



APPLETON ROEBUCK
AND ACASTER SELBY

Consultation Statement



Appleton Roebuck and Acaster Selby Neighbourhood Development Plan

2016

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Introduction

Since mid-2013 residents and councillors of the parish of Appleton Roebuck and Acaster Selby have been working together to prepare a Neighbourhood Development Plan (NDP). They have been guided and assisted by David Gluck, Director of Ruralis, fully supported by Selby District Council and funded by grants from The Big Lottery Fund and Locality. Local MP Nigel Adams also pledged his support.

The idea of an NDP was proposed by the Parish Council and supported by parishioners at an Open Meeting in the Parish Rooms in March 2013. A Steering Group of 12 members, comprising Parish Councillors and residents was formed in June 2013 and the process began.

An official Neighbourhood Development Plan Launch Event was held in the Parish Rooms on October 5th 2013 to share information with, answer questions by and invite further support from residents, encouraging as many as possible to join the Steering Group.

Work then began in earnest. Letters were sent to consultees and surveys were delivered to all households and businesses in the parish to allow everyone the opportunity to share their views on local issues. After careful analysis the findings from the surveys formed the basis of our NDP.

A website – www.aras-ndp.org.uk - was set up which is regularly updated, and residents have also been kept up to date with our Plan through newsletters, reports to the Parish Council (recorded in the minutes of their meetings and published in the Parish Magazine), our Twitter account - **@arasndp1** - and also further Open Events in the Parish Rooms on May 17th 2014, January 21st 2015 and June 11th 2016.

Our Consultation Statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012 Section 15(2). Part 5 of the Regulations sets out that a Consultation Statement should contain:

- a) details of the persons and bodies who were consulted about the proposed neighbourhood development plan;
- b) an explanation of how they were consulted;
- c) a summary of the main issues and concerns raised by the persons consulted;
- d) a description of how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.

The following information aims to provide the detail to the points listed above.

Aims of the Consultation

The aims of the Appleton Roebuck and Acaster Selby consultation process were

- ❖ to be fully inclusive by engaging and consulting with residents and businesses.
- ❖ to engage with other stakeholders and to ensure best practice is afforded to those living and working in the Neighbourhood Area.
- ❖ to identify all the important aspects of life in the parish for which plans for the future are needed.
- ❖ to bring forward proposals which will enhance the quality of life in the parish in the years to come.
- ❖ to ensure the views and concerns of residents are given due consideration throughout the process of producing a Neighbourhood Development Plan.
- ❖ to use a variety of means to ensure all residents are given the opportunity to comment on all issues and to ensure that communication with and engagement of all interested parties is as open and accessible as possible.

These aims were set out at the beginning of the process in our **Statement of Community Involvement**.¹

Background to the Consultation on the Neighbourhood Plan

In their Local Plan (2012) Selby District Council (SDC) identified all villages in the District as either Designated or Secondary Villages. Appleton Roebuck was given Designated Village Status (DSV) which therefore earmarked it for 'sustainable development'. Initially, prospective additional houses were estimated to be approximately 10 - 15 over a fifteen year period. This appeared acceptable as it would help to sustain the village primary school, would not radically add to the problems of an already over-burdened drainage / sewerage system and would not cause seriously increased traffic problems in a village with very poor local transport and lack of parking. However it became apparent that building numbers could be much higher and with new planning laws in place the Parish Council were very concerned about the future of the parish, its poor infrastructure, its inability to cope with heavy development and hence the well-being of its residents. They therefore began to make enquiries about Neighbourhood Development Planning, which is a right that was given to local communities in the 2011 Localism Act. The Parish Council also looked into funding support and at their meeting on **November 14th 2012** the Parish Council resolved to develop a Neighbourhood Plan.² Having sought further information on the benefits and process of

¹ Appendix 1 - *Statement of Community Involvement (SCI)*

² Appendix 2 - *Parish Council minutes 14th Nov. 2012*

Neighbourhood Planning the Parish Council organised an **Open Meeting in March 2013** to which all residents in the parish were invited. ³ 32 residents attended. Information was shared, discussions took place and a vote was taken about whether to proceed. Following a vote in favour, the Parish Council contacted Selby District Council and a working relationship began. SDC fully supported the Parish Council which, as the first in the area to begin work on a Neighbourhood Development Plan, became the Pilot Group in the District.

