



Consultation Statement

Volume 1

Bury Neighbourhood Development Plan – March 2017

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1. INTRODUCTION

- 1.1. Bury Parish lies within the South Downs National Park and includes the village of Bury, the largest settlement in the Parish, the hamlet of West Burton, Bury Common and Bury Gate. It is a relatively small Parish with a resident population of 642.
- 1.2. Bury Parish Council produced a Parish Statement in 2006 and a Village Design Statement in 2007. These documents provide a detailed description of the Parish and its history and although extremely useful, they do not hold as much weight in planning terms as a Neighbourhood Plan. The purpose of preparing the Bury Neighbourhood Development Plan was so that we as a community have the ability to influence future planning decisions over the next 15 years, and to enable us to conserve and enhance our Parish for future generations.
- 1.3. This Consultation Statement sets out how we have engaged with the local community and used their input to prepare the Submission Neighbourhood Plan. This document has also 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:

In this regulation “consultation statement” means a document which—

(a) contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan;

(b) explains how they were consulted;

(c) summarises the main issues and concerns raised by the persons consulted; and

(d) describes how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.

Consultation Strategy

- 1.4. We set out to ensure that every person within Bury Parish had a fair opportunity to contribute to the development of the Plan. It is/was important that the Plan reflected the opinions of the local community and stakeholders. Community involvement was therefore central to the development of the Plan and the contents of the plan flowed from these opinions.
- 1.5. To ensure as many people as possible were reached, a list of key stakeholders was identified, these included:
 - Residents
 - Local businesses
 - Schools
 - Landowners
 - South Downs National Park Authority
 - Chichester District Council
 - West Sussex County Council

- Neighbouring Local Authorities & Parish Councils
- Environment Agency
- Infrastructure Providers
- Historic England

1.6. A consultation strategy was planned at an early stage to assist our engagement with the local community. This included:

- The Steering Group developed their own branding for the Neighbourhood Plan promotional material and the Plan documents to provide clear recognition of activities/communications.
- Public events were held at key stages to inform and gather views.
- Surveys were prepared to gather opinions, views and concerns.
- The Parish Council's extensive email database of parishioners and other stakeholders was used to distribute electronic communications that consisted of updates and notices.
- A dedicated web page on the Bury Parish Council website, which included all key documents and meeting notes, was added. Appropriate notices and links were placed on the Parish Council website Home Page and advertised in the local church magazine 'The Link', which is distributed to the majority of households in the Parish. At a later stage a dedicated website was created for the Pre-Submission Plan and announcements and links to the website were recorded on the Parish Council website and again advertised in the 'The Link'.
- Consultation meetings with stakeholders were held where appropriate/necessary.
- A Google Forum was set up to encourage people to join in discussion and debates – this was linked from the various websites.
- The Parish Clerk's email address was advertised and latterly a dedicated email address was created for queries /feedback on the Pre-Submission Bury Neighbourhood Development Plan.
- Regular updates on the progress of the Neighbourhood Plan were publicised in the 'The Link' and on the Parish Council website.

2. EARLY ENGAGEMENT

- 2.1. One of the first priorities of the Steering Group was to establish a timeline of the stages in the development of the Neighbourhood Plan. Following which we were able to prepare a strategy for keeping the community informed and involved in the process.
- 2.2. Bury Parish was designated as a Neighbourhood Plan Area in March 2015.
- 2.3. A time line diagram is shown on the following page.
- 2.4. Set out below are the various stages of our community engagement which led to the creation of our Neighbourhood Plan.

7th November 2015 – Coffee Morning

- 2.5. The Steering Group organised a coffee morning on 7th November 2015 in the Village Hall to introduce the local community to the concept of a Neighbourhood Plan and raise support and interest in the project.
- 2.6. The coffee morning was well attended (circa 40 attendees) and a number of questions emanated from those that attended after the brief presentation had been given by a member of the Steering Group.
- 2.7. At the event, a leaflet (included at Appendix 1, Volume 2) setting out what a neighbourhood plan is together with some ‘frequently asked’ questions and answers was circulated at the end of the event.

What we learned & did next

- 2.8. It was clear from the coffee morning that whilst some people had heard of neighbourhood planning the majority of parishioners had not and we would need to ensure that we remained prominent in the local community to raise awareness.

