

VALERIE SCOTT PLANNING

Town Planning and Development Services

## **Bigbury Neighbourhood Plan 2019 - 2038**

### **Consultation Statement (Appendices in separate document)**

Prepared by the Bigbury Neighbourhood Plan Steering Group on behalf of the Bigbury Parish Council.

Date: June 2019

# CONTENTS

---

1	INTRODUCTION .....	2
2	BACKGROUND .....	<a href="#">3</a>
3	CONSULTATION PROCESS .....	5
4	REGULATION 14 PRE-SUBMISSION CONSULTATION .....	15
5	SUMMARY AND CONCLUSIONS .....	17

## APPENDICES IN SEPARATE DOCUMENT

APPENDIX 1: NEIGHBOURHOOD PLAN COMMUNITY EVENT ON 5 DECEMBER 2015

APPENDIX 2: APPLICATION TO SHDC FOR PREPARATION OF NEIGHBOURHOOD PLAN

APPENDIX 3: NEIGHBOURHOOD PLAN COMMUNITY EVENT ON 12 MARCH 2016

APPENDIX 4: NEIGHBOURHOOD PLAN COMMUNITY EVENT ON 11&12 JUNE 2016

APPENDIX 5: NEIGHBOURHOOD PLAN COMMUNITY EVENT ON 10 DECEMBER 2016

APPENDIX 6: REPORT TO PARISH COUNCIL ON RESULTS OF NP QUESTIONNAIRE

APPENDIX 7: NEIGHBOURHOOD PLAN COMMUNITY EVENT ON 17 JUNE 2017

APPENDIX 8: NEIGHBOURHOOD PLAN COMMUNITY EVENT ON 11 NOVEMBER 2018

APPENDIX 9: OFFICERS REPORT ON APPLICATION REF: 4214/18/FUL

APPENDIX 10: CONSULTATION ON VILLAGE STUDIES

APPENDIX 11: CONSULTATION ON NP VISION AND OBJECTIVES

APPENDIX 12: CONSULTATION ON LOCAL HERITAGE ASSETS

APPENDIX 13: CONSULTATION ON VIEWS AND VISTAS

APPENDIX 14: CONSULTATION ON LOCAL GREEN SPACES

APPENDIX 15: POSTER RE PUBLICATION OF REGULATION 14 NEIGHBOURHOOD PLAN

APPENDIX 16: NOTICE AND COMMENTS SHEET RE REGULATION 14 NEIGHBOURHOOD PLAN

APPENDIX 17: LIST OF BODIES CONSULTED ON REGULATION 14 NEIGHBOURHOOD PLAN

APPENDIX 18: COMMENTS AND RESPONSES TO REGULATION 14 NEIGHBOURHOOD PLAN

APPENDIX 19: BIGBURY NEIGHBOURHOOD PLAN DIARY OF EVENTS

# 1 INTRODUCTION

---

- 1.1 This Consultation Statement has been prepared in accordance with the Neighbourhood Planning (General) Regulations 2012, Part 5, Regulation 15(2) which requires that a consultation statement should:
- Contain details of the persons and bodies who were consulted about the proposed neighbourhood development plan;
  - Explain how they were consulted;
  - Summarise the main issues and concerns raised by the persons consulted; and
  - Describe how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.
- 1.2 The purpose of this Consultation Statement is to provide detail of the consultation process, the issues and concerns that emerged at the various stages of the consultation process and how these matters have been shaped and been addressed when preparing the Neighbourhood Plan.

## 2 BACKGROUND

---

### Bigbury Parish Plan 2008

- 2.1 The Bigbury Parish community have been for a long time actively engaged in trying to conserve and enhance the beautiful natural and historic features of the area including its stunning coastline, its wonderful sandy beaches, the Avon Estuary and the beauty of Burgh Island with its famous Art Deco hotel.
- 2.2 In early 2008 the Parish Council agreed to produce a Parish Plan and asked a Steering Group including two Councillors and several other volunteers to work on it. The Steering Group managed to obtain a generous Lottery grant to fund the design, production and analysis of a questionnaire together with the eventual printing and circulation of the final Plan.
- 2.3 In June 2008 the Parish Plan Steering Group held a one and a half day session in the Memorial Hall and a further day at the Bigbury Fun Run to identify issues of concern to parishioners. This was complemented by suggestion boxes which were placed in most of the pubs and shops in the parish for several weeks.
- 2.4 In August 2008 a questionnaire was published to find out the needs of the community over the following ten years as the basis for an action plan that would reflect what the parishioners wanted in building a sustainable community.
- 2.5 The Bigbury Parish Plan 2008 was prepared and adopted in 2008 using the findings of the survey and following a period of consultation.
- 2.6 Although the Parish Plan does provide a number of policies and proposals which the community would like to see implemented the plan carries little weight when considering planning applications. The Parish Plan, unlike a Neighbourhood Plan, has no statutory weight and parishioners have been disappointed that despite the extensive work, time and cost in producing this plan it has had little effect in terms of being able to influence developments taking place in their parish.

