

Snitterfield Neighbourhood Development Plan

Consultation Statement

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1.0 Introduction

This Consultation Statement has been prepared in support of Snitterfield Parish Council's submission of its Neighbourhood Development Plan (NDP) to the Local Planning Authority (LPA). It has been prepared with the aim of fulfilling the legal obligations of the Neighbourhood Planning Regulations 2012, which are set out below.

Legislative Basis

Section 15 (2) of Part 5 of the Regulations sets out that a Consultation Statement should be a document containing the following:

- a) Details of the persons and bodies who were consulted about the proposed NDP
- b) Explanation of how they were consulted
- c) Summary of the main issues and concerns raised by those consulted
- d) Description of how these issues and concerns were considered and, where relevant, addressed in the proposed neighbourhood development plan

An extensive level of consultation, both with the community and statutory bodies, has been undertaken by the Neighbourhood Plan Committee (NPC) and the Parish Council, the details of which are set out below.

The submission plan includes:

- Details of householder, business and club/organisation questionnaires and results
- Details of public Open Days and responses
- Details of local engagement and communication throughout the development of the Neighbourhood Plan
- Details of the consultation on the Neighbourhood Plan, responses and how these have been addressed in the final submission version of the plan.

The Snitterfield NDP takes into account representations received to both the formal consultations and comments from the public and local businesses.

2.0 Background

The community of Snitterfield has a strong history of taking local decision making into its own hands. In 2000 Snitterfield developed a Village Design Statement followed by a Snitterfield Parish Plan in 2006. Both of these documents were created by groups of residents following extensive consultation and public meetings.

The Village Design Statement is a Supplementary Planning Guidance note and details the character, settlement patterns, buildings and open spaces as well as laying out Design Guidelines. The Parish Plan of 2006 set out a vision for the future development of the community and how that might be achieved. It consolidated and documented the information obtained from the Parish Appraisal of 2002 and laid out opportunities and threats to the community. It also set out a 10 year action plan covering Facilities, Infrastructure, Environment and Development.

As a result of the Localism Act 2012 the decision was taken by the Parish Council to initiate the production of a community led Neighbourhood Plan. The Snitterfield NDP is the culmination of over three years work by the Parish Council, the Snitterfield NPC, local residents and local organisations

This NDP builds on the guidelines and recommendations of the previous plans, adding updates and new elements based on community consultation. It is based on extensive research and influenced by robust engagement with the local community and evidence.

The NDP contains the vision for Snitterfield that was developed through consultation with the local community and key stakeholders, and sets out clear planning policies to realise this vision. This NDP is in conformity with the strategic direction of the Core Strategy as documented in the Basic Conditions Statement. It allows the village to develop through steady but moderate growth, meeting the housing needs of the community while at the same time preserving the importance of the Green Belt, rural landscape and numerous heritage assets. It also considers the infrastructure needed to support such growth.

On the 13 January 2014, Stratford-on-Avon District Council approved the Neighbourhood Area which our Plan will cover. The Neighbourhood Area is the same as the Parish area of Snitterfield.

A map of the Neighbourhood Area is outlined below:



Snitterfield Neighbourhood Area

3.0 Pre Plan Activities and Consultations

During 2012 a working group was set up with the intention of updating the Parish Plan of 2006 following a request for volunteers in Snipe magazine, a publication issued free to all households in the parish three times a year; there was also a request published in the Link church magazine. However, it was not until early 2013 that activities began in earnest following the decision made by the Parish Council to formally produce a Neighbourhood Development Plan and the approval of the Terms of Reference for the working group in May 2013.

The NPC comprised Parish Councillors and resident volunteers. Although there were some changes in participants, there were typically ten to thirteen members. During 2014 an independent planning consultant, Neil Pearce of Avon Planning Services, was appointed to advise and guide the group in their activities.

Funding in excess of £14,000 was obtained through grants from Locality, Groundworks and Stratford District Council. This funding was used pay the consultant's fees, open day expenses, printing and publishing costs.

The NPC met regularly, typically once or sometimes twice a month to work on the plan activities. A total of almost 50 meetings were held since the start of the process and these working meetings were open to the public, advertised via posters on village notice boards and the village website.