14th November 2015 – Drop In Session

- 2.9. Building on the coffee morning, a ‘Drop In’ session was arranged on 14th November 2015 in the Village Hall to introduce the Neighbourhood Plan to the wider community. Parishioners were invited to come along and **‘Find Out More’** about the Neighbourhood Plan.
- 2.10. Notices were placed on the Parish Council Website and in the local church magazine, and emails were sent out to the local community inviting them to attend. Posters advertising the event were displayed on the Parish Council Notice Boards in Bury village and West Burton, and around most streets in the Parish settlement areas, including on gates and stiles to Public Rights of Way, to raise awareness. An example of the poster used can be seen at Appendix 2, Volume 2.

2.11. The Steering Group designed promotional display material including the leaflet used previously at the coffee morning, a map of the Neighbourhood Plan Designated Area, a plan of the existing settlement boundary, other maps showing various environmental and planning constraints and other information such as the envisaged timeline and a display board to promote the Neighbourhood Plan Forum.



2.12. Attendees were asked to sign in and place a spot on a map of the Parish showing where they live so that we could identify the spread of attendees across the Parish. 53 people attended the drop-in session and they came from all over the parish, but primarily from the village of Bury.

2.13. To promote discussion we placed a number of A3 sketch pads around the hall with broad topic headings to encourage attendees to provide feedback on what they considered were important issues, concerns or opportunities within the parish. These proved very popular and a good deal of useful information was provided.

What we learned & did next

2.14. This exercise was instrumental in identifying what the community considered important and inevitably concentrated upon issues and concerns held locally. This was an extremely useful event and the Steering Group were able to reflect on these comments when preparing the questions for the survey.

2.15. Attendees' comments are tabled below verbatim. Please note that the numbers shown in brackets beside some of the comments records the number of people with the same comment.

GETTING AROUND?

(Roads, Paths, Public Transport)

What is important?

What are concerns or issues?

Roads

- No more speed cameras
- Speed limit on A29 Bury Hill also camera
- Get a 40 sign on A29 and improve crossing to school. Speed camera?
- Some way of slowing traffic near hill. Speed bumps, traffic lights, average speed check etc.
- Bury Hill and approach traffic control method?
- Speed limit on The Street
- Speeding down The Street and Church Lane to Dorset House and on Bury Hill

Paths

- Keeping bridle ways clear of fallen trees, maintaining them (e.g. fallen trees etc & clay holes) so riders have access and are not pushed onto busy roads
- Maintenance of paths for blind people
- Coffin Trail needs cleaning more often before Old Vicarage and down past Dorset House.
- Pathway between Church Lane and Paul's field muddy. Need more stones. (2)
- Get a permissive path from Bury Wharf towards railway bridge. This has been walked by residents for years and is now wired up since new tenants on the land.
- Help, e.g. grab post, easier stiles for those of us who will not be so agile in a few years' time or have pushchairs.
- Footpath Bury/Houghton adjoining road
- Improve safety for walkers
- Footpath maintenance – both paths over fields and beside A29 (very dangerous from The Hollow, through cricket pitch on north). If they are not maintained people will not use them.

Public Transport

- Improved bus service (2)
- Better co-ordinated buses – but not to take route along Bury/Houghton Lane

Transport

- Overgrown sight lines

Other

- Property management of verges – not cut in spring/early summer when in full bloom

WHAT DO WE VALUE IN BURY PARISH?

- I love Bury as it is but recognise it has to evolve. It is not a museum.
- The Glebe field
- 'My' village and community

- The local people
- Preserving the village feel
- The Rookery over the churchyard
- Dark skies (3)
- No street lighting
- Tell DH to turn off their orange night time car park light.
- The community activities (coffee mornings, Bury Players, Horticultural Society etc.)
- Friendly welcoming village to newcomers
- Suitable building materials to blend with existing
- Housing for local people
- Affordable housing, more social housing
- Housing needs survey
- Peace and quiet, safe community
- Good caring community spirit
- Good cross section of people in Bury (workers/pensioners/young people/rich and poor) (2)
- Growing thriving community
- Bury is wonderful
- Places to watch, wonder and recover, the river bank (wild)
- Rural setting, surrounded by peaceful space (2)
- Bury should maintain its rural outlook, but must carefully evolve. Open spaces like the Glebe field should be protected. Some careful development in West Burton could be considered.
- Enjoy tranquillity
- Great place to live

WHAT AMENITIES IN BURY ARE IMPORTANT TO YOU?

