

# High Littleton & Hallatrow Neighbourhood Plan Consultation Statement

## Introduction

High Littleton Parish Council, as qualifying body defined by the Localism Act 2011, has submitted its Neighbourhood Plan to Bath & North East Somerset Council for independent examination. This Consultation Statement meets the requirements of the Neighbourhood Planning (General) Regulations 2012 Regulation 15 and Regulation 14. It also contains an outline of earlier consultations and community engagements carried out while developing the High Littleton & Hallatrow Neighbourhood Plan.

Section 15(2) of the Regulations states that a Consultation Statement is a document which:

- contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan;
- explains how they were consulted;
- summarises the main issues and concerns raised by the persons/bodies consulted; and
- describes how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.

This Consultation Statement summarises all statutory and non-statutory consultation undertaken with the local community and with other relevant bodies and stakeholders in developing the draft Neighbourhood Plan. In particular it describes how some of the concerns that arose during the statutory pre-submission consultation have been addressed and what changes have been made to convert the draft Neighbourhood Plan into the proposed Neighbourhood Plan.

## Neighbourhood Plan Working Group and Communications Plan

The Plan was prepared by volunteer residents and members of High Littleton Parish Council (the Neighbourhood Plan Working Group) with support from B&NES Council Planning Department. Community engagement, through consultation and awareness raising, has been integral to the development of our Neighbourhood Plan in accordance with the Communications Plan at Appendix A.

## Community Engagement

Awareness raising to encourage local involvement was initially through articles in the Parish magazine ('News & Views') and social media. This led to the first Neighbourhood Plan community event in November 2016 with a well-attended "drop in" meeting to determine the key areas for inclusion in the plan. A full report from this event is included as Appendix B.

Development of the Neighbourhood Plan was paused in 2018 as it was decided to wait for the B&NES Local Plan to be agreed to ensure the Neighbourhood Plan would be consistent with local planning policy. The COVID pandemic caused further delay, preventing further community events from being held. In 2022, it was decided to restart work on the Neighbourhood Plan and a new working group was formed from Parish Councillors and residents. A second "drop in" meeting was held in January 2023 to allow residents an opportunity to review and comment on a mature draft of the plan, including policies and objectives. Following the second community event, the plan was revised prior to starting the formal Regulation 14 consultation process following Parish Council endorsement in April 2023. A full report from the second "drop in" is included as Appendix C.

## Regulation 14 consultation

In accordance with Neighbourhood Planning Regulation 14, High Littleton Parish Council undertook a public consultation on its Pre-Submission Neighbourhood Development Plan from 13th June 2023 until 25th July 2023. The statutory bodies consulted are listed at Appendix D. Each body was sent an email that explained the purpose of the consultation, included links to the Neighbourhood Plan and supporting documents and provided a questionnaire to assist with responding. Additionally, the local community was encouraged to respond to the consultation through local advertising (via the parish and school newsletters, social media and council website).

The responses to the consultation are summarised at Appendix D along with details of how comments have been actioned where appropriate.

## **Conclusion**

The draft High Littleton Parish Council has completed a consultation on the High Littleton & Hallatrow Neighbourhood Plan in accordance with legislation following a period of community engagement. The plan is now submitted to the local planning authority to appoint an independent examiner.

**Appendix A:** Communications Plan

**Appendix B:** Community Engagement Report 1

**Appendix C:** Community Engagement Report 2

**Appendix D:** Regulation 14 – Consulted bodies

## Appendix A: Communications Plan Communication Objectives

- Increasing awareness of the Neighbourhood plan objectives
- Ensuring that the NP timetable is communicated and that the community is aware of key milestones and progress against them
- Changing the perception of the plan and the NP team
- Gaining community support
- Ensuring community consultation

## Communications Guidelines

- All messages will be audience-specific
- Every key message will be communicated to the community
- Messages will be distributed through a wide range of appropriate channels
- Communication will be tailored, based on what people need to know
- All critical communications must be approved by the NP team and the Parish Council prior to distribution
- Only the communications team will be able to distribute official NP communication
- The project team will provide opportunities for the community to have input and will listen and act on feedback

## Target Audience

- Project sponsor (The Parish Council)
- The NP Working Group
- Wider Consultation Groups
- The community of the parish

## Communication Requirements

Name	Information	Responsibility	Timeframe	Channel
Parish Council representative Project sponsor	<ul style="list-style-type: none"> <li>• Summary project status</li> <li>• Critical risks and issues</li> <li>• Budget &amp; timeline performance</li> </ul>	<ul style="list-style-type: none"> <li>• NP chair</li> <li>• Or PC rep</li> </ul>	Monthly	<ul style="list-style-type: none"> <li>• E-mail</li> <li>• Parish Council meetings</li> </ul>
NP Working Group	<ul style="list-style-type: none"> <li>• Detailed project status</li> <li>• NP document</li> <li>• Supporting evidence</li> <li>• Resources, budget and expenditure</li> </ul>	<ul style="list-style-type: none"> <li>• NP chair</li> <li>• Project Team</li> </ul>	Update each meeting or when timely	<ul style="list-style-type: none"> <li>• E-mail</li> <li>• NP meetings</li> </ul>
Wider project members	Detailed project status for elements they are involved with	Project members responsible for particular elements	Monthly	<ul style="list-style-type: none"> <li>• E-mail</li> <li>• Reports to NP Committee members in meetings (record in minutes)</li> </ul>

Community	<ul style="list-style-type: none"> <li>• Project objectives</li> <li>• Progress against key milestones</li> </ul>	Communication team	Various as set out below	<ul style="list-style-type: none"> <li>• News &amp; Views</li> <li>• PC website</li> <li>• PC Facebook</li> <li>• Notice boards</li> <li>• Leaflets and posters at key community sites</li> <li>• Public meetings</li> </ul>
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**Key Messages for internal communication**

Regular messages which are critical to the success of the team and will be reported on at each NP meeting:

- **Project status:** Whether the project is currently operating within the agreed schedule, budget and quality targets.
- **Project risks & issues:** The impact of the risks & issues currently affecting the project and the actions taken to resolve them.
- **Project deliverables:** The deliverables completed to date and the items which are scheduled for completion within the next reporting period.
- **Project resources:** The overall level of resourcing in relation to the Resource Plan and any resource constraints currently affecting the project.

