

# PIRTON NEIGHBOURHOOD PLAN

2011 – 2031

## Consultation Statement

October 2016

**Pirton Neighbourhood Plan**  
**Pre-submission Consultation**  
4<sup>th</sup> April to 16<sup>th</sup> May 2016

THIS IS A REMINDER THAT THE PUBLIC MEETING IN THE VILLAGE HALL ON TUESDAY EVENING, THE 22<sup>nd</sup> OF APRIL IS JUST A FEW DAYS AWAY. IT IS VERY IMPORTANT THAT AS MANY PEOPLE AS POSSIBLE PARTICIPATE IN THIS CONSULTATION PROCESS, BY WHICH PIRTON CAN CREATE ITS OWN NEIGHBOURHOOD PLAN, IF THAT IS EVENTUALLY YOUR WISH.

THE MEETING IS DESIGNED TO DEAL WITH ANY ISSUES OR QUESTIONS YOU MAY HAVE RELATING TO THE PLAN AND/OR ITS PROCESS IN GENERAL. IF YOU HAVE NOT YET COMPLETED AND RETURNED YOUR RESPONSE FORM, YOU CAN COME TO THE MEETING AND COMPLETE IT THERE, KNOWING THAT ANY QUESTIONS OR COMMENTS YOU MAY HAVE CAN BE RAISED WITH THE STEERING GROUP.

IF YOU ARE HAPPY TO COMPLETE YOUR RESPONSE FORM AND RETURN IT, YOU CAN DO THIS BY PLACING IT IN THE BOX PROVIDED IN THE VILLAGE SHOP, OR BY DELIVERING IT THROUGH THE LETTER BOX OF ONE OF THE FOLLOWING HOUSES:

22 CORNWELL WAY, PIRTON      11 ROYAL OAK LANE, PIRTON  
24A HIGH STREET, PIRTON      22 SHILLINGTON ROAD, PIRTON

OR TELEPHONE 712725 WITH YOUR NAME AND ADDRESS  
AND WE WILL PICK THE FORM UP FROM YOU.  
YOU CAN ALSO EMAIL [info@pirtonneighbourhoodplan.org.uk](mailto:info@pirtonneighbourhoodplan.org.uk)



**Pirton Neighbourhood Plan**

**How to Submit Your Views & Comments**

- If you find any links that do not work correctly, please email [info@pirtonneighbourhoodplan.org.uk](mailto:info@pirtonneighbourhoodplan.org.uk) so we can correct ASAP for everyone's benefit.
- It is very important that we receive your response to the consultation, particularly to if whether you agree or otherwise. Any comments would also be useful. For those to be most effective please submit them before 16<sup>th</sup> May, so please do so.
- Each member of the community is asked to submit their views using copies of the form and the steering group.
- Please use official Response Form, which you can get via the link for your comments, as it will be tabling views as much as possible.
- Response Form (PDF version) also printed this will provide replacement copies of the form copies for other members of the household/community.
- Response Form (Word version) this will enable you to type your responses before submission.

There are a number of ways that you can submit your comments:

- Post to Pirton Neighbourhood Plan, c/o 24a High Street, Pirton, Herts SG5 3PS
- Email as a typed Word document attachment [info@pirtonneighbourhoodplan.org.uk](mailto:info@pirtonneighbourhoodplan.org.uk)
- Email as a scanned attachment to [info@pirtonneighbourhoodplan.org.uk](mailto:info@pirtonneighbourhoodplan.org.uk)
- Hand deliver at a paper copy (addressed to Pirton Neighbourhood Plan) to any of the below:
  - 22 Cornwell Way, Pirton
  - 24a High Street, Pirton
  - 11 Royal Oak Lane, Pirton
  - 22 Shillington Road, Pirton

**PIRTON PARISH COUNCIL NEWSLETTER**

**Pirton Neighbourhood Plan**

Forward from Diane Bailey

The Steering Group

Information by Diane Burleigh

**Pirton Neighbourhood Plan**

Ann Webb

Draft NP Pre Submission consultation - 10 days to go! If anyone needs to have another look at the draft Neighbourhood Plan (or maybe hasn't seen it yet) it is available to view at [www.pirtonneighbourhoodplan.org.uk](http://www.pirtonneighbourhoodplan.org.uk). If you need a hard copy, just let a Steering Group member know (or say so on here) and one will be delivered. See more...

Home

The Steering Group was formed to facilitate and guide the process. If you wish to join the Steering Group or one of its less formal working groups, now or in the future, please v...

**Pirton Parish Council**

Monday at 06:45

Deadline midnight today!  
If you haven't filled in your consultation response form you still have until midnight. Agree or disagree???? Please fill in your forms.

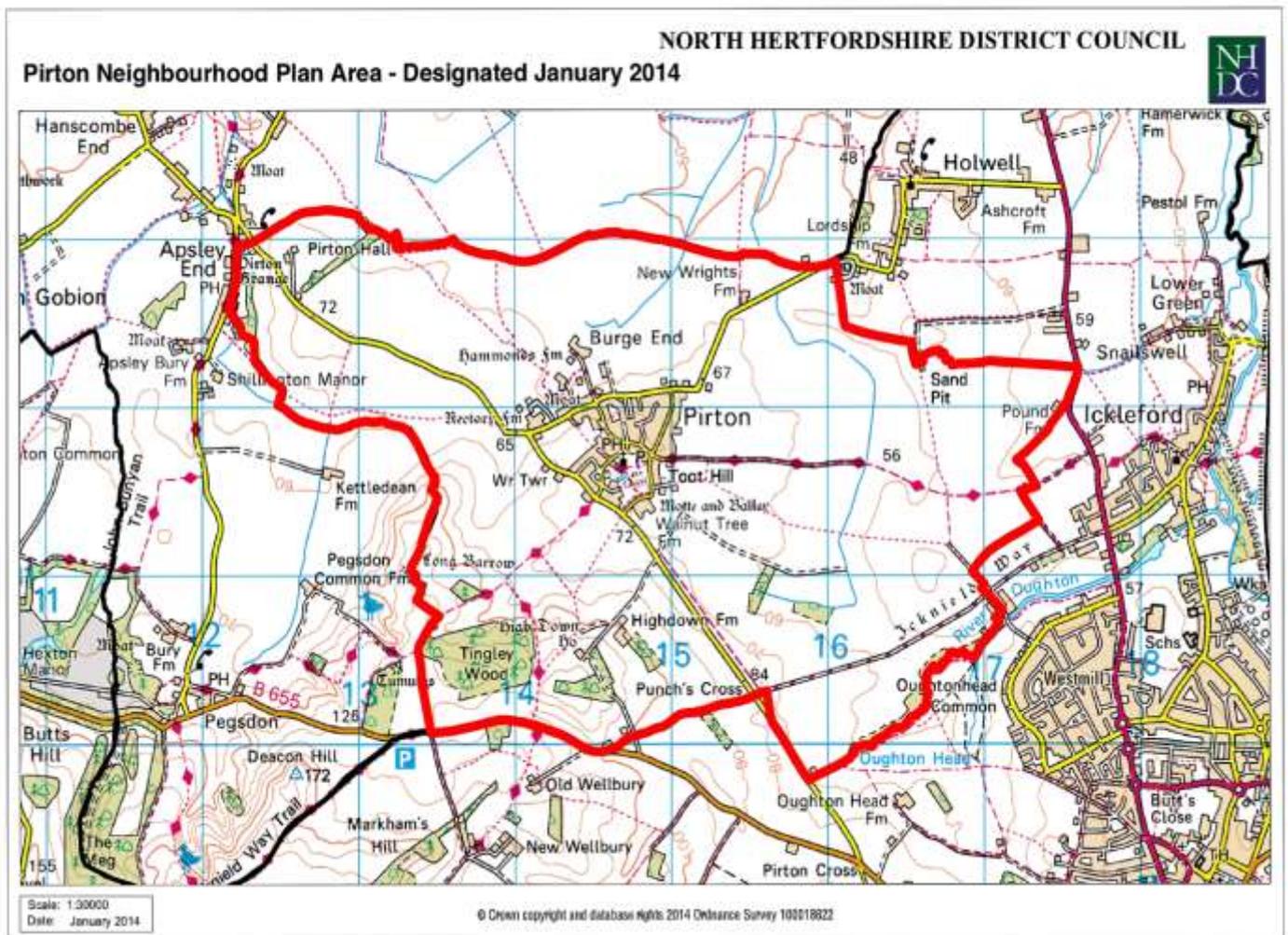
**PIRTON NEIGHBOURHOOD PLAN**

PRE-SUBMISSION CONSULTATION  
4<sup>th</sup> April to 16<sup>th</sup> May 2016

JUST A FEW DAYS TO GO BEFORE THE CONSULTATION CLOSES, SO GET YOUR RESPONSE FORM COMPLETED AND RETURNED BEFORE MIDNIGHT ON 16<sup>th</sup> MAY 2016.

Published by Pirton Parish Council in Compliance with the Requirements of the Neighbourhood Planning Regulations 2012 – Part 5 - Section 15(2)

# Pirton Neighbourhood Plan Designated Area Encompassing the Parish of Pirton



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# 1. Introduction

This Consultation Statement supports the submission of the Pirton Neighbourhood Development Plan (**the Plan**) and its accompanying documentation in accordance with the Statement of Community Engagement and Regulation 14 of the Neighbourhood Planning (General) Regulations 2012. The Statement contains the following:

- a) Details of people and organisations consulted about the proposed Plan.
- b) Details of how they were consulted.
- c) A summary of the main issues and concerns raised through the consultation process.
- d) A summary of how these issues and concerns have been addressed in the Plan.

This Consultation Statement summarises all statutory and non-statutory consultation undertaken with the community and other relevant statutory bodies and stakeholders in developing Pirton's Neighbourhood Development Plan (**NDP or NP**). It describes how concerns have been addressed and what changes have been made to the final NDP as a result of the statutory Regulation 14 Consultation.

## **The aims of the Pirton Neighbourhood Development Plan consultation process were:**

- To involve as much of the community as possible throughout all the consultation stages of Plan development so that the Plan was informed by the views of the local people and other stakeholders from the start of the neighbourhood planning process.
- To ensure that consultation events took place at critical points in the process where decisions needed to be taken.
- To engage with as wide a range of people as possible, using a variety of approaches and communication and consultation techniques.
- To ensure that the results of consultation were fed back to local people and available to read as soon as possible after the consultation events.

This statement sets out details of the main communication events and consultations. It lists the activities in which the local community has been involved and the ongoing work of the Steering Group. It demonstrates there has been extensive community engagement which has informed the community of the progress and content of the Pirton Neighbourhood Plan throughout its development, arising from their input.

It is noted that Pirton was the first Neighbourhood Plan to be developed in North Hertfordshire.

Throughout the period described in this document, North Herts District Council (**NHDC**) has had no up to date Local Plan and no identified 5 year housing land supply. Whilst the Pirton Neighbourhood Plan Steering Group (**PNPSG**) has continuously sought to work with North Hertfordshire District Council (NHDC) in the early stages of the work there was little NHDC structure in place for the support of a Neighbourhood Plan. Whilst this did create difficulties for the PNPSG, it has sought to ensure that its work aligns with the published information of the NHDC emerging Local Plan and has worked in particularly close cooperation with NHDC and its appointed Neighbourhood Plan Liaison Officer, since such a structure was put in place.

## 2. Why A Neighbourhood Plan?

### Consultations Already Undertaken prior to the Neighbourhood Plan Process

#### 2a. 2005 Pirton Village Design Statement (VDS) (Appendix 1a)

The VDS is a publication produced through consultation with residents of the parish of Pirton, which defines the character of their village and its landscape setting. It represented the views of the majority of the residents of Pirton and was achieved by involving the village at every stage through parish-wide distribution of leaflets. Throughout, the VDS emphasises the importance of the character and setting of the village.

It enables residents, architects, builders and developers to have an overall view of the village in its present form and guidance for the way forward.

The VDS was adopted by NHDC in 2003 as a Supplementary Planning Document. Its aim was to provide:

- Supplementary planning guidance for the North Hertfordshire District Council.
- Pirton residents with guidance for designing alterations and extensions in sympathy with the character of the village.
- Architects, builders and developers with guidance when designing alterations, extensions and building residential areas. Much of the VDS has been used to inform the Pirton Character Assessment which accompanies the Pirton Neighbourhood Development Plan 2011 – 2031 document.

#### 2b. 2010 Pirton Housing Needs Survey (HNS) (Appendix 1b)

Following approaches by residents to Pirton Parish Council (**PPC**), it was decided with the support of NHDC and the assistance of **CDA** (Community Development Agency) Hertfordshire, to conduct a parish-wide survey. Each household was provided with a questionnaire, designed in conjunction with CDA Hertfordshire, to discover the current housing provision in the parish and the current and future housing needs of the community. The outcome was a requirement by the community for affordable rental, shared ownership, and social rental properties, culminating in the construction by Howard Cottage Housing Association of 11 houses in the Spring of 2015; the address of which is Balk Gardens, Pirton.

#### 2c. 2013 Pirton Parish Plan. (Appendix 1c)

Encouraged by the success of the VDS and HNS and with the support of NHDC the Parish Council organised the formation of a Parish Plan Group to seek the community's engagement in the establishment of a Parish Plan for Pirton. An adult and a youth questionnaire were devised and distributed to each household in the parish to which

there was more than a 70% response from households. The data from the questionnaire analysis underpinned the Parish Plan.

The purpose of the Plan was to give the whole community (adults and young people) an opportunity to voice their opinions on important issues and concerns about the village, from which an action plan for the next 5-10 years could be devised for the Parish Council.

The Planning related points which came from this consultation were as follows:

Housing and Development –

- 42% supported building within the village boundary.
- 37% wanted no further development whatsoever.
- 68% felt there should be no further development outside the village boundary.
- Any development should be in keeping with the local environment
- Respondents said that the village needed more affordable homes, bungalows and property for downsizing and for first-time buyers, particularly the children of Pirton residents.

During the production of the above documents, a village-wide interest and wish to have a voice in the future of Pirton was apparent. Over and over people have strongly expressed the opinion that they liked living in Pirton. They liked the peace, beauty and friendliness of a close community and wanted to maintain the rural setting and character. Respondents also had concerns about the impact of future development. It was, however, becoming increasingly apparent that Pirton needed new development to maintain it as a vibrant and thriving community and must also comply with local and national policies.

## **2d. Parish Public Meeting - 2013**

In the spring of 2013 a group of residents aware of public opinion and of the Localism Act (2011) and the advent of neighbourhood planning, got together to discuss the setting up of a Parish-wide meeting (See Appendix 2a). The purpose was to look at the possibility of a Neighbourhood Plan for Pirton and the establishment of a Steering Group, and seek to discover if there was support for such a possibility within the community. The public meeting took place on the evening of 23rd May 2013 (See Appendices 2b & 2c), and from a packed village hall, a vote was taken which led directly to the Pirton Parish Council, at its June 2013 Meeting, voting to establish a Steering Group (See Appendix 2d)

### 3. Initial Stages

Date	Process
<p>June 2012</p> <p>23<sup>rd</sup> May 2013</p>	<p><b>Raising Awareness</b></p> <ul style="list-style-type: none"> <li>• In the Parish Council’s newsletter, an article appeared written by the immediate past Chair of Pirton Parish Council, informing the village community, that investigations were taking place into the feasibility of creating a Neighbourhood Plan for Pirton.</li> <li>• A parish-wide meeting was organised by residents, to debate the possibility of establishing a Steering Group, to consult upon and create a Neighbourhood Plan for Pirton. The meeting was widely advertised through the parish communication channels. At the end of this meeting in a packed village hall, there was an almost unanimous vote in favour of going ahead with the project (one vote against and one abstention). (Appendix 2a)</li> </ul>
<p>June – August 2013</p>	<p><b>Formation of the Pirton Neighbourhood Development Plan Steering Group (PNPSG).</b></p> <ul style="list-style-type: none"> <li>• Following an agreement to this proposal by Pirton Parish Council (PPC) during its June 2013 Meeting, a Steering Group was formed to consult with parish residents, on the creation and scope of the Neighbourhood Plan process</li> <li>• The Steering Group formally established a Constitution, Code of Conduct, together with Financial Rules to be managed and controlled by the Parish Council.</li> <li>• Working Groups were formed as follows: <ul style="list-style-type: none"> <li>○ Communications &amp; Website</li> <li>○ Community Assets</li> <li>○ Land Ownership &amp; Use</li> <li>○ Monitoring Facebook.</li> <li>○ Environment &amp; Heritage</li> <li>○ Production of Draft Neighbourhood</li> <li>○ Village Design &amp; Parish Plan</li> <li>○ Evidence Base</li> <li>○ Organisations/Groups Consultation</li> <li>○ Public Consultation</li> </ul> </li> </ul>
<p>September 2013</p>	<p>Application made to NHDC by the Qualifying Body (PPC) for the Parish of Pirton to be the Neighbourhood Plan Designated Area</p>
<p>January 2014</p>	<p>Registration of the Pirton Neighbourhood Plan Designated Area confirmed by NHDC</p>
<p>August – December 2013</p>	<p><b>Establishing Community Communication Channels.</b></p> <p>Identification of existing parish communication channels and creating new means of communication by the Steering group.</p> <p>Throughout the Neighbourhood Planning process extensive use has been made of the following means of communication within the parish:</p> <ul style="list-style-type: none"> <li>• The monthly Pirton Parish magazine which is distributed to most households in the parish. There have been numerous articles on the topic of the Pirton Neighbourhood Plan since April 2013</li> </ul>

	<ul style="list-style-type: none"> <li>• The Parish Council newsletter which is delivered to every household in the parish at least twice per year. There has been an article on the Neighbourhood Plan in each publication since December 2013 and one whole newsletter devoted to the Neighbourhood Plan (<b>NDP</b>) in April 2016 in preparation for the Regulation 14 Consultation.</li> <li>• Steering Group progress reports which were submitted each month to Pirton Parish Council, and were made public each month as part of the minutes of each parish council meeting, and displayed on the parish council website and notice boards.</li> <li>• The Pirton Parish Council website which publishes ongoing information regarding the progress of the Plan.</li> <li>• The Pirton Neighbourhood Plan website which publishes relevant documents and information pertaining to the Plan.</li> <li>• The Pirton Village website has provided information on coming NP events and provided links to the NP website.</li> <li>• The Pirton Neighbourhood Plan Facebook (<b>FB</b>) site which has regular updates on the progress of the Plan, provides web links to all the major documents and advertises upcoming events related to the Plan, and a forum for debate and discussion. The Facebook site states that the site is a closed group for residents of Pirton and their immediate family; landowners, businesses and organisations with an ongoing connection to the village. It currently has 176 members</li> </ul> <p>Prior to this time, NHDC had conducted its initial Strategic Housing Land Allocation Assessment (<b>SHLAA</b>) process. The SG noted that amongst others, the owners/option holders of the two SHLAA sites in Pirton, <b>PT1 &amp; PT2</b>, identified by NHDC in its 2014 Preferred Options Consultation, joined the NP Facebook group at an early stage following its establishment in late 2013, and were frequent visitors to the group page.</p> <ul style="list-style-type: none"> <li>• The Pirton Parish Council Facebook site (300+ members) and the Pirton Finest Village in Herts Facebook site (400+ members) both have advertised coming Neighbourhood Plan events and provided links to NP information on the NP website.</li> <li>• The Parish Council email circulation list</li> <li>• The Pirton Village email circulation list</li> <li>• Numerous leaflet and guidance note documents delivered to each household, throughout the period since April 2013. This was to ensure that everybody in the village was informed about the NP process, regardless of whether they had internet connection or not.</li> </ul>
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The wide range of communication channels ensured that as far as possible, every resident, business, landowner and all stakeholders living in Pirton Parish were kept informed about and involved in the Neighbourhood Plan process (see Appendix 3)

