer for which protection measures will be required, either in the form of a diversion or easement width.</p> <p><u>Wastewater treatment</u></p> <p>Sutton St. Nicholas is served by our Moreton-on-Lugg WwTW. This WwTW is currently overloaded and is therefore unable to accommodate the flows from this proposed allocation. There are no improvements planned within</p> | <p>Agreed: explanatory text added to both site allocations to record the advised position regarding water supply, sewerage, and wastewater treatment.</p> |

| Consultee | Response | Parish Council response including amendments to draft Plan |
|-------------------------|--|--|
| | <p>our current Asset Management Plan (2015-2020). If the proposed allocation is to progress in advance of our regulatory investment, potential developers will need to instruct DCWW to undertake a feasibility study to understand the level of improvements required.</p> <p>Land adjacent to The Linnings (18 units)</p> <p><u>Water supply</u> There are no issues in providing a supply of clean water to this proposed allocation. Off-site water mains may be required. The site is traversed by a 4" water main for which protection measures will be required, either in the form of a diversion or easement width.</p> <p><u>Sewerage</u> There are no issues in the public sewerage network accommodating the foul-only flows from this proposed allocation. Off-site foul sewers may be required.</p> <p><u>Wastewater treatment</u> As above.</p> | |
| Environment Agency (EA) | <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>The NP does put forward two sites with the potential to deliver up to 38 dwellings. Both these sites fall wholly within Flood Zone 1, the low risk Zone. It is acknowledged that 'Land at the Lane' borders the Lugg</p> | <p>No change required.</p> <p>No change required.</p> |

| Consultee | Response | Parish Council response including amendments to draft Plan |
|----------------------|--|--|
| | <p>Floodplain and that the Southern portion of the site is to be kept free from development to provide a sensitivity buffer, which is welcomed.</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 (pluvial) flooding with your drainage team as the Lead Local Flood Authority (LLFA).</p> <p>It is similarly important that any forthcoming windfall/infill development sites are located on land at the lowest risk of flooding and accord with Herefordshire Councils Core Strategy (Policy SD3 – Sustainable Water Management and Water Resources).</p> <hr/> <p>The Plan (paragraph 5.19) confirms that, in respect of wastewater flows, conservation target objectives for the River Lugg are at risk due to excessive nutrient levels, primarily Phosphate. It is imperative that development within the Parish does not exacerbate problems with the Lugg and that it accords with the Core Strategy (Policy SD4 – Waste Water Treatment and River Water Quality). The submitted Pro-Forma (received, via email, from Councillor Ronald Gow), confirms issues with capacity at the treatment works and that improvements are required to facilitate development over the plan period. The NP does confirm that connection should be to the Treatment Works and therefore discussions with Welsh Water should be undertaken to ensure that the works can accommodate development without impacts upon the Lugg. We would expect confirmation on this point in the next iteration of the NP.</p> | <p>No change required.</p> <p>Agreed: additional criteria added to policy 3 in respect of applying the sequential and exception tests to the location of windfall housing development, and additional explanatory text.</p> <p>Agreed: incorporated within the amendments to policy 3 / additional explanatory text arising from DCWW response, see above.</p> |
| Natural England (NE) | Policy 2: Delivering new housing: We would advise adding to the supporting text for this policy at 5.19, that developers should be aware that Welsh Water/ Dŵr Cymru has stated that the mains sewer has no | Agreed: incorporated within the amendments to policy 3 / additional explanatory text arising |

| Consultee | Response | Parish Council response including amendments to draft Plan |
|-----------|--|---|
| | capacity and therefore developers should engage with Welsh Water/ Dŵr Cymru, the Environment Agency and Natural England at an early stage. | from DCWW response, see above. |
| | <p>Policy 3: Criteria for new housing development: We advise adding to criteria 2, that proposal should include details of how surface water will be dealt with.</p> <p>To strengthen the policy, an additional criteria could be added that development that will have an adverse effect on the River Wye Special Area of Conservation (SAC) / River Lugg Site of Special Scientific Interest (SSSI) will not be permitted.</p> <p>We welcome the inclusion within the policy for the southern part of the Land at the Lane to not be developed and to be used for structural landscaping, designed and specified to enhance wildlife.</p> | <p>Agreed: reference to use of sustainable drainage to manage surface water included in criteria 2 to the policy.</p> <p>Agreed: incorporated within policy 3.</p> <p>No change required.</p> |
| | Policy 6: Landscape: We advise looking at the relevant National Character Areas (NCAs) for the parish to help inform the policy. NCAs divide England into 159 distinct natural areas. Each is defined by a unique combination of landscape, biodiversity, geodiversity and cultural and economic activity. | No change required. The draft Plan refers to the relevant National Character Area, Herefordshire Lowlands. |
| | Green Infrastructure: We advise having a specific policy on green infrastructure to include more about green infrastructure, to protect existing green infrastructure within the boundary of the plan area and to promote creation of new green infrastructure if new development proposals come forward. Such green infrastructure could include protection and creation of floodplain grazing marsh, traditional orchards, woodland, and wildlife corridors and other environmental assets in the area to preserve and expand the existing ecosystem network. You may find it helpful to refer to the Herefordshire Green Infrastructure Study (2010). | Agreed: new policy and explanatory text added to Plan. |