- Farm shops (6)
- Plus coffee shop please!!
- Community activities (4)
- Post office (4)
- Pubs (20)
- Glebe field (10)
- Road footpath Houghton/Bury (2)
- Church (4)
- Wharf (3)
- Dog bins
- Bury C of E School
- Sports facilities
- Community interaction?
- Village Integration
- Parking for Coombe Crescent

IMPORTANT OPEN SPACES

- River bank – cover for wildlife, correct management
- Wild Brookes and surround farmland and downland give Bury its rural setting and character
- Glebe field
- Recreation ground
- Bury Green (play area)
- Let the floodplain be natural. Our river is fast and sterile, Balsam spreading. Reeds cut no

habitat for birds – time of year to cut down is not June when birds are nesting.

- Would this mean the plain would become salty?
- Wild flowers, bees, honey
- Leave the daisies on the bank by Church – don't trim

WHAT ARE YOUR CONCERNS ABOUT OUR COMMUNITY?

- Few jobs outside agriculture
- Traffic on Bury Hill – Speed restriction would help (2)
- Speed camera needed
- Parking (3)
- Speeding (2)
- More ways of including the younger generations (2)
- Flood management – this is serious Environment Agency are going to stop maintenance.
- To preserve the Glebe field (2)
- Safer footpath from Bury to Turners (3)
- Clear and widen pavement to Turners
- Development on London Road? What is happening?
- Any development and travellers site! Shall we all club together for a barrister?
- Continuity/viability of village school re providing housing for families
- Parking issues on Coombe Crescent.
- Top of The Street near Dog & Duck needs to be restricted for Emergency services.

ECONOMY

- More job opportunities
- More flexible working
- Carringdales site re business start-up? (2)
- Keep/support local pubs

RECREATION ACTIVITIES

- Tennis (2)
- Does this include walking?
- More central recreation nearer to Coombe Crescent for children

HOUSING

What, Where and Why?

- 6 houses in 15 years is plenty. Keep it a village not a town.
- Why don't we build on brownfield – especially Carringdales?
- No more in Coombe Crescent (2)
- Need for affordable housing (plus jobs) to keep locals and money in village. Need for new system to build this housing with landowner so that it is not just in the future.
- Redefine the settlement area to include land bordering London Road
- Do need housing but not big flats
- More family housing in village so keep numbers up in village school. Old A29 for new housing has much more suitable space and near to trunk road. (2)
- Small developments 3's, 4's, 5's for locals and essential workers/teachers, nurses etc.
- Any development must have sufficient parking for at least 2 cars, off road

- Need more houses for ‘about to retire’ or ‘just retired’ people.
- We need houses and jobs for the young.

January 2016 – Local Surveys

2.16. Using the feedback from the initial two events in November 2015, the Steering Group spent several months, and held a number of meetings, debating and designing the surveys. Three separate surveys were eventually distributed in January 2016:-

1. residents’ survey,
2. local business survey, and
3. survey for local visitors

2.17. The residents’ survey (included at Appendix 3, Volume 2) was hand delivered by the Steering Group members to **all** households in the Parish on the Electoral Roll (as identifiably possible) at the beginning of February 2016 with a deadline for completion and return by 29th February 2016. This survey could also be completed electronically via the Parish Council website.

2.18. Notices advertising the residents’ survey were put up on the Parish Council website and placed in the local church magazine asking people to take the opportunity to **‘Have Your Say’** and complete and return the survey. Posters (included at Appendix 4, Volume 2) were again placed on the Parish Council Notice Boards in Bury village and West Burton, and around the Parish settlement areas.



2.19. The survey provided a brief explanation of the purpose of the Neighbourhood Plan and asked people for their views on a range of social, economic and environmental issues to help inform the Neighbourhood Plan.

2.20. The business survey (included at Appendix 5, Volume 2) was circulated by email to local businesses using the Parish Council compiled email list. This survey could only be completed on-line via the Parish Council website. The survey period ran from 1st February to 29th February 2016.