### Bigbury Parish Neighbourhood Plan

- 2.7 Following the introduction of neighbourhood planning under the Localism Act 2011 the question of whether the Parish Council might want to prepare a neighbourhood plan for their area was raised by the Ward District Councillor at the Parish Council meeting on 2 September 2015. This was followed by a meeting on 30 September 2015 organised by one of the Parish Councillors, Cllr Elizabeth Huntley. The meeting was attended by some 20 local residents who all agreed that a neighbourhood plan would of benefit for the community.
- 2.8 On 14 October 2015 the Parish Council agreed that they would like to prepare a Neighbourhood Plan and asked Valerie Scott, a Planning Consultant who lived in the parish, whether she would be prepared to act as leader for this plan. It was also agreed that there should be publicity for this in the Bigbury News and that a meeting should be held with the community to discuss the process and to seek their support for an application to be made to the District Council.

- 2.9 On 5 December 2015 a meeting was held with parishioners to discuss the Neighbourhood Plan process and to seek the local community's views on submission of an application. The meeting was chaired by Valerie Scott but Cllr Bryan Carson, Chairman of the Parish Council and Cllr Elizabeth Huntley were also present. In addition the District Councillor, Cllr Lindsay Ward, also attended the meeting. At the meeting it was explained to the parishioners that unlike the Parish Plan, a Neighbourhood Plan would, in combination with the District Council's adopted Local Plan, have statutory legal force and the proposals and policies of the plan would be a major consideration when dealing with any future planning applications. The meeting was attended by about 40 parishioners who gave their unanimous support for the preparation of the plan with many of those present advising that they would be willing to become members of a Steering Group or working parties or to assist in other ways.
- 2.10 A copy of the notes of the presentation given by the Chairman is attached at **Appendix 1**.
- 2.11 On 13 December 2015 an application seeking approval to prepare a neighbourhood plan was submitted to South Hams District Council. This included a plan showing the parish boundary as being the proposed neighbourhood plan area and including the terms of reference. A copy of the application is attached in **Appendix 2**. The application was advertised for four weeks between 18 December 2015 and 18 January 2016 during which comments were invited about whether the area and terms of reference were appropriate. No objections were received and South Hams District Council gave their approval to commence the plan on 21 January 2016.
- 2.12 Neighbourhood Plan Steering Group
- 2.13 The approval of the plan was announced by the District Councillor, Cllr Lindsay Ward at the next meeting of the Parish Council on 10 February 2016. It was agreed that the next stage would be to set up a Steering Group to be chaired by Valerie Scott. It was agreed that at least two Parish Councillors should become members of the Steering Group and that the group should also include volunteers from the community.
- 2.14 It was agreed that a special meeting with the local community be held on 12 March 2016 to further discuss the Neighbourhood Plan process and to invite people to become members of the Steering Group. It was agreed that once established the Steering Group should meet monthly, if possible, and ensure that the progress of the Neighbourhood Plan was reported back to the Parish Council on a regular basis. It was also agreed that the Minutes of the Steering Group should be published on the Bigbury Community Website and in the Bigbury News, a monthly magazine posted through the door of all properties in the parish.
- 2.15 A copy of the notes of this meeting are attached at **Appendix 3**

### 3 CONSULTATION PROCESS

---

#### **Community Meeting: 5 December 2015**

- 3.1 Prior to the submission of the application to SHDC for the preparation of a Neighbourhood Plan a community event was held on 5 December 2015 to advise parishioners of wishes of the Parish Council to prepare a Neighbourhood Plan, the explain the benefits of having a Neighbourhood Plan, the Neighbourhood Plan process and likely timeframes and the proposed terms of reference. The meeting was attended by about 40 parishioners who gave their unanimous support for the preparation of the Neighbourhood Plan, with many attendees showing interest in being members of the Steering Group or assisting in any other way. A copy of the notes of this meeting are attached at **Appendix 1**.