## 4.

## Plan Preparation

### 4a Pre-vision Consultation – Identification of Key Themes

Date	Process
June 2014	<p data-bbox="400 551 855 577"><b>The Pirton Key Themes Consultation.</b></p> <p data-bbox="400 602 1350 667">A Parish Wide Consultation took place to define the key issues for the future of Pirton until 2031</p> <ul data-bbox="400 692 1385 1182" style="list-style-type: none"><li data-bbox="400 692 1385 898">• <b>A leaflet with an update from the PNPSG</b> was delivered to every household including farms and business premises. On the reverse people could write their suggestions under the six headings. Various drop off points were established, where responses from residents, could be deposited and returned to the Steering Group for analysis. Residents could also respond through the Neighbourhood Plan website and Facebook site. (Appendix 4)</li><li data-bbox="400 922 1385 1093">• <b>A Neighbourhood Plan stall</b> was organised by members of the Steering Group at the 2014 Summer Fair (including a drawing competition for children to draw their favourite parts of the village (Appendix 3). The stall was positioned near the fair entrance. Fair attendees were asked to confirm if they lived in Pirton</li><li data-bbox="400 1117 1385 1182">• <b>The stall was repeated</b> at a very well attended ‘Newcomers to the Village’ evening in the village hall.</li></ul> <p data-bbox="400 1229 1385 1400">Both events were widely advertised on all the village communication channels ‘Going to the people’ enabled and encouraged participation from many people not yet engaged in the Neighbourhood plan. Both stalls provided information and displays, seeking parishioner’s written and verbal responses to the various topics being displayed, and any other points or comments people wished to make.</p>
June 2014	<p data-bbox="400 1476 1385 1541"><b>Key Groups and Organisations within the parish were contacted</b> by the Steering Group (letter or email) requesting their participation in the process. (Appendix 4)</p>
August 2014:	<p data-bbox="400 1599 1362 1626"><b>Publication of Pirton Neighbourhood Plan Key Theme Consultation document.</b></p> <p data-bbox="400 1637 1385 1843">This was circulated to each household (including landowners and local businesses) in the parish. It was also posted on the Neighbourhood Plan website and the Pirton Parish Council website with links through to it from both Facebook pages. (Appendix 4). The administrators of the FB group noted that the landowners of the strategic development sites in the parish, regularly logged on to FB page seeking updates.</p>

### Summary of main points and concerns from the Key Themes consultation

- The Key Themes underpinning the Vision for the Plan were identified as:
  - Housing and Development.
  - Transport and Communications
  - Amenities and Facilities
  - Environment and Heritage
- From the responses received, the overarching theme and the golden thread throughout was maintaining the quality of life in the parish and the rural character of the village. 93% of the respondents were satisfied with living in Pirton and liked it the way it is.
- Key concern – housing and development. Most respondents not averse to some development and accept it will happen to some extent.
- Strong support for village pubs and shop.
- Safety mainly mentioned in relation to road safety.
- Better bus service needed.
- Faster broadband and mobile phone signal needed.
- Parking on roads and footpaths of concern.

#### 4b. The Neighbourhood Plan Questionnaire and Youth Questionnaire.

Date	Process
<p><b>August 2014 – November 2014</b></p>	<p><b>Preparation of the Neighbourhood Plan Questionnaire and the Youth Questionnaire</b> was in progress by the Steering Group, working in conjunction with a market research professional. The views and comments of parish residents and the Key Themes during previous consultations, were incorporated into and were used to inform the questions posed in the Questionnaires, including the insertion of the newly published village map, with the proposed Development Boundary in the NHDC Preferred Options Consultation, published in November 2014.</p>
<p><b>November 2014</b></p>	<p><b>Distribution of the Questionnaires.</b>            On the day before the distribution of the questionnaires, the NHDC Preferred Options paper was published showing a proposed extended village development boundary, which now encompassed the 2 SHLAA sites (PT1 &amp; PT2) plus additional land; this additional land had not been included in the SHLAA process. Members of the Steering Group worked into the night to put an insert into all the questionnaires showing this latest NHDC Map, with the proposed and extended development boundary, to ensure that every member of the community had this up to date information.            Every household in the parish of Pirton, (Including landowners and local business in the parish) were visited (some up to 6 times) and each adult who agreed to accept one, was provided with an individual Questionnaire: an Adult questionnaire (16</p>

	year old and over) and Youth questionnaire (10 to 15 years old inclusive). (Appendices 5b and 5c). The consultation period was 6 weeks, at the end of which the Questionnaires were collected.
<b>December 2014:</b>	<b>Collection of Questionnaires.</b> Every household (including landowners and local businesses in the parish) were revisited (some up to 6 times) to collect the individual completed Questionnaires. <i>Over 80% of households in the parish responded with returned and completed Questionnaires, representing approx. 70% of the adult population.</i> As an example of one of the responses, 88% of respondents believed that it was important for the parish to have a Neighbourhood Plan. <i>There was a 90% response from the 10-15 year old section in the 80% of households that took part in the Youth survey.</i>
<b>January 2015:</b>	<b>The Analysis of the Adult Questionnaire returns were published as the NP Survey 2015,</b> which was presented to Pirton Parish Council and NHDC (represented by the Head of Portfolio, District Councillor David Levett) at a very well attended meeting of parish residents on 6 <sup>th</sup> January 2015; a copy of the analysis was also communicated to the parish community via the PNPSG and the other established parish communication channels and links. (Appendix 5)
<b>June 2015</b>	<b>The results of the Youth Questionnaire</b> (Appendix 5e) were published on the Parish Council and NP websites with links from the respective FB sites and the Pirton Village website – the publication had been delayed due to financial constraints. The main issues identified in the Youth Questionnaire were: There was a 90% response rate of the 10-15 year olds in the 80% of the households who took part. Of these 92% like living in Pirton because it is peaceful and beautiful, with friendly people and a nice community. (Appendix 5 )

#### Summary of main points from the Adult Questionnaire

- The NP Survey 2015 (Appendix 5d) demonstrated that residents of Pirton would like new building to reflect the current mix, variety and styles in the village.
- The most popular choice was for 2 and 3 bedroomed homes. (60% and 64% respectively of residents thought new houses should be of this size). A third thought that 1-bed and 4-bed houses should be built (31% and 32% respectively)
- There was a strong desire for a mix of housing types with emphasis on a need for bungalows (45%) semi-detached (44%) and terraced (42%)
- The types of houses seen as being needed in the village were: for first-time buyers (70%), the elderly (64%) and others wishing to downsize (61%)
- 75% of respondents felt houses should be for local people.

- 63% of the community wanted less than 50 houses to be built between January 2015 and 2031.
- 46% of the community would prefer several small developments of less than 10 houses with a variety of styles and sizes including the types mentioned above.
- The next highest preference (24%) was for several small developments of between 10 and 25 houses, with 50-75 houses at 5%: and one development of 100+ houses sought by 1%
- The NP Survey 2015 found that 84% of houses which took part are owner occupied with 6% social housing.
- Approximately one-third of the households had children living in them. A third of the households have an adult aged 65+.
- 95% stated it was important to minimise the impact of development on the natural environment.
- 95% stated it was important to have green space between Pirton and the neighbouring villages and Hitchin.
- 93% stated it was important to minimise impact of development on historic buildings and heritage sites.
- 93% stated that views/vistas approaching and leaving the village are important.
- An average of 90% stated it was important to improve broadband and mobile phone reception.

#### **Summary of main points from the Youth Questionnaire**

- 92% of respondents liked living in Pirton.
- The reasons for liking it were that it is peaceful, beautiful and has friendly people.
- 69% would like better facilities on the recreation ground.
- 30% thought there are untidy areas in the village which they would like to see tidied and with less dog poo.
- 50% felt the roads in the village were unsafe. Concerns were blind corners, no pavements, poor street lighting, cars parked in the wrong places, cars going too fast.
- 50% felt the speed limit should be reduced from 30mph to 20mph.

#### 4c. Formulation of the Vision and Objectives and proposed Policies

*The Steering Group used the information and opinions gathered from all previous consultations to formulate the Vision, Objectives and Policies for the draft Neighbourhood Plan. The following is the Summary of these:*

Date	Process
<p><b>February – June 2015</b></p>	<ul style="list-style-type: none"> <li>• The original Key Themes identified through consultation in August 2014, were used. Transport and Communication was changed to Transport and Connectivity to encompass wider issues such as cycle paths and the village network of footpaths. Each section encompassed the issues which had been identified as important by the community. However, it was also informed by discussions with both the Steering Group’s planning consultant and NHDC on the reality of the National Planning Policy Framework (<b>NPPF</b>), the NHDC Saved Policies, and still continue to remain in general conformity with the ‘emerging’ NHDC Local Plan.</li> <li>• In conjunction with Planning Aid England (Appendix 7) various detailed sessions took place during April, May and June 2015 to ensure the process of preparing the draft Neighbourhood Plan was rigorous and compliant. Also, that it reflected the needs and expressed wishes of the parish community and was in general conformity with National and Local Policies; an NHDC representative attended the last of these sessions.</li> <li>• In response to questions from residents in May 2015, the Chair of the Steering Group published an explanation through the village communication channels, detailing the proposed NHDC changes in the Pirton Village Development Boundary, the communities wish for 48 houses over the next 15-20 years and the dilemmas these presented for the Neighbourhood Plan. (see Appendix 6)</li> </ul>
<p><b>July 2015</b></p>	<p><b><i>Objectives and Policies Consultation parish wide consultation.</i></b></p> <ul style="list-style-type: none"> <li>• The Vision, draft Objectives and Policies were published on the NP website, with links provided to the other parish communication media, such as the Parish Council website, the Pirton Village website, and the respective FB sites.</li> <li>• The consultation process was widely advertised (Appendix 8) to the parish community through all the parish communication channels.</li> <li>• The information and Response Form were displayed on the NP website (plus links to the Village FB sites) incorporating the facility for electronic feedback. (Appendix 8b)</li> <li>• The Consultation additionally included a Steering Group Stall at the 2015 Summer Fair, two public sessions held in Pirton village hall (one during the day and one in the evening, on separate days) displaying the proposed Objectives and Policies which would inform the main body of the Plan. Feedback forms were also provided in paper form. (Appendix 8b)</li> <li>• The results of the feedback were published in September 2015 through the various Parish Facebook and websites. (Appendix 8a)</li> </ul>

## **Main Points and Concerns from the Objectives and Policies Consultation Process.**

### **Average Overall Agreement with the Policies - 90%**

#### **Density and Size of Development-**

- Needs to be more clearly defined.
- 25 houses needs to be reviewed.
- Village boundary – how is this being defined?

#### **Design and Style of Development**

- Smaller developments with well-spaced designed houses, in keeping with rural setting.
- Lots of green spaces.
- Lighting appropriate to rural setting.

#### **Character, Views and Heritage**

- Important that development doesn't overwhelm the character of the village.
- Which views are to be protected?
- Should embrace change but ensure it is carried out in a controlled manner and in the best long-term interests of Pirton.
- Farming policy – responses not sure about this.

#### ***Clarity, extent and wording of Policies.***

*Improve clarity and wording of policies e.g. Light Pollution, Heritage and Facilities.*

*Local need should be more specific.*

*Traffic and Highways*

*Concern re roads within the village and between the village and Holwell and Hitchin and impact of extra traffic.*

*Concern re impact of traffic during construction.*

*Concern re general and specific parking problems.*

**September -  
November 2015**

- By this time two major outline planning applications had been submitted on SHLAA assessed agricultural land outside the current village development boundary. The housing numbers and size and character of these developments were high in most people's thoughts. One application was for up to 77 houses and one for up to 92 houses – these numbers are an arbitrary estimation of dwellings per hectare (DPH) based upon the NHDC criterion applied to the land area involved.
- With the absence of an up to date Local plan, and no identified 5-year housing land supply, and the reality of these two outline planning applications, members of the Steering Group were struggling with how to:
  - Find a growth and development strategy for the Neighbourhood Plan which was compatible with the expressed community wishes for small plots and up to 48 houses in total for the Plan period
  - Comply with the requirements of National and Local Policy.
- Due to time limitations restricting PNPSG access to professional help, discussions with Planning Aid England had concluded on 31<sup>st</sup> July 2015. In September 2015, the Steering Group sought advice from an independent planning consultant on a number of issues including boundary and housing numbers per site.
- The Steering Group met with NHDC officials to discuss the same issues.
- The Independent Consultant and NHDC concurred in their views that to achieve sustainable development for Pirton over the next 15-20 years, and as far as possible reflect the community's expressed wishes for sustainable growth, any possible dilemmas these presented needed to be resolved.

The resultant development strategy adopted for the Pirton Neighbourhood Development Plan was NOT to allocate sites, but to follow the emerging NHDC Local Plan.

- In particular to accept the NHDC Preferred Options proposed village Development Boundary, encompassing the two strategic sites within it (designated PT1 & PT2). In December 2015 outline permission for up to 82 houses was granted on the enlarged PT2 site.
- Thereby designating all the land contained within the new proposed Development Boundary as being available for application for development, thus removing the need for the Pirton Neighbourhood Plan to allocate sites.

NHDC subsequently confirmed that the District Council has not established any target housing number for Pirton or any village or rural parish in the District, and does not anticipate that this approach will be changed in the preparation of the NHDC Local Plan to be submitted for Consultation.

	<p>From these discussions, and especially those with NHDC, the Pirton community's wish to restrict development to 48 houses in total over the Plan period was not feasible; within the parameters described above the aim of the Plan is to support development that is sustainable in numbers for the village, is sympathetic to the character of the village, meets the needs of the local and wider North Herts Community and is in general conformity with the NHDC Strategic Policies.</p> <p>Historically, development in the village has been limited to 35 houses on any one development site (only reached once before, and is the maximum per site, ever built in Pirton). Up to this level of development per site has proved sustainable in the past, in terms of infrastructure, social assimilation whilst still maintaining the rural character of the village. Therefore, the baseline figure of up to 30 houses per development site has been generally acceptable to the village, and it is only slightly higher than the 25 maximum which emerged from the NP Survey 2015 results.</p> <p>These issues were considered throughout the drafting process, and regular information, explanation and community opportunity for further comment was provided through the various parish communication channels, including for example on the Objectives and Policies Consultation (Appendix 8) culminating with the Regulation 14 Consultation, of which more under Section 6 and Appendix 16 of this Statement.</p>
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## **5. The Draft Neighbourhood Plan**

### **October - December 2015**

Together with the responses from the Pre-vision consultation, the feedback from the Vision and Objectives Consultation, the further discussions with the retained planning consultant and the NHDC, Policy proposals were amended and determined and the Steering Group began work specifically on the draft Neighbourhood Plan.

The Key Themes identified in the pre-vision consultation were used as section headings.

The policies under each heading included:

#### **5a. Key Theme - Housing and Development**

- Meeting Local need
- Design and character
- Residential extensions.
- Infill Housing Development.

#### **5b. Key Theme -Environment, Wildlife and Heritage.**

- Hedgerows and trees
- Local green Spaces and Open Spaces.
- Wildlife
- Heritage Assets and Archaeological Heritage,
- Views and Vistas

#### **5c. Key Theme- Amenities and Facilities**

- Community Facilities
- Support for Local Businesses

#### **5d. Key Theme – Transport ad Connectivity**

- Safety of Pedestrians and Motorists
- Connectivity
- Car Parking

All of the Policies had been reviewed and if necessary revised in accordance with community concerns and feedback throughout this element of the consultation process.

