

Almeley Neighbourhood Development Plan



Consultation Statement – June 2018

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1. Introduction

- a. The Neighbourhood Planning (General) Regulations 2012 (Localism Act 2011) require a Consultation Statement to set out the consultations undertaken for the NDP.
- b. Part 5 Paragraph 15 (2) of The Neighbourhood Planning (General) Regulations 2012, defines a Consultation Statement as a document which includes:
 - i. details of the persons and bodies who were consulted about the proposed NDP.
 - ii. a description of how they were consulted
 - iii. a summary of the main issues and concerns raised by the persons consulted
 - iv. a description of how these issues and concerns have been considered and, if appropriate, addressed in the proposed plan. (PLEASE NOTE: public and stakeholder input was taken into account throughout the development of the plan. Specific examples of where and when this has happened are highlighted in the timeline below with relevant extracts from, or references to, steering group minutes. For the sake of brevity, not all instances are listed, but are available by searching the full set of minutes on the NDP website [here](#).)
- c. Guidance from Department for Communities and Local Government (10 Sept 2013) states that: *'the Consultation Statement submitted with the draft Neighbourhood Plan should reveal the quality and effectiveness of the consultation that has informed the Plan proposals.'*
- d. This Statement sets out details of all consultation and engagement activity. It lists how the local community and other stakeholders have been involved and how their input has informed the development of the Plan.
- e. The aim of the consultations in Almeley parish has been to ensure the widest possible understanding of the purpose and content of the Neighbourhood Plan, and to ensure that every resident and stakeholder had the opportunity to contribute to the development of the Plan.
- f. This Statement demonstrates that there has been extensive community and stakeholder engagement and consultation throughout the process. There is evidence available to support all the statements regarding consultation, which is summarised below.
- g. The community and stakeholders were kept informed and engaged via a range of mediums which are laid out in the Timeline below. These included an NDP website (almeleypc.org), the Offa Tree News (local magazine), noticeboards, fliers, exhibitions and drop-in events. Steering Group Meetings were also open to the public to attend, ask questions and make comments, and these meetings had good public attendance.


2. Almeley NDP Consultation Timeline

Please note: The original Neighbourhood Steering Group was disbanded and replaced by a new group in January 2016. Some records of the activities of the original group are no longer available. There are frequent references in this timeline to publicity and information delivered via the Offa Tree News. This information is not available electronically but can be supplied upon request.

1	17th May 2012	Application from Almeley Parish Council to Herefordshire Council for the whole Parish Council area to be designated as a Neighbourhood Area.
	Parish Council	
2	6th July 2012	Designation approved by HC with no objections.
	Herefordshire Council	
3	July 2012	Steering Group established and work started on developing the initial plan
	Parish Council & NDP Steering Group	
4	January to May 2014	Questionnaires circulated to all parishioners on the Electoral Roll. There were 167 completed questionnaire returned giving a response rate of 46%. The questionnaire can be viewed here .
	Steering Group	
5	2nd July 2014	Report on summary of questionnaire responses can be viewed here .
	Steering Group	
6	15 October 2014	Public Meeting to share initial draft NDP. The draft can be viewed here .
	Steering Group	

7	16th January 2015	A public 6 week consultation on the published draft plan commenced and the call for comments can be seen here .
	Parish Council	
8	19th March 2015	Statement that comments on the draft NDP had been received appears at Item 4 on the PC minutes here .
	Parish Council	
9	2nd July 2015	NDP report at Almeley Annual Parish Meeting. This included a report on the consultation and other activity over the previous 12 months, and can be viewed here .
	Steering Group	
10	12th August 2015	The clerk reported that work was progressing however, no sites had come forward for development
	Parish Council	
11	13th January 2016	Resolution to create new NDP Steering Group to take the plan forward. These can be viewed under Item 9 of the minutes which can be viewed here .
	Parish Council	
12	9th March 2016	Notice on Parish Noticeboards asking for new volunteers from across the parish to join the SG.
	Parish Council	
13	25th May 2016	<p>At the Annual Parish Meeting the new NDP group was defined and Mrs Liz Tucker was designated the Parish Council representative on the group, Mr Barry Hall was an additional PC member. This followed on from the previous Parish Council meeting where the minutes state:</p> <p><i>“A new Steering Group has now been formed, following a previous instruction by the Parish Council, amalgamating the previous Steering Group. J. Glyn-Jones did ask why there was a need for a new Steering Group. It was pointed out that circumstances had changed resulting in a requirement for a new Group. The Parish Council had sent an invitation to the previous members to join. Councillor Clive Skelton commented that the Steering Group was part of the Parish Council and reports should be made to the Parish Council. The Parish Council confirmed their earlier appointment of Mrs Liz Tucker to oversee the proper execution of the final stages, presentation and acceptance of the NDP.”</i></p> <p>A total of 13 people joined the new steering group, of which 11 were not parish councillors.</p>
	Parish Council	