#### **Community Meeting 12 March 2016**

- 3.2 Following the approval by SHDC to prepare a Neighbourhood Plan a further community event has held on 12 March 2016. This event was advertised on the three parish noticeboards, in the Holywell Stores, in the Bigbury News and the community website. The meeting was chaired by Valerie Scott, who had been asked by the Parish Council to act as the Chairman for the Steering Group.
- 3.3 Valerie Scott gave further information with regard to the Neighbourhood Plan process and the District Councillor, Cllr Lindsay Ward also gave her views about the advantages of having a neighbourhood plan. Cllr Bryan Carson and Cllr Elizabeth Huntley, who had agreed to represent the Parish Council as members of the Steering Group, were also present to answer any questions.
- 3.4 The purpose of this event was to explain more fully to the community the process for the preparation of the neighbourhood plan, to invite initial views from the local community as to the issues which would need to be considered as part of the plan and to invite people to put their names forward if they would like to become members on the Steering Group.
- 3.5 The meeting was again attended by about 40 people and several people showed interest in joining the Steering Group. It was agreed that the Steering Group should be limited in size to 10 people and that they should if possible include people from different parts of the parish. It was also agreed that we needed someone who could act as the secretary and someone to be the treasurer. Other people could be brought in where necessary or be included in working groups.
- 3.6 A copy of the notes of this meeting is attached at **Appendix 3**.
- 3.7 Following this meeting several people contacted Valerie Scott advising her of their interest to become members of the Steering Group and these were chosen in such a way that they would include, if possible, people with particular skills or knowledge which would be helpful in preparing the Neighbourhood Plan and including people from different parts of the parish.

### Steering Group

- 3.8 The current membership of the Steering Group is as follows:

Cllr Valerie Scott – Chairman  
Cllr Bryan Carson – Chairman of Parish Council  
Cllr Elizabeth Huntley – District and Parish Councillor  
Ms Karen Lawrence – Secretary  
Ms Jill Gubbins  
Ms Jo Simes  
Mr Simon Bronstein  
Ms Jean Wright

- 3.9 There have been a few changes to the membership since the Steering Group was initially formed. This has included a change to the secretary, originally Hazel Osborne, loss of Grant Peet due to illness and loss of the treasurer, Chris Franklin. The Clerk to the Parish Council, Richard Matthews now acts as treasurer for the group as and when required. The group includes one person living in St Ann's Chapel, one from Easton, three from Bigbury Village, two from Bigbury on Sea and one from Challaborough. This gives the group a wide spread of members who are able to represent the views of people living in their area.

### **Community meeting 11 & 12 June 2016**

- 3.10 During the Queen's Jubilee celebrations on 11 & 12 June 2016 the Steering Group took this opportunity to try to obtain the views of the community with regard to the future of the parish and issues that should be considered in the Neighbourhood Plan. The intention of using these events to obtain people's views was well advertised on the three parish noticeboards, in the Holywell Stores, in the Bigbury News and on the community website. A copy of the advertisement is enclosed in **Appendix 4**. Display boards were set up with each board including a different subject; environmental. Community facilities, housing, employment, infrastructure, heritage, ecology, transport and recreation/leisure. People were asked to put their comments on post it notes under each heading. 280 comments were made and these comments were then used to form the basis of the Neighbourhood Plan Questionnaire. A summary of the matters raised is also attached in **Appendix 4**.
- 3.11 The results of the community event were conveyed to the community through the July 2016 edition of the Bigbury News and Community website. A copy of this report, together with photographs taken during the events, is enclosed at **Appendix 4**.

### **Neighbourhood Plan Questionnaire**

- 3.12 The Neighbourhood Plan Questionnaire, which is enclosed at Appendix 1 of the Neighbourhood Plan, was prepared by the Neighbourhood Plan Steering Group using the comments received from the June 2016 consultation as the basis for the survey. The questionnaire also had regards to the results of the questionnaire used for the Parish Plan with some of the questions being similar to this previous survey in order to compare the results and to include issues which had raised at the time of the previous survey.
- 3.13 The questionnaire was delivered by hand at the end of November 2016 to all residential and commercial properties in the Parish. This was delivered at the same time as the December 2016

edition of the Bigbury News. Copies of the questionnaire were also posted on the community website and spare copies were made available at the Holywell Stores or by contacting the Chairman, Valerie Scott.