**Community Information dissemination**

Channel	PC website
Information Requirement	NP plan purpose and objectives Project plan Project Status Project progress against key milestones Key interest items Dates, times and agenda for all meetings Minutes of NP meetings Feedback and comments via blog
Information Provider	NP team
Timeframe	Monthly

Channel	News & Views
Information Requirement	Project plan Project Status Project progress against key milestones Key interest items Feedback box at key community spaces
Information Provider	NP team
Timeframe	Bi-Monthly

Channel	Notice boards
Information Requirement	Project Status Project progress against key milestones Key interest items Dates, times and agenda for all meetings
Information Provider	Communications team
Timeframe	Monthly

Channel	Leaflets and posters at key community spaces
Information Requirement	Project Status Project progress against key milestones Key interest items Dates, times and agenda for all meetings Invite feedback via comments
Information Provider	Communications team
Timeframe	As required

**Consultation groups:**

- High Littleton & Hallatrow residents
- Business community
- WI
- Church
- Scouts
- Rec Committee
- Youth Groups
- Environmental Groups

## High Littleton and Hallatrow Neighbourhood Plan

# Report on Community Engagement Period November 2016 – February 2017

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1	Consolidated Data: Big Neighbourhood Launch 26 November 2016 (Excel Spreadsheet): <ul style="list-style-type: none"><li>• Survey</li><li>• Themes</li><li>• Vision &amp; Objectives</li></ul>	

**Date: May 2017**

## Executive Summary

1. In order to complete a Neighbourhood Plan there was a requirement for wide ranging community engagement within the Parish. Preparation for the initial Neighbourhood Drop-in Launch started in September 2016 with publicity through a flyer delivered to each household in the Parish and posters displayed in High Littleton and Hallatrow prior to the event. A community questionnaire was prepared to seek their views of residents on a wide range of subject areas. While the views canvassed included issues outside the scope of the Neighbourhood Plan it would provide a holistic record of the issues and concerns of the community.
2. On 26 November 2016 the Methodist Centre, High Littleton was used for the “Big Neighbourhood Drop-in Launch” was conducted from 10 am to 4pm. The set-up for the day consisted of: a reception desk to welcome, record, brief attendees on the event and issue questionnaires; wall displays to outline the neighbourhood planning process, parish maps and background information. Additional tables were provided for attendees to complete their questionnaires. Members of the Neighbourhood Plan Steering Group were on hand to answer queries on the planning process and to facilitate completion of the questionnaires. A total of 74 people attended the session with 57 questionnaires completed, additional questionnaires were returned after the event to make a total of 63 returns.
3. The questionnaires were collated and consolidated with the original returns archived as a permanent record. The resulting spreadsheet was reviewed to determine similar views expressed by multiple respondents and then these views were aligned to neighbourhood planning objectives to develop emerging themes that reflected the majority views of respondents. The output of this analysis was then reviewed to ensure its accuracy against the community views expressed. The community’s vision, planning objectives with associated themes, were outlined as follows:
  - **Vision.** Retain and enhance High Littleton’s and Hallatrow’s unique heritage and rural setting through sympathetic development that provides an attractive and safe environment for the whole community.
  - **Neighbourhood Planning Objectives and Associated Themes:**
    - **Housing & Development.** Support “infill” & “brownfield development” in sympathy with the existing character of the Parish to meet the housing needs of the whole community.
    - **Traffic & Transport.** Prioritise measures to improve road safety while reducing traffic congestion through the Parish.
    - **Community.** Support projects to encourage a “single parish focus” including development of facilities for the whole community.
    - **Environment.** Protect and promote the green spaces and rural environment of the Parish.
    - **Heritage.** Maintain and celebrate the unique heritage of parish, historic links to coal mining & geology.
    - **Economy.** Support businesses that contribute to the community and provide modern infrastructure to encourage local employment.

4. Initial reports on the engagement process were published on the High Littleton Parish Council website and in the High Littleton and Hallatrow News and Views magazine. The Final Report back to the community was delivered to 883 properties in the Parish over the period 9 and 10 February 2017. This report included the community's vision for future development in the Parish, the 6 neighbourhood plan objectives with associated themes, recognised that some issues were outside the scope of the neighbourhood planning process, but needed to be progressed in other ways; invited parishioners to contribute further to the planning process. The Steering Group also identified the next steps in the neighbourhood planning process to: build the evidence base, review options for the Plan, write the draft Plan, and continue consultation with the community.

## Report on Community Engagement

### Introduction

5. The High Littleton Parish Council decided to raise a Neighbourhood Plan and formed a Neighbourhood Plan Steering Group to develop a plan on behalf of the community to create a vision for the future development and use of land. At the 2011 National Census a total of 850 households had been identified in the Parish covering High Littleton and Hallatrow with some remote farms and residences throughout the Parish. A community engagement process was planned with the first event, a "Big Neighbourhood Drop-in Launch" to be held on 26 Nov 16 at the Methodist Centre, High Littleton. Support, for staging the event, was provided by the Community Team from B&NES Council.

### Set up of the "Big Neighbourhood Drop-In Launch"

6. **Publicity.** Publicity for the event consisted of:
  - **A Flyer** to all households in the parish during the period 19 - 20 November and delivered by a local team paid to make the delivery.
  - **A Poster** for placing at 20 convenient information points around the Parish displayed during the period 17 - 26 November

Copies of the publicity are shown at Annex A. In addition, notification of the event was placed on the Parish Council website and in the "High Littleton & Hallatrow News & Views" September & October Edition.

