

# Dilwyn Neighbourhood Plan

## Consultation Statement – January 2018

### Issue 1

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## 1. Introduction

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- 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 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 Section 2 Timeline below with relevant extracts from, or references to, steering group minutes and other relevant documentation. For the sake of brevity, not all instances are listed, but are available by searching the minutes and other documentation 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 Dilwyn 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 summarised below.
- g. The community and stakeholders were kept informed and engaged via a range of media which are laid out in the Timeline below. These included a dedicated website, noticeboards, fliers, banners, exhibitions and drop-in events. Steering Group Meetings were also open to the public to attend, ask questions and make comments. The ‘Dilwynner’ parish magazine, published monthly and delivered to all

households, was also used to provide regular updates and publicity for the NDP project and some examples of this have been incorporated into the Section 2 Timeline below.

**Navigating this Document.** Throughout this Statement, there are a number of web links to documents on the Dilwyn Parish Council website. These can be accessed by pressing the 'ctrl' key on your keyboard whilst clicking on the relevant link.

## **Section 2 follows**

## 2. Dilwyn NDP Consultation Timeline

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The Dilwyn Parish Council Neighbourhood Development Plan Committee was formed at a public meeting in April 2016. It consists of a number of parish councillors and residents of the parish. All Steering Group meetings were held in public.

1	June 2014	The Parish Plan was completed. The Action Plan included the proposal to develop a Neighbourhood Plan to have greater influence over local planning decisions. The relevant extract can be viewed <a href="#">here</a> , along with the full published plan <a href="#">here</a> .
	Parish Plan	
2	2 <sup>nd</sup> Feb. 2016	Council agrees to develop an NDP and a small working group of councillors was formed.
	Parish Council	
3	21 <sup>st</sup> Apr. 2016	Public meeting held to launch the NDP process. A presentation was given which can be viewed <a href="#">here</a> . Officers were then elected.
	Public Meeting	
4	26 <sup>th</sup> May 2016	The first meeting of the steering group. A general discussion took place on the potential focus of the plan, including growth levels, housing sites, settlements boundaries and housing needs. It was agreed that the parish plan should act as the basis for an initial working document for the NDP.
	Steering Group	
5	22 <sup>nd</sup> June 2016	Discussions on developing a list of local assets, key historical buildings in the landscape and an archaeological report, and the need to recruit more people to the steering group to assist in this work. It was also agreed to hold an informal engagement meeting on 11 <sup>th</sup> July 2016 at 7.30pm at the Crown Inn in order to identify important buildings in the parish that are not listed. Residents of the parish to be invited.
	Steering Group	
6	11 <sup>th</sup> July 2016	Meeting held at the local Crown Inn (owned by the Parish), to discuss defining and recording local assets. Parishioners were encouraged to take photographs of favourite views and assets. The Asset List to incorporate all types of assets including built heritage, biodiversity, local organisations, etc.
	Informal Consultation	

<b>7</b>	<b>20<sup>th</sup> July 2016</b>	Agreed to advise PC to apply for NDP designation.
	<b>Steering Group</b>	
<b>8</b>	<b>27<sup>th</sup> July 2016</b>	Application for designation made.
	<b>Parish Council</b>	
<b>9</b>	<b>8<sup>th</sup> Aug. to 5<sup>th</sup> Sep. 2016</b>	The consultation on the designation commenced on 8 <sup>th</sup> August and closed on 5 <sup>th</sup> September. No representations were made and Designation was approved on 6 <sup>th</sup> September.
	<b>Herefordshire Council</b>	
<b>10</b>	<b>13<sup>th</sup> Feb. 2017</b>	Work commenced on NDP questionnaire design and the logistics of delivery and collection. A small sub-group was formed to work on the main adult questionnaire and a business questionnaire. It was agreed that the main adult questionnaire would draw on the Parish Plan for suitable survey topics, plus a public meeting in March to determine any other issues. The Survey and the public meeting would be advertised in the local Dilwynner magazine. It was also agreed to develop a Housing Needs Survey.
	<b>Steering Group</b>	
<b>11</b>	<b>16<sup>th</sup> Feb. &amp; 23<sup>rd</sup> Feb. 2017</b>	Survey Design Sub-group meets to develop final draft of adult questionnaire and Business Questionnaire.
	<b>SG Sub-Group</b>	
<b>12</b>	<b>2<sup>nd</sup> &amp; 25<sup>th</sup> Mar. 2017</b>	Steering Group met twice to agree final Adult Questionnaire, a separate Business Questionnaire and a Housing Needs Survey.
	<b>Steering Groups Meetings</b>	