3.1 Questionnaires

The NPC created a number of questionnaires during 2013 and 2014 to gather the views of those that live, work and use the facilities in the village and Neighbourhood Area.

In April 2013 a residents' questionnaire was delivered to all households in the Neighbourhood Area. The questionnaire was advertised on village noticeboards and through an article in the Snipe magazine (Issue 32, Spring 2013). Some 550 questionnaires were delivered and a total of 192 (35%) completed responses received. These responses were reviewed and initial findings were shared with the public via a stall at the Snitterfield Fete in June 2013.

A business questionnaire was hand delivered to all 40 businesses registered in the Neighbourhood Area, together with a response form, in April/May 2014. A total of 21 responses were received, a response rate of 52%.

Finally a questionnaire was issued to all clubs and organisations registered and known in the Neighbourhood Area. Of the 24 questionnaires issued, 16 completed response forms were received (66%).

A copy of the questionnaires and summary of the responses can be found in Appendix 1.

3.2 Housing

The NPC initially worked on the basis that Snitterfield, being a Local Service Village (LSV), would need to identify locations to allocate new development. Given the lack of brownfield land, and lack of opportunities for limited infilling, it was envisaged that this would mostly consist of the use of undeveloped Green Belt land, outside the current village boundary. In order to identify and assess suitable prospective development sites, the Committee undertook a significant exercise and developed a complex Site Assessment Matrix. This matrix was honed to deliver a hierarchy of potential sites.

The matrix was conceived in order to aid the assessment of land identified or brought forward for consideration for development in an objective way. The committee identified a range of criteria upon which to assess each site, the criteria was selected to include material planning issues and important local issues and a further level of sophistication was added by weighting each criteria, to signify the importance of each criteria. The matrix was then populated, the output being a 'league table' of the most appropriate sites that could be brought forward to satisfy District Council requirement for development. This methodology and the initial results were shared during a public Open Day held in December 2014.

In early 2015, the Inspector's Interim report on Stratford District Council's Core Strategy identified an issue that had previously been overlooked by the District Council.

The Core Strategy originally called for each category of LSV to accommodate a specific number of dwellings as a minimum, however the Inspector identified that no distinction had been made in respect of the Green Belt status of some villages categorised as LSV's and this was incorrect. The Inspector required that the District Council modify the requirement, so that whilst each group of LSVs would still need to deliver a target number of dwellings, those LSVs located in the Green Belt should only accommodate new dwellings in line with Green Belt development policy, without a specified minimum quantity.

This resulted in a significant change in direction for the NPC and the emerging NDP.

3.3 Open Days

Throughout the process of creating the Neighbourhood Development Plan a number of public Open Days and Consultation Events were held to inform the public and interested parties of progress and seek their views and opinions. These responses were taken into consideration by the NPC during the preparation of the draft plan. All events were held in the village hall.

12th July 2014 – Initial Open Day (186 attendees)

- Presented the Background to Neighbourhood Development Plans
- Key issues presented
- Solicited views on where and what size of housing development should take place
- Feedback forms and analysis (111 response forms)



7th December 2014 – Follow up Open Day (210 attendees)

- Presented latest information
- Presented the Matrix analysis of potential housing development sites
- Maps showing potential sites, with individual information sheets
- Update on flood alleviation scheme for the Green

- Feedback forms and analysis (148 response forms)



4th March 2015 – Consultation Evening (circa 200 attendees)

- Formal presentation to clarify Neighbourhood Development Plan process and react to feedback from December Open Day
- Explain impact of change in direction following the Inspector's Interim Report into Stratford District Council's draft Core Strategy
- Explain the likely change, resulting in no specific housing number burden for Snitterfield
- Outline next steps and timeline to complete draft plan
- Question and answer session

Appendix 1 contains details of the various Open Days, presentation material, responses and analysis of responses

4.0 Pre-Submission Snitterfield Neighbourhood Development Plan Consultation

The official six week public consultation period on the Pre-Submission Snitterfield Neighbourhood Development Plan ran from Thursday 26th May 2016 to 7th July 2016. A hard copy of the plan together with a response form was delivered to every household in the Neighbourhood Area as well as a copy to each registered business and each club or organisation using the facilities within the Neighbourhood Area. It was also made available to the LPA, Stratford District Council, statutory consultees and other parties who had previously expressed an interest.