The following table provides a summary of the key issues raised during the different stages of consultation and how the Neighbourhood Plan Steering Group has taken them into account and incorporated them into the draft Neighbourhood Plan

Policy area	Summary of the key issues/concerns	How the issues have been addressed in the Plan Policies.
<p><b>Housing growth – homes to meet local need.</b></p>	<p>Any new development should:</p> <ul style="list-style-type: none"> <li>• Be restricted to 48 houses between 2015 and 2031.</li> <li>• Be within the village boundary as detailed in the current Local Plan (1996)</li> <li>• Be restricted to small developments.</li> <li>• Provide a mix of homes in a variety of styles and sizes to meet local needs.</li> <li>• Include social and affordable housing.</li> <li>• Have prior agreed plans on how construction will be carried out.</li> </ul>	<p>New development should:</p> <ul style="list-style-type: none"> <li>• Be within the development boundary as proposed in the NHDC Preferred Options Consultation.</li> <li>• Be for no more than 30 houses on any one development site.</li> <li>• Provide a mix of homes which include an element of social and affordable housing as specified in the emerging NHDC Local Plan and in accordance with local needs</li> <li>• Have regard to the needs of young families looking for 2/3 bedroom properties.</li> <li>• Have regard to the need for homes suitable for downsizing and lifetime occupation by the elderly including bungalows and sheltered accommodation.</li> <li>• Have plans and methodology agreed with NHDC at the outset on how construction will be carried out with the minimum of impact on the community.</li> </ul>
<p><b>Design and Character</b></p>	<p>Any new development should:</p> <ul style="list-style-type: none"> <li>• Respect the distinctive rural character of the village and its position and setting in the landscape.</li> <li>• Respect the village proximity to the Chilterns Area of Outstanding Natural Beauty (AONB)</li> <li>• Respect the current village character in accordance with the Pirton Character Assessment</li> <li>• Respect the current housing density in the village.</li> <li>• Respect and enhance the strong village community atmosphere and ambience.</li> </ul>	<p>Policies drafted under Design and Character include:</p> <p>Development proposals should:</p> <ul style="list-style-type: none"> <li>• Demonstrate compliance with the “Chilterns Conservation Board Position Statement “Development Affecting the setting of the Chilterns AONB June 2011”.</li> <li>• Complement and enhance Pirton by recognising and reinforcing the distinct character as set out in relation to height, scale, spacing, layout, orientation and building materials</li> <li>• Reflect the character and density of dwellings in the immediate vicinity of the proposed development site.</li> <li>• Where proposed development will be directly visible from the Chilterns AONB or from the countryside surrounding the village, a lower density will be expected.</li> <li>• If adjoining or within the Village Conservation Area development must preserve or enhance the special character of the Conservation Area and be designed to respond to existing scale, height and character of the Conservation Area., including boundary treatments around and within the new development.</li> <li>• Be fully integrated into the village and not be isolated to form ‘satellite’ communities separate from the main village.</li> </ul>

<p><b>Environment, Wildlife and Heritage.</b></p>	<p>Any new development should:</p> <ul style="list-style-type: none"> <li>• Respect the rural setting of the village.</li> <li>• Not spoil the views into and out of the village</li> <li>• Respect existing woodland and hedgerows.</li> <li>• Have minimal impact on the village heritage sites.</li> <li>• Not harm wildlife corridors</li> <li>• Create new wildlife corridors.</li> <li>• Retain and enhance the open green spaces within the village.</li> </ul>	<p>Policies drafted under Environment , Wildlife and Heritage include:</p> <p>Development proposals should:</p> <ul style="list-style-type: none"> <li>• Incorporate adequate landscaping in the design of all new developments to mitigate the visual impact and ensure that the development merges into the existing village context.</li> <li>• If adjacent to the edge of the village or visible from the Chilterns AONB or from the countryside, protect and retain existing hedgerows and trees to give the village a green and soft edge, with additional landscaping and planting to minimise the visual impact of the development.</li> <li>• Consider the visual impact on key views and vistas and take care that they remain unspoiled. Development that would adversely impact such views will not be supported.</li> <li>• Demonstrate they comply with the Policies of the Chilterns Conservation Board including its Position statement on Development affecting the Chilterns AONB.</li> <li>• Conserve and enhance the heritage assets of the Parish and their settings.</li> <li>• Demonstrate they have consulted and respected appropriate source of information. Proposals within Pirton’s Archaeology Alert Areas (<b>AAA</b>) must include appropriate desk-based assessment and where necessary, a field evaluation.</li> <li>• Demonstrate how consideration has been given to the maintenance, protection and enhancement of the wildlife and biodiversity of Pirton and Pirton Parish.</li> <li>• Respect the designated Green Spaces within the village - development will not normally be permitted on these Green Spaces. The creation of new Green Spaces within new development is encouraged.</li> </ul>
<p><b>Amenities and Facilities</b></p>	<p>Any new development should:</p> <ul style="list-style-type: none"> <li>• Identify any impact of the development on the existing facilities, services and infrastructure</li> <li>• Protect and enhance existing services and facilities.</li> <li>• Provide good digital connectivity - including superfast broadband</li> <li>• Support facilities for local business and working from home.</li> </ul>	<p>Policies drafted under Amenities and Facilities include:</p> <p>Development proposals should:</p> <ul style="list-style-type: none"> <li>• Identify the likely impact on facilities, services and infrastructure and to demonstrate how any such impact will be addressed. Proposals will not be supported that result in the unnecessary loss of a community facility.</li> <li>• Incorporate the facility for improved digital communication including superfast broadband.</li> </ul>

<b>Transport and Connectivity</b>	<p>Any new development should:</p> <ul style="list-style-type: none"> <li>• Include local traffic repercussions and mitigations.</li> <li>• Ensure safety of pedestrians, cyclists and motorists.</li> <li>• Show how pedestrian and cycle facilities will be improved.</li> <li>• Respect and improve footpaths, bridleways and cycle ways within the village and the surrounding areas.</li> <li>• Improve public transport.</li> <li>• Provide adequate parking.</li> </ul>	<p>Development proposals should::</p> <ul style="list-style-type: none"> <li>• Demonstrate and ensure that there is no detrimental effect on highway safety.</li> <li>• Demonstrate that where other development proposals are under consideration, any particular proposal must take account of the cumulative impact of increased traffic arising from the new development, combined with other schemes that have received or are seeking planning permission.</li> <li>• Ensure that where the development will result in increased vehicle traffic, consideration should be given to the impact of the increased pollution and environmental impact and contain measures to mitigate such impact.</li> <li>• Add to, link with and improve the existing safe network of cycle routes and footpaths within Pirton and providing access to the countryside.</li> <li>• Demonstrate that any traffic calming measures proposed must be sympathetic to the character of the village.</li> <li>• Ensure that new development should be self-sufficient in providing adequate parking to meet its needs.</li> </ul>
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<b>7<sup>th</sup> Jan 2016</b>	<p>The initial draft Neighbourhood Plan was discussed at a joint meeting between the Qualifying Body (Pirton Parish Council) and the Steering Group following which it was sent to an independent Planning Consultant and to an NHDC planning officer for their comment.</p>
<b>Feb – March 2016</b>	<p>The Steering Group finalised the draft Plan incorporating input received from the Planning Consultant and NHDC and created the Character Assessment to accompany the draft Plan (See Appendix 10).</p>
<b>21<sup>st</sup> March 2016</b>	<p>Pirton Parish Council accepted the draft Plan and Character Assessment, for the purposes of the Regulation 14 Consultation</p>
<b>End of March 2016</b>	<p>Concurrent with parish-wide notices relating to the commencement of the Regulation 14 Consultation (Appendix 11) using the usual parish communication channels, a special edition of the Pirton Parish Council Newsletter (Appendix 12) was distributed to every household in the parish (including landowners and local businesses living in the parish). This Newsletter was solely devoted to the topic of the draft Neighbourhood Plan and the Regulation 14 Consultation process.</p>

## **6. The Regulation 14 Consultation**

### **6a. Preparation for the Consultation**

***The public consultation on the Pirton Neighbourhood Development Plan was carried out in accordance with the Neighbourhood Planning (General) Regulations 2012 (S1 no.637) Part 5.***

***This states that:***

Before submitting a plan proposal to the local planning authority a Qualifying Body must-

- a) Publicise, in a manner that is likely to bring it to the attention of people who live, work or carry on a business in the neighbourhood area and provide –
  - (i) Details of the proposals for a neighbourhood development plan.
  - (ii) Details of where and when the proposals for a neighbourhood development plan may be inspected, or acquire hard copies of all the documents.
  - (iii) Details of how to make representations; and
  - (iv) The date by which those representations must be received not less than 6 weeks from the date on which the draft proposal is first publicised.
- b) Consult with 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 proposals for a Neighbourhood Development Plan to the local Planning Authority.

**The Pirton Neighbourhood Plan was published for formal consultation for 6 weeks from Monday 4<sup>th</sup> April 2016 to Monday May 16<sup>th</sup> 2016.**

**Below are the details of the consultation process.**

## 6b. The Consultation Process.

Date	Event
<b>April &amp; May 2016</b>	<b>The following took place :</b>
	<ul style="list-style-type: none"> <li>• The need for a Strategic Environmental Assessment had been under consideration since September 2015 A Pirton Neighbourhood Plan Screening Determination was carried out by NHDC in April 2016. (Appendix 18) It was identified that the scope of Pirton’s strategy would not give rise to any significant effects and therefore a Strategic Environmental Assessment (<b>SEA</b>) was not required.</li> </ul>
	<ul style="list-style-type: none"> <li>• A letter was sent to all Statutory and other Consultees by the Chair of the Steering Group – the consultee list was provided by North Herts District Council (Appendix 14)</li> </ul>
	<ul style="list-style-type: none"> <li>• Notice of the Regulation 14 Consultation was delivered to each household in the parish (including landowners and local businesses resident in the parish). (Appendix 11)</li> </ul>
	<ul style="list-style-type: none"> <li>• Consultation posters were displayed around the village including the Village Shop, the Chapel, the Church, the Village Hall and the pubs. Consultation information was provided on all village communication channels (For example of communication - see Appendix 9).</li> </ul>
	<ul style="list-style-type: none"> <li>• A Regulation 14 Guidance Leaflet was delivered to each household (including landowners and local businesses resident in the parish), giving comprehensive information on the process, and how respondents could access all of the documentation involved via various websites and links, by email, by Facebook, or for those without internet connection, by telephone or in writing. (see Appendix 11)</li> </ul>
	<ul style="list-style-type: none"> <li>• A hard copy of the Response Form was delivered to each house (including landowners and local businesses resident in the parish), giving guidance on its completion, and how it could be returned or collected. (see Appendix 13)</li> </ul>
	<ul style="list-style-type: none"> <li>• Notification of a public meeting to encourage parishioners to participate in the process, to ask questions and receive answers, make a comment, or express an opinion, was delivered to each household (including landowners and local businesses resident in the parish) and advertised through all the village channels. (Appendix 12)</li> </ul>
	<ul style="list-style-type: none"> <li>• A public meeting took place in the village hall on the evening of 19<sup>th</sup> April 2016, attended by over 90 parishioners (including some landowners and business owners resident in the parish). The comments, opinions and questions raised and the responses/answers given were</li> </ul>

	recorded and formed part of the analysis of the Regulation 14 Consultation outcome. (See Appendix 12 insert)
	<ul style="list-style-type: none"> <li>• Notice that a further opportunity to discuss the draft Plan at the monthly Steering Group meeting on 3<sup>rd</sup> May 2016, was delivered to each house in the parish.</li> </ul>
	<ul style="list-style-type: none"> <li>• Steering Group meeting on 3<sup>rd</sup> May 2016. A number of parishioners (including some landowners) attended and various topics were discussed and questions appeared to be answered to the satisfaction of those attending.</li> </ul>
	<ul style="list-style-type: none"> <li>• As completed Response Forms were received, these were recorded on a spreadsheet provided by Urban Vision Enterprises (UVE), and this and the Response Forms were passed to UVE to provide both a professional analysis of the content of the responses, and a report on the outcome of the Regulation 14 Consultation process.</li> </ul>
	<ul style="list-style-type: none"> <li>• A further leaflet drop to each household together with reminders on all village communication channels regarding the end date for the consultation and a reminder to return the Response Forms.</li> </ul>
	<ul style="list-style-type: none"> <li>• Day by day countdown reminders on Facebook as to how many days until the end of the consultation and reminders to return the Response Forms (Appendix 12).</li> </ul>

### **6c. Who was Consulted?**

- All the residents of Pirton Parish including landowners and businesses.
- Statutory and other consultees, a list of whom was provided by NHDC and may be found in Appendix 15

### **6d. Main Points Made by Consultees**

- A Summary of the main issues and concerns raised by the persons and entities consulted and how these have been addressed by the Steering Group can be found in Appendix 16.

**6e. Table showing the residents overall response rate to the Plan and the response rates to the different Policies.**

<b>Responses Received - 130</b>	<b>Agree</b>	<b>%</b>	<b>Disagree</b>	<b>%</b>	<b>Made no selection</b>	<b>%</b>
<b>In General Agreement with the Plan</b>	<b>126</b>	<b>97%</b>	<b>2</b>	<b>2%</b>	<b>2</b>	<b>2%</b>
<b>PNP 1 - Meeting Local Need.</b>	<b>114</b>	<b>88%</b>	<b>11</b>	<b>8%</b>	<b>5</b>	<b>4%</b>
<b>PNP 2 - Design and Character</b>	<b>120</b>	<b>92%</b>	<b>4</b>	<b>3%</b>	<b>6</b>	<b>5%</b>
<b>PNP 3 - Residential Extensions</b>	<b>122</b>	<b>94%</b>	<b>2</b>	<b>2%</b>	<b>6</b>	<b>5%</b>
<b>PNP 4 - Infill Housing Development</b>	<b>118</b>	<b>91%</b>	<b>6</b>	<b>5%</b>	<b>6</b>	<b>5%</b>
<b>PNP 5 - Hedgerows and Trees</b>	<b>123</b>	<b>95%</b>	<b>1</b>	<b>1%</b>	<b>6</b>	<b>5%</b>
<b>PNP 6 - Local Green Spaces and Open Spaces</b>	<b>122</b>	<b>94%</b>	<b>3</b>	<b>2%</b>	<b>5</b>	<b>4%</b>
<b>PNP 7 - Wildlife</b>	<b>124</b>	<b>95%</b>	<b>0</b>	<b>0%</b>	<b>6</b>	<b>5%</b>
<b>PNP 8 - Heritage Assets and Archaeological Heritage</b>	<b>120</b>	<b>92%</b>	<b>5</b>	<b>4%</b>	<b>5</b>	<b>4%</b>
<b>PNP 9 - Key Views and Vistas</b>	<b>115</b>	<b>88%</b>	<b>7</b>	<b>5%</b>	<b>8</b>	<b>6%</b>
<b>PNP 10 - Community Facilities</b>	<b>119</b>	<b>92%</b>	<b>7</b>	<b>5%</b>	<b>4</b>	<b>3%</b>
<b>PNP 11 - Support for Local Business</b>	<b>116</b>	<b>89%</b>	<b>7</b>	<b>5%</b>	<b>7</b>	<b>5%</b>
<b>PNP 12 - Safety of Pedestrians and Motorists</b>	<b>117</b>	<b>90%</b>	<b>5</b>	<b>4%</b>	<b>8</b>	<b>6%</b>
<b>PNP 13 - Connectivity</b>	<b>120</b>	<b>92%</b>	<b>4</b>	<b>3%</b>	<b>6</b>	<b>5%</b>
<b>PNP 14 - Car Parking</b>	<b>121</b>	<b>93%</b>	<b>3</b>	<b>2%</b>	<b>6</b>	<b>5%</b>

## **Conclusion**

The Consultation Statement has been produced by the Pirton Neighbourhood Development Plan Steering Group to document the consultation and engagement process undertaken. It is considered to comply with Part 5, section 15(2) of the Neighbourhood Planning (General) Regulations 2012.

The publicity, engagement and consultation completed throughout the production of the Plan has been effective, open and of high quality with many and varied opportunities provided for those who live and work in the Parish (including landowners) to feed into the process, make comments and raise issues and concerns.

All statutory requirements have been met and there has been a significant level of additional consultation and research completed throughout the process.

The monitoring of the Plan will be the responsibility of the Pirton Parish Council.

# Appendices

## Appendix 1.

### Previous consultation documents referred to

#### 1a. Pirton Village Design Statement 2005.

[http://www.north-herts.gov.uk/sites/northherts-cms/files/files/spg21\\_pirton\\_village\\_design\\_statement\\_apr\\_2003.pdf](http://www.north-herts.gov.uk/sites/northherts-cms/files/files/spg21_pirton_village_design_statement_apr_2003.pdf)

#### 1b. Pirton Housing Needs Survey 2010

[http://www.north-herts.gov.uk/sites/northherts-cms/files/files/Pirton%202010%20summary\\_0.pdf](http://www.north-herts.gov.uk/sites/northherts-cms/files/files/Pirton%202010%20summary_0.pdf)

#### 1c. Pirton Parish Plan 2013

<https://drive.google.com/file/d/0B-UcrpyJKtdjMzNDMndyanVWYm8/view?pref=2&pli=4>

## Appendix 2.

**2a. Build up to the Public Meeting 23<sup>rd</sup> May 2013** which endorsed the establishment of a Steering Group to investigate the creation of a Neighbourhood Plan for Pirton.

*Notes of a meeting held at 8.00pm on Wednesday 20<sup>th</sup> March 2013 at Helen & Andy Hofton's house.*

### **A Neighbourhood Plan for Pirton**

*Purpose:* To organise the public meeting on the 23<sup>rd</sup> May 2013 in the Village Hall – next steps.

**Present:**

Tom Gammell, Peter Harding, Louise McConnachie, Susie West, Ann Fausset, Andy Hofton, Beth Harding, Ann Webb, Alison Maple, Jill Stuart, Jonty Wild and Helen Hofton.

**Preamble**

Tom had circulated a note requesting that those attending come with suggestions about organising the 23<sup>rd</sup> May public meeting. Depending upon the outcome the process of establishing a Neighbourhood Plan for Pirton would either start in earnest or stall. Tom emphasised that care should be taken not to pre-empt the outcome. Our task was to encourage as many villagers as possible to attend in order 'to create a genuine representation of opinion in the village' and to gauge whether villagers were willing to move forward. A Parish Neighbourhood Plan could not be adopted without community approval signified by a majority of villagers voting in favour at a

referendum. The first item on Tom's agenda was to 'elect a meeting chairman and designate a minute secretary'.

**Chair & Minute Secretary** Tom was asked to Chair the meeting. Peter agreed to take/circulate notes including agreed points.

### **Introductions/expertise**

Those present introduced themselves. Among the many talents and areas of expertise declared were village history, engineering, architectural history, web and communications, surveying and property. Tom is a Parish Councillor.

### **Background**

Not all were familiar with issues relating to Localism, Neighbourhood Plans and so on. Knowledge was shared and questions posed. A Neighbourhood Plan might well give the village some protection against 'developer-led' development. The current Parish Plan would not. That said, the Neighbourhood Plan would have to be sustainable (roads, schools, transport, etc.) and viable well into the future (a 20-year horizon was mentioned).

Government policies could change so there could be no guarantees. However, as conceived, if adopted, a Neighbourhood Plan would become planning policy and must, therefore, dovetail with NHDC's Local Plan. The Pirton Parish Council (PPC) had produced the Pirton Parish Plan 2013 which had recently been distributed to all village households. A Neighbourhood Plan for Pirton would both build on and flow from this excellent document. The PPC had met on 14<sup>th</sup> March - both district and county councillors were present. Andy Hofton had made a short presentation on behalf of the group.

The PPC were content that a public meeting should go ahead on the 23<sup>rd</sup> May and parish councillors could attend and represent the Parish Council. Having the support of the PPC - a 'qualifying body' - is essential. If the public meeting decided to go ahead with the establishment of a Neighbourhood Plan, the first steps would be to form a Steering Group. Several Parish Councillors would be expected to serve on a Steering Group. To start the publicity ball rolling, Tom had written a short article about the Neighbourhood Plan for the April 2013 edition of the Parish Magazine

### **TIMELINE & ACTIONPOINTS**

#### **Timeline:**

Key message to villagers	3 <sup>rd</sup> April (two weeks from today's meeting)
NEXT MEETING OF FULL GROUP	3 <sup>rd</sup> April
Content finalised (flyers/poster)	13 <sup>th</sup> April
Design and printing	20 <sup>th</sup> April
First flyer distribution	27 <sup>th</sup> April
Second flyer distribution	18 <sup>th</sup> May
Public Meeting	23 <sup>rd</sup> May

#### **Key Message (flyers and posters):**

Susie will work on the key message ('Your chance to shape Pirton's future' perhaps) but not before Good Friday. Described as 'a distillation exercise' Susie aims to remove 'boffin-speak' and will circulate her suggested text by email. Ideally, documents produced can be uploaded by Jonty to the 'A Neighbourhood Plan for Pirton' section of the village website. **Action: Susie**

#### **Communication Plan** – creating interest in the project among villagers:

Louise will pull a plan together (cascading the message through village groups, etc.) and involve Helen. She will report at the next meeting. **Action: Louise**

**(+Helen)**

**Structuring the 23<sup>rd</sup> May meeting:**

Working group established comprising Tom, Ann W, Jonty and Jill to agree the format. Other volunteers welcome (please contact Tom). They will also consider the logistics of the meeting including seating, stewarding, amplification (involve Peter Johnson?), front of house and so on. Tom had booked the village hall.