<b>13</b>	<b>April 2017 Consultation</b>	<p>Questionnaire packs were delivered to each household in the parish, along with their parish magazine, The 'Dilwynner', by volunteers. Included as part of the 'Dilwynner' was a Business questionnaire (one per household). The NDP Questionnaire pack included an adult questionnaire for all householders aged 16 years and over, and a housing needs questionnaire (one per household). A Call for Sites Questionnaire was also included (one per household). The completed questionnaires were collected by volunteers a couple of weeks later. All questionnaires were returned by the 10<sup>th</sup> April 2017.</p> <p>The Adult Questionnaire can be viewed <a href="#">here</a>.</p> <p>The Business Questionnaire can be viewed <a href="#">here</a>.</p> <p>The Housing Needs Survey can be viewed <a href="#">here</a></p> <p>The Land for Development (Call for Sites) Questionnaire can be viewed <a href="#">here</a>.</p> <p>The Questionnaire pack also included a covering letter, explaining the NDP process and purpose and guidance on completing the questionnaires in the pack. This can be viewed <a href="#">here</a>.</p> <p>The delivery of the questionnaires was highlighted in advance in an article in the 'Dilwynner'. See above.</p>	<div style="text-align: center;"><b>2017 PROGRAMME</b></div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Apr 20th</td> <td style="width: 25%;">Tuneful Tubes</td> <td style="width: 25%;">Sep 21st</td> <td style="width: 25%;">The Yellow Book</td> </tr> <tr> <td>May 18th</td> <td>Outing</td> <td>Oct 19th</td> <td>Outing - Mystery Tour</td> </tr> <tr> <td>Jun 15th</td> <td>Plants for Difficult Places</td> <td>Nov 16th</td> <td>Monks, Markets &amp; Monarchs</td> </tr> <tr> <td>Jul 20th</td> <td>Social Afternoon</td> <td>Dec 21st</td> <td>Christmas Lunch</td> </tr> </table> <div style="text-align: center; margin-top: 10px;"><b>Your Views Are Needed!</b></div> <p>Hello Everyone, the Dilwyn NDP has reached a point where it has funding and needs your input to make the Dilwyn Neighbourhood Plan come to life.</p> <p>Around the 17th March a volunteer will be knocking on your door to give you a copy or two of the Dilwyn Parish Residents Survey.</p> <p>A few years ago many of you will remember another survey asking for your views in order to produce a Dilwyn Parish Plan.</p> <p>The Dilwyn Neighbourhood Development Plan is intended to update the Parish Plan and to provide a document that can be used to formally express the parish's views.</p> <p>If you have any questions about completing the survey or want to know more, then the Dilwyn NDP Committee will be available at the Village Hall on 25th March between 10am and 2pm in the Committee Room, for you to talk to.</p> <p>The committee consists of several members of the parish council as well as several residents of the parish.</p> <p style="text-align: center;"><b>Please do take the time to come along to the Hall.</b></p> <p style="text-align: right;"><i>Deb Bruton, Secretary, Dilwyn NDP</i></p> <p style="text-align: center;">Page 6</p>	Apr 20th	Tuneful Tubes	Sep 21st	The Yellow Book	May 18th	Outing	Oct 19th	Outing - Mystery Tour	Jun 15th	Plants for Difficult Places	Nov 16th	Monks, Markets & Monarchs	Jul 20th	Social Afternoon	Dec 21st	Christmas Lunch
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<b>14</b>	<b>May 2017 Adult Questionnaire Report</b>	<p>There were 289 responses to the Adult Questionnaire, representing 49% of the adult (16+) population of the parish.</p> <p>The Main Report and Key Findings can be viewed <a href="#">here</a>.</p> <p>A Report on the free text comments from the questionnaire can be viewed <a href="#">here</a>.</p>																	