- 3.14 It was not possible to deliver copies to the apartments in Burgh Island Causeway as the premises were closed for refurbishment. Valerie Scott therefore contacted the Chairman of the Bigbury Causeway Residents Association to explain the position. The Chairman contacted all the owners of the flats and asked them to contact Valerie Scott if they wanted to receive a copy of the questionnaire. Most of the residents did contact her and copies were sent direct to their home addresses.
- 3.15 In the introduction of the Questionnaire it was stated that the completed questionnaires should be posted by 8 January 2017 into the Neighbourhood Plan Box set up at the Holywell Stores or sent to the Chairman, Valerie Scott. It was also stated that they could also be collected from individual households by contacting Valerie Scott by telephone or email.
- 3.16 As an incentive to complete the questionnaire a raffle ticket was attached to each questionnaire. The community were advised to keep one half and to leave the half on the completed questionnaires. These were then put into a draw with ten people each winning a bottle of wine to be collected from the Holywell Stores.
- 3.17 Notices were put up advising the community that there would be a drop-in session to be held in the Memorial Hall to discuss the questionnaire between 10am and noon on 10 December 2016. Parishioners were advised that this event would also include mulled wine and mince pies. A copy of the poster advertising this event is attached at **Appendix 5**.
- 3.18 The drop-in session was attended by a few local residents although most of those who attended did not need any assistance in being able to complete their questionnaire and had just popped in for the social occasion.
- 3.19 The questionnaire was well received with many people complimenting the Steering Group on its contents. There was a response rate of 41% which was higher than that of the Parish Plan Questionnaire and was considered to be a good response having regard to the response rate to other Neighbourhood Plan Questionnaires.
- 3.20 The responses to the questionnaire were analysed by three members of the Steering Group and the results were reported to the Parish Council at their meeting on 8 March 2017. The results were also put into a brochure which was included in the May 2017 edition of the Bigbury News and posted on the community website.
- 3.21 The results of the questionnaire are enclosed in Appendix 3 of the Neighbourhood Plan.

### **Housing Needs Survey**

- 3.22 At the same time as posting the Neighbourhood Plan Survey a Housing Survey, prepared by South Hams District Council, was also delivered to all members of the community and people were asked to put their responses to this into a separate posting box in the Holywell Stores. A copy of this Housing Needs Survey is enclosed at Appendix 2 of the Neighbourhood Plan.



- 3.23 A small amount of the completed surveys were sent to the Chairman of the Steering Group for forward posting to South Hams District Council and some were sent direct to the District Council. There was a 35% response to the Housing Survey, which was considered by the District Council to be a good response.
- 3.24 Of the responses received 80% were from those who lived, worked or had family connections in the parish. There were also responses from second home owners which totalled 20%, reflecting the high proportion of second homes in the parish. The District Council records at that time showed that 32% of properties in the parish were second or unfurnished homes.
- 3.25 South Hams District Council published a Bigbury Parish Housing Needs Report in April 2017 which was reported to the Parish Council on 10 May 2017. It was concluded in the report that there was a disproportion between those over the age of 65 and those in other age groups living in the parish. The report stated that if the community wished to address its unbalanced age demographic in their Neighbourhood Plan, then the provision of additional affordable and rental housing for young families/couples, more reasonable priced 2 and 3 bedroom housing of mixed type and tenure and/or self-build plots was needed. It was recommended that the Neighbourhood Plan Steering Group look to enable a scheme of no more than 10 – 12 units, potentially using the Village Housing Initiative if a 100% affordable housing scheme was not achievable. The report states that this might result in 3 or 4 properties being for private sale in order to deliver affordable housing.
- 3.26 The results of the Housing Needs Survey are enclosed at Appendix 4 of the Neighbourhood Plan. This was reported to the Parish Council at their meeting on 10 May 2017 and the results were published on the community website. It was agreed at the Parish Council meeting that a site for a primarily affordable housing scheme should be sought and that this would be best located in St Ann's Chapel, which is the only 'sustainable village' in the parish.

**Community event on 17 June 2017 to discuss the housing needs of the parish and sites available for a community led housing scheme**

- 3.27 A community event was held on the 17 June 2017 to discuss the results of the Housing Needs Survey, the need for a community-led primarily affordable housing scheme and to discuss the sites that were available and suitable for this purpose. Over 50 people attended this meeting.
- 3.28 The Chairman of the Steering Group referred to the Housing Needs Survey and recommendation to provide a scheme of 10-12 dwellings to provide primarily affordable housing to meet local housing needs. She referred to the results of the Neighbourhood Plan Questionnaire which showed that 62% of respondents considered that the best location for a new housing development to meet local needs would be at St Ann's Chapel given the facilities available and this tied in with the recommendations of the emerging Joint Local Plan. She said that there were six sites available at St Ann's Chapel and the advantages and disadvantages of each site were discussed. At the end of the meeting the attendees were asked to place their votes into a ballot box to state which site they would prefer to see developed. The results showed that 41 of the 50 people who had placed their votes considered that Site 4, land at Holwell Farm and to the rear of the Holywell Stores would be the preferred site in which to develop. A copy of the notes of the meeting, photographs and a report to the Parish Council following the meeting is attached at **Appendix 7.**

- 3.29 A meeting was held with South Hams District Council to discuss the general principles of the proposed development and South Hams District Community Housing Team also gave their support and assistance in taking the scheme forward. Funding to carry out various environmental assessments was provided by Locality and South Hams District Council also provided funds to enable an Architect to prepare an initial concept plan.
- 3.30 In December 2017 it was agreed that SHDC would take over the management and further funding of this project retaining most of the consultants, including the Architect, Landscape Consultant, Ecologist, Highways Consultant and the Heritage Consultant. An additional Highways Consultant was appointed to advise on the access and detailed layout and Arcadis were appointed to act as Managing Agents and to deal with all structural, ground conditions, drainage and flooding issues. Valerie Scott, who runs her own planning consultancy practice, Valerie Scott Planning, as well as being Chairman of the Bigbury Neighbourhood Plan Steering Group was appointed as the Planning Consultant for the proposed development. In this role she could also continue to liaise with the landowners of the site, the Bigbury Parish Council and the local community.