7. **Community Questionnaire.** A questionnaire was devised by the Steering Group to enable residents to give views on:
  - What they would love or wish to preserve in the Parish of High Littleton and Hallatrow?
  - What would they like to improve?
  - What would be their aspirations for High Littleton and Hallatrow?

We sought their views on a wide range of subjects and gave 14 areas that they might wish to comment on as well as allowing them to raise other issues/concerns. The areas we identified were:

1. New village homes.
2. Highways and car parking.
3. Security and policing.
4. Public transport.
5. Education facilities.
6. Local health facilities.



7. Internet broadband.
8. Local business and innovation/tourism.
9. New building development.
10. Village amenities.
11. Farming and rural.
12. Protection of heritage.
13. Environment issues.
14. Other issues.

It was accepted that the views we were canvassing included issues outside of the scope of the Neighbourhood Plan but this survey would provide a holistic record of the issues and concerns of the community.

### **Conduct of the Big Neighbourhood Drop-in Launch Event 26 Nov 16**

8. One large room within the Methodist Centre was used with event signage displayed outside the building. The room was set up with:
  - A reception table to record attendees, give a short brief on the event and to issue and receive questionnaires when completed.
  - A number of wall displays to outline the process for completing a Neighbourhood Plan; background information on the how local communities should be involved in the planning process; and wall maps showing the layout of the Parish.
  - A central table showing further map displays and 4 tables to allow attendees to fill complete the questionnaire.

Members of the Steering Group were present to welcome and brief attendees as they arrived, to guide them through the planning process and to answer general questions on Neighbourhood Planning. In addition, volunteers were available to assist people who might need help in completing the questionnaire.

9. The event started at 10 am and was completed at 4 pm. The breakdown of attendees in the period was as follows:

1000 – 1100	15
1100 – 1200	19
1200 – 1300	5
1300 – 1400	13
1400 – 1500	13
1500 – 1600	9
<b>Total Attendees</b>	<b>74</b>

From the event 57 completed questionnaires with additional questionnaires being returned up to 2 weeks later making a total of 63 returns.

### **Analysis of Questionnaires**

10. Analysis of Questionnaires. Several members of the Steering Group first collated and consolidated the 63 questionnaires in to a spread sheet, which is enclosed with the report. The individual questionnaires have been archived in hard copy. The spread sheet was reviewed to determine whether there were multiple respondents expressing similar views. These views were aligned to the Neighbourhood Planning Objectives and then compared to develop a number of 'themes' that reflected the majority view of respondents. The output of this analysis was then reviewed by members of the Steering Group to ensure the opinions of the parish (including

views expressed at the 'drop in' event) had been accurately represented. A Community Vision was developed from the themes as a short statement to express a long-term view of what members of the parish wish to retain and change through the Neighbourhood Plan.

11. The Community's Vision and Associated Themes are listed below and will be tested at future consultation events.

- **The Community's Vision:** Retain and enhance High Littleton's and Hallatrow's unique heritage and rural setting through sympathetic development that provides an attractive and safe environment for the whole community.
- **Neighbourhood Planning Objectives and Associated Themes:**
  - **Housing & Development.** Support "infill" & "brownfield development" in sympathy with the existing character of the Parish to meet the housing needs of the whole community.
  - **Traffic & Transport.** Prioritise measures to improve road safety while reducing traffic congestion through the Parish.
  - **Community.** Support projects to encourage a "single parish focus" including development of facilities for the whole community.
  - **Environment.** Protect and promote the green spaces and rural environment of the Parish.
  - **Heritage.** Maintain and celebrate the unique heritage of parish, historic links to coal mining & geology.
  - **Economy.** Support businesses that contribute to the community and provide modern infrastructure to encourage local employment.

These objectives were also allocated associated themes which reflected the community's views on the issues raised at the Neighbourhood Plan Drop-in Launch.

## **Report Back to Community**

### **Initial Report Back to Community**

12. On 28 November 2016 a brief report was submitted to the High Littleton Parish Council Website and "High Littleton and Hallatrow News and Views" January & February 2017 Edition as follows:

#### **'High Littleton Neighbourhood Plan Drop-In Launch held on Saturday 26<sup>th</sup> November 2016**

Some 80 parishioners attended the Neighbourhood Plan drop-in event on Saturday 26<sup>th</sup> November and provided varied and strong comments on a wide range of issues. Of particular note, was concern over traffic density and speed in the villages and the reduction in local bus services. A number of Hallatrow residents were concerned over the lack of facilities there. Many people appreciated the need for housing development but only if the rural character of the Parish could be preserved. Thank you to all who attended the drop-in event and provided feedback. The NP Steering Group will now start working to process and analyse the many comments provided and will decide what supporting studies are needed before developing the policies and proposals to be included in the NP. Parishioners' views will be sought at a further community engagement event to be held in 2017.

**Feedback** on views expressed at the NP Drop-in Event on 26<sup>th</sup> November is being delivered to parishioners. The views of local businesses are also being sought and a Landscape Assessment Survey is to be undertaken to support the NP. Work is underway in drafting the NP for consultation with parishioners later in the year.'

The report was placed on the Parish Council Website; however, as the full report to Parish residents had already been delivered (see below), only the “Feedback paragraph” was printed in the High Littleton & Hallatrow News & Views March & April 2017 Edition.

### **Final Report Back to Community**

13. The final report back to the community was completed and approved by the Steering Group for delivery to all households in the Parish. The document:

- Included the “Community’s Vision” and the 6 Neighbourhood Plan Objectives with Associated Themes.
- Also recognised that some of the issues expressed by the community were outside of the legal scope of the Neighbourhood Plan. The Steering Group would review the way forward to resolve these issues outside of the Neighbourhood Plan with the Parish Council and additional community action groups might be required to progress these issues.
- Also invited parishioners to contribute further by contacting the Neighbourhood Planning Steering Group.

