

## Langley Burrell – Neighbourhood plan consultation statement

### 1. Origins of the Residents Association

The Residents Association was born on **2<sup>nd</sup> June 2014** as a response to the emerging challenges to the rural Parish character and identity, in particular the Barrow Farm proposal by Robert Hitchins.

The community felt disenfranchised and ignored by the developer. This frustration was compounded by the failure to hold the initial consultation meeting (**16th May 2014**) in our own village hall, but in Kington Langley. The developer also failed to publicise the event in Kington Langley. Only the prompt action of our parish clerk ensured that flyers were delivered at all, albeit with less than 24 hours' notice. Rather than this being a clerical error as proffered by the developer, some suspected this might be a tactic similar to that understood to have been adopted in Lyme Regis.

The main concern of residents was being subsumed into Chippenham. They were not against infill development. To be able to represent the concerns of residents LBRA was formed. The meeting was extremely well attended. The constitution was approved on **11<sup>th</sup> June 2014**.

On **17<sup>th</sup> June 2014**, a further public meeting was held in conjunction with the Parish Council at which Robert Hitchins gave a presentation on its proposals.

A public update and consultation meeting meeting took place on **15<sup>th</sup> November 2014**.

### 2. Identifying the need for a Neighbourhood Plan

It became clear that an important vehicle by which the local community could exercise some control over developments in the Parish was by way of a Neighbourhood Plan. At an extraordinary meeting on **30<sup>th</sup> June 2014**, the Parish Council ratified the agreement to delegate the task of producing the Neighbourhood Plan to the Residents Association. Discussions took place between the Parish Council and the LBRA during **August 2014** as to how to take this forward.

The Parish Council facilitated a meeting with Wiltshire Council on **29<sup>th</sup> September 2014** who appointed James Proyer to act as liaison officer in respect of the plan.

### 3. The Neighbourhood Plan Area

The Neighbourhood Plan Steering Group Set about the task of identifying the Neighbourhood Plan Area. The Steering Group concluded that a logical boundary would be the entire Parish excluding that section on the west side of the A350. This recommendation was endorsed by the Parish Council on **18<sup>th</sup> November 2014**.

The proposed Neighbourhood Area was submitted to Wiltshire Council by the Parish Council Clerk on **21<sup>st</sup> November 2014**. WC set a closing date for comments of **4<sup>th</sup> February 2015**. The area was approved on **13 March 2015**.

### 4. Housing needs analysis

An important part of Neighbourhood planning is a housing needs analysis. The principle aim of carrying out the survey is to investigate the affordable housing needs of local people (or those who need to live within the parish).

RW liaised with Wiltshire Council who provided 146 questionnaires for the Parish with a reply paid envelope and a deadline of **5<sup>th</sup> May 2015**. WC analysed 41 returns. The

response rate of 28.3% was considered good. WC produced a report dated **24<sup>th</sup> June 2015** which was circulated to Parish Councillors who noted the findings at their meeting on **20<sup>th</sup> July 2015**.

### **Summary of conclusions**

Only 2 households indicated a present or near term need for separate accommodation in the Parish for a member of the household. This indicates a low housing need.

A large majority of respondents (82.9%) were in support of some new housing in Langley Burrell Without, with the most popular option (34.1%) being for between eleven and twenty new homes. 17.1% of respondents were opposed to any new housing in the parish

The types of housing considered most needed in Langley Burrell Without by the survey respondents were affordable starter homes for young people (63.4%) and older persons' accommodation (46.3%). Full results are given in the chart below (more than one answer could be given).

The (4) respondents requiring accommodation in the parish were asked what type of tenure they sought. The expressed need was for all types of tenure, with socially rented homes the least desired. Households could indicate more than one response:

Respondents to this section were also asked what type of housing they required. The most sought-after types were detached and semi-detached properties

In terms of size, the most popular option was for two bedroom homes. No need was declared for homes with one, or with four or more, bedrooms:

The respondents were then asked if there was a lack of suitable existing housing in Langley Burrell Without to meet their needs, to which two of the four households answered 'yes', one 'no' and one household did not complete the question.