### **Further consultation on community-led housing scheme at St Ann's Chapel**

- 3.31 Following the preparation of initial draft proposals for the community-led primarily affordable housing scheme a meeting was held on 1<sup>st</sup> November 2018 with the owners of the two properties which overlook the site. Following this meeting amendments were made to the layout and to the height of the dwellings to the rear of their houses. The main change was the repositioning of the proposed public open space so that this was located immediately behind the two properties in order to improve the outlook from these dwellings.
- 3.32 A meeting was also held with Wendy Ormsby, the planning case officer on 8 November 2018 who suggested further changes to the layout and design and amendments were made to the scheme to address these concerns.
- 3.33 A community event was held at the Memorial Hall on Saturday, 10<sup>th</sup> November 2018 to discuss the proposed layout and design and to get the local community's feedback on the proposals.
- 3.34 The proposed scheme presented to the community comprised 13 dwellings with three of these being for open market sale restricted to main residence only, two sites for the landowners, with one of the sites to be let to an agricultural worker and the other for use by the landowners family, and 8 affordable dwellings (62%) to be available for those in housing need who either lived or worked in the parish, had family in the parish, or had another type of local connection.
- 3.35 A representative from SHDC, who are now managing and funding the proposed development, explained the proposed housing mix, types of affordable housing advising that 4 dwellings were expected to be for discount purchase and 4 for affordable rent and giving contact details for those people interested in purchasing or letting any of the dwellings.
- 3.36 The Architects provided a presentation of the proposed development and explained the concept behind the layout and design.
- 3.37 This event was attended by 38 people. Everyone present was in favour of the proposed development. A discussion was held about the layout and design with most people liking the

layout but with some people concerned about the design of the dwellings or the proposed materials. In general people suggested that a more cottage like appearance would be preferable. Others suggested lowering the heights of the proposed dwellings and others recommended a greater variety in the palette of materials with painted render, timber and stone. Slate roofs were also considered to be most appropriate. It was considered that the open space in the centre of the scheme should be mainly grassed to include some fruit trees and possibly space for allotments. A copy of the poster and notes of the meeting are attached at **Appendix 8**.

3.38 Further comments were made in relation to the design by Members of the Neighbourhood Plan Steering Group and these comments were conveyed back to the Architects.

3.39 The Architects made some changes to the layout and design to address the comments made and the detailed plans were then prepared ready for a planning application submission. The application was submitted on 21 December 2018 but not validated by SHDC until 19 February 2019 (Ref: 4214/18/FUL). The application was approved, subject to a Section 106 Agreement, by the SHDC Development Management Committee on 23 May 2019. A copy of the officer's report is attached at **Appendix 9**. At the time of writing this report, the Section 106 Agreement has not been finalised and the decision notice had not therefore been issued.

### **Consultation on Village Studies**

3.40 As part of the Neighbourhood Plan process working groups were set up to prepare studies of the villages of St Ann's Chapel, Bigbury Village, Bigbury on Sea and Challaborough. The village studies were reported to the Parish Council on 12 July 2017, following which electronic copies were placed on the community website and hard copies were made available at the Holywell Stores.

3.41 Posters were placed on the three parish noticeboards and in the Holywell Stores and a notice placed in the July edition of the Bigbury News inviting the community to comment on the village studies. The period of consultation ran from 12 July 2017 until the 31 October 2017. A copy of the poster is attached at **Appendix 10**.

3.42 There were just four responses to the village studies as follow:

- One of the landowners of Site 1 in St Ann's Chapel was concerned that the Steering Group had restricted the choice of sites for the proposed affordable housing scheme to just one site when there were other sites available for development including Site 1. He referred to the advantages of developing his site and benefits it would bring to the village and questioned matters such as the landscape impact and viability of the proposed development and how this would be funded.
- Owners of a vacant piece of land in Bigbury Village asked whether their site could be included as potential site for development for two to three dwellings
- One person referred to the fact that there were two pavements in the parish, one in Bigbury on Sea and one in Bigbury Village. This conflicted with a statement in the one of the village studies about the lack of pavements.