15	June 2017	<p><b>The Business Questionnaire Report</b> was completed in June. There were 18 responses. The Report can be viewed <a href="#">here</a>.</p> <p><b>The Housing Needs Questionnaire Report</b> was also completed in June. Sixty-nine households returned housing needs questionnaires. Thirty-one were nil returns leaving 38 responses where a need was indicated. The Housing Needs Report can be viewed <a href="#">here</a>. PLEASE NOTE: A separate complementary desk-based housing needs assessment was undertaken by AECOM, which can be viewed <a href="#">here</a>.</p> <p><b>The “Land for Development” Questionnaires</b> were returned by 15 respondents, offering a total of 27 areas of land for consideration. These were individually assessed later in the process and formed part of “Meeting Housing Need and Site Assessment Report” of June 2018 which can be viewed <a href="#">here</a>.</p> <p>All landowners or their agents who had submitted land as part of this exercise were individually contacted for further discussions prior to the formal site assessment process being undertaken. This took place in early 2018.</p>
	Other Questionnaire Reports	
16	14 <sup>th</sup> & 15 <sup>th</sup> Oct. 2017	<p>The results of the questionnaire were presented at 2 drop-in events at the Cedar Hall (Village Hall). The Questionnaire Reports were made available along with display material showing the key issues raised and the proposals for addressing those issues. 47 parishioners attended and gave verbal feedback and written comments. The display material can be found by clicking this link:- <a href="#">Draft NDP Oct 2017</a>.</p> <p>The feedback received can be seen at <a href="#">Appendix 1</a> below.</p>
	Public Events	
17	11 <sup>th</sup> Nov. 2017	<p>A stand was set up at the local community market as a follow-up opportunity for those who had missed the October public events to see the survey feedback and draft proposals. This was publicised in advance in the ‘Dilwynner’.</p> <div data-bbox="1196 948 2033 1382" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="text-align: center;"><b>Dilwyn Neighbourhood Plan</b></p> <p>Hello Everyone,  We just wanted to update you on the progress of the Dilwyn Neighbourhood Development Plan. On the weekend of 14<sup>th</sup> and 15<sup>th</sup> of October we showcased our progress. We would like for more people to see the plan and to review the work on the plan to date. With this in mind we will be at the Market on Saturday 11<sup>th</sup> November. We would be very happy to chat and to note your comments. In the meantime a copy of the first draft of proposed policies for the NDP can be found on the noticeboard in the centre of the village.</p> <p>Deb Bruton  NDP Committee</p> </div>
	Publicity & Engagement	

<b>18</b>	<b>18<sup>th</sup> Jan. 2018</b>	This was the first meeting of the group for some time following the resignation of the chairperson through ill health. Priority was given to moving forward with site assessments and developing policy based on the questionnaire results and subsequent feedback from the public meetings in October/November 2017.
	<b>Steering Group</b>	
<b>19</b>	<b>Feb. 2018</b>	Two meetings were held during the month to agree site assessment criteria, taking into account the results of the questionnaire and the feedback from the subsequent public meeting. Work also commenced on evaluating green spaces. The agreed site assessment criteria can be seen <a href="#">here</a> .
	<b>Steering Group</b>	
<b>20</b>	<b>17<sup>th</sup> Apr. 2018</b>	Meeting discussed the site assessments, explored outline policies and drafted a set of objectives based on the previous public consultations.
	<b>Steering Group</b>	
<b>21</b>	<b>June 2018</b>	The regular NDP update in the Dilwynner Parish magazine informed readers that the NDP group met twice in March to discuss site criteria and that the group's consultant will evaluate various sites and grade them to the number of dwellings that each site could possibly take. Prior to the plan going out to consultation, the various policies will be collated. The Dilwynner had an update on the publishing of a desk-based Housing Needs survey to complement the local Housing Needs Survey Report already completed. The Update also showed the 6 main objectives of the plan. The update can be viewed at <a href="#">Appendix 2</a> below
	<b>Publicity</b>	
<b>22</b>	<b>3rd July 2018</b>	The draft NDP was submitted to the Parish Council and approved to go forward to the Regulation 14 Pre-consultations.
	<b>Parish Council</b>	



<b>23</b>	<b>September 2018</b>	<p>Parish Council agreed to Regulation 14 six-week consultation on the draft Dilwyn Neighbourhood Plan commencing at 8am on Monday 10th September and continuing until midday, Monday 22nd October 2018.</p> <p>An update appeared in the Dilwynner notifying residents that the parish council had resolved that Regulation 14 should commence and giving details of the six-week consultation on the draft plan.</p>
	<b>Parish Council &amp; Publicity</b>	

**Regulation 14 Public Consultation Notice**

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 Dilwyn Neighbourhood Development Plan** will start at **8.00 am. on XXXXX 2018** for a period of 6 weeks ending at **12.00 am. on XXXXX 2018.**

Dilwyn Neighbourhood Development Plan has been developed to help deliver the local community's requirements and aspirations for the plan period up to 2031. The Plan has been created through listening to the views of the residents of the Parish.