| Consultee | Response | Parish Council response including amendments to draft Plan |
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| | <p>Multi-functional green infrastructure is important to underpin the overall sustainability of a development by performing a range of functions including flood risk management, the provision of accessible green space, climate change adaptation and supporting biodiversity. An example of a green infrastructure provision is sustainable drainage systems. These can deliver benefits for people and for wildlife and make a valuable contribution to the local green infrastructure network. Actions such as re-naturalising watercourses can also bring multifunctional benefits, including benefiting flood attenuation. Woodland planting can also help mitigate flooding, see Woodland for Water: Woodland measures for meeting Water Framework Directive objectives for further information.</p> <p>Research indicates that green roofs/living roofs can reduce run-off and thereby the risk of surface water flooding; reducing the requirement for heating and air-conditioning; and providing habitat for wildlife. Further information can be found here: http://livingroofs.org/.</p> <p>Proposals may present opportunities to incorporate features such as roosting opportunities for bats, the installation of bird nest boxes or the use of native species in the landscape planting and we advise including within a green infrastructure policy the requirement for ecological enhancements.</p> <p>You may wish to consider identifying within the plan potential areas to be targeted for creation of wildlife corridors, to improve connectivity between habitats, and could link this with this policy. The MAGIC website can help you identify areas of priority habitat and ancient woodland. We advise including policy to protect specifically priority habitat (for example the floodplain grazing marsh, traditional orchards, woodland) and other environmental assets in the area to preserve the existing eco-system network.</p> | |

| Consultee | Response | Parish Council response including amendments to draft Plan |
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| <p>Natural England (NE) response to HC consultation on the NDP's SEA and HRA reports.</p> | <p>Habitats Regulations Assessment (HRA) Report: Having reviewed the Habitats Regulations Assessment (HRA) Report we agree with the conclusion that the Sutton St Nicholas Neighbourhood Plan will not have a likely significant effect on the River Wye SAC as the draft neighbourhood plan conforms with the adopted Herefordshire Core Strategy and the proposed housing allocations fall within the level of growth proposed for the Housing Market Area in the Herefordshire Core Strategy.</p> <p>Environment Report: Natural England welcomes the production of an Environmental Report. Having reviewed the report Natural England confirms that it meets the requirements of the Strategic Environmental Assessment (SEA) European Directive and national regulations, and that we concur with its conclusions.</p> | <p>No change required.</p> |

Table A6.2: Public responses

| Policy reference and number of responses | Responses | Parish Council response including amendments to draft Plan |
|---|--|---|
| Policy 1, Settlement boundary: 6 responses | Suggestion for boundary amendment at The Cresswells to reflect a planning change of use of minor garden area. | Agreed: settlement boundary amended at The Cresswells to reflect the planning change of use. |
| | Plot at the Talbots shown incorrectly following recent planning permission. | Settlement boundary at this location should revert to as per the UDP to maintain planning control. |
| | General comment regarding how the boundary excludes rear garden areas, which should be included. | No change required: exclusion of garden areas enables control of backland development. |
| | Query as to whether settlement boundary extensions will then automatically be treated as Conservation Area. | No change required: Conservation Area boundaries unaffected by changes to settlement boundaries. |
| | Support for exclusion of farmland east of Churchway. | No change required: land east of Churchway considered as SSN12 in the HSA Addendum. See table A6.3 below. |
| | Objection to settlement boundary extension at The White House as proposed in draft Plan on character and access grounds. | No change required: site considered as SSN9 in the HSA, where access and heritage assets are taken into account. There is scope for limited windfall development and this is recognised by including the site within the settlement boundary. |

