

Appendix D. Community Consultation Statement

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Brief Outline

The Freshford and Limpley Stoke Neighbourhood Plan is the result of extensive consultation over more than two years. The process started in 2011 with discussions about the much-needed redevelopment of Freshford Village Memorial Hall. When the Localism Act became law in 2011 it was decided to broaden the scope of these discussions to include the development of a Neighbourhood Plan. The two Parish Councils of Freshford and Limpley Stoke agreed to join together and lead the project on behalf of the community. With the support of The Prince's Foundation, a public meeting was held on 31st January 2012 to generate suggestions and opinions from the community and this was followed by a workshop session on 16th February 2012.

These discussions led to the formation of the Neighbourhood Plan Management Group, made up of representatives of the two Parish Councils. A leaflet was published in June 2012 and circulated to all households. It outlined the process for development of a Neighbourhood Plan, proposed the formation of four Working Groups to consider various aspects of the Plan and invited attendance at a public meeting on 26th June to set up the Working Groups.

Alongside the deliberations of the Working Groups every effort was made to encourage and enable members of the community to engage with and contribute to the Neighbourhood Plan. The main focus of this activity was a series of open 'surgeries' held at key locations in both villages at significant stages in the development of the Neighbourhood Plan. These surgeries were promoted through articles in the two Parish Councils' newsletters – The Clarion for Limpley Stoke and The Bulletin for Freshford; by emails, with links to further information on the website; by local blackboard advertising; and by a mobile display barrow. Comments received were considered by the Management Team and fed through to the Working Groups as appropriate.

Drawing on input from the Working Groups and comments received from the community, the broad content of a Neighbourhood Plan began to emerge. In February 2013 the Management Group published a leaflet/questionnaire – 'Making Progress' – to gauge opinions on key issues. 'Making Progress' was well-publicised, with open surgeries and the other communication channels mentioned above, and an excellent response was achieved representing the views of about 57% of residents. In addition to the quantitative results many residents took the opportunity to submit further comments, which were carefully considered by the Management Group. Both the quantitative analysis of the questionnaire responses and the comments received were published in April 2013 by email and on the website.

In the meantime a Sustainability Appraisal Scoping Report was circulated to statutory consultees on 5th March 2013. Comments were received from Natural England and The Environment Agency.

The Management Group then pulled together this broad range of input from the consultees and the community into a Draft Neighbourhood Plan. Believing that the Neighbourhood Area designation had been approved by Wiltshire and B&NES Councils, the Management Team

published this Draft Plan for consultation in the community in July and August 2013. This was supported by open surgeries, as mentioned, and the other methods of communication. It turned out that the Area Designation had not been formally approved, so the consultation was not valid. However a large number of useful comments were received, making specific points about the Draft Plan. Wiltshire and B&NES Councils also made helpful pre-submission comments.

Building on this input, the Management Group prepared a Revised Draft Neighbourhood Plan. As the Neighbourhood Plan area had been eventually designated on 30th October 2013, the Revised Draft Neighbourhood Plan was published for a formal 6 week community consultation from 11th January to 22nd February 2014. This consultation was well publicised in advance, using the tried and tested local channels of communication. There were emails to the community database with supporting information on the community website, an article in the Limpley Stoke Clarion and Candyboards were displayed throughout the two villages. In addition, the formal Public Notice of Consultation was displayed on community notice boards. Two further open surgeries were held, one at the Limpley Stoke Hotel on 11th January and one at the Freshford Village Memorial Hall on 18th January. Both were well attended. A summary of comments received in response to the consultation is shown in Section Four below. The full texts of comments received are shown in Appendix B10.

In the light of these further discussions a Final Draft Neighbourhood Plan was prepared for submission to the lead Councils.

Section One – Who was consulted?

- Bath and North East Somerset Council
 - Wiltshire Council
 - Mendip District Council
 - Neighbouring Parish Councils
 - Norton St Philip
 - Claverton
 - Monkton Combe
 - Winsley
 - South Stoke
 - Westwood
 - Hinton Charterhouse
 - Combe Hay
 - Other organisations
 - BT
 - Southern Electric
 - British Gas
 - Wessex Water
 - Avon Wildlife Trust
 - English Heritage
 - Environment Agency
 - Highways Agency
 - Natural England
 - Heart of Wessex Rail Partnership
 - Homes and Communities Agency
 - FLiSCA - Freshford and Limpley Stoke Community Association
 - Parish Church - Benefice of Freshford with Limpley Stoke & Hinton Charterhouse
 - Royal British Legion
 - ?info@banes-pct.nhs.uk,
 - ?WCCG.info@nhs.net,
 - Business Link B&NES
 - Business Link Wilts
- Residents of Freshford and Limpley Stoke plus others who had asked to be kept informed.