Financial analysis suggests that three of the four households would require public assistance in order to achieve their required housing and so would be considered 'in housing need'.

Given that:

i) the low levels and turnover of social housing in the parish suggest that **none** of the households responding to section two of this survey and in need of affordable accommodation could meet their needs through accessing the existing social housing of the parish;

ii) there were no households on the Wiltshire Council Housing Register specifying Langley Burrell Without as their 'most preferred parish' for housing,

the report recommended the following minimum need for affordable housing in the Parish:

#### **Subsidised rented housing**

- 1x two bedroom home

#### **Shared / Low cost home ownership**

- 1x two bedroom home
- 1x three bedroom home

#### **Sheltered housing for older people**

None

## 5. Establishing a project plan

Led by Robert Whitrow, the Steering Group commenced work on devising a project plan.

Actions included:

- Establishing links with Locality who manage neighbourhood planning on behalf of the Government
- Reviewing Neighbourhood Plans which had been produced by other Councils
- Liaising with Bremhill Council including obtaining a copy of its questionnaire
- Securing funding
- Establishing project milestones
- Reviewing Neighbourhood Planning documentation including:
  - LGA Neighbourhood planning: A simple guide for councillors
  - Locality – Neighbourhood Plans Roadmap guide.
  - Locality - Neighbourhood Plan project planner
  - Locality – guidance notes for applicants
  - DCLG – Neighbourhood planning – November 2012

## 6. Neighbourhood plan questionnaire

In early **August 2015**, a sub-group of LBRA produced a draft questionnaire using the Bremhill questionnaire as a starting point. This was refined and approved by the LBRA committee on **13 August 2015**.

It was agreed that the consultation period should run for about 3 weeks and span the date of the LBRA AGM (**15<sup>th</sup> September 2015**). This would enable the Committee to remind participants to complete the questionnaire and to answer any questions on it.

124 questionnaires were hand delivered to all homes in the designated area over the period **15/16<sup>th</sup> August** with a reply paid envelope for return to the Parish Clerk. 56 completed questionnaires were received by the **23<sup>rd</sup> September 2015** deadline, a response rate of 45%

**On 24<sup>th</sup> October 2015**, an LBRA committee meeting was convened to discuss the analysis of the plan. It was agreed that we needed:

1. To encourage community involvement in the production of the plan
2. To take expert advice on how to translate the findings from the returns into a plan and neighbourhood policies in order to ensure that our plan is robust.

In relation to 2:

i) RW was actioned to contact planning consultant Adrienne Hill

ii) DM was actioned to contact Locality

In an email response dated **23<sup>rd</sup> October 2015**, Emma Critchley advised that there was, as yet, no set methodology. Locality was working on guidance, but this was not yet available. She recommended contacting our link officer. See (iii) below.

iii) BW was actioned to contact our Wiltshire Council liaison officer with a view to setting up a meeting on **2<sup>nd</sup> November 2015**.

In an email response dated **28<sup>th</sup> October 2015**, James Proyer advised that he had been re-assigned to other projects. A colleague (Carolyn Gibson) was presently seeking to identify a new link officer.

## 7. Newsletters

From December 2015, the LBRA started sending out regular newsletters by email to the membership at least once a month. Content included:

- Developments in the status of planning applications
- Updates to progress with the neighbourhood plan
- Notice of all LBRA and Parish Council meetings.

Updates are also posted on the village notice board.

## 8. Analysing the returns and drafting the plan

An LBRA committee meeting was convened for **2<sup>nd</sup> November 2015** with the principle aims of:

- Progressing the analysis of the questionnaires
- Allocating the drafting of sections of the Neighbourhood Plan
- Community engagement strategy
- Use of professional advice
- Budgeting

Dave Kilmister circulated a numerical summary of responses on **29<sup>th</sup> October 2015**. Robert Whitrow and Julia Mannering collated the comments on **4<sup>th</sup> November 2015**. David Mannering summarized the themes in a note on **19<sup>th</sup> November 2015** and produced a first draft of implied policies on **28<sup>th</sup> November 2015**.