| Policy reference and number of responses | Responses | Parish Council response including amendments to draft Plan |
|--|---|---|
| Policy 2, Delivering new housing: 7 responses. | Concern as to the use of “minimum” in respect of housing provision, seeking a maximum figure to be set as well (3 responses). | The approach to setting housing requirements as a minimum reflects Core Strategy requirements. New paragraph added to housing delivery section to confirm that the Core Strategy does not allow housing provision to be capped. |
| | Responses on scale of housing provision: seeking a significant increase in provision, with land west and east of Upper House Farm being suggested (1 response); supported in principle by one other; converse view that Sutton was about the right size and that growth needed to be carefully regulated if its character was to be retained (1). | No change required: the housing delivery provisions reflect the Core Strategy requirements and are proportionate to the size and requirements of the village and Neighbourhood Area. |
| | Reference to dangers of increased surface water run-off from land east of Churchway, if it was to be developed. | No change required: land east of Churchway considered as SSN12 in the HSA Addendum. See table A6.3 below. |
| Policy 3, Criteria for new housing development: 4 responses. | Support for provision of starter homes and bungalows. | No change required : policy 3 requires dwelling types, sizes and tenures to meet local housing requirements and refers to household survey support for bungalows. |
| Policy 3, land at The Lane: 3 responses. | Concerns re impact of development on third parties from increased surface water run-off, flood risk and access. | No change required: matters already addressed within policy |

| Policy reference and number of responses | Responses | Parish Council response including amendments to draft Plan |
|--|---|--|
| | | and proposed additions re surface water drainage (see above, table A6.1, response to Natural England comment). |
| Policy 4, Small-scale employment 1 response | Reference to light levels in this policy should apply to any village development, to preserve “darkness”. | Agreed: reference to limiting light pollution included within policy 7, Building design. |
| Policy 5, Local community facilities: 2 responses. | Support for the provision of village shopping facilities. | No change required: matter addressed within policy 5. |
| Policy 8, Open spaces; 3 responses. | <p>Objection to the designation of land west of Upper House Farm as Local Green Space, additional to the landowner objection set out in table A6.3.</p> <p>Suggestion that the school playing field/associated open space be designated as Local Green Space.</p> <p>Query regarding how such Space is to be protected given its private ownership.</p> | <p>See below.</p> <p>No change required: land does not meet the relevant NPPF criteria for this designation.</p> <p>Policy 8 provides for the protection of Green Space, to be taken into account when development proposals come forward.</p> |

Table A6.3: Landowner responses

Two separate responses were made on behalf of a local landowner at Upper House Farm, Sutton St Nicholas. These responses raise 4 objections to policies 1, 2, and 8 in support of representations seeking the inclusion of land at Upper House Farm for housing development. An Addendum to the Housing Site Assessment has been prepared in respect of the land areas involved to address the matters raised.

| Consultee | Response | Parish Council response |
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| JCPC Planning Consultancy on behalf of Messrs I and G Williams, Upper House Farm, Sutton St Nicholas. | <p>I have been appointed by Messrs Williams of Upper House Farm Sutton St Nicholas to raise objections to the Draft Neighbourhood Plan with particular reference to Policy1 the proposed Development Boundary, Policy 2 Delivering New Housing and Policy 8 the allocation of Green Spaces. This representation supports the representations submitted by Brightwells Ltd also on their behalf.</p> <p>My client, Messrs Williams are in joint ownership of Upper House Farm, a working farm which lies within the centre of the village in a highly sustainable location, within easy walking distance of all the community facilities. The land owned by my clients is outlined on the attached pro map and comprise Upper House Farm, the adjoining listed buildings and working Farm buildings and two parcels of land one to the east accessed off Ridgeway Road and secondly to the north of Church Way.</p> <p>Policies One and Two</p> <p>My clients believe that the land to the east off Ridgeway Road is more suitable for residential development than the land identified as a potential development site at The Lane in Policy 2 of the Draft Plan. The Ridgeway Road site (Rear of Churchway House) lies immediately adjacent the village in an area characterised by residential development and will have significantly less impact on the landscape and setting of the village than the site at The Lane. Both sites are identified as having constraints within the Councils Strategic Housing Land Availability Assessment (SHLAA) however my clients site identified as 0/SUT/017 Land to the Rear of Churchway House is identified in the summary of developable sites as having the ability to accommodate up to 60 dwellings. Whilst the clients would not wish to pursue the 60 dwellings they consider that their site is far more suitable to accommodate the proposed 20 dwellings than the site at The Lanes. This latter site is very visible when entering and leaving the village and will extend the residential element to the south into what is perceived to be open countryside. There is also understood to be some issues with flooding on the site.</p> | <p>An HSA Addendum has been commissioned to assess these site proposals.</p> <p>Land to the east of Ridgeway Road (Addendum site SSN12) would set a new direction for growth, breaching clear boundaries and with implications for further land to the north. No change required.</p> <p>Land to the west of Upper House Farm (Addendum site SSN13) is within the village settlement boundary. The HSA has identified potential for development on the eastern portion of the site which would contribute to meeting the Plan’s windfall assumptions, deliver affordable housing and visibility improvements at the existing Sutton Hill/Ridgeway junction. The scheme could also enable open space enhancements on land to the west, a traditional orchard, and maintain the</p> |