Consultation events took place at the following stages in the Neighbourhood Planning process:



Details of the Consultation Stages

With prior notice having been given in January,⁴ all residents in the parish received an invitation to an **Open Meeting in March 2013**⁵. The aim of the meeting was to introduce the concept and benefits of developing a neighbourhood plan. David Gluck, Director of Ruralis, was the invited speaker. He gave details of the background to neighbourhood planning, regulations, the planning process, timescale required, community involvement and the benefits of having a plan. Residents

³ Appendix 3 - Parish Council Open Meeting March 2013

⁴ Appendix 4 - Parish Council Newsletter Jan. 2013

⁵ Appendix 3 - PC Open Meeting March 2013

were able to ask questions and discuss the issue and at the end of the meeting a vote was taken. Out of 32 attendees 30 voted to proceed with developing a neighbourhood plan.

The **Parish Council** discussed the outcome in their meeting on **3rd April 2013** and resolved to begin the process of developing a Neighbourhood Development Plan. ⁶

On **3rd July 2013** the Parish Council approved a **Neighbourhood Area**, a **Statement of Community Involvement (SCI)** and the Steering Group's **Terms of Reference**. ⁷ **Consultation** began on the Neighbourhood Area and the SCI, ending on **September 16th 2013**. No objections were received and the Area of Application was formally approved by SDC on **10th December 2013**.⁸

During the week beginning **30th September 2013** 45 letters and emails were sent to statutory consultees and other stakeholders informing them of the intention to undertake a Neighbourhood Development Plan (NDP). ⁹ Replies were received from Copmanthorpe Parish Council, Yorkshire Wildlife Trust, Local Councils Association, Nigel Adams MP, South Ainsty Historical Society and York Diocesan Board. There were no objections, just offers of support.

The first **Open Event** promoting the Neighbourhood Development Plan took place on **Saturday 5th October 2013** at the Parish Rooms between 10am and 2pm. ¹⁰ 27 parishioners attended representing 22 households (approximately 6%). Through the use of display boards and literature our aim was to inform, encourage involvement and highlight the importance of a Neighbourhood Development Plan. Residents were able to share opinions, ask questions, read documents and generally learn more about the process. Our **website** aras-ndp.org.uk was also **launched** at this event.

A **consultation period** then took place between **October 7th and November 5th 2013** (eventually extended to 19th). Surveys were delivered to all residents¹¹ and businesses¹² in the parish covering issues such as schools and community facilities; work and travel; business opportunities; heritage, history and well-being; housing needs and other matters. The surveys took the form of questionnaires but also gave the opportunity for written statements. 43% of households and 24% of businesses returned their surveys

Professional analysis of the surveys was carried out and key issues which would form the basis for policies emerged. Amongst others, housing stock, over-development, poor infrastructure and flooding were highlighted; problems caused by speeding traffic, on-street parking, lack of

⁶ Appendix 5 - *Minutes of Parish Council Meeting April 3rd 2013*

⁷ Appendix 6 - *Minutes of Parish Council Meeting July 3rd 2013*

Appendix 7 - *Map of Neighbourhood Area*

Appendix 1 - *SCI*

Appendix 8 - *Terms of Reference*

⁸ Appendix 9 - *Steering Group Minutes January 21st 2014*

⁹ Appendix 10 - *Letter to Consultees*

¹⁰ Appendix 11 - *Open Event October 5th 2013*

¹¹ Appendix 12 - *ARAS Household Survey 2013*

¹² Appendix 13 - *ARAS Business Survey 2013*

community facilities and poor broadband services were also raised as concerns. The results were communicated via a newsletter¹³ to all residents and also via our website, and on **May 17th 2014** another **Open Event**¹⁴ was held in the Parish Rooms between 10am and 2pm to give residents the opportunity to discuss the findings. All documentation to date was exhibited and everyone had a further opportunity to contribute their views and suggestions about key issues. 51 residents attended representing 10.2% of households. Once again, poor infrastructure, over-development and on-street parking were concerns. Residents also expressed wishes to preserve the natural environment and heritage of the parish with no desire for wind or solar farms. Using all information gathered, the Steering Group was now able to develop a set of objectives to guide their future work. These were