2.21. This survey asked business about the type of operation and how many years they had been trading. It also enquired whether there were any expansion or relocation plans. In addition we asked businesses about any issues they may have operating in Bury that may affect the business or their employees.

2.22. The visitor survey (included at Appendix 6, Volume 2) was deposited at various locations where visitors to the parish may visit, these included but were not limited to: St John The Evangelist Church, the Squire and Horse public house, local bed and breakfast establishments, the local garage, the farm shop, and the two schools. The survey period ran from 1st March to 30th April 2016.

2.23. This survey sought to establish where visitors came from and how they travelled to Bury; age groups of visitors; and the reasons for visiting Bury.

What we learned & did next

2.24. We had an excellent response to the surveys and received 155 resident survey responses, 5 business survey responses and 8 visitor survey responses.

2.25. The survey results were painstakingly compiled by members of the Steering Group and then analysed in detail. This exercise helped us to identify what was important to the community and reaffirmed issues and concerns that parishioners had expressed at the earlier drop-in session. The Steering Group were then able to use the qualitative and quantitative data

provided by the surveys to develop the Plan. Initially it was used to generate the Plan Vision and Objectives and subsequently to drive the drafting of policies in the Plan.

2.26. The survey results (included at Appendix 13, Volume 2) also provided a raft of aspirational views and concerns of parishioners that will inform and inspire the Parish Council for many years to come. Key themes that were identified included:

- The residents' survey identified that the green and open spaces in the Parish together with views of the surrounding countryside that were highly valued by Parishioners. People are conscious and proud of their agricultural heritage and anxious to preserve the rural feel of the Parish. The importance of tranquillity and dark skies were recurrent themes, and protecting our landscape from adverse development.
- The significance of important features in the Parish to peoples' lives was emphasised and the need to identify Parish heritage assets in the Plan was paramount.
- The speed of traffic and safety on the A29 was a cause for concern, as was the volume of traffic on the rural village roads. In Church Lane cars share the road with pedestrians and pedestrian safety is a major cause for concern, particularly during the school run to Dorset House School. A similar situation occurs in West Burton Lane outside the Bury Church of England Primary School. Parking problems were identified as an issue in parts of the village.
- Given the size of the sample and the number of business surveys returned it is difficult to draw any meaningful conclusions. However something that was consistent for those businesses was the poor broadband speed. All of the businesses who responded advised that they could facilitate expansion plans on their existing sites which indicates little demand for commercial premises in the Parish. A comment was made that, with the rise generally in home working, this could lead to an increase in delivery vehicles which may add pressure on rural roads.
- From the few visitors' surveys received, it was noted that a good proportion of people came from the Sussex area and mainly to visit the Squire & Horse Public House which proves popular with visitors. Remarkably one person indicated that he arrived in the Parish by boat! This however was an exception and the majority of visitors arrived by car. The sample size was very small and it is recognised that the Parish is not a tourist destination and, apart from the pub, there are few facilities for visitors to use.

2.27. A presentation of the results was given at the Annual Parish Council meeting in the Village Hall on 24 May 2016 which was attended by a good number of Parishioners. The presentation was well received and a number of comments and questions were dealt with by the Chairman of the Parish Council.

June/July 2016 – Call for Sites

2.28. Following discussions within the Steering Group and between the South Downs National Park and the Steering Group's planning consultant, it was agreed that a Call for Sites exercise should be carried out to establish whether there were any sites available that could accommodate the housing allocation of 6 new dwellings over the next 15 years (as included in the emerging South Downs Local Plan).

2.29. A letter (included at Appendix 7, Volume 2) was sent out to all known landowners and agents on 9th June 2016 from our Planning Consultant together with a form (also included at Appendix 7) for completion and return by 1st July 2016.

What we learned & did next

2.30. Eight potential development sites were put forward for consideration by local landowners either directly or via their Agents. These and two other sites (one from the Strategic Housing Land Availability Assessment and the other a vacant brownfield site) were considered by the Steering Group when preparing the policies contained within the Plan.

3. REGULATION 14 CONSULTATION

- 3.1. In accordance with statutory requirements set out in Regulation 14 of The Neighbourhood Development Planning (General) Regulations 2012, a 6 week consultation exercise was held between 12th November and 24th December 2016, although in reality later responses were accepted until the 6th January 2017 to accommodate the holiday period.