Section Two – Methods of consultation

Public Meetings

31st January 2012, Freshford Memorial Hall, led by ESHA Architects, funded by Prince's Foundation.

Over 140 people attended

- Presentations on the Localism Act and on implementation of a Neighbourhood Plan. Post-it note exercise to identify what was liked about the two villages, what was not liked, what residents would like to see in future, what residents would not like to see. These comments were split by topic: Transport and Movement; Services and Facilities; Planning and Housing; Environment and Public Realm. See Appendix D1

16th February 2012, Freshford Memorial Hall, Worksop Session, all day

43 stakeholder participants, plus 2 Highways Agency, 1 B&NES Highways, 6 others (mainly ESHA)

- Discussion groups according to the four topics. Presented the results of their discussions to whole meeting. See Appendix D1

17th February 2012, Freshford Memorial Hall

Approximately 100 people attended

- Prince's Foundation team fed back workshop ideas to public meeting. See Appendix D1

26th June 2012, Freshford Memorial Hall

Attended by about 60 people - Neighbourhood Plan Management Team, Working Group Chairmen plus 50 others

- To discuss the establishment of Working Groups to cover the four main topic areas and to recruit members.

Publications



The Prince's Foundation document 'Freshford and Limpley Stoke Community Planning Workshop – January and February 2012'; 51 pages A4, made available online or on request

This summarised the Open Meetings and Workshops in January and February 2012.

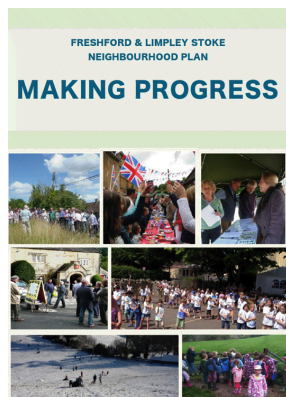
See Appendix D1.



The Neighbourhood Plan launch leaflet; June 2012, 12 pages A4, distributed to every household in Freshford and Limpley Stoke.

This launched the Working Groups, encouraged residents to put themselves forward for the Working Groups and invited attendance at the Public Meeting on 26th June 2012.

See Appendix D2.



The Leaflet/Questionnaire 'Making Progress'; February 2013, 12 pages A4, distributed to every household in Freshford and Limpley Stoke. Most replies were collected from homes but alternative 'drop-off' locations were arranged at the community shop, the two churches and the two pubs. Further copies of the leaflet were available from the community shop. Home visits were offered to discuss the leaflet for anyone who wished.

This summarised points being considered for the Freshford and Limpley Stoke Neighbourhood Plan and requested questionnaire response and comments. See Appendix D3.



Quiz involvement leaflet; from September 2012, A4 folded, handed out from barrow (see below) showing photo-quiz of places in the neighbourhood and inviting comments about proposed Neighbourhood Plan.

See Appendix D4.



Draft Neighbourhood Plan; July 2013, 40 pages A4, circulated by email to Community Database (see below), published on website (see below), displayed on posters at NP surgeries (see below) and published as hard copy at community shop and on request. Available for consultation throughout July and August 2013.

See Appendix D6.

Comment form, A5, for use in connection with Draft Neighbourhood Plan.

**Freshford & Limpley Stoke
Draft Neighbourhood Plan**

Comment Form Community Consultation 1st July to 12th August 2013

Your comments are welcome. Please return to: Ingrid Maher Roberts, 4 Cliffe Drive, Limpley Stoke BA3 7FY or hand in at Freshford Memorial Hall, 10.30 to 12.30, Saturday 6th or 20th July. Please continue overleaf or on a separate sheet if necessary.

Name ----- Address -----
 Email ----- Telephone -----

Your personal details are not required but mean that we can contact you to discuss your comments if appropriate



Revised Draft Neighbourhood Plan; January 2014, 40 pages A4, circulated by email to Community Database (see below), published on website (see below), displayed on posters at NP surgeries (see below) and published as hard copy at community shop and on request. Available for consultation from 11th January to 22nd February 2014.

See Appendix D8.

**Freshford & Limpley Stoke
Draft Neighbourhood Plan**

Formal Community Consultation
11th January to 22nd February 2014

Comment Form

Your comments are welcome. Please return to Ingrid Maher Roberts, 4 Cliffs Drive, Limpley Stoke BA2 7FY or hand in at one of the two open surgeries – Limpley Stoke Hall, January 11th, and Freshford Village Memorial Hall, January 18th – between 10 and 12 a.m. Please continue overleaf or on a separate sheet if necessary.