**Action: Tom, Ann W,**

**Jonty and Jill**

**Finance**

Tom has paid for the village hall from his own pocket. He will raise the matter of finance at the April meeting of the PPC. Assuming a positive outcome on May 23<sup>rd</sup> then the PPC can be approached to cover direct costs. Meanwhile, the Pumpkin Club might be able to contribute £50. Andy and Helen Hofton may have access to £200 set aside for village matters (previous project).

**Action: Various**

**Liaison with Parish Council**

Tom

**Action: Tom**

**Printing**

Tom will speak to Andy Lomas.

**Action: Tom**

**Village Distribution:**

Helen and Ann W will coordinate approaching members of the group (and wider) for assistance as and when required.

**Action: Helen & Ann W**

**NEXT MEETING**

Wednesday 3<sup>rd</sup> April 2013 at 8.00 at Tom & Christine Gammell's house, 11 Royal Oak Lane.

**Peter Harding**

27<sup>th</sup> March 2013

harding788@btinternet.com

**2b. Notice of the Public Meeting 23<sup>rd</sup> May 2013 delivered to each household.**

## **Pirton Forward**

Can you imagine village life in 15 year's time?

The *Pirton Parish Plan 2013* dropped through your letter box only a few weeks ago. This is about our community needs in the next five years. Now we have a new opportunity to take our wishes for the future of Pirton forwards, for the next 15 years or more, thanks to recent legislation.

The *Pirton Plan 2013* identified themes for the future:

- Protecting our environment
- Maintaining our peaceful and friendly atmosphere
- Managing our planning development

These themes all involve decisions made through the local authority planning process. A new opportunity to give Pirton a stronger voice in the planning process has arrived. We could create a *Neighbourhood Development Plan*. This would:

- Have to be consulted in the official planning process
- Build on our community views in the *Pirton Plan 2013*
- Boost the influence of our *Village Design Statement*

A Neighbourhood Development Plan for Pirton would be written by us, led by our Parish council. To help the Parish Council discuss this in June, a group of villagers is working to share ideas and information about:

- What a Neighbourhood Development Plan can do
- What could Pirton gain by having one
- How we make sure everyone has a say
- How this relates to North Herts D.C. planning

This is your invitation to find out more and to decide if you are in favour or not of the principle of a Neighbourhood Development Plan for Pirton.... Please read on!

## **Pirton Forward**

**You are invited!**

Please come to an open meeting and find out more about Neighbourhood Development Plans.

8pm, Thursday 23 May 2013

Pirton Village Hall

Roadshow, speakers, questions and answers session. Most importantly, this is an opportunity to state your preference about whether Pirton should create a Neighbourhood Development Plan.

We hope to see you there.

If you are unable to come, you can find out more and express your preference:

- [www.pirton.org.uk/neighbourhoodplan](http://www.pirton.org.uk/neighbourhoodplan)
- Read updates in the Parish Magazine (April issue, p. 36)
- Email questions to [PirtonNP@pirton.org.uk](mailto:PirtonNP@pirton.org.uk)
- Phone Tom Gammell on 712725

- Phone Jonty Wild on 711383

### **What happens after the meeting on 23 May?**

We need a good number of people to attend and express a majority decision about whether or not to start the process of making a Neighbourhood Development Plan. The majority result will help the Parish Council discuss the desirability of a Neighbourhood Plan in their June meeting.

This leaflet has been produced by a working group of Pirton residents, from the Public Participation agenda discussion at the Parish Council meeting in March 2013. Contacts as above.

## **2c. Information, Agenda and Voting Procedures at the 23<sup>rd</sup> May 2013 Public Meeting**

### **Information**

Towards the end of the meeting a vote will be taken. ***If you have to leave before the vote is taken***, please let us know your views by completing this form. If you wish now or sometime in the future, to join the Steering Group, please provide your details below. Pass the form to a badged helper or place it in a box at the rear of the hall:

**I believe that a Pirton Neighbourhood Plan *IS / IS NOT*<sup>\*1</sup> appropriate for the future of Pirton**

\*\*\*\*\*

***At the end of the meeting if you wish to do so, please complete the following:***

(tick the box of your preference)

- If formed I would like to join the Steering Group
- If formed I would like more information on the Steering Group as I might wish to join sometime in the future.

### **Contact details:**

Name:

Address:

Telephone:

Email

\*<sup>1</sup> *Delete as appropriate*

## **Agenda:**

We will endeavour to keep to the timings given, but because the meeting is relatively informal and questions are to be encouraged at the end of each section, these times may vary.

- |   |      |
|---|------|
| 1. View Display                                       | 7:30 |
| 2. Welcome and introduction                           | 8:00 |
| 3. The experience of Brickendon Liberty               | 8:10 |
| 4. What is a Neighbourhood Plan (and what it is not)? | 8:25 |
| 5. What could a Neighbourhood Plan do for Pirton?     | 8:40 |
| 6. What is involved?                                  | 8:55 |
| 7. Vote   | 9:10 |
| 8. What happens next?                                 | 9:15 |
| 9. Conclusion   | 9:20 |

*We encourage you to ask questions but to aid efficient timings please ask any questions at the end of the appropriate section of the agenda.*

**2d. Relevant parts of the Minutes of the Pirton Parish Council's meeting of 13<sup>th</sup> June 2013** at which, as the Qualifying Body, the PPC agreed to the establishment of a Neighbourhood Plan Steering Group:

**PIRTON PARISH COUNCIL**

Minutes of the monthly meeting of  
Pirton Parish Council held on  
**Thursday 13<sup>th</sup> June 2013**  
in the Village Hall

**Present:**

Mrs D Bailey (Vice Chair) Mr S Davies (clerk) Mr R Easterbrook Mr T Gammell  
Mr J Hayes Mr R Marshall Mr D Saunders Mr A Scott Mrs P Waters (Chair)  
District Councillor Mrs Claire Strong (Part) District Councillor Ms Faye Barnard  
(Part)

**PUBLIC PARTICIPATION**

Eight residents attended. Council were informed that during the public meeting that was held on May 23<sup>rd</sup> in order to establish the interest in producing a Neighbourhood Plan, there were 133 in favour, 1 against and 1 abstention. Council were also informed that 13 residents expressed interest in serving on a steering committee. A further 19 residents stated they would consider serving on the committee once they were better informed on what this would entail.

**116.13 NEIGHBOURHOOD PLAN**

Five Councillors had attended the public meeting that was held on the 23<sup>rd</sup> May. Mr T Gammell confirmed the numbers previously given under the Public Participation section at the start of these minutes, and suggested that the next steps should be (i) to register with NHDC Pirton's interest in producing a neighbourhood plan and (ii) to investigate and apply for any financial grants that may be available.

A lively discussion took place culminating in Mr Gammell tabling the following motion:

**"That the Council registers it's interest with NHDC in producing a neighbourhood plan, and supports the establishment of a steering group to further investigate the need for a neighbourhood plan"**

A vote was taken with the following result:

Five councillors for the motion, two abstentions and one against.

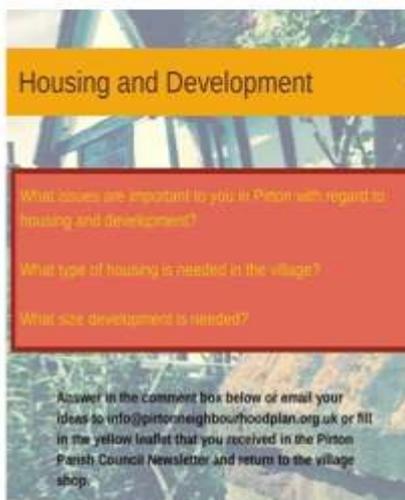
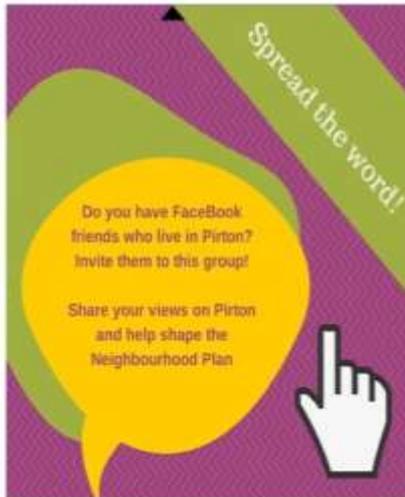
The motion was therefore carried.

Mr Gammell agreed to investigate the best way to proceed.

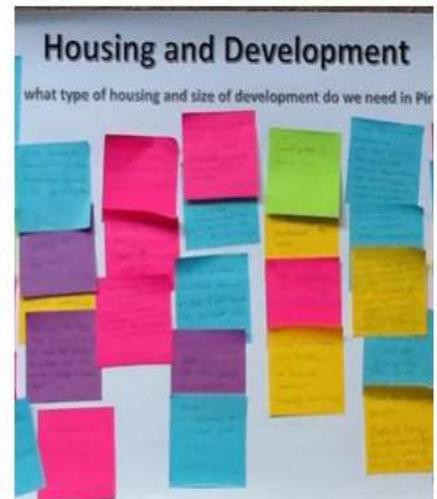
## Appendix 3.

### Examples of Community Communication and Engagement

#### 3a. Small Group Discussion, Neighbourhood Plan website, Facebook posts, Village fliers, Parish Council newsletter.



**3b. Pirton Neighbourhood Plan Stall** at the 2014 Summer fair – including the winning picture from the children’s drawing competition which was featured in the NP questionnaire,



### 3c. Example of Contacts with key groups and organisations – June 2014

Nicola Robbins  
Chair of Governors  
Pirton School

Sent from my iPad

On 10 Jun 2014, at 14:48, "Admin @ Pirton" <admin@pirton.herts.sch.uk> wrote:

—Original Message—  
From: [admin@pirton.herts.sch.uk](mailto:admin@pirton.herts.sch.uk)  
Date: 10-Jun-2014 12:18  
To: "admin@pirton.herts.sch.uk" <admin@pirton.herts.sch.uk>  
Subj: PNPSSG  
For the attention of The Governing Body of Pirton School

Dear all,

I am writing, on behalf of the Pirton Neighbourhood Plan Steering Group, to become involved in some way in this 'plan for the future of Pirton', for want of a better description. The purpose of the Steering Group is to try and take on board as much input as possible from the whole community of Pirton and contacting all of the establishments/groups/societies within the village and inviting you to contribute as much as you wish towards what will eventually become a submission to North Herts District Council is just a part of our 'evidence gathering' process. There will also be a questionnaire going out to all residents of Pirton in due course.

We would welcome any contribution, including an invitation to attend one or more of our monthly meetings. We will have a stall at the Summer Fair, following a successful 'Welcome to Pirton' evening at the Village Hall last month, when several of our residents were really engaged in what we had to say about the aims and purpose of the Steering Group.

Please reply either to me or any other member of the Steering Group, or via the website.

Thank you for your time.

Lorna Sexton  
Committee Member

Diane Bailey

Dear All,

I am writing, on behalf of the Pirton Neighbourhood Plan Steering Group, to invite your organisation to consider becoming involved in some way in this 'plan for the future of Pirton', for want of a better description.

The purpose of the Steering Group is to try and take on board as much input as possible from the whole community of Pirton and contacting all of the establishments/groups/societies within the village and inviting you to contribute as much as you wish towards what will eventually become a submission to North Herts District Council is just a part of our 'evidence gathering' process. There will also be a questionnaire going out to all residents of Pirton in due course.

We would welcome any contribution, including an invitation for representatives of your organisation to attend one or more of our monthly meetings. We will have a stall at the Summer Fair, following a successful 'Welcome to Pirton' evening at the Village Hall last month, when several of our residents were really engaged in what we had to say about the aims and purpose of the Steering Group.

Please reply either to me or any other member of the Steering Group, or via the website.

Thank you for your time.

Lorna Sexton  
Committee Member

Sent: Tuesday, June 10, 2014 12:21 PM  
Subject: Fw: PNPSSG

**For the attention of Pirton Players**

Dear All,

I am writing, on behalf of the Pirton Neighbourhood Plan Steering Group, to invite Pirton Players to consider becoming involved in some way in this 'plan for the future of Pirton', for want of a better description.

The purpose of the Steering Group is to try and take on board as much input from the whole community of Pirton and contacting all of the establishments/groups/societies within the village, inviting you to contribute as much as you wish towards what will eventually become a

## Appendix 4. Key Themes Consultation - Parish-wide Survey to Identify the Key Issues for the Future of Pirton. June 2014.

### 4a Pirton Key Themes Consultation - June 2014

<https://drive.google.com/file/d/0B-UcrpyJKtdjZTRWNEhkd3M3QmM/view?pref=2&pli=1>

### 4b. Leaflet/Questionnaire delivered to every house

**Pirton Neighbourhood Plan**

**Update from the Steering Group**

**We need your opinion:**

**How should Pirton look and be like to live in over the next 15 - 20 years?**

In 2012-13 we had the Parish Plan which was an excellent internal village document and was Step 1 in planning for Pirton's future.

Step 2 is the Neighbourhood Plan (The Plan). This will build on the Parish Plan through further consultation in accordance with local policies and can become a legally enforceable document for the future of Pirton until 2031.

When completed by the Steering Group through consultation with the parish community, The Plan will be submitted to an independent Examiner, who will determine if it meets "basic requirements" and other relevant legal requirements. The Examiner may recommend it proceeds to a parish referendum stage or suggest modifications if they are needed. When it goes to a parish referendum, if more than 50% of those voting say 'yes', then The Plan will be incorporated into the NHDC Local Plan 2011-31 and its planning policies will carry legal force.

In the next few months Pirton Neighbourhood Plan Steering group will be inviting everyone who lives in Pirton to take part in a survey, the analysis of which will be an important part of the underpinning evidence for the Neighbourhood Plan. This will be your opportunity to have your say and give your opinion on the future of Pirton.

Members of the Steering Group are currently designing the questionnaire with the help of a Market Research professional. We have used the Parish Plan to decide potential major themes and our next step is to consult with the village community on these themes.

On the back of this sheet is a feedback form for you to let us know some of the things you think are priority issues for the future of Pirton. We have given some headings and examples to get you started.

Please return the form to either of the following:

The village shop, Tom Gammell 11 Royal Oak lane, Jonty Wild 14A High Street  
or email your comments to [info@pirtonneighbourhoodplan.org.uk](mailto:info@pirtonneighbourhoodplan.org.uk)

Members of the Steering Group will be at our stall at the Summer Fair on July 12<sup>th</sup> to hear your thoughts and answer whatever questions you may have

**Please come and see us.**

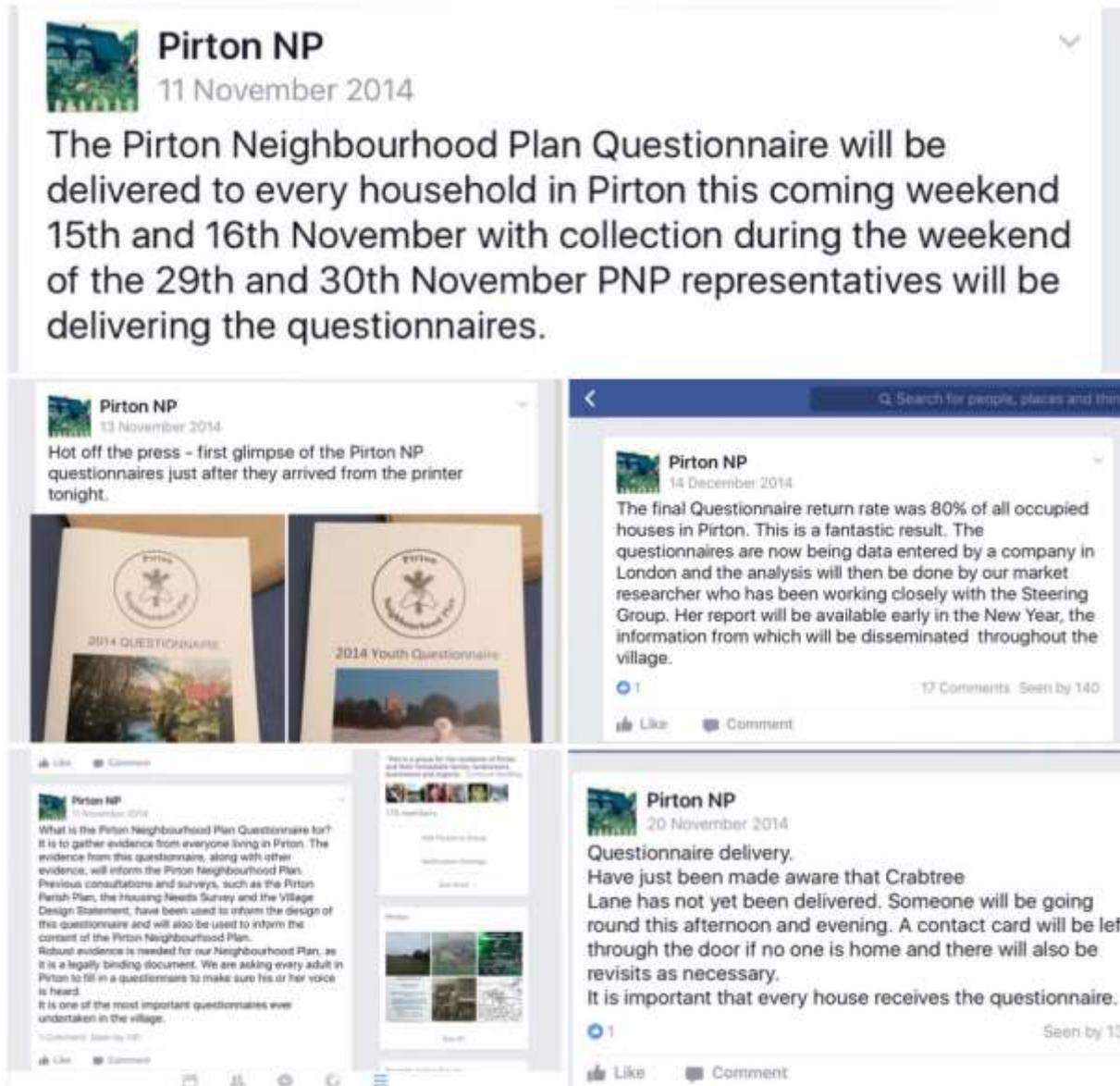
### Questionnaire themes

- **What Pirton means to you?** (e.g. What you like, what you don't like, what you would like to change)
  
- **Housing and Development** (e.g. what type of housing and size of development do we need in the village).
  
- **Environment & Heritage** (e.g. importance of vistas, green spaces, historical sites, footpaths)
  
- **Amenities and Facilities including policing** (e.g. which amenities do you most use, what else do we need, do you feel safe in the village).
  