Who were consulted?

- 3.2. The following people and organisations were directly asked to respond to this consultation exercise:
- Landowners and/or their agents
 - South Downs National Park Authority
 - Chichester District Council
 - West Sussex County Council
 - Neighbouring Local Authorities & Parish Councils
 - Environment Agency
 - Infrastructure Providers
 - Historic England
 - Natural England
 - Parishioners on the Parish Council email list
 - Businesses on the Parish Council email list
- 3.3. We were aware that we may have duplicated our distribution of the draft Plan but felt it was necessary to ensure comprehensive coverage.
- 3.4. In addition, many who were not directly asked to respond were made aware of the consultation via the marketing material advertising the Plan.

How they were consulted?

- 3.5. Prior to the start of the consultation, those organisations and people mentioned above in para 3.2 were notified of the impending consultation period via email (example email at Appendix 8, Volume 2). Notices (included at Appendix 9, Volume 2) were placed where there was a high footfall including the pub, village hall and at other strategic locations around the Parish to remind those consulted directly and reach out to those not directly contacted.
- 3.6. The Plan and evidence base documents were made available on-line for the duration of the consultation period. To facilitate and ensure easy on-line access to the full set of documents, a new website was created (**BuryNP.com**) to present the Pre-Submission Plan more clearly. Suitable links were added to the existing Bury Parish Council website to direct interest to the new dedicated website and the URL was included in all material.

3.7. To start the consultation period a Drop-In session was organised on 12th November 2016 to present the Pre-Submission version of the Plan to residents and key stakeholders. Exhibition boards (included at Appendix 10, Volume 2) were displayed and consultation response forms (included at Appendix 11, Volume 2) were made available at this event. Unfortunately it was a very wet and cold day but nevertheless 39 people attended which was considered good in the circumstances.



- 3.8. Following the Drop-In session a copy of all the Pre-Plan documents and the exhibition boards were placed on view in the Village Hall and feedback forms were made available for comments. The room was opened on Tuesdays and Thursdays between 11:00 - 15:00 and Saturdays between 10:00 - 14:00 throughout the consultation period.
- 3.9. As the consultation neared its end, reminder emails were sent to all those that had been contacted previously on two separate occasions.

The main issues and concerns raised and how these have been addressed

3.10. All 39 responses received (including those from parishioners, Statutory Bodies and other stakeholders) were recorded and reviewed in detail by the Steering Group. The full schedule of verbatim comments can be found at Appendix 12, Volume 2, alongside details of how the Steering Group addressed the comments received.

3.11. The main issues and concerns raised and how these have been addressed are set out below:

- Generally speaking the Steering Group were pleased with the support received for the policies in the Pre-Submission Bury Neighbourhood Development Plan.
- The majority of responders were supportive of the site chosen for our future housing allocation (Policy BNDP4). A few people were unhappy about the selected site and it was noted that these tended to be those living close to the site. The Steering Group has responded to their concerns and the full schedule is included at Appendix 14.
- The South Downs National Park Authority commented *“The SDNPA welcome the progress of the Bury NDP to Pre-Submission stage and understand considerable work has been put in by the steering group to get to this stage. The draft plan is clearly set out and is succinct. Additional detail in some areas will help make the plan more locally distinctive”*.

The SDNPA made a few comments on some of our policies which included some additional mapping and where appropriate these suggestions have been incorporated.

SDNPA raised concerns on the density of the site allocated for housing and suggested we incorporate more detail on design requirements. At the start of our Neighbourhood Plan process we were advised by SDNPA that we had an allocation of 6 dwellings. Bury Parish is not considered to be a sustainable location with limited facilities which is partly explains the low allocation number for new housing.

SDNPA also suggested we include some detail on design requirements. This has been addressed by the inclusion of our Village Design Statement.

- We had some helpful feedback from Historic England who were supportive of many of our policies. They did however have concerns over our policy on the protection of views which has been strengthened accordingly in line with their wishes (BNDP 7).

- Feedback from the Environment Agency, Highways England and Southern Water have also been supportive and as suggested in part by Southern Water our mapping has been enhanced with the inclusion of sunken lanes, walls, protected verges and orchards.