14	4th July 2016	Initial meeting of new Steering Group. It looked at what had been achieved to date, which was a good report but did not constitute policies. The availability of grants was discussed and the need to employ a planning expert. Terms of Reference to be drawn up and signed by all on SG. It was agreed that the plan should include the ethos of protection of the residents in terms of amenity and quality of life.
	Steering Group	
15	25th August 2016	Informal meeting for guidance on key issues and how we should address these in the process. General information on the process and steps needed.
	Steering Group	
16	7th September 2016	Grant application clarified. Data Orchard seen as preferred planning consultants. Discussion on how to put out the Call for Land and how to publicise it, including in the Offa Tree News (OTN) a magazine shared across several parishes.
	Steering Group	
17	30th November 2016	The Planning Consultant took the group through what was required at each stage of the NDP process and the various types of policies e.g. environmental and economic that would need to be included. The issues regarding waste water treatment were highlighted. Advised on how land would be assessed. Advised to keep evidence base of minutes etc on website.
	Steering Group	
18	25th January 2017	Reflected on Local Plan (2004) and Almeley NDP Draft Plan (2015) to see how they could inform the new NDP. Discussion on settlement boundaries and local characterisation. The importance of Local Green Spaces and amenity areas was highlighted. Call for Land to go in Offa Tree News and on notice boards in the parish.
	Steering Group	
19	February 2017	Call for Sites publicised in February's Offa Tree News and on noticeboards and website - closing date for returns was 25 th March 2017. The call for site questionnaire can be seen here .
	Consultation and publicity	
20	1st March 2017	Offa Tree News whole page update, explaining the purpose and advantages of having an NDP, what it can potentially cover, and calling for the continued support of the community.
	Publicity	

21	22nd March 2017	A discussion and review included an explanation of the Localism Act, the potential benefits to the community, the NDP process and how it links to HC planning policy. An update was given on the Call for Land exercise: 6 weeks in, and with 3 days to go, 8 sites had been put forward. It was recognised that some of these would not satisfy the criteria but there were some hopefuls. Discussions also included options for a settlement boundary for Woonton, plus Statutory Green Areas and the conservation of Commons and Dingles, The idea of a wildlife report was also raised.
	Steering Group	
22	1st May 2017	Offa Tree News: Notice of Exhibition and Consultation
	Publicity	
23	10th May 2017	At the Annual Meeting of the Parish Council, one of HC's NDP Team gave residents an update on NDP progress and explained how the Land Assessments would happen.
	Parish Council	
24	24th May 2017	<p>Consultation on draft Vision and Objectives. The presentation material used at this event can be viewed here.</p> <p>The event attracted over 70 people who were asked to complete a questionnaire, giving their feedback on the Vision statement and the various themed objectives. 70 people completed the questionnaire but 4 were not included in the results because they had not been signed. The Questionnaire can be viewed here.</p> <p>The results from this questionnaire exercise can be viewed here.</p>
	Public Event	
		
25	1st July 2017	Offa Tree News: Thanks to public who attended exhibition and responded
	Publicity	