- **Transport and Communication** (e.g. how do the village transportation systems, roads and communication systems work for you)
  
- **Any other suggestions:**

## Appendix 5.

### Parish Survey - NP Survey 2015.

#### 5a. Examples of Notices Publicising the Survey



#### Adult and Youth Questionnaires Delivered to Each Adult and Youth in the Parish.

#### 5b. The Pirton Neighbourhood Plan Questionnaire November 2014

<https://drive.google.com/file/d/0B-UcrpyJKtdjb3ZfN0tLXzgwUDg/view?pref=2&pli=1>

#### 5c. The Pirton Neighbourhood Plan Youth Questionnaire November 2014

<https://drive.google.com/file/d/0B-UcrpyJKtdjY0lycGh4Y1FwVHM/view?pref=2&pli=1>

**Published analysis of the returns from the Parish Questionnaires:**

**5d. January 2015 from the Adult Questionnaire.**

<https://drive.google.com/file/d/0B-UcrpyJKtdjTC1rd0NzMWw5OG8/view?pref=2&pli=1>

**5e. April 2015 from the Youth Questionnaire**

<https://drive.google.com/file/d/0B-UcrpyJKtdjQU1fRzdTQm51VmM/view?pref=2&pli=1>

**5f. Notes from Public Meeting held at Pirton Village Hall on Tuesday 6<sup>th</sup> January 2015.**

**Present:** Parish Council Chair P. Waters (Chair of Meeting)

County & District Councillors: D. Levett, D. Barnard, C. Strong

Neighbourhood Plan Steering Group Chair: D. Burleigh

Parish Councillors: T. Gammell, J. Hayes, L. Lauder, R. Marshall, C-A. McConnellogue, D. Saunders, A. Scott

Parish Clerk: S. Smith

Insight Fountain: B. Lewis

Pirton Residents: c.100 people.

**Purpose:**

The Meeting was to inform the Public of the outcome of the NP Survey 2015 and the implications for the village of the NHDC Local Plan and to receive questions from the public.

Mrs. Burleigh firstly thanked the volunteers who had distributed and collected questionnaires in the village during November & December 2014. She also thanked the members of the public who had ensured a response rate of over 80%. She then introduced Becky Lewis from the Insight Fountain, who have produced an analysis of the questionnaire results.

Becky Lewis gave a 15-minute presentation on the results from the questionnaire which relate to housing and development. (A hard-copy précis of the results was also placed on each chair in the hall). Key findings were that 93% of residents like Pirton the way it is; 88% support and recognise the need for a Neighbourhood Plan; the ideal number of houses residents would like to see built by 2031 is 48; residents would like to see development is smaller plots, spread over the whole of the life of the Plan; new houses should have gardens and off-road parking; over 90% recognised the importance of green space, woodland, historical buildings and vistas; almost 90% wanted improved broadband and mobile services.

District Cllr. Levett (Portfolio Holder for Planning & Enterprise at NHDC) then gave a presentation on what the Local Plan is and what its implications are for Pirton. He explained that the Local Plan is far more than just numbers of houses, but affects all aspects of planning and development. In accordance with the requirements of the National Planning Policy Framework (NPPF) North Herts District Council had been tasked with finding areas to accommodate 12,100 new homes by 2031. To achieve this figure they had used a Strategic Housing Market Assessment (SHMA) and Planning Policy Guidance (PPG).

Key results of this were that the area given over to development would rise from 8% to 10% of the area. The existing Green Belt would be expanded to take in some Areas of Outstanding Natural Beauty and would protect the area between the main NHDC centres of population and Luton.

With regard to Pirton, two sites had been identified in the proposed plan: PT1 on Priors Hill (88 homes) and PT2 at Holwell Turn (47 homes).

The Meeting was opened to the public: firstly the dangers of the road layout at Holwell Turn were highlighted. The existing layout is dangerous enough, but would become unsustainable with further development.

County Cllr. Barnard addressed the Meeting and stated his opposition to the Holwell Turn proposals. He ensured voters that he will support them in whatever proposals they come up with as a result of the Neighbourhood Plan.

Concern was expressed that the Development Boundary has been extended beyond the specific sites. This could allow for the development of considerably more than the 142 proposed houses – possibly a further 100 or so homes in the period of the Plan.

Parish Cllr. Marshall asked whether a further site at Wrights Farm could be considered. Cllr. Barnard did not know the current situation with regard to Wrights Farm, but will promote it as a site if requested to do so by the Parish Council.

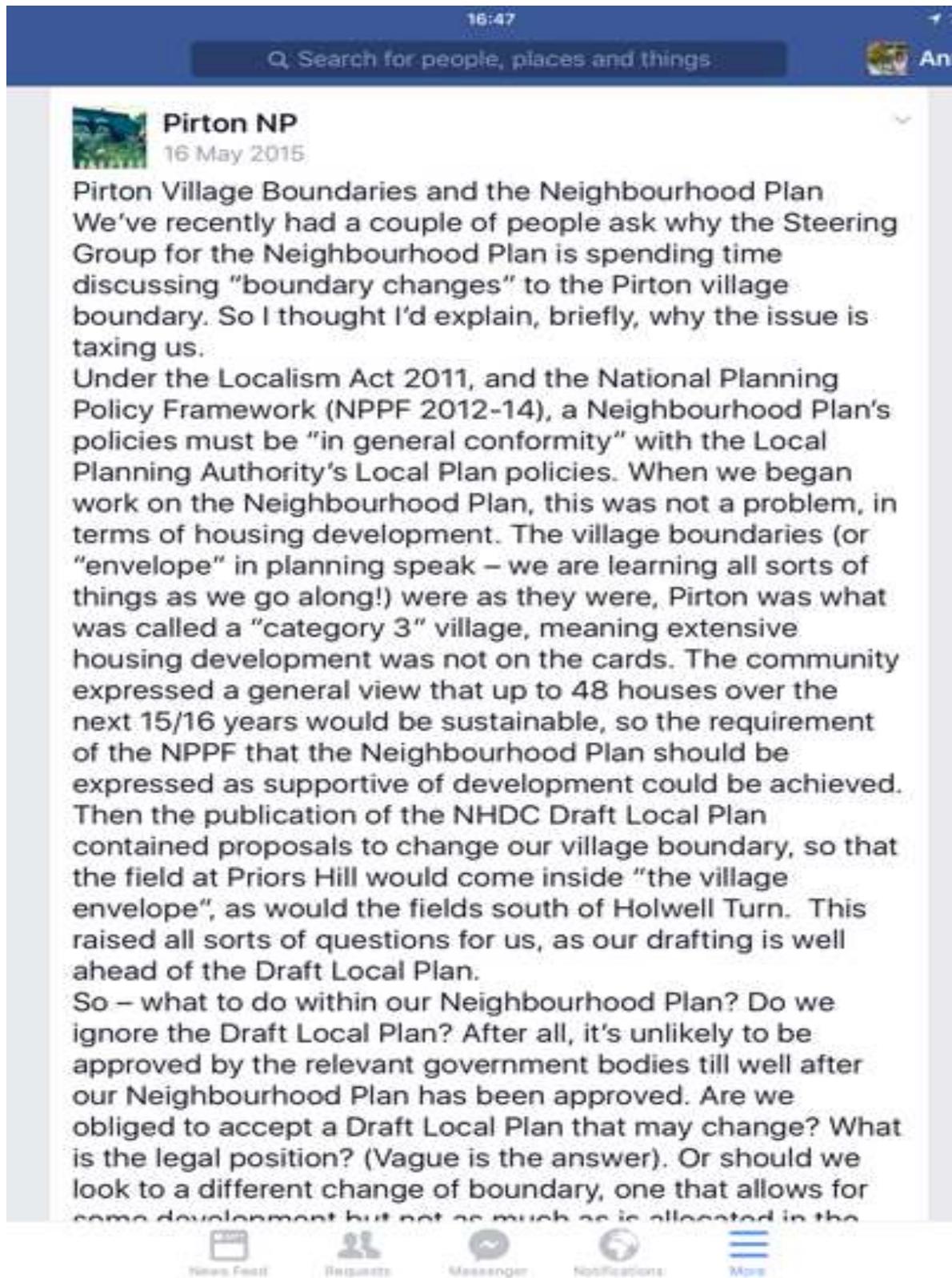
The question was asked as to how much influence the Neighbourhood Plan will have. Cllr. Levett stated that he was impressed by the results of the questionnaire but couldn't say how much weight it would carry. He stressed that the aim of the Local Plan was to ensure that statutory requirements were met, but in the best way possible for local residents, not just in terms of numbers but in ensuring that all planning regulations are met and that local communities would not lose their character. He said that in fact the Local Plan was 'trying to make the best of a bad job' in that it could only mitigate the effects of development, but could not prevent it.

Mrs. Burleigh stated that if the Neighbourhood Plan were approved it would then take statutory precedence over the Local Plan.

Cllr. Levett stated that the NHDC has always taken account of the Village Design Statement when planning applications are submitted. He concluded by agreeing that the Neighbourhood Plan was extremely important. The public thanked Cllr. Levett for his honesty and openness in answering their questions.

The Meeting closed at 9.40

## Appendix 6 -Development Boundary Explanation from the Chair of the Steering Group – Posted on Facebook, the Neighbourhood Plan web site, the Village E mail Circulation List



16:47

Search for people, places and things

**Pirton NP**  
16 May 2015

**Pirton Village Boundaries and the Neighbourhood Plan**  
We've recently had a couple of people ask why the Steering Group for the Neighbourhood Plan is spending time discussing "boundary changes" to the Pirton village boundary. So I thought I'd explain, briefly, why the issue is taxing us.

Under the Localism Act 2011, and the National Planning Policy Framework (NPPF 2012-14), a Neighbourhood Plan's policies must be "in general conformity" with the Local Planning Authority's Local Plan policies. When we began work on the Neighbourhood Plan, this was not a problem, in terms of housing development. The village boundaries (or "envelope" in planning speak – we are learning all sorts of things as we go along!) were as they were, Pirton was what was called a "category 3" village, meaning extensive housing development was not on the cards. The community expressed a general view that up to 48 houses over the next 15/16 years would be sustainable, so the requirement of the NPPF that the Neighbourhood Plan should be expressed as supportive of development could be achieved. Then the publication of the NHDC Draft Local Plan contained proposals to change our village boundary, so that the field at Priors Hill would come inside "the village envelope", as would the fields south of Holwell Turn. This raised all sorts of questions for us, as our drafting is well ahead of the Draft Local Plan.

So – what to do within our Neighbourhood Plan? Do we ignore the Draft Local Plan? After all, it's unlikely to be approved by the relevant government bodies till well after our Neighbourhood Plan has been approved. Are we obliged to accept a Draft Local Plan that may change? What is the legal position? (Vague is the answer). Or should we look to a different change of boundary, one that allows for some development but not as much as is allocated in the

News Feed Requests Messenger Notifications More

is the legal position? (Vague is the answer). Or should we look to a different change of boundary, one that allows for some development but not as much as is allocated in the NHDC Draft Local Plan? Hence the note of our discussion in the Minutes of the Pirton Parish Council.

We've not come to a conclusion. Whatever we decide to do, this issue, and all of the draft Neighbourhood Plan, will come back to you for comment, amendment, input, we hope in early summer. Just to remind you, the draft goes to the Pirton Parish Council, our sponsoring body, who send it to the NHDC who arrange for an independent Examiner to review it and decide if it meets all the criteria for Neighbourhood Plans; then to you, the Parish, to decide by way of referendum if you accept the document. If it gets past all of these stages, the Neighbourhood Plan becomes part of the planning process and cannot be ignored.

At the moment we continue to reflect the views of the community based on the analysis of the Questionnaire so many of you helpfully completed as closely and as best we can.

Diane Burleigh OBE

Chair, Pirton Neighbourhood Plan Steering Group

2 Comments Seen by 138

 Like

 Comment

## Appendix 7

### Example of Notes from Sessions with Planning Aid England on the Preparation of the Draft Plan.

Dear all

Further to last night's meeting please find below some noted actions and my advice as per your next steps:

#### **Village Character Assessment**

- NP group (Gill) to consider Darren's Character Assessment including his suggestions. The work on the Views that needs to be undertaken is probably a priority. Now that you also have the North Herts Landscape Study you can incorporate reference to this as well. Please note that if you need any further assistance from Darren he remains in post, up to end of July. He is also on 3 days a week and his timetable is busy but if I ask in advance I hope he would be able to assist you.
- Ideally the community should be involved in informing the content of the Village Character assessment. Your consultation day may provide the ideal opportunity for you to seek comment on some of its content: e.g. the important views, the value that the community attach to the various open spaces (you will need this if you are proposing to designate any of them as Local Green Spaces as per paragraph 77 of the NPPF), landmarks (some of which are mentioned in the Character Assessment) that people attach importance to, any non-designated buildings or structures that the community consider contributes to the character of the village. During your consultation day you could also share your findings taken from the Landscape Study.

#### **Info from North Herts**

- I will ask Clare Skeels for provision of information that she mentioned at our last meeting.

#### **Vision, Objectives and Policy Direction of the plan**

- The work undertaken by the steering group over the last months or so, the work prepared by Darren (including the suggested policies) and of course the work prepared by Ann provides you with a good basis on which you can progress. Please do not forget the basic conditions as you further develop this: 1) does the plan have regard to the national policy 2) does it conform with strategic policies of the (adopted) Local plan 3) does it contribute towards the achievement of sustainable development (as defined by the NPPF) 4) does it conform with EU legislation (relevant to environmental legislation and human rights legislation). Condition number 3 referred to above is the condition that requires you to have regard for the evidence underpinning the emerging Local Plan.
- It is important the community understand the implications of the basic conditions for the plan preparation process. The Locality Roadmap may be a good document ( I have a spare hard copy which I can put in the post to you if that

helps) to have available for you to refer to during your consultation day. I attach a document I used not so long ago at an East of England workshop which you may also find useful at your consultation day “The neighbourhood Plan – the right tool for the job?”

**Spatial Strategy options available to you:**

We talked yesterday about the options available in terms of growth strategy to base your Neighbourhood Plan around. As you know housing numbers are determined at the strategic level and as things currently stand the North Herts number is (as set out in the draft Local Plan) 14,200 dwellings, representing 12,100 as North Hertfordshire’s own objectively assessed need for development and up to 2,100 dwellings towards the unmet need for housing from Luton. The emerging local plan then says in policy HDS2 that the majority of this need will be met in 7 towns (see page 39) and that the development will also be accommodated in Category A villages (including Pirton). There are then also the draft site allocations which includes two sites for Pirton and the plan suggests that a total of 142 homes will be delivered in Pirton during the plan period. The total housing number of (14,200 at North Herts) has not however been tested via a Local Plan examination but based on what is happening at examination up and down the country a safe guess would be that the overall number is not going to be any lower!

So what does this mean for Pirton. Well as far as North Herts draft plan is concerned, it means 142 homes (largely via site allocations) but, as you rightly point out, this is not driven by an assessment of need trickled down to Pirton’s level, rather a combination of this and the fact that there are plenty available sites in Pirton.

These are your options:

1. Assume the growth level for Pirton as suggested in the draft Local Plan and prepare a Neighbourhood Plan based on this assumption
2. Depart from this approach and develop your own evidence base for a housing number and how to then deliver it (not necessarily through site allocations; could be via settlement boundary review). In building this approach you need to have regard to the overall need for housing in the district and Pirton’s place in the Settlement Hierarchy as a Category A. Your affordable housing need figure could also be usefully inputted. Affordable housing will be delivered on schemes of 10 units plus at a rate of X % (I believe 20% on this size scheme) so this should inform itself what overall level of market housing would be needed to deliver the affordable element. You then look at your constraints. These include community infrastructure constraints a. what is the capacity of the local primary school and can they expand should they need to. The capacity of the primary school itself places a constraint on growth. The education authority will provide you with this information if you don’t already have it. There are of course other constraints including the AONB, conservation area, and not least of all the road safety issues. Again as much data you have from Highways on this will assist you.
3. Assume 42 on the basis that this is what the community want. I am afraid this would be a very short sighted approach unless of course the number 42 is informed by other evidence. I have advised you in the past that in those areas where the Local Plan is not up to date, where there is a risk of not having a 5 year land supply and where landowners have clear intentions to bring sites forward for development, the safest thing to do is to have a made

Neighbourhood Plan because this has been demonstrated to trump the 5 year land supply issues (as per Communities Secretary call in decision on for example Broughton Astley sites) but only if that Neighbourhood Plan is one that plans for growth. The other thing to be aware of is that we now have a new Communities Secretary (Greg Clark has replaced Eric Pickles).

Last night you raised the question of the uncertainty of the 142 number in the North Herts Plan suggested for Pirton and that this could increase in response to the current developer interest. I have thought about this and given the uncertainty about this number, whatever you base your growth strategy in your Neighbourhood Plan on, a very useful important exercise would be to explore further the evidence to identify what housing growth in Pirton should be. The North Herts methodology and information about Pirton's capacity would be the starting point.

Last night we also raised the issue that of course were one of the planning applications to get consent, the context within which you find yourselves shifts somewhat and will have direct implications for your plan.

### **Consultancy Support**

My advice to you would be to seek the support of a planning consultant to undertake you two key following key steps:

- Build up the evidence to inform an appropriate housing growth target in order to underpin the Neighbourhood Plan. Ideally this work would inform the next stage of the Local Plan and essentially it will be a number agreed by yourselves and the district. The work involved would be using your latest evidence regards to affordable housing, DCLG household projections (the Haddenham (in Aylesbury Vale) neighbourhood Plan used this to inform their number as Aylesbury district no longer had a number), the role of Pirton as a Category A village in the Settlement Strategy, constraints due to primary school capacity and transport issues. The consultant should also be expected to meet and work with East Herts District Council
- Identify and evaluate the options in terms of the settlement boundary review
- Write up the Neighbourhood Plan using the work which Ann is leading on as well as the evidence base documents which you are currently preparing and the outcome of the above two items.

### **Locality Grant**

There is grant of up to £8,000 to apply for, for groups such as yourselves. They stipulate that they want you to spend it within 6 months of it being issued and they will want to be reassured that the money will directly help the progress on the Neighbourhood Plan. I recommend you apply for a grant for the tasks below and that you stipulate that this work will help you get to the 6 week pre submission stage of the plan (this is the stage where you undertake consultation with community and affected stakeholders on the version of the plan that you intend to submit)

- Appointing a planning consultant to undertake the above three mentioned tasks
- Remaining costs you will need associated with printing and consultation materials for the pre submission consultation stage.

I also advise you are clear in your application on your timescales. I had understood that Locality always request to see your project plan but perhaps not.

Re legal costs which you wish for, you can try to include this but I don't currently see how that fits in with the plan making process.

You may also need funding to help you move from pre submission stage to actual submission stage so you could include that in your bid as well. However, you need to be realistic in terms of what you can achieve within the 6 month's time limit. You would for example need to already to have made contact with a consultant if you were going to move at this pace.

I hope this advice is helpful.

Kind regards

Rachel

Rachel Hogger MRTPI MSc BA  
Planning Aid England Advisor – East of England

## Appendix 8.

### 8a. Pirton Community Consultation on Draft Objectives and Policies - July 2015 Feedback and Comments.

<https://drive.google.com/file/d/0B-UcrpyJKtdjNIQ0OXhuQ2tvdGc/view?pref=2&pli=1>  
<https://drive.google.com/file/d/0B-UcrpyJKtdjM0tJRVi0ZGIFdDA/view?pref=2&pli=1>

### 8b. Parish Consultation Form July 2015 provided at public sessions on draft Neighbourhood Plan Objectives and Policies.