Name ----- Address -----
 Email ----- Telephone -----

Your personal details are not required but mean that we can contact you to discuss your comments if appropriate

Comment form, A5, for use in connection with Revised Draft Neighbourhood Plan.

Articles in Limpley Stoke Clarion. Distributed to residents and published village website. See Appendix D9.

Articles in Freshford Bulletin. Distributed to residents and published village website. See Appendix D10.

Community emails

- In the early stages of the Neighbourhood Plan process it was decided to develop a Community Email Database to facilitate communication with residents. Residents were asked to opt in. A small number of households have more than one email contact. The size of the database (at May 2014) is
 - o Freshford: 205 email addresses (corresponding to c175 households out of 231 – 76%)
 - o Limpley Stoke: 151 email addresses (corresponding to c130 households out of 228 – 57%)
- From September 2012 onwards the Community Databases have been used to publicise every significant development of the Neighbourhood Plan process. See Appendix D11.

NP Surgeries

These were held at central locations in the neighbourhood and were designed to generate discussion and engagement. Members of the NP Management Group and representatives of the four Working Groups were in attendance to answer questions and receive comments. The Surgeries were held between 10.30 and 12.30 on Saturday mornings as shown in the table below. An approximate tally was kept of people, excluding the Surgery team, who joined the discussion.

Surgery sessions were held in four phases

- September and October 2012, when the Working Groups were having their discussions
- February and March 2013, when the questionnaire was being circulated
- July 2013, when the Draft Neighbourhood Plan was published for 6 weeks' consultation
- January 2014, when the Revised Draft Neighbourhood Plan was published for 6 weeks' consultation

Date	Village	Location	Contacts (approx)
29 th September 2012	Limpley Stoke	St Mary's Car Park	65
6 th October 2012	Freshford	Memorial Hall	95
13 th October 2012	Limpley Stoke	Hop Pole Inn	55
20 th October 2012	Freshford	Memorial Hall	90
23 rd February 2013	Limpley Stoke	Hop Pole Inn	15
2 nd March 2013	Freshford	Memorial Hall	45
6 th July 2013	Freshford	Memorial Hall	20
20 th July 2013	Freshford	Memorial Hall	70
11 th January 2014	Limpley Stoke	Limpley Stoke Hotel	23
18 th January 2014	Freshford	Memorial Hall	78



NP Surgery 29/09/12



NP Surgery 23/02/13



NP Surgery 11/01/14



NP Surgery 06/10/12



NP Surgery 02/03/13



NP Surgery 11/01/14



NP Surgery 13/10/12



NP Surgery 20/07/13



NP Surgery 11/01/14

Display barrow

This was used in conjunction with the Open Surgeries, to help draw attention to them and to provide a more approachable access point. The display varied according to the current stage of the Neighbourhood Plan process. The early outings of the barrow featured a photo-quiz to identify photographs of locations in the neighbourhood and to help demonstrate points of discussion. The barrow was also used as a point from which to hand out and receive comment forms. The comment forms were incorporated in a leaflet summarising the photo-quiz, which also enabled people to add their details to the Community Email Database.



18 forms were returned with comments. As evidence that younger residents felt able to engage, one form was completed by a 12 year-old boy, one was completed jointly by a 14 year-old girl and a 15 year-old boy and one was completed on behalf of a young girl though no age was given. All comments were scanned and circulated to the Neighbourhood Plan Management Group and to appropriate Working Group Chairmen, so that they could be carefully considered. A further **17 forms** were completed by people who wanted to make sure that they received any future emails about the Neighbourhood Plan process. They were added to the Community Email Database.

Involvement Quiz

With the headline 'Do you know your village', this was a light-hearted way to get involvement and to encourage residents to think about the sort of discussions being carried on within the working groups. 12 photographs of places around the neighbourhood showed issues and opportunities in the locality. The photographs needed to be matched to stickers on the map which was carried on one side of the display barrow. The photographs were reprinted on the Comment Form leaflet, which many people took home with them. There was no prize for the quiz but all Comment Forms returned were entered into a draw for £50 Marks & Spencer vouchers.

Candyboards

A local resident, Candy Harrison, produces distinctive noticeboards – Candyboards. Residents are familiar with these boards, which are displayed around the community to help advertise any important local event. Candyboards have been used extensively to support any public meetings, surgeries and other activities connected with the Neighbourhood Plan process.