14. Next Steps in Planning Process. The Neighbourhood Plan Steering Group identified the next steps to be taken in the planning process:

#### **Build the Evidence Base:**

- Carry out a survey with local businesses
- Continue to review past reports and surveys to gather evidence.
- Identify gaps in that evidence.
- Compile new evidence.
- Analyse evidence gathered.

#### **Review Options for the Plan**

- Prioritise issues and themes.
- Look at Options.

#### **Write Draft Plan**

- Consider policies, proposals & site allocations.
- Consider sustainability, diversity, equality & delivery.

#### **Consult**

- Keep residents, community and businesses informed of progress (mail drops, Parish “News & Views”, Facebook and Parish Council Website).
- Produce draft Neighbourhood Plan for consultation.

The Final Report Back to the Community is shown at Annex B.

15. Delivery of Final Report Back to Community. The Final Report (in A4 size tri-fold leaflets) was delivered to all households in the Parish in the period 9 & 10 February 2017. The High Littleton and Mearns area was sub-divided in to 7 delivery rounds with 697 properties. The Hallatrow and Whitecross area was sub-divided in to 4 delivery rounds with 186 properties. The total delivered was to 883 properties, 33 properties more than provided in the 2011 National Census. The Parish delivery areas are shown at Annex C and will be used for organising further leaflet drops to the community.

**Date: May 2017**

# Report on Community Engagement January 2023

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1.	Anonymised Consolidated Questionnaire Responses	
2.	Draft Neighbourhood Plan	

**Date: March 2023**

## Executive Summary

1. Community engagement is a critical part of producing a Neighbourhood Plan. As well as being an integral part of the process for producing a plan, the plan is only of value if it reflects the views and priorities of the community it represents. Engagement is also fundamental to the plan gaining the support it requires to pass a referendum and to become part of planning legislation.
2. On 26 November 2016, the first community engagement event for the High Littleton and Hallatrow Neighbourhood Plan was held at the Methodist Church, High Littleton and consisted of a number of presentations and displays facilitated by the Neighbourhood Plan Steering Group. This event identified the planning priorities for residents and wider issues that were impacting on our parish. Feedback from this event was used to develop the first draft Neighbourhood Plan for High Littleton and Hallatrow and a vision for our parish.
3. A second community engagement event was held on 28<sup>th</sup> January 2023 at the Church Hall, High Littleton following a similar format to the 2016 event. The long period of time between the two events was due, first, to changing higher level planning policies (the West of England Combined Authority's Joint Spatial Plan and B&NES's Local Plan were still being developed) and, second, COVID preventing social gatherings. The second event could present a draft Neighbourhood Plan containing objectives and policies that built on the information from the first event. The event also allowed residents to comment on wider issues, outside the remit of the plan, that could be used to set priorities for the community and inform an action plan for the Parish Council to progress.
4. Feedback from residents who attended the second engagement demonstrated overwhelming support for the policies of the draft Neighbourhood Plan. Additionally, the event highlighted the community's priorities for issues not covered by the Neighbourhood Plan, including:
  - The lack of public transport to our community
  - Growing concerns about speeding traffic and congestion on the A39
  - A desire to develop a better sense of community and to bring together existing community groups to work together
  - Frustration that the Church Farm building in High Littleton remains an eyesore
  - A need to improve access to footpaths and green spaces
5. The draft Neighbourhood Plan will be amended to incorporate feedback from the event ready for the next step in the process, formal consultation.
6. A report summarising the key points from the Drop In and how residents' feedback will be taken forward has been produced and will be shared with the Parish Council and the community.

## Summary of the First Community Engagement Event

7. On 26 November 2016 the Methodist Centre, High Littleton was used for the “Big Neighbourhood Drop-in Launch that was conducted from 10 am to 4pm. Wall displays were used to outline the neighbourhood planning process, parish maps and background information. Members of the Neighbourhood Plan Steering Group were on hand to answer queries on the planning process and to facilitate completion of the questionnaires. A total of 74 people attended the session with 57 questionnaires completed, additional questionnaires were returned after the event to make a total of 63 returns.
8. The questionnaires were collated and consolidated with the original returns archived as a permanent record. The feedback was analysed and developed to produce a vision for our community, planning objectives with associated themes, which are summarised below:
  - **Vision.** Retain and enhance High Littleton’s and Hallatrow’s unique heritage and rural setting through sympathetic development that provides an attractive and safe environment for the whole community.
  - **Neighbourhood Planning Objectives and Associated Themes:**
    - **Housing & Development.** Support “infill” & “brownfield development” in sympathy with the existing character of the Parish to meet the housing needs of the whole community.
    - **Traffic & Transport.** Prioritise measures to improve road safety while reducing traffic congestion through the Parish.
    - **Community.** Support projects to encourage a “single parish focus” including development of facilities for the whole community.
    - **Environment.** Protect and promote the green spaces and rural environment of the Parish.
    - **Heritage.** Maintain and celebrate the unique heritage of parish, historic links to coal mining & geology.
    - **Economy.** Support businesses that contribute to the community and provide modern infrastructure to encourage local employment.
9. Initial reports on the engagement process were published on the High Littleton Parish Council website and in the High Littleton and Hallatrow News and Views magazine. The Final Report back to the community was delivered to all properties in the Parish. This report included the community’s vision for future development in the Parish, the 6 neighbourhood plan objectives with associated themes, recognised that some issues were outside the scope of the neighbourhood planning process, but needed to be progressed in other ways; invited parishioners to contribute further to the planning process. The Steering Group also identified the next steps in the neighbourhood planning process to: build the evidence base, review options for the Plan, write the draft Plan, and continue consultation with the community.
10. A full report of the engagement event is available from the Parish Council.

# Report on the Second Community Engagement Event

## Introduction

11. The second community engagement event was organised for 28<sup>th</sup> January 2023 from 11am to 3pm at the Church Hall, High Littleton. The date, time and location were chosen to maximise the attendance by residents of High Littleton and Hallatrow. A summary of the event is provided below.