The Plan will provide a means of guiding, promoting and enabling balanced and sustainable change and growth within the designated area of Dilwyn Parish. Dilwyn Parish Council invites comments on the Draft Plan. All responses received will be considered by the Steering Group and the Parish Council to inform a revised version of the Plan. The revised version of the Plan will then be submitted to Herefordshire Council, as the local planning authority, for examination by an independent examiner.

The Draft Plan may be viewed on the Parish Council's website at [http://www.dilwynparishcouncil.gov.uk/Neighbourhood\\_Plan\\_18715.aspx](http://www.dilwynparishcouncil.gov.uk/Neighbourhood_Plan_18715.aspx) or at the Crown Inn, Dilwyn Primary School, St Mary's Church and Leominster Library during their opening hours. Copies can be emailed to residents on request to [peterkyles67@gmail.com](mailto:peterkyles67@gmail.com). Paper copies of the Plan may be borrowed from The Crown Inn or through emailing [peterkyles67@gmail.com](mailto:peterkyles67@gmail.com).

Details of Residents' Surveys and the other information that has informed the creation of the Plan can also be viewed online at the Parish Council website.

Response forms may be deposited in designated boxes at St Marys Church and the Crown Inn or scanned and emailed directly to: [peterkyles67@gmail.com](mailto:peterkyles67@gmail.com). They may also be posted to The Crown Inn, Dilwyn, HEREFORD, HR4 8H

**All comments must be received by 12.00am. on  
XXXXXXXXXXXXX 2018**

<b>25</b>	<b>4th Dec. 2018</b>	Proposed amendments to the Plan resulting from Regulation 14 representations was put to the council and approval given to proceed to Regulation 15.
	<b>Parish Council</b>	

26	December 2018	Update in the 'Dilwynner' on the results of the Regulation 14 consultation, and next steps.	<p style="text-align: center;"><b>N.D.P. Update</b></p> <p style="text-align: center;"><b>Neighbourhood Development Plan Update</b></p> <p>The Regulation 14 Public Consultation ended on Monday 22nd October. There were 28 responses from individuals and national bodies like Welsh Water, Highways England, Historic England, Herefordshire Transport, The Environmental Agency and The Woodland Trust. All the responses will be considered by the NDP steering group and then the Parish Council. When the Parish Council has agreed any amendments, the draft Plan will be submitted to Herefordshire Council who will undertake a further consultation (Regulation 15). Should that Council be happy with the Plan it will then proceed to Examination by an independent examiner and subsequently a referendum on the plan will take place, hopefully in the New Year. Should the community accept the plan it will then be adopted by Herefordshire Council and be used as the basis for all planning decisions?</p> <p>Any planning applications made after the plan will still have to go through the planning procedure and consultations in the normal way, but the Neighbourhood Plan will be given significant weight.</p> <p><i>So why is the NDP Important?</i></p> <p>Herefordshire planning Department has controlled planning and development in our village as long as most people can remember. Over the years developments have sometimes been allowed, that do not seem to enhance Dilwyn or meet the needs of the village.</p> <p>The NDP is a plan in law; it will legally state where building can occur and more importantly where building cannot occur. It also defines areas of green space and protects our village's character, natural beauty and historical heritage. The plan if passed by the community will remain in place for our beautiful parish until 2031. If the plan is rejected then planning will remain as it is, in the full control of Herefordshire Planning. However we would still have to meet the numbers of dwellings specified in the Herefordshire Core Strategy. In this case the sites designated would then be out of local hands and at the discretion of Herefordshire planning department and developers.</p> <p style="text-align: right;"><i>Peter Kyles (Secretary NDP Steering Group)</i></p> <p style="text-align: center;">Page 3</p>
	Publicity		

## **Dilwyn Neighbourhood Development Plan**

### **Schedules of Representations in response to Draft Plan, October 2018**

The Schedule of Representations can be viewed [here](#)

## [Section 4](#)

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### **Dilwyn Neighbourhood Development Plan Changes to Draft Plan Following Regulation 14**

The Schedule of Alterations can be viewed [here](#)

## **Appendix 1. Feedback from Public Events of 14<sup>th</sup> & 15<sup>th</sup> October 2017**

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### **Dilwyn NDP Comments**

A very good display and info. Small pockets of development would be preferable despite Herefordshire Council's rules. Let Dilwyn stand up for itself. Thanks for all the tea!

Affordable housing essential

Dr Dales – Site A – access onto road near to junction to Leominster. Traffic turning into the village from Leominster often exceeds 30mph speed limit. Traffic calming measures would be needed to ensure a safe access onto this road. Also the road leading down into the village is narrow before churchyard area and on a bend.