Website

A considerable amount of content related to the Neighbourhood Plan process is hosted within the Freshford village website – FreshfordVillage.com. Each Working Group had a section, showing members, calendar of meetings, meeting summaries etc. In addition there were sections for Resources – commonly used documents etc – for the programme of Open Surgeries and for Frequently Asked Questions. The site is updated with each new phase of activity, though the older content remains for reference if needed. The Neighbourhood Plan section is the most-visited section of the Freshford website, receiving an average of 280 pageviews a month in autumn 2012.

Working Group: Facilities and Services

We want to improve health, social and cultural wellbeing for all, and ensure facilities and services are in place to meet local needs.

Among other things, the Group will need to consider:

- Developing a joint village hub, which will include, if possible, proposals for an improved community hall, together with the pre school and shop, and the surgery
- Developing and improving communications infrastructures, including mobile phone networks and broadband
- Support for small and medium sized businesses
- Improved provision and space for children and young people - this could include facilities at Browns Field.

Get Involved

Meet the Facilities Working Group
Meetings and discussion topics

Mike Newby - Chairman

Please contact Mike at miknewby2@btinternet.com if you have any suggestions, comments or queries about this working group

NP Website Facilities Group

Working Group: Planning and Services

We want to drive and support sustainable development which delivers homes, businesses and infrastructure, helping our community to flourish as it meets present and future demands.

We will need to consider:

- How we can provide affordable housing, and homes suitable for the elderly
- Identifying areas where employment opportunities, business and housing development can be supported, but not in a way which jeopardises Conservation Areas, the Green Belt or our rural surroundings
- Improving access to open spaces and developing links between important hubs within our communities
- Maximising the use of buildings, including those currently under-utilised, and providing improved space for community use.

Get Involved

Meet the Planning Working Group
Meeting dates and topics

Chairman Hugh Delap

Please contact Hugh at hdelap@gmail.com if you have any suggestions, comments or queries about this working group.

NP Website Planning Group

Frequently asked questions

Contents

- What is the background?
- What is a Neighbourhood Plan?
- What is a Neighbourhood Plan Assistant?
- How is the Neighbourhood Plan drafted?
- How will the draft Neighbourhood Plan be consulted on?
- How is the Neighbourhood Plan approved?
- How is the Neighbourhood Plan implemented?
- How is the Neighbourhood Plan monitored?
- How is the Neighbourhood Plan reviewed?
- How is the Neighbourhood Plan updated?
- How is the Neighbourhood Plan reviewed?
- How is the Neighbourhood Plan updated?

What is the background?

Freshford and Limpsley Stone Parish Councils have decided to develop a Neighbourhood Plan which will provide a legal basis for residents to determine the future for our community - where and how we want to develop, and where we don't. The process includes the development within our communities of the Draft Plan, which is then submitted first to BANES and Wiltshire Councils and then to an Independent Inspector. After any amendments which may be required, the Plan is submitted to a referendum across the two villages. If it is approved by a majority of residents, the Neighbourhood Plan gains legal force and must be reflected in any future planning decisions that affect our community. This is a once-in-a-generation opportunity for us to take control over development in our two villages and we urge all residents to participate in the discussions. If you don't make your voice heard, how will we know what you want to happen? Working Groups have been set up to consider various aspects of the draft Neighbourhood Plan. They are detailed on this web site. Please contact the Neighbourhood Plan Co-ordinator, Ingrid Maher-Roberts, at ingrid.maher@banes.gov.uk with any more general comments or queries.

What is a Neighbourhood Plan?

A Neighbourhood Plan (NP) is a new way of helping local communities to influence the planning of the area in which they live and work. Introduced by the Localism Act 2011 it provides a legal framework through which a community can be directly involved in shaping its own future. Proposals to have a Neighbourhood Plan are first considered by the council, and if a 'yes' vote is achieved, a referendum will be held to vote on the plan.

NP Website FAQs

Working Group: Environment, Green Belt and the local Landscape

We want to protect and enhance our natural, built and historic environment within the Green Belt, Area of Outstanding Natural Beauty and Local Conservation Areas. At the same time we want to live in a vibrant community, which provides for and supports people of all ages.

Among other things, the Group will need to consider:

- Continued protection for the Green Belt, preserving the rural character of the countryside
- Supporting local agriculture and the preservation of trees, woods, the open countryside and the farming and wildlife landscape
- Considering approval for limited development that the community supports, while protecting our environment
- Using natural resources with care, minimising waste and pollution, and encouraging the use of renewable energy.