### Communicating the results and next steps

A public meeting was arranged at the village hall for the evening of **2<sup>nd</sup> December** to present the results of the questionnaire (See appendix) and to discuss the next steps in the planning process. Advance notice of the meeting was given to all residents in the neighbourhood area by leaflet through their letterbox in the previous week. The meeting was also publicized on the Parish Facebook page and on the village notice board.

Twenty nine residents attended the meeting. The meeting identified the topics of the plan and invited attendees to express an interest in participating in producing different sections. The main issue raised under the Q&A session was communication. The committee responded that it was exploring improvements to the website and was on the point of introducing email updates (See section 7 above).

A short presentation on the neighbourhood plan was also given to the Community Cuppa – a local group which meets at the village hall – on the afternoon of **7<sup>th</sup> December 2015**. About fifteen local people attended this session.

### Drafting the NP

The committee meeting on **9<sup>th</sup> December 2015** allocated topics amongst members of the committee and other attendees. It was agreed that we would aim to have completed the drafts by mid-January so that the first draft of the plan could be circulated for 6 week public consultation in early February 2016.

A meeting was arranged for **25<sup>th</sup> January** to review and refine the draft. All members were invited to participate in that meeting. A meeting was held with Wiltshire Council on **11<sup>th</sup> February** to receive feedback on the draft and advice on next steps. As a result of the meeting, a number of refinements were made to the draft. The steering group met to finalize

the revised draft on **14<sup>th</sup> March 2016**. The Parish Council approved the draft and arrangements for publicizing it and receiving feedback at its meeting on **17<sup>th</sup> March 2016**.

## 9. Consultation on the first draft

A hard copy of the draft plan was distributed by hand to all homes in the neighbourhood area over the Easter weekend. Enclosed with the plan is a feedback form asking residents to state their agreement, disagreement or neutrality in respect of all the individual policies. Each section includes a box for comments. In addition, there is a large box at the end for more general comments. Residents are encouraged to provide contact details in case there are issues that the steering group or council wish to follow up. However, this is entirely optional. Residents will be provided with a stamped, addressed envelope to return the feedback form to the Clerk.

In addition, we have arranged two public meetings:

- A drop in session starting at 3:00pm on Saturday 16<sup>th</sup> April at the village hall where members of the steering group will be on hand to discuss the plan and answer questions
- A presentation on the draft plan as part of the annual Parish meeting on the evening of 18<sup>th</sup> April 2016.

At the same time as the consultation, the draft plan and the following supporting documentation is being placed on the village website:

- Aecom report
- Housing needs survey
- This consultation statement
- Questionnaire analysis and results presentation
- Landscape report undertaken in December 2015 for the CSAP
- Conformity statement

The steering group and council are notifying the following of the consultation, the location of the documentation and encouraging feedback:

- Statutory consultees
- Local Employers
- Local organizations
- Local landowners
- Developers
- Utilities:
- Potentially interested groups:
- Neighbours
- National organizations with potential interest.

The closing date for responses is 16<sup>th</sup> May 2016. We will be:

- Producing a summary table of the responses;
- Judging whether there is community support for each of the proposed policies – we expect to set a threshold of 2/3rds support in order to include a policy in the second draft
- Reviewing all comments received and documenting how we should respond

All feedback will retained.

After the close of the consultation on the first draft, a public meeting will be held to:

- present the results of the feedback which had been received
- receive any final comments
- discuss how the feedback would be incorporated into the second draft.

We also intend to distribute a newsletter to all homes in the neighbourhood area summarizing any significant changes arising from the consultation.

## **10. Consultation on the Second draft**

The NP will be further refined following submission to Wiltshire Council and subject to a second formal 6 week consultation period organized by Wiltshire Council.

After the close of the consultation, a public meeting will be held to:

- present the feedback which has been received by Wiltshire Council
- Explain the next steps.