## Set up of the “Community Drop-In”

### 12. Publicity

Publicity for the event consisted of:

- **Awareness** of the Neighbourhood Plan and community drop-in was raised in November and December through the Parish Council’s Chairman’s editorial in the parish newsletter, a news item in the High Littleton School newsletter and through the Parish Council Facebook page.
- **A Flyer** delivered with the parish Newsletter to all households in the parish approximately 3 weeks before the event.
- **Reminders** were sent through social media in the week before the event was held.

Copies of the publicity are shown at Annex A.

### 13. Community Feedback.

A questionnaire was devised by the Steering Group to enable residents to indicate if they supported the policies and objectives of the plan, with additional space to provide comments and feedback. Wall displays were provided at the ‘drop-in’ to allow residents to engage and offer their views on:

1. The key themes of the Neighbourhood Plan policies
2. What they value in our community and what they would like changed by adding post-it notes to large maps of High Littleton and Hallatrow
3. Any other topics they would like the Parish Council to prioritise.

## Conduct of the Community Drop-in event

14. The Church Hall was set up with:

- A reception table to record attendees, give a short brief on the event and to issue and receive questionnaires when completed.
- A number of wall displays to outline the process for completing a Neighbourhood Plan; background information on the how local communities should be involved in the planning process; the policies and objectives of the plan and wall maps showing the layout of the Parish.
- Further displays showed key features of the parish, including views of the landscape and of listed buildings.

- Tables and chairs were provided to allow attendees to complete the questionnaire and teas/coffees and cakes were provided free of charge to encourage people to attend and to sit and chat with each other.

15. Members of the Steering Group were present to welcome and brief attendees as they arrived, to guide them through the planning process and to answer general questions on Neighbourhood Planning. In addition, volunteers were available to assist people who might need help in completing the questionnaire.

16. The event started at 11 am and was completed at 3 pm. 54 adults attended along with approximately 20 children. 47 questionnaires were completed by adult residents of the parish.

### **Analysis of Questionnaires and Community Feedback**

17. Questionnaires were consolidated into a single spreadsheet and anonymised. The results showed overwhelming support for the policies of the draft plan and allowed comments and feedback to be reviewed to develop themes. The results from the questionnaires are summarised at Annex B.

18. The key themes derived from comments made by residents are summarised as:

- A lack of public transport to our community prevents younger and older residents from accessing key services and employment opportunities in surrounding cities. In time, this will lead to a growing poverty gap between city and rural communities. It also runs counter to the Local Authorities declared objective to achieve Net Zero.
- Traffic issues continue to dominate residents' concerns. At different times of the day, the A39 suffers from severe congestion and speeding traffic. With a school and other community assets positioned along the A39, the narrow pavements put pedestrians at risk.
- There is a clear desire from residents to develop a better sense of community. A lack of an obvious parish centre and community hall does not help, but there are other ways to address the concerns, such as by providing village notice boards and by bringing together existing community groups to work together.
- There is considerable frustration that the Church Farm building in High Littleton remains an eyesore (after around 15 years of being supported by scaffolding). Its location at the historic core of the village is an embarrassment to residents.
- Residents asked that signage and access to footpaths and green spaces could be improved.
- There was clear support for sustainable building methods, such as better use of grey water and improved drainage (to reduce the impact on biodiversity).



## Proposed Parish Action Plan

Title	Proposed Action	Lead
Church Farm	Lobby B&NES to resolve village 'eye sore'.	District Councillor and Parish Council
Traffic Survey/Assessment & Safe Travel interventions	Work with BaNES to conduct a full traffic survey to understand how traffic can be more safely managed throughout the parishes and implement measures to maintain safe walking and crossing routes	Parish Council
Other empty properties	Need a way forward for: <ul style="list-style-type: none"> <li>• Rosewell nursing home site</li> <li>• Empty shop opposite The Star</li> <li>• British Legion hall</li> </ul>	District Councillor and Parish Council
Footpaths and Green Spaces access	Produce a leaflet to show footpaths and green spaces in the parish.	?? Parish Council ?? Eco group
Hallatrow to White Cross footpath	Work with landowner and B&NES to create a safe walking solution to the stretch of A39 between Hallatrow and White Cross with no pavement currently.	District Councillor and Parish Council
Bus services and public transport	Lobby B&NES to fund improved public transport for our rural community.	District Councillor and Parish Council
Community engagement	Hold a community engagement event once or twice a year to bring residents together, review progress against these actions and re-visit the priorities for the parish	Parish Council
Community noticeboards	Erect community noticeboards in High Littleton and Hallatrow	Parish Council
Community action	Bring local community groups together to help deliver improvements	??
Environmental Action Plan	Work with local environmental group to support the collection of local wildlife data and improve habitats and connectivity of the landscape for nature	HL& H Environment Group

### Annexes:

- A. Event Publicity
- B. Questionnaire Response Summary
- C. Other feedback

**Date: March 2023**



## High Littleton and Hallatrow Neighbourhood Plan

# High Littleton and Hallatrow Neighbourhood Plan

# 2023 - 2043

### What is Neighbourhood Planning?

Neighbourhood planning was introduced in the Localism Act 2011 and sets out planning policies for the local area that are used to decide whether to approve planning applications.

The plan is written by the local community, the people who know and love the area, rather than the Local Planning Authority. It ensures the community gets the right types of development, in the right places.

There are three steps to creating a plan:  
Step 1: Getting set up  
Step 2: Community consultation and evidence – we are currently here  
Step 3: Submitting the plan for independent review

Once these steps are complete, you will be asked to vote on the plan in a referendum.

### How does the plan help with things other than planning?

In addition to setting policies that will influence future planning decisions, the Neighbourhood Plan includes things that residents have said are important. These include:

- How to improve public transport and reduce traffic speeds and congestion
- How to support our community and create community spaces
- How to improve the biodiversity and reduce carbon emissions

There are no simple solutions to these challenges, but we want to work with the local community and the council to take steps to make small improvements that can add up to bigger changes.