Get Involved

Meet the Environment Working Group
Meetings Dates and topics to be discussed

All RESIDENTS OF FRESHFORD AND LIMPSLEY STONE ARE ENCOURAGED TO PARTICIPATE

The Environment Group is working on your behalf. If you have any concerns or ideas relating to the Environment, Green Belt and Local Landscape that you would like to express, we would be glad to hear from you. Simply contact any member of the Group or email the Chair, Tom Taylor, at tom.taylor@freshford.org.uk. Please email your comments direct and provide your phone number. The Group will consider your comments when it discusses the topic concerned.

NP Website Environment Group

Working Group: Transport and Movement

We want to create a safe environment for traffic on roads, pedestrian movements, cyclists, and accessible public transport.

We will need to consider:

- How pedestrian movement can be improved on the A36 in terms of speed limits and pedestrian crossings
- Encouraging 'shared space' initiatives, including 'virtual' pavements
- Developing footpaths and cycle ways and possible river bridges
- Encouraging and supporting public transport, and its regular use
- How to discourage 'test runs'
- Resolving car parking problems across both village areas.

Get Involved

Meet the Transport Working Group
Meetings and topics for discussion
Map of footpaths and bridleways

Chairman Bob Broadhead

Please contact Bob at bob.broadhead@btmail.co.uk if you have any suggestions, comments or queries about this working group.

NP Website Transport Group

Neighbourhood Plan - Resources

The two County Councils have published our application for the designation of our neighbourhood area:

- Wiltshire County Council
- BANES

The interim reports - November 2012 - from the Working Group can be viewed by clicking the links below:

Interim Reports from Working Groups
Planning and Development
Facilities and Services
Transport and Movement
Environment and Landscape

Resources

Neighbourhood Plan FAQs
Launch Leaflet - June 2013
Map of parishes - general
Map of parishes - footpaths
BANES NP leaflet
Wiltshire CC leaflet
Wiltshire CC NP process chart
NP Regulations April 2012
ESHA workshop
Freshford Village Plan 2008
Limpsley Stone Village Plan 2008
Environment Group Web Pages

Section Three - Consultation Timetable

	2012 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2013 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2014 Jan	Feb	Mar
Public Meetings	✓	✓				✓																					
Leaflet		✓				✓								✓					✓						✓		
Open surgeries									✓	✓				✓	✓					✓					✓		
Display barrow									✓	✓				✓	✓					✓							
Comment forms									✓	✓															✓		
Photo quiz									✓	✓																	
Candy boards	✓	✓							✓	✓				✓	✓					✓					✓		
Website						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Emails									✓	✓				✓	✓	✓		✓	✓			✓		✓	✓	✓	
Freshford Bulletin	✓		✓						✓			✓			✓			✓			✓				✓		
LS Clarion	✓	✓	✓			✓			✓	✓		✓		✓		✓			✓				✓		✓		

Section Four – Summary of main issues raised during the consultation on the Revised Draft Neighbourhood Plan - and how they were addressed.

(NB The full texts of comments received are contained in Appendix D12)

Boundaries of 'Village Settlements' should exclude paddock and grassland areas.

– The boundaries have been further reviewed – see Map 2, page 11.

Further clarification of 'infill' required.

– Definition of infill has been clarified - see panel on page 10.

Hydro scheme at Iford mentioned but not the Freshford one.

– Noted; Freshford hydro now included – see para 4.1.06.

Figures given for Housing are inconsistent. Clarification required about number of homes at Freshford Mill and Rentokil sites.

– Number of homes on brownfield sites is outside remit of NP.

No consultation with Hinton Charterhouse re Pipehouse.

– Outside remit of NP but discussions with Hinton Charterhouse are ongoing where appropriate.

Concerns about irresponsible parking.

– Outside remit of NP.

Concerns about traffic at Rentokil and Freshford Mill.

– Outside remit of NP. To be dealt with by Parish Council on sight of planning applications.

RDNP 7.05 refers to A36 as a 'barrier'. Residents in Pipehouse and Midford Lane don't see it as such.

– Not all residents agree. Objectives to reduce speed limits on A36 and to install pedestrian refuges remain in NP – see 6.1.07.

Comments about the purchase and subsequent use of The Tynning in Freshford.

– Outside remit of NP. To be dealt with by Freshford Parish Council

Concerns about the ongoing management of the Neighbourhood Plan, if adopted.

*– The NP wording has been revised to clarify this point. The Management Committee was set up by the Parish Councils to progress the **Creation** of the Plan (1.4). **Implementation** and **Review** of the Plan, if adopted, are the responsibility of the Parish Councils (1.4 and 1.3).*