

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

CONTENTS

	Page
1. INTRODUCTION	1
2. THE NEIGHBOURHOOD DEVELOPMENT PLAN	1
3. ESTABLISHING THE NEIGHBOURHOOD AREA AND PROJECT GROUP	3
4. EXPLORING THE ISSUES	6
5. HOUSEHOLD SURVEY	8
6. DEVELOPING HOUSING SITE PROPOSALS	11
7. CONSULTATION ON THE DRAFT PLAN	14
Appendices	
1 ESTABLISHING THE NEIGHBOURHOOD AREA AND PROJECT GROUP	19
2 EXPLORING THE ISSUES	26
3 HOUSEHOLD SURVEY	34
4 DEVELOPING HOUSING SITE PROPOSALS	38
5 CONSULTATION ON THE DRAFT PLAN	65
6 RESPONSES MADE ON THE DRAFT PLAN	80

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 mean 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