### Why is Neighbourhood Planning important?

Our Neighbourhood Plan provides a framework for the sustainable development of our Parish over the next 20 years. It sets out the views of the community on how best to preserve the rural and distinctive character of the Parish and at the same time encourage social, environmental and economic development for the benefit of all.

The plan ensures that our Parish continues to thrive and remains an attractive place to live, work and visit. We wish to ensure that future generations will benefit from improved facilities and that the distinctive rural nature of the Parish is maintained and protected.

## What do we aim to achieve?

The plan sets out the things you have told us are important as policies and objectives. These are:

### Planning and Development

To support proportionate, sustainable and small-scale residential development, in a way that enhances the character of the area and protects the natural and historic environment for future generations

- Preserve the rural setting of the villages
- Support small-scale, infill developments that take into consideration the limited capacity of the infrastructure and facilities of the Parish
- Maintain village boundaries between High Littleton and Hallatrow
- Deliver Carbon Net Zero and build resilience to Climate Change
- Enhance safe walking routes

### Environment and Sustainability

To safeguard and enhance the natural habitat and biodiversity within the Parish and to adapt and build resilience to a changing climate, supporting the Net-Zero carbon objectives of the Council

- Mitigate and protect the local wildlife and biodiversity
- Reduce the impact of pollution on our watercourses
- Protect and enhance the natural environment and connectivity of habitats (Green Infrastructure) of the parish and surrounding areas
- Protect community valued safe spaces and improve access to Local Green Spaces that provide health and wellbeing benefits for local residents

### Local Heritage and Historic Buildings

To recognise the heritage of assets (including buildings, walls and monuments), specific areas of historic importance and historic natural features (including trees and hedges) in the Parish such that they can be preserved to maintain the distinct character of the Parish.

- Protect the character of historic buildings
- Preserve features and character of dwellings extending northwards along the A39 from the school
- Preserve the design build style of the village, with reference to guidance in the Village Design Statement
- Preserve the historic core of High Littleton around the school and church

## How can I get involved?

28th  
January -  
Community  
Drop In

February -  
Formal  
Consultation

March/April -  
Independent  
Examination

May/June -  
Referendum

Indicative timescale

### Community Drop In - 28th January 2023

- Church Hall, 11am - 3pm
- Free Tea, Coffee and Cake
- Presentation on the Neighbourhood Plan at 11am, 12pm, 1pm and 2pm
- An opportunity to express your views and tell us your priorities for the village

## Our Parish - did you know?

We have 2,000 residents living in 760 houses

The Limestone Link is a 36 mile walk that runs through our parish along the Cam Valley and joins the Cotswold Way and the West Mendip Way

According to William Smith, the famous English geologist who lived here, our parish is the 'birthplace of geology'

High Littleton was probably settled by the Saxons in the late 7th or 8th century - They called it Lytel tun

Hallatrow may be much older and possibly takes its name from the holy tree (or Halig treow) of Glastonbury legend

To find out more about neighbourhood plans: [www.neighbourhoodplanning.org](http://www.neighbourhoodplanning.org)

## Annex B to Appendix C – Community Drop-In Questionnaire Response Summary

Draft Local Heritage & Historic Buildings Objectives	Draft Local Heritage & Historic Buildings Policies	Agree with policy?	
		Yes	No
HB1: Protect character of historic buildings	HB1a: Development proposals should seek to preserve or enhance their character and setting or any features of special architectural or historic interest which they possess.	46	1
HB2: Preserve features and character	HB2a: Development proposals fronting onto the A39 should reflect the distinct design characteristics of existing buildings and be sympathetic in form	44	3
HB3: Design build style	HB3a: New buildings should be sympathetic to design characteristics, building shapes and proportions and be of simple form.	45	1
HB4: Preserve historic core	HB4a: Development proposals in the vicinity of the school and Holy Trinity Church should preserve the distinct character of the area.	46	1
Draft Planning & Development Objectives	Draft Planning & Development Policies	Agree with policy?	
		Yes	No
PD1: Preserve the rural setting of the villages	PD1 - Preserve the rural landscape	46	0
PD2: Support small-scale, infill developments that take into consideration the limited capacity of the infrastructure and facilities of the Parish	PD2a: Support small-scale (less than 9 properties), in-fill developments	46	0
	PD2b: Any new small-scale development must demonstrate consideration for highway and pedestrian safety and support easement of traffic congestion throughout the Parish, for example, by providing necessary parking	45	1
PD3: Maintain village boundaries between High Littleton and Hallatrow	PD3: Maintain the rural environment and preserve the natural green spaces between the villages in line with the recommendations of the Landscape Character Assessment	43	1
PD4: Deliver Carbon Net Zero and build resilience to Climate Change	PD4: New developments must deliver the Clean Energy requirements that align with the ambitions of the B&NES Local Plan and Climate Emergency Action Plans	44	1
PD5: Safe walking routes	PD5: Any new small-scale development would need to demonstrate how it supports and enhances safe walking routes throughout the Parish	45	0
Draft Environment & Sustainability Objectives	Draft Environment & Sustainability Policies	Agree with policy?	
		Yes	No
ES1: Protect and enhance the natural environment and connectivity of habitats (Green Infrastructure) of the parish and surrounding area	ES1a Respond positively to opportunities to protect and enhance the natural environment, including key wildlife habitats and corridors	45	0
	ES1b: Demonstrate Biodiversity Net Gain (BNG) improvements and provide mitigation to benefit the local environment, if required through legislation	45	0
ES2: Mitigate and protect local wildlife and biodiversity	ES2a: Any new small-scale development should be specifically designed to minimise the risk of light spillage/light pollution within this rural Parish	45	0
ES3: Reduce the impact of pollution on our watercourses	ES3a: Ensure that sustainable drainage solutions are incorporated which reduce water pollution and enable the Parish to adapt and build resilience for the increasing pressures of climate change	45	0
ES4: Protect Community valued safe spaces and improve access to Local Green Spaces	ES4a: Protect and enhance Community valued routes and Local Green Spaces that also provide Health and Wellbeing benefits for residents	43	2