Objective: To ensure sensitive development in accordance with the existing character of Pirton village and Parish, including its greenery, wildlife habitats, connectivity, landscape and access to the countryside.

The issues you identified in the 2014 questionnaire	Proposed Policy: Design and Character	Please say whether you agree with the proposed policies by circling a number between 1 and 5 for each policy, 5 being agree strongly and 1 being disagree strongly.
<ul style="list-style-type: none"> <li>The importance of views and vistas.</li> <li>The importance of minimising the impact of development on the environment.</li> <li>The importance of minimising the impact of development on historical buildings and heritage sites</li> <li>You liked the peace and quiet of a traditional village</li> <li>You liked the quiet rural location and the character of the village.</li> </ul>	a. New developments should not be prominent in scale, visually dominant or significantly change the character of the village and surrounding landscape.	a. 5 4 3 2 1
	b. All proposals for new buildings must demonstrate a high standard of design and make a positive contribution to the visual quality of the environment.	b. 5 4 3 2 1
	c. Proposals should complement and enhance Pirton by recognising and re-enforcing the distinct character (as set out in the Character Assessment found in Appendix 1) in relation to height, scale, spacing, layout, orientation, design and materials of buildings.	c. 5 4 3 2 1
	d. Boundary treatments should reflect the distinct local character in relation to materials and design.	d. 5 4 3 2 1
	e. The rural character of Pirton Village should be respected by allowing a density appropriate to the setting and purpose of the development - of up to 20 dwellings per hectare.	e. 5 4 3 2 1
	f. Lighting from new development must not create additional urbanising influences on the Character Area and proposals must minimise the impact of light pollution.	f. 5 4 3 2 1

Public consultation feedback 9<sup>th</sup> July 2015

### 8c. Example of advertising the Public Consultation on the Draft Objectives and Policies.

#### Pirton NP ► Pirton Neighbourhood Plan

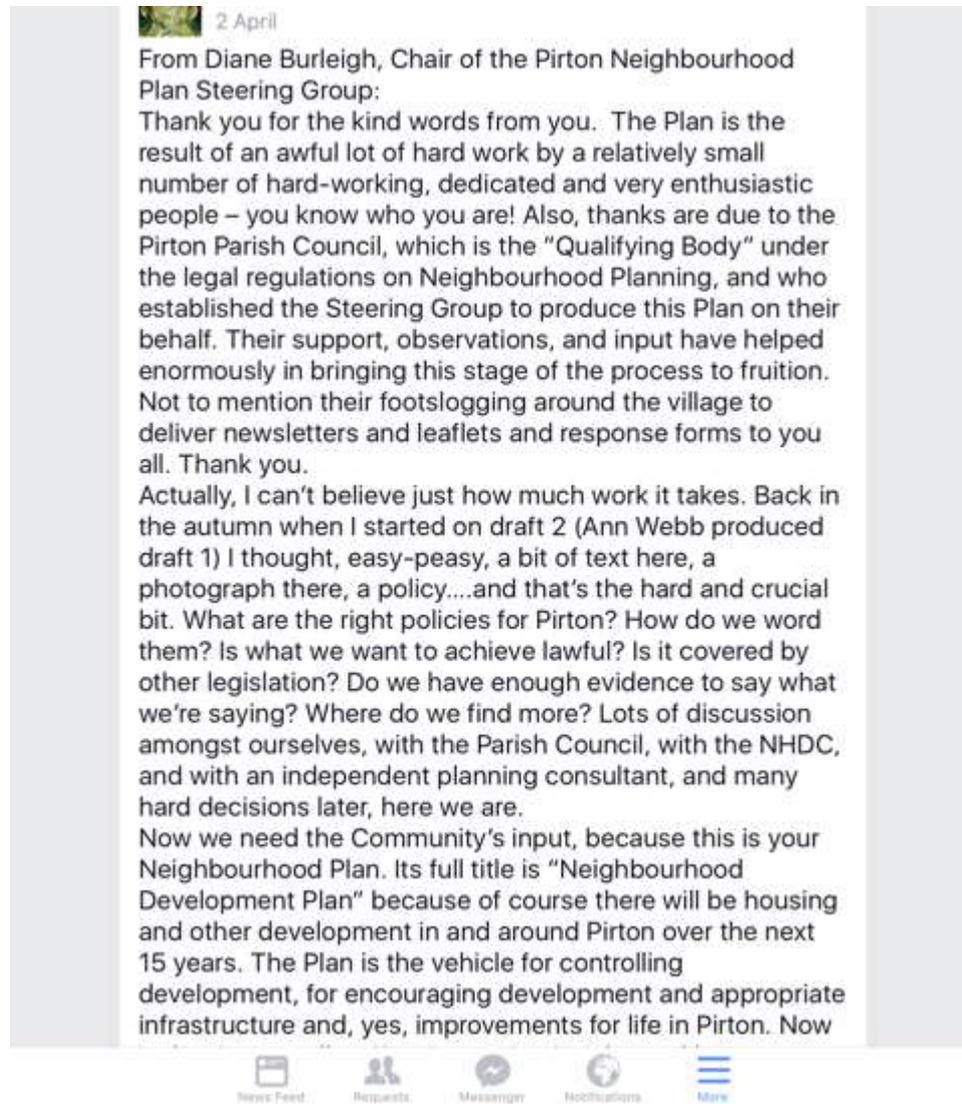
1 min

There will be a Neighbourhood Plan public consultation session from 2-5pm on Sunday July 19th in the Village Hall. Based on the evidence from the questionnaire and recent input from NHDC, the Draft objectives and policies for the NP will be on view for your comment and input. Members of the Steering Group will be available to answer questions.

For anyone who cannot make this time, there will be a further evening session - date to be announced.

## Appendix 9

### Explanation of Regulation 14 process from the Chair of the Steering Group circulated in the village communication channels



 2 April

From Diane Burleigh, Chair of the Pirton Neighbourhood Plan Steering Group:

Thank you for the kind words from you. The Plan is the result of an awful lot of hard work by a relatively small number of hard-working, dedicated and very enthusiastic people – you know who you are! Also, thanks are due to the Pirton Parish Council, which is the “Qualifying Body” under the legal regulations on Neighbourhood Planning, and who established the Steering Group to produce this Plan on their behalf. Their support, observations, and input have helped enormously in bringing this stage of the process to fruition. Not to mention their footslogging around the village to deliver newsletters and leaflets and response forms to you all. Thank you.

Actually, I can’t believe just how much work it takes. Back in the autumn when I started on draft 2 (Ann Webb produced draft 1) I thought, easy-peasy, a bit of text here, a photograph there, a policy....and that’s the hard and crucial bit. What are the right policies for Pirton? How do we word them? Is what we want to achieve lawful? Is it covered by other legislation? Do we have enough evidence to say what we’re saying? Where do we find more? Lots of discussion amongst ourselves, with the Parish Council, with the NHDC, and with an independent planning consultant, and many hard decisions later, here we are.

Now we need the Community’s input, because this is your Neighbourhood Plan. Its full title is “Neighbourhood Development Plan” because of course there will be housing and other development in and around Pirton over the next 15 years. The Plan is the vehicle for controlling development, for encouraging development and appropriate infrastructure and, yes, improvements for life in Pirton. Now



infrastructure and, yes, improvements for life in Pirton. Now is the time to tell us if we're getting it right, and how to improve it.

We're also consulting the "statutory" consultees – that's the Local and County Councils, the gas companies and electricity companies, BT and mobile phone networks, the water boards; the police; Historic England and Natural England; the Fire Service and the NHS. We have to consult our neighbouring local authorities and parish councils. We have added in the Chilterns Conservation Board, the RSPB, the bus company; well, the full list will shortly be on the Neighbourhood Plan website.

The draft is not perfect, by the way. The list of wildlife species needs updating – no trees! But there is nothing that goes to the heart of the matter. Views – these have had to be our personal choices, so let us have yours. We have extended the Visual Character Areas – what do you think? The heart of the matter is about housing development. Now, this draft Plan can do nothing about current applications for planning permission for development. It is only a draft plan. It carries little weight with those making decisions on planning applications until it has been finally accepted by the community after going through a public independent examination by a planning expert engaged by the NHDC (with our input) to do this job.

You will see in the Plan that we are suggesting an acceptance of a new development boundary for Pirton to reflect the boundary in the NHDC Draft Local Plan (Options 2 Consultation 2014). The NHDC are not for turning, and if we put any other boundary in, it will be redundant the minute the new Local Plan comes into effect.

However, we have been guided by you all, and the views you expressed about numbers of houses on development sites. Your views are as varied as the lovely people in our community. So we looked at traditional building rates. They vary too; but there is a pattern. We discussed this with the

community. So we looked at traditional building rates. They vary too; but there is a pattern. We discussed this with the NHDC, and with our planning consultant, both of whom gave valuable advice about how Examiners are looking at the issue (we are not alone in struggling with this, other communities are too). They also gave us advice about how to make the most of such development as we will be obliged to take; limiting numbers to less than 30 on a site seriously affects our ability to gain positively in terms of infrastructure and improvements to facilities in the village. So balancing everything, we've come up with our figure of a maximum of 30 dwellings per site in future. Read all about it in the Neighbourhood Plan. We need your help, even on detail such as, have we correctly identified all the green and open spaces? What do you think about the boundary, and housing numbers, and the housing design aspects of the plan? Have we done enough to support our wildlife and historic buildings, while allowing for development and innovation in design? Please remember that the policies are not isolated one from another; they should be read as a whole piece. Please come along to our open evening at the Village Hall on the 19th April from 7pm to discuss these and all the issues of concern to you. We look forward to seeing you.

Diane Burleigh OBE  
Chair, Pirton Neighbourhood Plan Steering Group

 Pirton Parish

Seen by 106

 Like  Comment

## Appendix 10.

### Example of Minutes from Collaborative Meetings with NHDC.

Notes of a meeting with Officers of the NHDC 4 February 2016

For NHDC: Clare Skeels, Louise Symes, and Stuart Izzard

For PNPSG: Diane Burleigh, Ann Webb

Prior to the meeting DB had sent out a list of issues for discussion from the PNPSG side, and this formed the basis of discussion.

DB began updating the Officers on the draft Neighbourhood Plan. She explained that she was re-writing the Plan in the light of comments from CS, the Pirton Parish Council, and an independent Planning Consultant. This next version will be discussed at the Steering Group meeting on Monday 8 February. She agreed to send a copy to CS at the same time as it is sent to the Steering Group members. The Character Assessment is complete, although it needs formatting and the inclusion of maps and photographs. AW and Tom Gammell have worked on compiling the Evidence Base, and particularly the Statement on consultations.

DB asked CS to clarify the advice she gave on the issue of limiting housing numbers on any one development. AW reminded the meeting that the returns from the 2014 questionnaire supported 10 houses per development with some evidence of a willingness

to go up to 25. The draft Plan uses a figure of 30. CS explained that it is more difficult to justify financial or other benefits to the community from smaller rather than larger developments because the issue of impact is harder to demonstrate. So the smaller the development, the less other benefit there will be. This is the case even regarding education and schools. School provision is done by number of houses built, so a development of 10 houses would give virtually nothing; one of 30 houses something but not a lot; one of 100 quite a bit.

CS and LS updated the meeting on the draft Local Plan. The main strategic issue remains that of overall housing numbers and sites for new houses. The NHDC is revisiting the SHLAA sites; those initially rejected; and any new sites that have been put forward in the meantime. In reply to a question concerning the archaeology policies, the NHDC is no further forward, and CS and LS advised the PNPSG to focus on the NPPF provisions and work from there. The NHDC's policies will be reflecting the NPPF.

CS confirmed that she had checked the position on copyright regarding the use of NHDC produced maps. As long as the NHDC produces the maps for the Neighbourhood Plan, the use will be covered by the NHDC license with the Ordnance Survey. DB outlined what additional maps are likely to be needed. It was confirmed that "overlying" information from multiple maps on to one map would be straightforward. CS recommended that the PNPSG manually mark-up maps for the additional information needed, and their IT department will digitise them. It was agreed that DB and AW will give CS an entire list of maps that will be needed for the Neighbourhood Plan (including those already supplied). LS and SI noted that it would be easier if DB/AW sit with their IT colleague as he prepared the additional maps. LS and SI will organise this, and SI will join any meeting with the IT colleague.

CS reported that thought had been given to how the NHDC will deal with the pre-submission consultation and with the arrangements for the Plan to go to the Examiner, and finally to referendum. She believes it will be acceptable for the NHDC to treat the pre-submission consultation as they would any other third party consultation i.e. the officers will consider the Plan and prepare a report with comments to be signed off by the Portfolio holder. CS and LS are willing to look again at how other local authorities handle the "validation" process with a view to avoiding delay through Cabinet and Council. The Officers will work with the PNPSG/PPC to appoint an Examiner who will be chosen from lists kept either by the Planning Inspectorate or by RICS. The exact procedure has to be investigated. The NHDC Electoral department has already been appraised and have confirmed that organising a referendum will not be a problem. They are likely to run it as they would a ward councillor bye-election. If the timing is convenient it may be run in tandem with another election to save costs.

The NHDC is able to undertake a screening for a Strategic Environmental Assessment and would like to see the latest Draft Neighbourhood Plan first. They will use an outside consultant for this. They are looking at our Plan progress and the assistance that the NHDC can offer as a "guinea pig" project to inform their work with other Neighbourhood Planning Parishes.

The NHDC officers think that the PNPSG can utilise the templates that the NHDC used for their Local Plan Sustainability Assessment. LS advised that these can be found on the website. They think that the PNPSG can do their own SA by following the template. CS and LS will check with their consultant that this is the case, and also whether, if our policies are in general conformity with the Local Plan, the PNPSG can get away with a simple statement of sustainability.

LS and CS noted that the NHDC does regular monitoring of planning policies and their implementation. DB and AW confirmed that there is no intention of the monitoring process more onerous for NHDC and its Officers. The point is to have a regular timetable for the PPC to report to the community. CS will give this more thought.

CS asked when it is thought that the PPC would undertake the pre-submission consultation. DB and AW indicated early to mid-March. CS will send a list of Statutory Consultees and contact details.

DB asked if CS could clarify with colleagues the point at which a traffic impact assessment is triggered, given the sensitivities within the Pirton Community about traffic and road safety.

DB told the meeting that PNPSG will be recommending the SHLAA boundary as the new boundary for Pirton. CS and LS pointed out that this will change now that the Gladman/Elm Tree Farm application has outline planning permission. The boundary as Priors Hill will remain as in the SHLAA if the allocation remains the same. There is no current intention to extend the boundary to include Wrights Farm or the one field put forward in Burge End Lane. CS asked about the proposed scheduling of part of the Priors Hill site; DB said that there had been nothing from English Heritage for some months. DB raised the issue of "designated green spaces". After discussion CS agreed to look at the process for "designation". She advised DB and AW to look at the existing Local Plan for details of designated and non-designated "green spaces" in Pirton.

DB and AW found the meeting very constructive and cordial and thanked the Officers for their help and their time.

## Appendix 11. Regulation 14 Consultation April/May 2016:

Guidance Leaflet delivered to every household in March 2016



**Pirton Neighbourhood Development Plan**  
**Important Consultation**  
**HAVE YOUR SAY: SHARE YOUR VIEWS**

Over the next few days all residents of Pirton Parish will receive an invitation to look at and comment on the latest draft of the Pirton Neighbourhood Development Plan.

This is a formal consultation required by statute of all Neighbourhood Plans that are nearing completion. **This gives you a chance to have your say!**

Under the Localism Act 2011 the Government has given the opportunity to local communities to produce their own Neighbourhood Plan to help guide development in their local areas. A Neighbourhood Plan (the formal title is Neighbourhood Development Plan) is a document which our local planning authority, the North Hertfordshire District Council, must apply when considering planning applications that affect the Parish of Pirton.

**The consultation begins on 4 April and lasts for 6 weeks until 16 May 2016.**

**The Story So Far**

The Pirton Neighbourhood Plan Steering Group was established by the Pirton Parish Council in 2013 to prepare a Neighbourhood Plan. Earlier consultations include:

- An initial open event in the village hall in May 2013
- A further open event in the village hall in August 2013
- A full adult and youth survey of the Parish in December 2014
- Mini consultations at the Summer Fairs in 2014 and 2015
- An open event in the village hall in July 2015

A dedicated Pirton Neighbourhood Plan website and Facebook page has carried news of the Plan as has the Parish Magazine and Pirton Parish Council newsletters.

**The Draft Plan and Consultation**

The draft Neighbourhood Plan has been published at [www.pirtonneighbourhoodplan.org.uk](http://www.pirtonneighbourhoodplan.org.uk) and at [www.pirtonparishcouncil.org.uk](http://www.pirtonparishcouncil.org.uk)

The draft Plan explains the evidence which gives rise to the policies. Most of the documents referred to can be found via links on the Pirton Neighbourhood Plan website or on the Pirton Parish Council website. It is the Plan itself and the POLICIES that are important; it is the policies that will manage future development in Pirton.

### How to have your say

You will find the draft Plan on the Pirton Neighbourhood Plan website at [www.pirtonneighbourhoodplan.org.uk](http://www.pirtonneighbourhoodplan.org.uk). Hard copies of the Plan for consultation are available at St Mary's Church, the Methodist Chapel, the Sports and Social Club; the Motte and Bailey, the Fox, the village hall and the village shop. If you would like your own hard copy please contact Diane Burleigh on 01462 713654.

In addition, we have arranged an open evening on 19<sup>th</sup> April 2016 at the village hall at 7pm for residents and interested parties to come along and discuss the Plan.

Copies of the Plan have also been sent to statutory consultees such as the North Herts District Council, Hertfordshire County Council and Natural England. A full list will be available on the Neighbourhood Plan website.

### Comments should be forwarded to:

[info@pirtonneighbourhoodplan.org.uk](mailto:info@pirtonneighbourhoodplan.org.uk) (email), posted to Pirton Neighbourhood Plan c/o 14a High Street, Pirton SG5 3PS or hand delivered to 10 Cromwell Way, 14a High Street, 11 Royal Oak Lane, 22 Shillington Road or the box in the village shop.

### The Next Stages

1. For all comments from this consultation to be collated and considered
2. To prepare a further Plan taking account of all comments
3. To prepare a final Plan to submit to the North Herts District Council who will check that all the correct processes have been followed and will arrange for an Independent Examination
4. Once the Plan has passed its Independent Examination, the NHDC will arrange a Public Referendum for you to vote on accepting or rejecting the Plan
5. The Plan then comes into effect if more than 50% of those voting in the referendum vote in favour

If your particular opinion and suggestions are not reflected in the final document, it doesn't mean we are not grateful for them. We are guided by the consensus view and by the law, but without your participation we will not know what the consensus view is.