- One resident from Bigbury on Sea referred to two other hotels which had previously existed in the village, referred to an error regarding Bigbury on Sea being the first sandy beach to the west of Plymouth and suggested that any new rooflights provided in Bigbury on Sea should be non-opening to avoid overlooking.

3.43 Amendments were made to the village studies where considered appropriate in order to address these comments.

### **Consultation on Vision and Objectives**

3.44 At the end of November 2017 a notice setting out the Draft Vision and Objectives for the Neighbourhood Plan was placed in the Bigbury News and on the community website. The notice was also placed in the Holywell Stores and on the Parish noticeboards. A six week consultation took place ending on 12 January 2018. The draft Vision and Objectives were also discussed at the 13 December 2017 meeting of the Parish Council and again at their meeting on 10 January 2018 (**Appendix 11**).

3.45 Again a posting box was placed in the Holywell Stores for people to post their comments or alternatively to contact the Chairman.

3.46 This consultation did result in a few comments including the detailed wording of the Vision and some of the objectives. It was also suggested that there should be an objective relating to enhancing the sustainability of the parish by in particular trying to improve the speed of the better Broadband and ways to encourage better mobile telephone signals.

3.47 It was also recommended that an objective to promote environmentally friendly farming methods avoiding the use of harmful chemicals, using old farming practices and preserving the natural landscape with the conservation of remaining small fields which are still prevalent in the northern part of the parish.

3.48 Amendments were made to the Vision and Objectives to take account of the comments made with two new objectives added; one relating to agriculture to encourage environmentally friendly farming methods which support biodiversity and which retain existing field boundaries; the other to seek opportunities for improving infrastructure to make the parish more sustainable.

### **Consultation on Local Heritage Assets**

3.49 At the Parish Council meeting on 13 December 2017 the Chairman of the Steering Group recommended to the Parish Councillors that as part of the neighbourhood plan a list of local heritage assets should be prepared. She suggested that the local community be consulted to put forward ideas for consideration and that the local history society also be involved in the selection process.

3.50 An article explaining the process and seeking to engage with the community was placed on the community website and posted in the Bigbury News. A copy of this article and nomination forms were also placed in the Holywell Stores. This notice gave an initial closing date for nomination as 9 March 2018. Copies of these are attached at **Appendix 12**.

- 3.51 An initial draft list of local heritage assets was prepared using local knowledge, the responses to the Neighbourhood Plan Questionnaire, which asked whether there should be more protection of buildings or structures in the parish which were not on the statutory list, the results of the village studies which identified buildings and structures worth conserving, and the Devon Historic Environmental Records which include non-designated heritage finds and records. Other buildings and structures were added to this as a result of the community consultation.
- 3.52 The draft list was sent to the Chairman of the Historical Society and other members of the committee for their comments and Roger Grimley of the History Society suggested some minor changes and suggestions for the inclusion of other assets. These were added to the list.
- 3.53 The draft list of local heritage assets was placed in the Holywell Stores and published on the community website and in the Bigbury News on 6 August 2018, with an article seeking comments and asking for a response by 10 September 2018. This article is also attached in **Appendix 12**. There was only one objection received, which was from the owner of one of the properties, and this property was subsequently removed from the list.

### **Consultation on Views and Vistas**

- 3.54 On 14 February 2018 the Chairman of the Steering Group in her regular report to the Parish Council stated that there was a need to identify important views and vistas seen from public vantage points and suggested that this should also be the subject of consultation with the community. This was also reported on the community website and in the Bigbury News and a notice placed in the Holywell Stores. The community were invited to send photographs to the Chairman with a plan or explanation of the viewpoint. A copy of the leaflet placed in the Holywell stores is enclosed at **Appendix 13**.
- 3.55 The consultation took place over a two month period from 15 February 2018 to 20 April 2018. This resulted in a good response from the community with many people sending in their photographs with a good coverage of views throughout the parish. A plan was prepared showing the viewpoints and the Steering Group spent some time selecting the best of the photographs, as some people had provided photographs of similar viewpoints.

### **Consultation on Local Green Spaces**

- 3.56 The Main Modifications of the emerging Joint Local Plan were published in October 2018 and subject to consultation ending on 2 December 2018. The Modifications were reported to the Bigbury Parish Council at their meeting on 14 November 2018.
- 3.57 The Main Modifications included a new policy on Local Green Spaces which stated that these were to be designated in neighbourhood Plans or other development plans, would be protected from inappropriate development in accordance with local and national policy and referred to the potential for neighbourhood plans to include within their plans areas which should be protected as Local Green Spaces.
- 3.58 At this meeting a list of potential Local Green Spaces was considered by the Parish Council and this list was subsequently published in the Bigbury News and on the community website and published on the community website and in the Bigbury News.