Additionally, a Consultation Event was held in the village hall on 28th May 2016 to give all interested parties the opportunity to review the plan, all supporting evidence and discuss the plan with members of the NPC and Parish Council. This event was attended by circa 45 members of the public.

Appendix 2 contains details of the consultation on the Pre-Submission NDP, including the Consultation Event, presentation material, responses and analysis of responses

5.0 Consultation Statement

The Pre-Submission Snitterfield Neighbourhood Development Plan was published on 26th May 2016 and hard copies were delivered to each household in the Neighbourhood Area. Additionally, it was supplied to every registered business and every club or organisation in the Neighbourhood Area. It was made available on the Snitterfield Neighbourhood Plan website (www.snitterfieldneighbourhoodplan.org.uk) and the village website (www.snitterfield.com).

Table 1 Details of availability of the Pre-Submission Snitterfield NDP for consultation

Location	Made available from	Comments
All households in Area	26 th May 2016	Hard copy delivered with response sheet
All businesses in Area	26 th May 2016	Hard copy delivered with response sheet
All village organisations and clubs	26 th May 2016	Hard copy delivered, or emailed, with response sheet
LPA (Stratford District Council), Statutory Consultees and Others	26 th May 2016	Via email

Table 2 Details of publicity and events undertaken in relation to Neighbourhood Development Plan creation and consultation

Method	Target Group	Event	Location	Date
Posters	All residents	All Open days and consultation period. Notification of working meetings	Village notice boards Neighbouring village notice boards	
Articles in Snipe magazine	All residents	Updates on progress Announcing Open Days and Consultation period	Delivered to all households	
Notices on village website	All residents	Updates on progress Announcing Open Days and Consultation period		
Public events	All residents, businesses, organisations and interested parties	Open Day	Village Hall	12 July 2014
		Open Day	Village Hall	7 Dec 2014
		Consultation Evening	Village Hall	4 Mar 2015
		Consultation Open Day	Village Hall	28 May 2016
Questionnaire	Householders		Delivered to all households	Spring 2013
	Businesses		Delivered to all businesses	April/May 2014
	Clubs & Organisations		Emailed or delivered to all clubs & organisations	Nov 2014

Snitterfield website updates	All residents, businesses, organisations and interested parties	Information about Open Days and consultation period. Notification of working meetings Progress updates	www.snitterfield.com	
Snitterfield NDP website	All residents, businesses, organisations and interested parties	Background information and supporting evidence for consultation, including on-line response form	www.snitterfieldneighbourhoodplan.org.uk	May 2016
Working meetings	All residents, businesses, organisations and interested parties	Public participation. Meetings minuted and published on website	Village Hall	Generally first Monday of each month; sometimes twice monthly
Local Press	All residents, businesses, organisations and interested parties	Notification of formal Consultation period	Stratford Herald	26 May 2016

6.0 Conclusion

This Snitterfield Neighbourhood Development Plan Consultation Statement and its appendices are considered to comply with Section 15(2) of Part 5 of the 2012 Neighbourhood Planning Regulations.

Appendix 1 – Details of pre-plan consultations, including questionnaires, open days and responses

Appendix 2 – Summary of consultation on Pre-Submission Snitterfield Neighbourhood Development Plan

Appendix 3 – Pre-Submission Snitterfield Neighbourhood Development Plan

All appendix material is available at **www.snitterfieldneighbourhoodplan.org.uk**

Appendix 1 summarises the information generated in the creation of the Pre-Submission Snitterfield Neighbourhood Development Plan and includes details of questionnaires and responses, Open Day material and responses together with other background material.

Appendix 2 summarises supporting information from the formal six week Pre-Submission Snitterfield Neighbourhood Development Plan Consultation period, which took place between 26th May and 7th July 2016. The purpose of the consultation process was to ensure maximum involvement with the community and responses have been used to inform and shape the Plan throughout the process.

Responses were also obtained from the LPA, Stratford District Council, and other statutory consultees. These responses were considered at length by the NPG and the actions taken are documented within Appendix 2.

All feedback has been given full consideration by the Neighbourhood Plan Group and, wherever possible, relevant and appropriate changes have been made to the Plan prior to submission to the LPA