Plans for new housing. I prefer site B. I cannot see how road access would be safe from site A.

The ideas being put forward are very positive and much needed for young families in particular with children to feed the school. There is a desperate need in Dilwyn for affordable housing and that need is well catered for in the plans that are being discussed. The hope is that things can now move forward quickly and positively. John Gerrish

A mix of houses would be my choice including some family housing, all in traditional materials, in keeping with Dilwyn. Prefer a ribbon style development along the common, to maintain the current look. I am happy with both main sites.

I would want the criteria to state the ribbon development of the common continues – not dense housing. Also criteria to include reference to flood plain and not to be built on.

Housing desperate, good to see green open spaces extended by school field. Verdin site good that 33% for low cost/rent/affordable. Would like to see a plan for Dr Dales area.

Further allowances for development in the out hamlet areas such as the common road and Sollers area.

Add a secret tunnel from the pub to a Unicorn Castle.

Agree with all the proposed objectives except with the development of the site adjacent to the school playing field. We need more open green space for play/recreation in the centre of the village. Would like to see the settlement boundary extended down to the common, so we have more local control of development, eg ribbon development preferred.

I'm all for site B with it's mix of affordable/houses to buy with a number of ones to rent.

Site A is not good as it is the only site that wraps around existing dwellings and households. This will set an unacceptable precedent for other areas of the village. I think the common should come within the settlement boundary as it contains a large proportion of the parish's housing.

I would like to see development such as Castle Moat. No terrace housing.

The most important aspect is to keep the village as unspoilt as possible, whilst keeping it's peace and tranquillity. I would be a great shame if the area were to become too urbanised which tends to happen in many cases throughout the countryside, whereby the hearts of England get ripped out! The council needs to bear this in mind throughout it's challenges. John Russell

Verdin's site. Apart from the loss of our lovely rural view across to Weobley Church we'd object on the grounds of:- The search on our house indicated the site was at high risk of ground water flooding – it is a pond for ducks during the wetter months. Herefordshire Council's own assessment (HLAA/161/001) proposed a maximum capacity of 15 houses for this site which would be more in keeping with existing cul-de-sacs in the vicinity. Dr and Mrs J Huntley, 10 Castle Mount.

Development of sites A and B, 10% for affordable housing as a minimum. Infill along common road, ribbon development and homeowners allowed the ability to develop current homes veering in mind current planning laws.

## [Appendix 2](#) 'Dilwynner' Update 2 - NDP progress report

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### NDP Steering Group Update

Sadly owing to ill-health Deborah Bruton has stepped down as secretary of the steering group. Big vote of thanks to Deborah for all the hard work she has done over the past 20 months.

#### So where are we?

The questionnaires were completed and the information analysed by Data Orchard last summer (both on the website). A Housing Needs Plan for Dilwyn has been completed by AECOM (website) and a draft plan (website) was displayed in the Hall in October/November 2017 and comments were received from parishioners.

To move things on the steering group have met to establish site criteria, guided by the advice of Bill Bloxsome. These criteria are have been used to assess all the land offered by various Dilwyn landowners. Bill Bloxsome has subsequently produced a report, ranking our large, medium and small sites. We are currently working in groups on the Draft Development Plan with parish councillors in each group. The PC will then be asked to consider and approve the draft plan. If they approve, a further consultation will occur with the village. Any necessary amendments will be made and then the plan will pass to the Herefordshire Council. If the planners find the plan in order it then goes forward to a parish referendum.

As part of the plan the steering group has considered the protection of Green Spaces, so that the natural beauty and the local heritage of Dilwyn is maintained. (In the questionnaire over 90% of households saw this as a priority).



So far, all assessments and consultations have highlighted the need for new family and low cost housing to allow young families to find homes in the village, so addressing the inevitable problems caused by living in a village where many of us are steadily advancing in years!

## Objectives

1. Develop housing growth in a range of tenures, types and sizes to encourage in young families and keep local people of all ages living in the community and in proportion to the size of Dilwyn and in keeping with its heritage.
2. Maintain, sustain and improve community facilities.
3. Encourage sustainable farming and actively encourage new ideas from the community to develop small businesses to promote local employment and tourism.
4. Promote better understanding and respect for our countryside and local heritage to maintain and enhance the rural and historic environment.
5. Ensure DWDP promotes sustainable development for this and future generations by protecting key environment assets (green spaces/landscaping).
6. Ensure DWDP helps tackle traffic and transport issues.

Peter & Sally Kyles