- 3.59 Additional sites were added to this list following consultation and one site on private land which is not open to the public was removed following an objection from the landowner. The revised list was reported to the meeting of the Parish Council on 9 January 2019 and this is the list which was included in the Regulation 14 Consultation Plan. Following the Regulation 14 consultation a further site, that of Bigbury Golf Club, has been removed following objections on grounds that the site was too large in extent and too remote and not sufficiently local in character.
- 3.60 A copy of the reports to the Parish Council relating to the Local Green Spaces is attached at **Appendix 14.**

### **Consultation with South Hams District Council**

- 3.61 There has been regular consultation with officers and Members of South Hams District Council (SHDC) throughout the preparation of the Neighbourhood Plan. It was the Ward District Councillor, Cllr Lindsay Ward who first approached the Parish Council to see if they would be interested in preparing a neighbourhood plan and she gave considerable assistance to the Parish in terms of supporting the planning process and attending meetings of the Parish Council and events held during the first year.
- 3.62 In November 2017 Cllr Ward left her post as District Councillor and in March 2018 Cllr Elizabeth Huntley was elected to take her place. Cllr Huntley was already a member of the Bigbury Parish Council and a member of the Neighbourhood Plan Steering Group so ideally placed to be able to continue the excellent work started by Cllr Ward in terms of her contacts with other District Councillor Members and District Council officers.
- 3.63 Regular communication has also taken place between the Chairman of the Steering Group, Cllr Valerie Scott and the two Principal Policy Officers of SHDC, Mr Phil Baker and Mr Tom Jones. Mandy Goddard, SHDC Neighbourhood Planning Officer also provided helpful advice on the neighbourhood plan process. The SHDC Policy Officers also consulted with the Parish Council and Chairman of the Neighbourhood Plan Steering Group regarding the proposals and policies of the emerging Joint Local Plan (JLP).
- 3.64 This included correspondence regarding the initial allocation of St Ann's Chapel and Bigbury Village as 'sustainable villages'. The Chairman of the Steering Group on behalf of the Parish Council accepted that St Ann's Chapel was correctly identified as a 'sustainable village' but questioned the accuracy of the assessment which had been carried out for Bigbury Village. Officers accepted that errors in the assessment had been made due to the loss of the local shop and public house and the fact the village did not benefit from High Speed Broadband. Officers advised that they would seek a modification to the JLP to remove Bigbury Village from the list of sustainable villages.
- 3.65 The Chairman of the Steering Group also commented on the village development boundaries relating to St Ann's Chapel and Bigbury Village. It was however agreed that the village development boundary for St Ann's Chapel should remain as proposed. Following the JLP Examination the Inspectors recommended that village settlement boundaries be removed from the plan due to insufficient consultation but advised that these could be included as part of neighbourhood plans. The Bigbury Neighbourhood Plan Steering Group decided to retain the village settlement boundaries around St Ann's Chapel, Bigbury Village and Bigbury on Sea which had been discussed with officers at SHDC.

- 3.66 SHDC officers were also consulted on the village studies and the draft policies of the Draft Neighbourhood Plan.
- 3.67 Useful comments were received at an early stage from Richard Gage, Heritage Officer and Mandy Goddard, Neighbourhood Planning Officer. Discussions were also held with Mandy Goddard regarding the site selection process and she sent to the Chairman of the Steering Group a copy of a site analysis matrix system used by SHDC. A further site assessment was carried out using this matrix system and sent to SHDC for their comments.
- 3.68 The Chairman asked Mandy Goddard whether it would be useful to ask AECOM to carry out a further site assessment. She did not consider this was essential but in order to ensure that all aspects had been covered AECOM were instructed to carry out a further assessment. AECOM concluded in their assessment that two of the six sites (Sites 2 and 4) could be taken forward for further assessment but pointed out that their assessment had not included matters relating to highway and pedestrian safety issues. Issues relating to highway and pedestrian safety were two of the main reasons for the community having selected Site 4.
- 3.69 Mandy Goddard also advised the Chairman of the Steering Group that a Strategic Environmental Assessment might be required due to the fact that the Parish Council was proposing a site allocation and almost the whole of the parish was within the AONB. An application for a screening opinion in relation to an SEA and Habitats Regulations Assessment (HRA) and this came back positive in terms of the SEA. AECOM were therefore instructed to carry out the SEA. A copy of the SEA Screening Opinion is enclosed in Appendix 3 of the Basic Conditions Report. The Environmental Report prepared by AECOM remains a separate document due to its size. Mandy Goddard also carried out a screening report in respect of the need for an HRA and concluded that a detailed HRA assessment was not required. However, on 23 January 2019 Duncan Smith, SHDC who had been appointed as the Neighbourhood Planning Officer following the departure of Mandy Goddard, advised that the legislation and that First Natural England should have been consulted and that mitigation measures should also be assessed as part of an appropriate assessment. This was subsequently carried out and an Appropriate Assessment was published in March 2019. The HRA Screening Opinion, Appropriate Assessment and Natural England's response to the HRA, dated 15 April 2019, following consultation enclosed in Appendix 5 of the Basic Conditions Statement.
- 3.70 Duncan Smith, Neighbourhood Planning Officer, SHDC has also provided advice in respect of the policies and proposals of the Neighbourhood Plan following consultation at the Regulation 14 stage. His comments are set out in **Appendix 18**, under the heading comments from SHDC.
- 3.71 Mr Rob Ellis of SHDC is the principal officer dealing with the management and funding of the community-led housing scheme at St Ann's Chapel. Ms Wendy Ormsby, SHDC Development Management is the Planning Case Officer, who provided pre-application planning advice on behalf of the District Council and is the case officer for the planning application.