## Annex C1 to Appendix C – Other feedback from the Community Drop-In

### “Any Other Comments”

#### Any Other Questions for the Parish Council? (not plan related)

Maybe there could be a store including bags by the village bins. Walk to one end – bin the rubbish – leave for the picker	Can the Parish Council do anything about the empty Care home scandal?	Do we need lighting on Langford Lane development. Ideally, no.	Give us the skate park already !!!
Parking for the school – could there be better parking? Maybe at the old people's home? Nearby field. Get cars off the road to avoid congestion.	BUSES!! Or community transport. We need better bus services – we are losing them all.	Parking for the school. Rosewell's currently used.	Can we have a community notice board?
Litter picking: we could have a store of litter pickers that residents can access and so they can do picks on their walks. We do one every 2 weeks on Hallatrow Hill after school. I fill bag at least each time.	Thank you for holding this meeting.	Plant more trees around Rec.	Can the Parish Council push local (B&NES) council to fix the flooding issues on the way to TimsburyBottom?
For environmental sustainability, we need regular bus service to link to the local places and the cities (Bristol, Bath & Wells) especially for old & young.			

#### Any Other Comments

Reduce speed by High Littleton to 20 mph	We now have no post office. There is no cash machine which is accessible without car travel	Need pavement between Old Station & White Cross. Unsafe to access bus to Wells & Bristol	Need a public space in Hallatrow. Everything is in High Littleton
We need a post office and cash machine. Spar does cash back - £50	Fight for bus routes	Fruit trees in recreation ground	Implement annual grants for community groups
20 is NOT plenty. There is no supporting evidence	Update the Church Hall kitchen – any grants available ?	Improve public transport	It would be good to have events like 'outdoor theatre' at the Rec
20 is plenty of money. NO TO 20!	Proposals to improve 20mph through Hallatrow & High Littleton must recognise that A39 between A37 junction (White Cross) and A39/A4 Globe Roundabout is the HGV diversion route as part of the Bath Clean Air Zone Therefore measures put forward must be realistic		



## Annex C2 to Appendix C – Other feedback from the Community Drop-In

### “Feedback on the Neighbourhood Plan Policies”

	<b>DO YOU AGREE WITH THE KEY THEMES?</b>	<b>ANYTHING MISSING?</b>
<b>PLANNING &amp; DEVELOPMENT</b>	6 votes	
<b>ENVIRONMENT &amp; SUSTAINABILITY</b>	6 votes	
<b>LOCAL HERITAGE &amp; HISTORIC BUILDINGS</b>	6 votes	
<b>Draft PLANNING &amp; DEVELOPMENT POLICIES: WHAT DO YOU THINK?</b>	<b>DO YOU AGREE?</b>	<b>ANY OTHER COMMENTS?</b>
<b>PD1: Preserve the rural landscape</b>	8 votes- yes	
<b>PD2a: Support small-scale (less than 9 properties), in-fill developments</b>	7 votes- yes 1 vote- no	If build more than 10 then do you have to provide social housing? If we only allow 9 or more houses, then will we only end up with more expensive housing that is not affordable?
<b>PD2b: Any new small-scale development must demonstrate consideration for highway and pedestrian safety and support easement of traffic congestion throughout the Parish, for example, by providing necessary parking</b>	7 votes- yes	Need more active management of traffic throughout the village, especially outside the school- dangerous. The Council not listening. CIL Funding would be helpful- more funding is required- the development is going to happen anyway
<b>PD3: Maintain the rural environment and preserve the natural green spaces between the villages in line with the recommendations of the Landscape Character Assessment</b>	7 votes- yes	
<b>PD4: New developments must deliver the Clean Energy requirements that align with the ambitions of the B&amp;NES Local Plan and Climate Emergency Action Plans</b>	6 votes- yes	Need to go further with this policy, for example- all new developments should include rainwater harvester systems- separate the clean/grey water. Grey water can flush toilets- look to Europe who are leading the way
<b>PD5: Any new small-scale development would need to demonstrate how it supports and enhances safe walking routes throughout the Parish</b>	6 votes- yes	Pavements in High Littleton are not safe or push chair friendly which encourages parents to use cars to go to school. Pavements need to be safer for residents and young children- what can be done- safety measurements required
<b>DRAFT ENVIRONMENT &amp; SUSTAINABILITY POLICIES: WHAT DO YOU THINK?</b>	<b>DO YOU AGREE?</b>	<b>ANY OTHER COMMENTS?</b>
<b>ES1a: Respond positively to opportunities to protect and enhance the natural environment, including key wildlife habitats and corridors</b>	6 votes- yes	Reference the Environment & Nature Plan developed by Environment Group in the appendix. Policy needs to be more proactive and work with local groups to make env improvements. Need objectives to work towards

<b>ES1b: Demonstrate Biodiversity Net Gain (BNG) improvements and provide mitigation to benefit the local environment, if required through legislation</b>	4 votes- yes	Reference the Ecological Emergency Plan How will this be measured and enforced?
<b>ES2: Any new small-scale development should be specifically designed to minimise the risk of light spillage/light pollution within the Parish</b>		
<b>ES3: Ensure that sustainable drainage solutions are incorporated which also reduce water pollution and enable the Parish to adapt and build resilience for the increasing pressures of climate change</b>	4 votes- yes	Flooding- what is being done? What is the plan and what measures/investment is required? Should add soakaways to existing properties- help with capturing surface water and also help with water pollution as less run-off draining into watercourses/rivers
<b>ES4: Protect and enhance Community Valued Access routes and Local Green Spaces that also provide Health and Wellbeing benefits for residents</b>	4 votes- yes	
<b>DRAFT LOCAL HERITAGE &amp; HISTORIC BUILDINGS POLICIES: WHAT DO YOU THINK?</b>	<b>DO YOU AGREE?</b>	<b>ANY OTHER COMMENTS?</b>
<b>HB1: Development proposals should seek to preserve or enhance their character and setting or any features of special architectural or historic interest which they possess</b>	3 votes- yes	
<b>HB2: Development proposals fronting onto the A39 should reflect the distinct design characteristics of existing buildings and be sympathetic in form</b>	4 votes- yes 1 vote- no	Residents need to be able to modernise their home to improve energy efficiency- climate impact, etc How can that be captured in these policies?
<b>HB3: New buildings should be sympathetic to design characteristics, building shapes and proportions and be of simple form</b>	5 votes- yes	
<b>HB4: Development proposals in the vicinity of the school and Holy Trinity Church should preserve the distinct character of the area</b>	3 votes- yes	