- to support and enhance community facilities
- to conserve and enhance our high quality environment, landscape and heritage assets
- to support sustainable levels of new homes to provide for need in the community and to support key facilities and services
- to promote small business growth and secure the future of existing businesses
- to conserve and protect our high quality built environment

The Steering Group continued their work, eventually formulating policies for a first consultation draft NDP.¹⁵

On **21st January 2015** a **New Year Launch Event** was held in the Parish Rooms.¹⁶ Mary Weastell, Chief Executive Officer of SDC was the keynote speaker, addressing a packed audience. Following this meeting a summary of the first consultation draft NDP,¹⁷ accompanied by a response form,¹⁸ was delivered to all residents, statutory consultees and other stakeholders. The **consultation period** lasted from **21st January until 13th March 2015** and a summary of results was delivered to all residents in a newsletter in July 2015.¹⁹ Full results were also posted on the website.

A formal assessment of all consultation response comments was carried out and decisions were duly recorded.²⁰ As a result of the assessment some minor amendments were made to vocabulary used in the document to provide greater clarification or to strengthen a point. No major changes were needed and the plan was adopted as a Pre-submission Consultation draft by the Parish Council on 1st October 2015. It was presented to Selby District Council on **2nd October 2015** for its **Strategic Environmental Assessment (SEA) Screening**.²¹

Representatives of the Steering Group attended a **consultation meeting with** officers of **SDC in February 2016**, and again in **April**, to discuss the pre-submission draft NDP. Upon advice given, amendments were made as some points or policies were no longer relevant and some were not under the control of the Planning Department. The pre-submission draft was then issued to

¹³ Appendix 14 - Parish Newsletter March 2014

¹⁴ Appendix 15 - Open Event May 2014

¹⁵ Appendix 16 - First Consultation Draft NDP 2015

¹⁶ Appendix 17 - ARAS NDP Newsletter January 2015

¹⁷ Appendix 18 - First Consultation Draft NDP Summary

¹⁸ Appendix 19 - First Consultation Draft NDP Response Form

¹⁹ Appendix 20 - ARAS NDP Newsletter July 2015

²⁰ Appendix 22 - Assessment of First Draft NDP Consultation responses 2015

²¹ Appendix 23 - ARAS final consultation draft NDP for Screening

residents, consultees, stakeholders and statutory consultees for a **6 week pre-submission consultation in June 2016 (see Annex 1 for details)**²². This was also following another **Open Event** in the Parish Rooms on **June 11th**.²³ 42 residents attended representing 7.3% of households.

During August 2016 a formal assessment of responses to the consultation was once again carried out and final amendments were made.²⁴ On this occasion Policies DBE 4 and ELH 4 were removed on advice from SDC and ELH 5 was removed and assimilated into H1. A short preamble was also added to each policy to give greater clarification.

At the **Parish Council** meeting on **November 2nd 2016** the plan was adopted as ARAS NDP Submission Document.

Conclusion

The ARAS NDP Steering Group has aimed at all times to be open and accessible in their work and communications, seeking to engage with parishioners and stakeholders and encourage the sharing of views and opinions. Newsletters, posters, Twitter feeds, website updates, regular minuted reports to the Parish Council plus articles in the local press, Tadcaster Today Magazine and Churches Together Magazine have helped to facilitate this.

²² Appendix 24 - *Pre-submission Consultation Draft NDP June 2016*
Appendix 25 - *Summary Pre-submission Consultation Draft NDP June 2016*
Appendix 26 - *Pre-submission Draft NDP Consultation Questionnaire 2016*

²³ Appendix 27 - *Open Day Poster June 2016*

²⁴ Appendix 28 - *Assessment of responses proforma 2016*