| Consultee | Response | Parish Council response |
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| | <p>The Site Suitability Assessment carried out by yourselves clearly recognises the sensitivity of the location at The Lanes as a potential issue and suggests structural landscaping to mitigate this. However, one of the main argument for its location, supported by local residents appears to be based on the fact that the site would be accessible to Hereford without traffic running through the village. This argument does not take into account the potential for traffic to travel north through the village and as such does not appear to carry significant weight which would override its sensitive location. It is also considered that the development of the site will be detrimental to the setting of Sutton Court unregistered park and garden which is opposite the site's eastern boundary, across the C1125.</p> <p>Having read the Sutton St Nicholas Housing Land Assessment June 2015 there appears to have been no detailed Assessment either of the land to the Rear of Churchway House or land to the west of Upper House Farm as potentially suitable sites. My clients would wish both sites to be put forward to meet the housing requirements in the village.</p> <p>It is also unclear whether the village has the ability to provide the 15 dwellings as windfalls within the plan period, thus failing to meet the housing requirements up to 2031. My clients therefore believe at this point the plan is not sound.</p> <p>Policy 8 Green Space</p> <p>Upper House Farm has several Listed buildings which have the potential for sympathetic conversion and a sympathetic residential proposal within the yard and the land to the west would result in the removal of heavy agricultural traffic from the village as the farm buildings could be located elsewhere on the farm holding outside of the village. This would have significant benefits to the village as a whole and as such my clients object to the designation of the site as protected open green space. The designation of Green Space appears to be based on a response from local residents rather than a detailed evaluation of the quality of the green space itself which comprises part of the garden of Upper House Farm and a small paddock used for agricultural purposes. There is little of any merit in terms of landscaping and there is no public access. However, a sympathetic scheme which would include redevelopment of the farm buildings and this section of land which lies central to the village in a highly sustainable location would have significant environmental gains to the village and allow for the provision of an area of landscaped green space with additional planting and ecological mitigation. It is the client's intention to enter into discussions with the Councils</p> | <p>character of the Ridgeway frontage. An amendment is agreed below to policy 8 to reflect this potential.</p> <p>The proposed site allocation at The Lane is soundly based and no adverse comments have been raised by the consultation bodies in respect of village setting, flooding, traffic, or impact on heritage assets.</p> <p>Pursuant to the HSA assessment, the extent of the designated Local Green Space is agreed to be amended to that part of the site west of the culverted watercourse to reflect the windfall potential identified on the remainder of the site. Additional text, to explain the basis of the LGS designations in the Plan included in the explanatory text to policy 8.</p> |

| Consultee | Response | Parish Council response |
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| | <p>Planning and Conservation Officer on this site and although we are at very early stages of discussion the owners of the site would very much like to work with the Parish Council and the Neighbourhood Planning Team to allow for a sensitively designed and appropriately designed development.</p> | |
| <p>Brightwells for G and I Williams, Upper House Farm, Sutton St Nicholas.</p> | <p>We are writing to you on behalf of Gwyn and Islwyn Williams who are the owners of Upper House Farm, Sutton St Nicholas. They are the owners in particular of land immediately adjoining the current village boundary and now propose that the area outlined red on the attached plan should be included as a part of the village and a site for future residential development.</p> <p>We have been asked to make the following points in support of this proposal:-</p> <ol style="list-style-type: none"> 1) The site is adjoining existing development and sits comfortably within the village environment of Sutton St Nicholas. 2) The land is level, not subject to flooding, and there are no practical development constraints. 3) Mains services are readily available. 4) There is a safe access to the land from the council highway with good visibility. 5) In other villages similar to Sutton St Nicholas more significant development has already been approved than that at Sutton, and present village proposals over a 20 year period appear unduly restrictive. 6) The proposed site at Upper House Farm is better suited to the provision of new housing than the sites at The Lane and The Linnings based on safer access, privacy, likely development costs and integration within the village. 7) Unless a more progressive housing policy is adopted then 'delivering the plan' in respect of jobs and services (page 17) is clearly unlikely to be achievable. <p>This proposal is made we believe in the best interests of Sutton St Nicholas and on this basis hope that you can give the proposals full consideration. If on any aspect you have any queries whatsoever then please do not hesitate to contact us.</p> | <p>No change required. An HSA Addendum has been commissioned to assess this site proposal. This concludes that land to the east of Ridgeway Road (Addendum site SSN12) would set a new direction for growth, breaching clear boundaries and with implications for further land to the north. The proposed site allocation at The Lane is considered to be soundly based and is preferred on the basis of the HSA assessment.</p> |

Plans referred to in responses by JCPC Planning Consultancy and Brightwells

Upper House Farm, Sutton St Nicholas, Hereford, HR1 3BA



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Upper House Farm, Sutton St Nicholas, Hereford, HR1 3BA