## **Annex C3 to Appendix C – Other feedback from the Community Drop-In**

### **“Comments on Parish Maps”**

#### **HIGH LITTLETON AND HALLATROW**

**NEIGHBOURHOOD PLAN (2023-43) Community Drop In held 28th January 2023.**

#### **Summary of Parish Map Comments**

##### **MAP 1**

- I agree with all the comments, (3 made) re footpaths. Particularly, Station Inn to A37 for safe Bus access
- There are no buses on Sunday
- Hallatrow needs green space/park and maintain field footpaths (2 comments)
- Long Term – need a community hall (Conygre Hall) for our Parish (7 comments) includes empty British Legion Bldg renewal and/or further development of Rec Diddy Club.
- How will a community hub be maintained? Volunteers?
- We need community Notice Board to display and inform of our Parish and Neighbourhood events/news/whatever. (locations could be Scouts Hall for High Littleton and previous post office at Hallatrow).
- What is happening with Rosewell and Derelict Bldg by school? (5 comments)
- What is happening with empty terrace property opposite The Star (4 comments) (35 years of no progress)
- The Star future?
- Improvements and safer walking and pavements required (3 comments)
- Road markings and traffic speed enforcement needs more attention.
- Our Value – Community, News & Views, Rural Location, Village Day
- Our Amenities – Chip Shop, Spar, Convenience Store, Garage, The Star
- Can we obtain community grants?
- Develop community spirit

##### **MAP – HIGH LITTLETON**

- PAVEMENTS – Wider and higher kerbs required at several sections along busy A39. HGV’s have large wing mirrors that are at pedestrian head height. High Street opposite the Spar to Bus Stop. Between Southover and The Laurels. Convenience Store to Church. (4 comments)
- Langford Lane with no pavement – dangerous for pedestrians.
- Maintain views from our hillside, such as from Aumery Gardens
- Maintain our field footpaths and access styles/gates.
- Protect and maintain new ponds (and other ponds) located on our Parish boundary with Paulton adjacent to Cam River and near sewage facility.

##### **MAP – HALLATROW**

- Need pavement from Station Inn to Book Barn/A37 for safe access to major bus route. (2 comments)
- Need direct rural footpath to Temple Cloud. Also, to Farrington ( as current path not direct) Another comment about this private farm land, which is used for farming and public footpaths are in place.
- Open space before industrial area is used for dog walking and “de facto” open space? We need “our open space”
- At north boundary by Cam River (Highbury Hill/Stephens Wood behind) Safe walking route utilising old railway and tramways. We own this and have left it to nature with owl boxes and habitats for bats, deer, kingfishers, badgers.
- Highbury Road needs speed reduction as footpath not safe for children and dangerous access to A39. (2 comments)
- Traffic speed though village and particularly Hallatrow Hill is a concern to parents and for their children. The new foot path does not provide safe protection. A lower and signed speed limit is required. (3 comments)
- Our industrial heritage is important and should be celebrated more, such as Somerset Canal. (2 comments)

## Appendix D: Regulation 14 Consultation: Consulted Bodies

Organisation	Response	Action
Local community		'Community Engagement'
Bath and North East Somerset Council Neighbourhood Planning/Planning Policy Team	Yes	Comments incorporated
Adjoining Parish/Town Councils:		
Clutton	Yes	Supportive – no action required
Farmborough	No	
Timsbury	No	
Paulton	No	
Temple Cloud	No	
Ward Councillors:		
High Littleton	No	
Timsbury	Yes	Supportive – no action required
Clutton	No	
Mendip	No	
Adjoining Planning Authorities:		
Bristol	No	
South Gloucester	No	
North Somerset	No	
Mendip	No	
Coal Authority	Yes	General guidance – no changes required
Home and Communities Agency	No	
Natural England	Yes	General guidance – no changes required
Environment Agency	Yes	General guidance – no changes required
Historic England	No	
Network Rail	No	
Highway Agency	Yes	General guidance – no changes required
Primary Care Trust	No	
Electric	No	
Gas	No	
Water and Sewerage	No	
Avon Wildlife Trust	No	
Local Nature Partnership	No	

Diocese of Bath and Wells	No	
Cotswold AONB Board	Yes	No comments made – no changes required
Mendip AONB Board	No	
Sports England	Yes	General guidance – no changes required
Canal and River Trust	No	
Landowners & developers	Live West Edward Ware Homes	<p>Not supportive of policies. Detailed comments provided on why certain sites should be considered for development.</p> <p>Response:</p> <ol style="list-style-type: none"> <li>1. We have consulted regularly with B&amp;NES planning throughout the development of the plan. The HL&amp;H NP is consistent with the policies of the B&amp;NES Local Plan as of this time (and with National Policies).</li> <li>2. We will consider the outcome of the B&amp;NES Local Plan Partial Update once it is agreed and will seek to amend the HL&amp;H NP if necessary to align with the LP.</li> <li>3. The HL&amp;H NP will be amended to make clear how any potential misalignment with the developing B&amp;NES Local Plan will be managed (as above).</li> <li>4. No amendments to the policies within the draft HL&amp;H NP will be made at this stage.</li> </ol>