## 4 REGULATION 14 PRE-SUBMISSION CONSULTATION

---

- 4.1 The Neighbourhood Planning (General) Regulations 2012, Part 5, Regulation 14 requires that before submitting a plan proposal to the local planning authority, a qualifying body, in this case Bigbury Parish Council, must:
- (a) publicise, in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area –
    - (i) details of the proposals for a neighbourhood plan;
    - (ii) details of where and when the proposals for a neighbourhood development plan may be inspected;
    - (iii) details of how to make representation; and
    - (iv) the date by which those representations must be received, being not less than 6 weeks from the date on which the draft proposal is first publicised;
  - (b) consult any consultation body referred to in paragraph 1 of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a neighbourhood development plan; and
  - (c) send a copy of the proposals for a neighbourhood development plan to the local planning authority.
- 4.2 In accordance with Regulation 14 the Draft Neighbourhood Plan was subject to a consultation with those living, working and with businesses in the parish and with all the consultation bodies which might be affected by the proposal during the period from Friday, 21<sup>st</sup> January 2019 to Friday, 8<sup>th</sup> March 2019.
- 4.3 An electronic copy of the plan was placed on the Bigbury Community Website and hard copies of the plan were available for inspection at the Holywell Stores, St Ann's Chapel and held by the following members of the Steering Group:-
- 4.4 Cllr Valerie Scott, Cllr Bryan Carson, Cllr Elizabeth Huntley, Jill Gibbins and Jean Wright.
- 4.5 Posters about the consultation were placed in the Holywell Stores and on each of the parish noticeboards and an advert was placed in the Bigbury News. The posters referred to a notice providing further information about the consultation



and a comments sheet which were available on the website and in the Holywell Stores. People were advised that there would be two drop-in consultation events to discuss the plan. These were held on the evening of Wednesday, 30 January 2019 and morning of Saturday, 2 February 2019. They were advised that the consultation period would ends on 8<sup>th</sup> March 2019 and that completed comments forms could be posted in the Bigbury Neighbourhood Plan comments box in the Holywell Stores or sent by post or email to the Cllr Valerie Scott, Chairman of the Neighbourhood Plan Steering Group. A copy of the poster is attached at **Appendix 15** and a copy of the Notice and Comment Sheet is attached at **Appendix 16**.

- 4.6 In addition emails or letters were sent to all local businesses in the parish and to all of the consultation bodies likely to be affected by the considered the proposals. A list of the consultation bodies is attached at **Appendix 17**.
- 4.7 The Draft Neighbourhood Plan was also sent to several officers at South Hams District Council, including officers in the Policy and Development Management Sections, the Neighbourhood Plan Team, the Tree Officer, and officers in the housing and community services team.
- 4.8 17 people attended the consultation event on 30 January 2019 and 21 people at the event on 2 February 2019.
- 4.9 The formal comments received in response to the Pre-Submission Consultation and how these comments have been addressed is set out in **Appendix 18**.

## 5 SUMMARY AND CONCLUSIONS

---

- 5.1 In this report we have summarised the consultations which have taken place before and during the preparation of the Bigbury Neighbourhood Plan, how this consultation has taken place, the main issues and concerns which have been raised during this process and how these matters have been addressed.
- 5.2 At **Appendix 19** we include a Diary of Events which we hope will be helpful in demonstrating that the Neighbourhood Plan has been subject to a regular consultation process which has included reports to the Parish Council at each of their meetings. These reports were placed in the Bigbury News on an almost monthly basis and placed on the community website. In addition to this there have been a series of community events to obtain the views of the local community on the various matters included in the Neighbourhood Plan.
- 5.3 We trust therefore that the requirements of the Neighbourhood Plan (General) Regulations in relation to the consultation process have been met.