26	19th July 2017	Discussion of results from questionnaire and the impact on policies, etc. The results were presented in simple table format for the meeting and for public viewing on the website. This tabular report can be viewed here . Local Green Spaces survey completed. It was undertaken by one of the Steering Group, utilising a nationally approved proforma and circulated to the Steering Group for approval. The Report can be seen at Appendix 2, Page 66 of the Basic Condition Statement which can be viewed here .
	Steering Group	
27	13th September 2017	The Chair reiterated the fact that the NDP was putting forward the views of the community that had been established through consultation.
	Parish Council	
28	20th Sep. 2017	Consultant carrying out site assessments. Emphasis on the need not to rely on windfall sites. Discussion on how to achieve an environmental wildlife report. The SG discussed how to reach a wider audience of the public.
	Steering Group	
29	15th November 2017	At a fully attended meeting of Parish Council they held a lengthy discussion regarding the actions required by the PC for submission of the NDP to Regulation 14.
	Parish Council	
30	25th & 26 th November 2017	Hand delivered a newsletter update to all accessible letterboxes in the parish. This can be viewed here .
	Publicity	
31	29th Nov. 2017	Draft NDP submitted to the Parish Council for approval.
	Steering Group	
32	10th January 2018	It was agreed to aim for Regulation 14 submission going ahead in February 2018. A list of consultees would be drawn up with help from the clerk.
	Steering Group	

33	10th January 2018	An update on the NDP was given to the Parish Council. It highlighted that, in order to stay on track for Regulation 14 submission in February, comments on the SEA and HRA needed to be submitted to HC by 26 th January.
	Parish Council	
34	5th February 2018	No changes to SEA and HRA at this stage, HC recommended submitting the draft for Regulation 14. It was resolved to approve the draft NDP for submission at Regulation 14. It was resolved that the consultation would run 19 th February to 9 th April - 7 weeks in total, this includes an extra week to allow for Easter.
	Parish Council & Steering Group	
35	12th to 18 th February 2018	Hand delivered a newsletter update to all accessible letterboxes in the parish. This can be viewed here .
	Publicity	
36	19 th February 2018	Formal Regulation 14 notice published as shown opposite. The Response sheet can be seen here .
		<p style="text-align: center;">Regulation 14 Public Consultation Notice</p> <p>In accordance with Neighbourhood Planning (General) Regulations 2012, Part 5, 14(a)-(c) notice is hereby given that a formal pre-submission public consultation on the Draft Almeley Neighbourhood Development Plan will start at 8.00am on Monday 19th February 2018 for a period of 7 weeks ending at noon on Monday 9th April 2018.</p> <p>Almeley Neighbourhood Development Plan ("the NDP") has been developed to help deliver the local community's requirements and aspirations for the Plan Period up to 2031. The NDP has been created through listening to the views of the residents of the parish.</p> <p>The NDP will provide a means of guiding, promoting and enabling balanced and sustainable change and growth within the designated area of Almeley parish.</p> <p>Almeley Parish Council invites comments on the draft NDP. All responses received will be considered by the Consultant, Steering Group and the Parish Council to prepare the revised version of the NDP. The NDP will then be submitted to Herefordshire Council, as the local planning authority, for examination by an independent examiner.</p> <p>The draft NDP may be viewed online at http://almeleypc.org/council-business/neighbourhood-development-plan/ or emailed to residents on request to the Clerk to the Parish Council, either by telephoning 01885 490414 or emailing apcclerk@gmail.com.</p> <p>Paper copies may be borrowed from :- John Crippin. 25 Bells Orchard, Almeley. 01544 327723 Barry Hall. The Willows, Almeley. 01544 327079 Sandra Charles. The Briary, Wootton. 01544 340850</p> <p>Response forms may be posted to the Clerk to the Parish Council at Hadleigh, Bishops Frome, Worcester, WR6 5AP or scanned and emailed to apcclerk@gmail.com.</p> <p style="text-align: center;">All comments must be received by noon on Monday 9th April 2018</p>

37	25th April 2018	Draft NDP to be updated to reflect responses at Reg 14. All responses to go on Parish website. Once the draft NDP has been updated an updated HRA, SEA, Basic conditions statement, consultation statement and policy maps would be produced. These will then come back to a meeting of APC for approval to submit to Herefordshire Council at Regulation 16.
	Steering Group	
38	6th June 2018	June Update posted to parish households
	Publicity	

[Section 3](#)

Almeley Neighbourhood Development Plan

Schedules of Representations in response to Revised Draft Plan (Regulation 14 Stage), April 2018

Schedule 1: Community Representations and Responses

and

Schedule 2: Stakeholder Representations and Responses

[can be viewed here.](#)

[Section 4.](#)

List of Alterations: Changes made in response to comments received upon the Regulation 14 Draft Plan and matters arising since the commencement of the consultation period, May 2018

[Can be viewed here.](#)