**It is very important that we receive your views and observations. This is YOUR Neighbourhood Plan. This is your opportunity to help Pirton to develop as you would wish to see it develop for this and for the next generation.**

Diane Bailey, Chair of Pirton Parish Council

Diane Burleigh OBE, Chair of Pirton Neighbourhood Plan Steering Group

## Appendix 12.

### Examples of the Communication Processes During the Regulation 14 Consultation Including Village Fliers, Facebook Posts, Parish Council Newsletter, Neighbourhood Plan Website, Public Meetings



**How to Submit Your Views & Comments**

Home	If you find any links that do not work correctly, please email <a href="mailto:info@pirtonneighbourhoodplan.org.uk">info@pirtonneighbourhoodplan.org.uk</a> so that they can be corrected ASAP for everyone's benefit.
Up	
Background & Explanation	<b>It is very important that we receive your response to the consultation, particularly to the policies and whether you agree or otherwise. Any comments would also be useful. For these to be considered they must be received before 16th May, so please do so.</b>
The draft Plan	
The ESSENTIALS	Each member of the community is asked to submit their views using copies of the form and the guidance given here.
Questions/Open Evening	Please use official Response Form, which you can get via this link for your comments, as it will make the task of collating views so much easier.
Submit Your Views	
The Process	<p><b>Response Form (PDF version)</b> once printed this will provide replacement copies of the form or additional copies for other members of the household/community</p> <p><b>Response Form (Word version)</b> this will enable you to type your response before submission.</p>

**There are a number of ways that you can submit your comments:**

- Post to Pirton Neighbourhood Plan, c/o 14a High Street, Pirton, Herts SG5 3PS
- Email as a typed Word document attachment [info@pirtonneighbourhoodplan.org.uk](mailto:info@pirtonneighbourhoodplan.org.uk)
- Email as a scanned attachment to [info@pirtonneighbourhoodplan.org.uk](mailto:info@pirtonneighbourhoodplan.org.uk)
- Hand deliver as a paper copy (addressed to Pirton Neighbourhood Plan) to any of the following addresses:
  - 10 Cromwell Way, Pirton
  - 14a High Street, Pirton

## Appendix 13.

### Response Form which was Delivered to Each Household - March 2016



**Pirton Neighbourhood Plan  
Public Consultation on the Draft Plan  
4 April 2016 to 16 May 2016  
RESPONSE FORM**

This pre-submission consultation is a continuation of the consultation to date which has led to the current draft Neighbourhood Plan. Please let us have your views on any of the policies in the draft Plan and any other comments you would like to make.

It is very important to the process that you (and any other members of the household or community over the age of 16 years) indicate acceptance or otherwise of the Plan and if you wish changes to be made, to make those known to inform the final Plan to be sent for Examination.

**The closing date for submissions is 16 May 2016**

Name		Signature <small>(paper copies)</small>
Address		
Organisation/Client <small>(where appropriate)</small>		
Telephone number <small>(optional)</small>		
Email <small>(optional)</small>		

**Please note that without your contact details your views cannot be considered.**

**DATA PROTECTION NOTICE:** Information given on this form will be used to help prepare the final Neighbourhood Plan for Examination. Please be aware that your comments, including personal details, may be made publicly available, for example if a challenge is made regarding the validity of responses. Thank you.

Further copies of this form and a "Word" version for those preferring to type their response can be downloaded from the Pirton Neighbourhood Plan website at [www.pirtonneighbourhoodplan.org.uk/public-consultation](http://www.pirtonneighbourhoodplan.org.uk/public-consultation). Please use this form for your comments as it will make the task of collating views so much easier. Please submit your response in one of the following ways:

- Email as an attachment to [info@pirtonneighbourhoodplan.org.uk](mailto:info@pirtonneighbourhoodplan.org.uk)
- Post to Pirton Neighbourhood Plan, c/o 14a High Street, Pirton, Herts SG5 3PS
- Hand deliver as a paper copy (addressed to Pirton Neighbourhood Plan) to any of the following addresses:

10 Cromwell Way, Pirton	14a High Street, Pirton
11 Royal Oak Lane, Pirton	22 Shillington Road, Pirton

I am generally in favour of the Plan	AGREE /DISAGREE
I would like to see changes to the Plan	AGREE/DISAGREE
<b>General comments:</b>	
The PLAN	

Specific comments:

Policy Number	Do you agree or disagree?	Comments/suggested changes – please be as clear and concise as possible
<b>Housing and Development (Section 8)</b>		
PNP1 Meeting Local Need	YES/NO	
PNP 2 Design and Character	YES/NO	
PNP3 Residential Extensions	YES/NO	
PNP4 Infill Housing Development	YES/NO	
<b>Environment, Wildlife and Heritage (Section 5)</b>		
PNP5 Hedgerows and Trees	YES/NO	
PNP6 Local Green Spaces and Open Spaces	YES/NO	
PNP7 Wildlife	YES/NO	
PNP8 Heritage Assets and Archaeological Heritage	YES/NO	
PNP9 Key Views and Vistas	YES/NO	
<b>Amenities and Facilities (Section 6)</b>		
PNP10 Community Facilities	YES/NO	
PNP11 Support for Local Business	YES/NO	
<b>Transport and Connectivity (section 7)</b>		
PNP12 Safety of Pedestrians and Motorists	YES/NO	
PNP13 Connectivity	YES/NO	
PNP14 Car Parking	YES/NO	

## **Appendix 14.**

### **Letter to Statutory and other consultees**

### **Letter to Statutory and other consultees**

The Pirton Neighbourhood Development Plan

10 Cromwell Way

Pirton SG5 3RD

Tel: 01462713654

4 April 2016

Dear Sir/Madam,

#### **Pirton Neighbourhood Development Plan 2011 – 2031**

#### **Pre Submission Consultation**

We are pleased to announce the commencement on the 4 April 2016 of the six week consultation period for the Pre-Submission version of the Pirton Neighbourhood Development Plan (which we refer to simply as “the Neighbourhood Plan”) and which can be accessed at [www.pirtonneighbourhoodplan.org.uk](http://www.pirtonneighbourhoodplan.org.uk) and [www.pirtonparishcouncil.org.uk](http://www.pirtonparishcouncil.org.uk)

#### **Background**

The publication of the Pre-Submission version of the Neighbourhood Plan for consultation marks an important step in the progress of our Neighbourhood Plan. It initiates the first formal step towards putting the Neighbourhood Plan in place and making its policies effective.

Since June 2013 around 12 volunteer residents including a number of Pirton Parish Councillors, co-ordinated through a Steering Group, have been working hard to develop the Neighbourhood Plan on behalf of the Pirton Parish Council. There have been a number of consultations using different methods of communication with the community throughout this period.

The resulting Pre-Submission version of the Neighbourhood Plan is a substantial document reflecting the views and input of the community. To introduce the key points in the Neighbourhood Plan, we would refer you to the introductory sections of the Neighbourhood Plan which sets out the context, the parish character, the community vision for the plan and the approach taken to development policies.

## **Plan Approach**

The Neighbourhood Plan reflects the community's expressed agreement to supporting sustainable development consistent with the Parish and Village character, environment and amenities that Pirton provides today, whilst retaining the rural character of the Parish and great sense of place of Pirton Village within the landscape. Residents particularly value the Parish's diverse countryside, the village's setting in the landscape, its separateness from nearby urban communities, its views, its substantial built and archaeological heritage and its biodiversity and significant wildlife. They value the network of footpaths allowing access to the surrounding countryside and to The Chilterns Area of Outstanding Natural Beauty, as well as access through the village itself. They value the safe feel to the village.

Pirton village is favoured with great community spirit and hosts a wide variety of community groups, from football club to amateur dramatic society, from theatre group to bridge club. There are sporting facilities and a thriving youth club. It has a village hall, two public houses, a Church (C of E) and a Methodist Chapel, a primary school, pre-school group, and a sports and social club. It has a small shop and sub post office, and a (limited) bus service to the nearest town, Hitchin.

The community has indicated its support for future growth to be at a rate that is sustainable in the context of Pirton with its high proportion of historic and listed buildings. The community's priority is to maintain the character of the village and parish through high quality design, and development at a density consistent with current housing densities within the settlement boundary. Since 1870, the largest number of dwellings built as one development was the 38 at Cromwell Way and Bunyan Close completed in 1965. Since 1965, excluding developments of less than three dwellings, the average number of dwellings per development is about 9. After much consideration the draft Neighbourhood Development Plan concludes that, in order to promote development within the village and to support the NHDC proposed numbers of dwellings to be built in the District (as the Plan must), a more realistic and constructive development size in Pirton would be up to 30 dwellings per site within a newly drawn development boundary.

Some policies within the draft Neighbourhood Plan are aimed at promoting the economic wellbeing of a rural community through improved technology that will encourage greater home working and small business activity. Other policies are designed to encourage greater visitor footfall to support local businesses and to contribute to the overall wellbeing of the wider community.

## **How to comment**

Please would you make your views on this Pre-Submission version of the Neighbourhood Plan known by the end of Monday 16<sup>th</sup> May when this formal consultation period closes. This can be done by letter to the above address, or by email to [dianeburleigh@aol.com](mailto:dianeburleigh@aol.com) or online at [info@pirtonneighbourhoodplan.org.uk](http://info@pirtonneighbourhoodplan.org.uk). The Parish Council and the Steering Group would welcome the opportunity to meet with you to discuss the Plan and the reasoning behind it, if you would find this helpful.

## **Next Steps**

Your comments together with those from other consultees and the community will help us to refine this version of the Pirton Neighbourhood Development Plan before submission of the final version to the North Hertfordshire District Council for Independent Examination and then a referendum.

Yours sincerely

Diane Burleigh OBE, Chair of the Steering Group Pirton Neighbourhood Plan

Diane Bailey, Chair of the Pirton Parish Council

## Appendix 15. List of Regulation 14 Statutory and Other Consultees.

### Residents

All residents of Pirton Parish were consulted, including landowners.

### Organisation

### Address

Hertfordshire Gardens Trust	Ashridge, Berkhamsted, HP4 1NS
The Chilterns Conservation Board	Chilterns AONB Office, The Lodge, 90 Station Road, Chinnor, Oxon, OX39 4HA
Herts & Middlesex Wildlife Trust	Grebe House, St Michaels Street, St Albans, Herts, AL3 4SN
Hertfordshire Biological Records Centre	c/o Environment, County Hall, Pegs Lane, Hertford, SG13 8DN
Hertfordshire Building Preservation Trust	The Castle, Hertford, Herts, SG14 1HR
Community Development Agency for Hertfordshire	Birchwood Avenue, Hatfield, Herts, AL10 0PS
North Herts Friends of the Earth	147 Common Rise, Hitchin, Herts, SG4 0HS
Hertfordshire Constabulary	Crime Prevention Design Service, Police Headquarters, Stanborough Road, Welwyn Garden City, Herts, AL6 6XF
Environment Agency	Sustainable Places, Apollo Court, 2 Bishops Square Business Park, St Albans Road West, Hatfield, Herts, AL10 9EX
Hertfordshire County Council - Spatial and Land Use Planning	Postal Point CHN216, County Hall, Hertford, SG13 8DN
Environment Agency	Apollo Court, 2 Bishops Square Business Park, St Albans Road West, Hatfield, Herts, AL10 9EX
Sport England - East Region	Sport Park, 3 Oakwood Drive, Loughborough, Leicester, LE11 3QF
Anglian Water Services Ltd	Growth Planning & Equivalence Team, Thorpe Wood House, Thorpe Wood, Peterborough, PE3 6WT
Anglian Water Services Ltd - Developer Services	Planning & Equivalence Team, Thorpe Wood House, Thorpe Wood, Peterborough, PE3 6WT
Hertfordshire Constabulary - Police Headquarters	Stanborough Road, Welwyn Garden City, Herts, AL8 6XF
Natural England - East of England Region	Consultation Service, Hornbeam House, Electra Way, Crewe Business Park, Crewe, Cheshire, CW1 6GJ
English Heritage	Brooklands, 24 Brooklands Avenue, Cambridge, CB2 8BU
Arriva the Shires & Essex	487 Dunstable Road, Luton, Beds, LU4 8DS
East of England Ambulance Service NHS Trust	East of England Ambulance HQ, Whiting Way, Melbourn, Cambridgeshire, SG8 6EN
British Telecommunications PLC	81 Newgate Street, London, EC1A 7AJ
Centrica PLC - British Gas	Millstream, Maidenhead Road, Windsor, Berkshire, SL4 5GD
EDF Energy	EDF Energy Network, Barton Road, Bury St Edmunds, IP32 7BG
The Diocesan Board of Finance	Holywell Lodge, 41 Holywell Hill, St Albans, Herts, AL1 1HE

NHS East & North Hertfordshire Clinical Commissioning Group	Charter House, Parkway, Welwyn, Herts, AL8 6JL
Hertfordshire Fire and Rescue Service	Fire Protection, Longfields, Hitchin Road, Stevenage, SG1 4AE
Powergen	Powergen Retail Ltd, PO Box 7750, Nottingham, NG1 6WR
RWENPOWER Plc	47 Reading Road South, Fleet, Hants, GU52 7SB
Royal Society for the Protection of Birds	Eastern England Regional Office, Stalham House, 65 Thorpe Road, Norwich, NR1 1UD
Transco	Block 4, Area 6 Brick Kiln Street, Hinckley, Leicestershire, LE10 0NA
Affinity Water Ltd	Tamblin Way, Hatfield, Herts, AL10 9EZ
National Grid House- Gas	Warwick Technology Park, Warwick, CV34 6DA
UK Mobile Network Operators	Mobile Operators Association, C/o Mono Consultants Limited, 48 Vincent Street, Glasgow, G2 5TS
Independent Quality Solutions Ltd	Unit 5 Pirton Grange Offices, Shillington Road, Shillington, Herts, SG5 3HB
North Herts Ramblers Association	55 Derby Way, Stevenage, Herts, SG1 5TR
Hertfordshire & North Middlesex Area of the Ramblers Association	19 John Street, Hitchin, Herts, SG4 9JP
North Hertfordshire District Council	Council Offices, Gernon Road, Letchworth Garden City, Hertfordshire, SG6 3GF.
CPRE - The Hertfordshire Society	31a Church Street, Welwyn, Herts, AL6 9LW
Central Bedfordshire Council - LDF team	Priory House, Monks Walk, Chicksands, Shefford, SG17 5TQ
EHW Ltd	Hall's Yard, Tilehouse Street, Hitchin, Herts, SG5 2DY
Barker Parry Town Planning	33 Bancroft, Hitchin, Herts, SG5 1LA
North Hertfordshire Homes	C/o Agent
New Road Developments Ltd	Savills on behalf of New Road Development Ltd, Unex House, 132-134 Hills Road, Cambridge, CB2 2PA
Court Homes Limited	Ladygrove Court, Hitchwood Lane, Preston, Herts, SG4 7SA
Stondon Parish Council	c/o Enslow Close, Caddington, Beds, LU1 4HU
Shillington Parish Council	20A Vicarage Close, Shillington, Hitchin, Herts SG5 3LS
Offley (with Cockernhoe) Parish Council	1 Newlyn Close, Stevenage, Herts, SG1 2JD
Pirton Parish Council	The Old Post Office, 6 Great Green, Pirton, Herts, SG5 3QD
Holwell Parish Council	Holly Cottage, 4 Hambridge Way, Pirton, Herts, SG5 3QS
Ickleford Parish Council	1 Freewaters Close, Ickleford, Herts, SG5 3TQ
St Mary the Virgin, Pirton	The Vicarage, Crabtree Lane, Pirton, Herts, SG5 3QE
Elm Tree Farm	Elm Tree Farm, Pirton, Herts, SG5 3QS
Gladman Developments Ltd	Gladman House, Alexandra Way, Congleton, Cheshire, CW12 1LB

## Appendix 16.

### Summary of the main points and actions taken from the Regulation 14 Consultation.

#### Housing and Development

#### PNP1 Meeting Local and Wider Need

Main points	Action taken
<p><b>PNP1. Meeting Local and Wider need</b></p> <p><i>30 House cap.</i></p> <p>1) Consider deleting the 30 house limit.</p> <p>2) 30 dwellings restriction unjustified</p> <p>3) Disagreement with 30 house limit -should be lower – as at odds with community feedback Rationale needs further clarification .</p>	<ul style="list-style-type: none"> <li>• Further Discussion with NHDC in meeting 28<sup>th</sup> July 2016</li> <li>• Further discussion with Independent planning Consultant on 15<sup>th</sup> September 2016</li> <li>• 30 unit cap on new development sites retained with additional detail and clarification. The intent is to ensure that the scale of new development within Pirton is commensurate with its village character. There is the possibility of two further large sites (outside the village envelope) coming forward before the Local plan is in place. The 30 limit figure has been identified taking into account a combination of public consultation, discussions with the NHDC and an assessment of the fabric of the village within the supporting Character Assessment. It seeks to balance the wishes of the residents(who were in favour of an upper limit of 10 houses per site.) the character analysis of the village which identifies approximately 35 units as the upper limit of new homes built at any one time during the last 90 years and the ability of new developments to subsidise supporting infrastructure. NHDC advised the maximum limit be raised to 30 houses per site.</li> <li>• New objective added in 4.2 to Maintain rural character and prevent sprawl and urbanisation</li> </ul>
<p>4) <i>The village development boundary</i></p>	<ul style="list-style-type: none"> <li>• Discussion with NHDC who reconfirmed the development boundary</li> </ul>

<p>Clarify the 2014 NHDC preferred options boundary change.</p> <p>Village development boundary arbitrarily extended by NHDC.</p> <p>Restrictive village development boundary.</p> <p>No key to Appendix 6 and not clear where boundary is.</p>	<ul style="list-style-type: none"> <li>• Section 1.3.7 re written and additional map included of the new development boundary in the October 2016 Emerging local plan.</li> <li>• Clarification added in PNP1 Justification and Evidence, Compliance with Strategic and Local policies section that the designated village development boundary will accommodate windfall development that complies with the policies of the current and emerging Local Plan.</li> <li>• All Appendices have been moved into the main document. Map key added.</li> </ul>
<p>5) <i>'Meeting Local Need'</i> – consistency required. Definition need and consistency throughout the document</p>	<ul style="list-style-type: none"> <li>• Policy PNP1 modified to include Local and Wider need. Also wider need included throughout the document. Definition given of the meaning of wider need in PNP1.</li> <li>• Clarification of growth strategy in Strategic Context section 1.4 (1.4.5)</li> </ul>
<p>6) <i>Growth strategy</i> for Pirton needs to be clearer.</p>	<ul style="list-style-type: none"> <li>• Growth strategy for Pirton re confirmed in discussion with NHDC and clarified in Strategic Context section 1.4</li> <li>• There are currently no strategic requirements for Pirton in the adopted Local plan other than to accommodate suitably scaled development within the settlement boundary.</li> <li>• A meeting with NHDC on 28<sup>th</sup> July 2016 confirmed that this position is maintained in the Emerging Local plan. Following the grant of outline planning permission on the SHLAA site 214 (PT1 in the emerging Local Plan) as of September 2016, Pirton has not been assigned a housing target nor is it to be the subject of any future allocations .All that is required of Pirton is to accommodate windfall development that complies with the general policies of the development plan.</li> </ul>
	<ul style="list-style-type: none"> <li>• National affordability ratio comparison added to Housing Stock section under Justification and evidence for PNP1.</li> <li>• Table of Pirton Housing stock by Council tax band compared to Hertfordshire and England added to Housing Stock section under Justification and evidence for PNP1.</li> </ul>

<p>7) <i>Housing mix.</i>  More information needed on current mix.  Consider Self build plots</p>	<ul style="list-style-type: none"> <li>• 2011 Census details re Pirton Housing Stock added to Housing stock section of Justification and Evidence for PNP1</li> <li>• Self-Build Plots added to the mix of homes in Policy PNP1.</li> <li>• Tables showing National and Local comparison of Types of Housing and Housing Tenure added to Housing stock section of Justification and evidence for PNP1.</li> </ul>
<p>8) <i>Landowners</i>  More formal engagement with landowners needed</p>	<ul style="list-style-type: none"> <li>• Meeting arranged for Landowners on 19<sup>th</sup> July 2016 to ensure complete transparency and robustness in a Plan that does not allocate sites for development. Should the date be difficult for attendees, the letter offered the recipients the opportunity of conveying their comments and opinions in writing to the Chair of the Steering group.</li> </ul>
<p>9) <i>Basic Conditions</i>  Plan does not meet basic conditions.</p>	<ul style="list-style-type: none"> <li>• We are ensuring this through ongoing discussion with NHDC and independent Consultant advice.</li> </ul>
<p>10) <i>Infrastructure 4.1.4</i></p>	<ul style="list-style-type: none"> <li>• Reconsidered in the Text and amended to a more relevant section Community Facilities (in PNP9 ( 9.2)</li> </ul>
<p>11) <i>The whole of site 64 (PT1) should be allocated for development.</i></p>	<ul style="list-style-type: none"> <li>• We have already discussed this in a meeting with NHDC.</li> <li>• SHLAA site 64 S (PT1S) has now been designated a scheduled National Monument.</li> <li>• The Northern part of the site was not put forward for site allocation in the latest NHDC call for sites. When it was considered by NHDC in the past their own conservation officer advised against it as did English Heritage on the basis that it would adversely affect the setting of the scheduled monument and historic buildings it adjoins in the conservation area. There is now a scheduled site immediately bordering this part of the site.</li> </ul>
<p>12) <i>The term Social Housing</i> should be replaced by Affordable Housing with Additional explanatory text</p>	<ul style="list-style-type: none"> <li>• Reviewed ; retained wording as social is a subset of affordable housing.</li> </ul>

<p>13) <i>Neighbourhood Plan Objectives</i> (Para 3.2) Suggest changing Protection and enhancement of Pirton’s rich heritage to Conservation and enhancement.</p>	<ul style="list-style-type: none"> <li>• Changed as suggested</li> </ul>
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## PNP2 Design and Character

Main points made by consultees	Action taken
<p><b>PNP2 Design and Character</b> <b>Visual Character Areas and Transition</b></p> <ol style="list-style-type: none"> <li>1) Concern that the proposed Visual Character Areas almost completely surround the village - in the past these areas have been more specific rather than ring fenced.</li> <li>2) Appendix 7 (map of Visual Character Areas) is unclear and a key would be helpful</li> </ol>	<p>Visual Character Areas reviewed.</p> <p>Key added.</p>
<p><b>Types of plots, Design Innovation and Architecture</b></p> <ol style="list-style-type: none"> <li>3) No mention of energy efficiency of new builds. I believe this should be made a priority.</li> <li>4) Some plots should be available for individuals to build for example eco-friendly one off designs.</li> <li>5) Important to retain possibility for design innovation within historic contexts.</li> <li>6) A good opportunity for modern architecture and renewable energy sources rather than further ugly developments</li> <li>7) Innovative solutions to the visual intrusiveness of car parking would be welcome</li> </ol>	<ul style="list-style-type: none"> <li>• Policy added in PNP 2 that new developments must be in accordance with the Build for Life Principles.</li> <li>• Text reviewed to ensure support for creative and innovative design solutions and innovative design in accordance with Build for Life principles.</li> <li>• Self-build plots dealt with in PNP1.</li> <li>• Discussed with NHDC at meeting July 28<sup>th</sup> Vehicle parking at new development standards.</li> <li>• New section 2.8 added to PNP2 re storage for cycles and Children’s buggies.</li> <li>• Provision for the disabled checked throughout the document.</li> <li>• Provision for cyclists checked in the Design Policies and throughout the document.</li> </ul>

	<ul style="list-style-type: none"> <li>NHDC Parking Standards in 2016 Emerging Local Plan checked.</li> </ul>
<p><b>Height of buildings</b></p> <p>8) The Plan needs to define the maximum permitted height of buildings, rather than just the number of storeys.</p>	PNP 2 (2.1) amended to include height in relation to the existing distinct local and rural character of the village.
<p><b>Density</b></p> <p>9) Density - Stronger statement needed - too weak (expected) Density should not be greater than the density of adjoining developments especially on the edge of the village. PNP 2.6</p>	Policy reviewed. PNP2 (2.5) amended to address this comment.
<p><b>Policy Wording</b></p> <p>10) Check that it is all in the right place and firm enough</p> <p>11) The terms 'unit' and 'home' need to be defined. Are these the same or different</p> <p>12) PNP 2 (3) Wording difficult to understand and suggest the policy needs to take account of the NPPF policy. (Historic England)</p> <p>13) PNP2 (7) Recommends closer adherence to the wording of the special duties under Section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990.</p>	<p>Design approach strengthened, more detail given and repetition checked and mainly removed.</p> <p>All policies and text reviewed consistency and where appropriate modified to remove repetition.</p> <p>All policies reviewed for consistency – the term dwelling is being used.</p> <p>PNP2 Policy and text reviewed and rewritten.</p>
<p><b>PNP3 Residential Extensions</b></p> <p>1) Extensions to be forbidden on new affordable housing</p>	Discussed with NHDC at meeting on July 28 <sup>th</sup> . No evidence for such a restriction

<ol style="list-style-type: none"> <li>2) This should not mean anything outside these guidelines is automatically rejected , should be considered on merit</li> <li>3) Could change 'fit' to 'respect' as this is more open to good Design qualities.</li> <li>4) 'Sensitive and Complementary, to' may work for some historic buildings but seems rather over prescriptive generally , could change to demonstrably derived from the local context' which would support good new design (what is 'sensitive' seems to be hostage to fortune.)</li> <li>5) Additional parking space for larger households</li> </ol>	<p>Policy Reviewed and some of the detail removed put into the Character Assessment</p> <p>Wording reviewed and amended.</p> <p>Overall review of depth of detail which should be included within then Neighbourhood Plan v. the Character Assessment. No change.</p> <p>Discussed at meeting with NHDC on July 28<sup>th</sup> their policy re parking for extensions. Policy reviewed adopting NHDC standards save for larger properties where additional space to be provided ( the roads are narrow in the village and any on street parking is a problem)</p>
<p><b>PNP4 Infill Housing Development</b></p> <ol style="list-style-type: none"> <li>1) I do not see how any infill can enhance local Character</li> <li>2) Windows should not intrude on the privacy of adjoining neighbours.</li> <li>3) Need to mention policies on density and issues of privacy,</li> <li>4) Is the sale of gardens infill?</li> <li>5) Why have no infill sites been identified with current land owners. There might be opportunity to meet housing needs with areas landowners will want to.</li> </ol>	<ul style="list-style-type: none"> <li>• This policy was removed as the growth strategy for Pirton is through development of windfall sites within the village development boundary repetition of what already contained in the other design policies. The relevant policies are found in PNP2.</li> </ul>

## Environment, Wildlife and Heritage

### PNP 5 Hedgerows and Trees

Main points	Action taken
<ol style="list-style-type: none"> <li>1) Use of the word encourage not strong enough Make the wording stronger and more binding</li> </ol>	<ul style="list-style-type: none"> <li>• Policy modified to contain stronger more binding wording.</li> </ul>

1) Should there be mention of hedgerows and important shrubs in the third bullet point?	Hedgerows included. No definition or evidence for 'important shrubs' so no amendment.
2) More explanatory text needed.	More explanatory text included in the Justification and Evidence section for PNP4 and 5.

## PNP 6 Green Spaces

Main points	Action taken
1) Check for accuracy and clarity	<ul style="list-style-type: none"> <li>• Text checked for accuracy and clarity.</li> <li>• Map and list reviewed.</li> </ul>
2) The Pirton Vicarage Nature Reserve should be protected as a community asset.	<ul style="list-style-type: none"> <li>• Added to List of Local Green Spaces in PNP6.</li> <li>• It may be registered as a community asset in due course but this is being pursued outside the Neighbourhood Plan.</li> </ul>
3) Make the wording stronger and more binding	<ul style="list-style-type: none"> <li>• Policy modified to include stronger wording, a map and table of green spaces which meet the NPPF criteria.</li> </ul>
4) Existing farmlands and open spaces should be protected so that the character of the countryside around Pirton is maintained.	<ul style="list-style-type: none"> <li>• New objective added in 4.2 to prevent sprawl and urbanisation and maintain Pirton as a distinctive and separate place from the surrounding villages or town of Hitchin. Development boundary for Pirton maintains protection for countryside.</li> </ul>
5) No mention of Heritage Road verges.	<ul style="list-style-type: none"> <li>• Heritage Road verge included in Policy PNP 4,(4.5)</li> </ul>
6) Not made clear that the 3 tests for local Green Spaces have been met for all those identified.	<ul style="list-style-type: none"> <li>• New table of Local Green Spaces (with description) included and a high resolution map of the LGS's showing accurate boundaries. Also justification that they meet the NPPF para. 77 criteria included in the text.</li> </ul>

## PNP 7 Wildlife

Main points	Actions
1) Accuracy of wildlife list	Wildlife list updated - in Character Assessment only.
2) Encourage wildlife friendly measures	<ul style="list-style-type: none"> <li>Reviewed - Wildlife friendly measures included In PNP 5</li> </ul>
3) Protection of wildlife, hedgerows and trees.	<ul style="list-style-type: none"> <li>Wildlife friendly measures included In PNP 5</li> </ul> Protection of trees and hedgerows dealt with in PNP 4.
4) Update approach to Bio diversity	<ul style="list-style-type: none"> <li>Reviewed both Policy and NPPF which is strong in the area of wildlife and biodiversity.</li> <li>Discussed with NHDC</li> <li>Amended Policy PNP4 and 5 accordingly.</li> </ul>

## PNP 8 Heritage Assets

Main points	Action
1) Clarity and strength of wording.	<ul style="list-style-type: none"> <li>Rewritten in light of Local Plan and Historic England policies and also with regard to clarity and strength of wording.</li> </ul>

## PNP 9 Key Views and Vistas

Main points	
1) Should we be more discerning which views and vistas are most important?	<ul style="list-style-type: none"> <li>Number of views and vistas reduced to the particularly important ones which could be affected by new development.</li> <li>Other favoured and iconic views remain in the Character assessment</li> </ul>
2) Importance of maintaining open spaces surrounding Pirton to maintain the superb views and vistas.	<ul style="list-style-type: none"> <li>Additional objective added re preventing sprawl and urbanisation and maintaining Pirton as a distinct and separate place from the surrounding villages and Hitchin.</li> </ul>
3) Maps unclear	<ul style="list-style-type: none"> <li>New clearer maps inserted.</li> </ul>

4) Importance and relevance of the Visual Character areas	<ul style="list-style-type: none"> <li>Reviewed. NHDC no comment to make. VCA's do not prevent development but protect the extent of development on sensitive boundaries. No change.</li> </ul>
5) ) Policy PNP 9 is restrictive due to the number of views identified	<ul style="list-style-type: none"> <li>As above in (1)</li> </ul>

## Amenities and Facilities

### PNP 10 Community Facilities

Main Points	Actions
1) Adequacy of infrastructure should be considered (impact on primary school provision and public transport to 2ndry school mentioned)	<ul style="list-style-type: none"> <li>Additional policy re infrastructure PNP9 (9.2)</li> </ul>
2) Why the word 'unnecessary' in (2)	<ul style="list-style-type: none"> <li>Word deleted.</li> </ul>
3) Consider effects on the e economy and need to ensure fast broadband spec.	<ul style="list-style-type: none"> <li>Policy re improved broadband added to PNP10 (10.2)</li> </ul>
4) The policy does not address the enabling of new community facilities	<ul style="list-style-type: none"> <li>PNP9 (9.2) revised to address this point</li> </ul>
5) The policy does not refer to the needs of young people.	Additional objective added re the improvement of facilities for young people and 'facilities for the benefit of all residents' added to PNP9 (9.1)

### PNP 11 Support for Local Business

Main Points	
1) Development of farm buildings – restriction to family members and rental market. Wording not clear. 2) Enforceability of PNP 11.2. 3) Wording of criterion 2 not clear. Section 106 would not be used for affordable housing for settlements of less than 3000 people	<ul style="list-style-type: none"> <li>Policy reviewed after discussion with NHDC and attention to existing legislation. Policy amended in the light of this.</li> </ul>

## Transport and Connectivity

### PNP 12 Safety of Pedestrians and Motorists

Main points	Actions
1) Add safety of cyclists	<ul style="list-style-type: none"> <li>Title amended.</li> </ul>
2) Safe all weather cycle/pedestrian track to Hitchin.	<ul style="list-style-type: none"> <li>Reviewed and concluded not feasible for inclusion in this NDP.</li> </ul>
3) Don't forget cyclists. And mobility scooters – ramps, kerbs and general areas.	<ul style="list-style-type: none"> <li>Policies reviewed to ensure that needs of cyclists and those with visual and mobility disabilities are included.</li> <li>Cycle storage included in PNP 2.(2.8)</li> </ul>
4) Lower Speed limit to 20mph.	<ul style="list-style-type: none"> <li>Not within the NP remit. PPC to take forward elsewhere</li> </ul>
5) General pedestrian safety (specific reference to cars parking on pavements)	<ul style="list-style-type: none"> <li>Reviewed. Added to PNP2.</li> </ul>
6) Include reference to the Chilterns cycleway	<ul style="list-style-type: none"> <li>Referenced in PNP 12.</li> </ul>
7) Importance of safe access to infill development.	<ul style="list-style-type: none"> <li>Policy re safe access added to PNP11 (11.1).</li> </ul>

### PNP 13 Connectivity

Main points	Actions taken
1) No mention of public transport	Limitations of public transport already described in the text for PNP 12.

### PNP 14 Car Parking

Main points	Suggested Actions
1) Provision of visitor parking	<ul style="list-style-type: none"> <li>PNP 13 revised in accordance with NHDC residential Parking standards in the Emerging Local Plan 2016.</li> </ul>
2) The requirement for 3 parking spaces could be questioned.	<ul style="list-style-type: none"> <li>PNP 13(1) amended and rationale for 3 car parking space strengthened.</li> </ul>
3) Clarification of requirements for business parking and consideration of highways safety,	<ul style="list-style-type: none"> <li>Reviewed requirements for business and conclude insufficient business premises to require new policy</li> <li>Highways safety now in PNP11.</li> </ul>

## Additional General Comments

Main points	Actions taken
1) Checking and monitoring of the Plan once adopted	<ul style="list-style-type: none"> <li>Discussed with PPC and NHDC and revised.</li> </ul>
2) What is this Plan about 3) Plan needs to define what a Neighbourhood Development Plan means .Explanatory text needed. 4)	<ul style="list-style-type: none"> <li>Sections 1.1 and 1.2 revised and reordered for clarity and including further explanation.</li> </ul>
5) The Plan needs to make clearer how landowners have been involved. 6) Landowners should have been consulted more and plots of land identified for potential development.	<ul style="list-style-type: none"> <li>Details included in the Community Consultation statement .</li> <li>Pirton’s Strategy for growth clarified in 1.4.and the text of PNP1.</li> </ul>
<i>Some Examples of Appreciation of the Plan.</i> 7) A lot of hard work has gone into this and Steering Group commended for their commitment. 8) Excellent Plan Well presented. 9) An incredible piece of work – well done. 10) A chance for the community to achieve something that works for them 11) Fantastic Work. 12) Very thorough. 13) A superb achievement	The analysis of the regulation 14 consultation responses showed that 97% of residents who responded were in general agreement with the Plan.

## Appendix 17.

### Letter Offering Follow Up Meeting for Landowners to explain the process and next steps .

#### Pirton Neighbourhood Development Plan

10 Cromwell Way

Pirton SG5 3RD

29 June 2016

Dear

One of the outcomes of our recent Regulation 14 (pre submission) consultation on our draft Neighbourhood Plan is to tell us that a few landowners within the Parish would like a further opportunity to discuss the draft Plan and its policies with us.

Although the number of persons making this comment is small, we are happy to respond positively to their point and organise a meeting specifically for interested landowners.

The Neighbourhood Plan's strategy for growth is to deliver housing within a newly defined development boundary. To this end, we have adopted the NHDC's proposed strategic housing development boundary for Pirton as set out in their "Preferred Options" draft local plan consultation, which took place at the end of 2014. We are informed that this boundary is unlikely to change very much if at all in the forthcoming consultation on the latest draft Local Plan.

To decide on this boundary, the NHDC has conducted a number of "calls for development sites". It has assessed each piece of land put forward to ensure that it is "deliverable, achievable and sustainable". We assume that those landowners who wished to have land allocated for housing in the new Local Plan responded to the NHDC's search for sites. We therefore have not sought to replicate this work, the latest search concluding only in March of this year.

However, there may be issues that you might like to discuss with us, so the opportunity is offered on 19<sup>th</sup> day of July at the Pirton Village Hall at 8 o'clock.

If you cannot make this meeting, please feel comfortable in letting us have your comments in any event. For those who do not wish to discuss any matter with us, thank you for taking the time to read this, and thank you if you have already responded to our Reg. 14 consultation.

It would help greatly if you could let Diane Burleigh know at [Dianeburleigh@aol.com](mailto:Dianeburleigh@aol.com) if you intend to attend the meeting.

Yours sincerely,

Diane Bailey, Chair Pirton Parish Council

Diane Burleigh OBE Chair Pirton Neighbourhood Plan Steering Group

## **Appendix 18.**

### **NHDC Strategic Environmental Screening Determination. April 2016**

[https://drive.google.com/folderview?id=0B-](https://drive.google.com/folderview?id=0B-UcrpyJKtdjfmY2ZDhZWml5M2VKTFc2cThGOTViqYUJCbXB3V09pT1JDaktBNDIVb3hjbTg&usp=sharing)

[UcrpyJKtdjfmY2ZDhZWml5M2VKTFc2cThGOTViqYUJCbXB3V09pT1JDaktBNDIVb3hjbTg&usp=sharing](https://drive.google.com/folderview?id=0B-UcrpyJKtdjfmY2ZDhZWml5M2VKTFc2cThGOTViqYUJCbXB3V09pT1JDaktBNDIVb3hjbTg&usp=sharing)