

Clifton upon Teme Submission Neighbourhood Development Plan

Consultation Statement – Autumn 2016



21st July 2016 Formal Consultation at The Lion Inn Coffee Morning

Clifton upon Teme Parish Council

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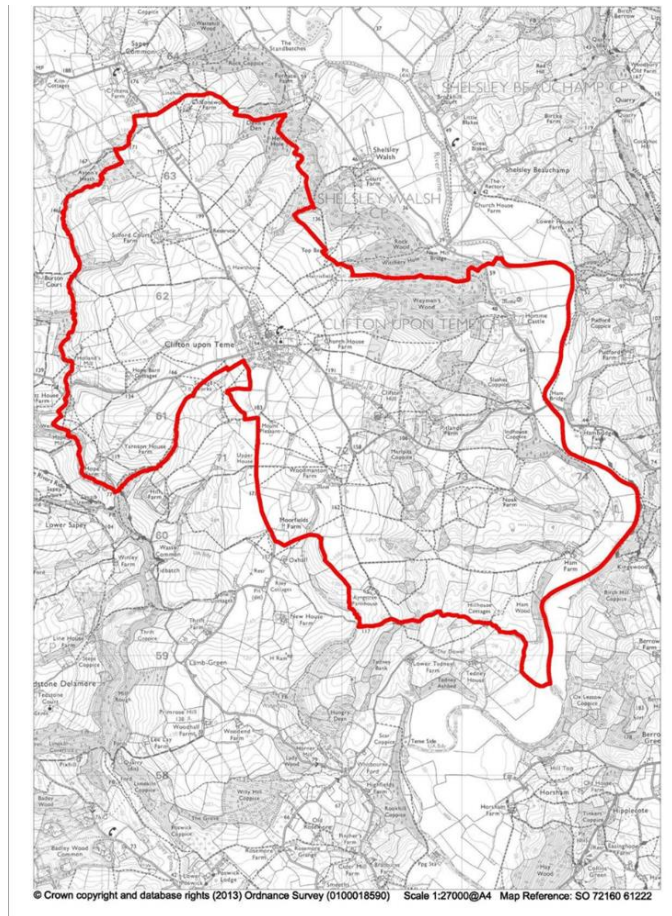


Kirkwells
The Planning People

With assistance from

Map 1 Clifton upon Teme Designated Neighbourhood Area

**Map 1 Clifton upon Teme Designated Neighbourhood Plan Area
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1.0 Introduction and Background

- 1.1 This Consultation Statement has been prepared in accordance with The Neighbourhood Planning (General) Regulations 2012 (SI No. 637) Part 5 Paragraph 15 (2)¹ which defines a “consultation statement” as *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.*
- 1.2 Clifton upon Teme Neighbourhood Development Plan has been prepared in response to the Localism Act 2011, which gives parish councils and other relevant bodies, new powers to prepare statutory Neighbourhood Development Plans (NDPs) to help guide development in their local areas. These powers give local people the opportunity to shape new development, as planning applications are determined in accordance with national planning policy and the local development plan, and neighbourhood plans form part of this framework. Other new powers include Community Right to Build Orders whereby local communities have the ability to grant planning permission for new buildings.
- 1.3 On 22nd April 2013 the Parish Council applied to Malvern Hills District Council for Designation as a Neighbourhood Area and the Designation was approved on 24th September 2013. The Designated Area follows the Parish Boundary and is shown on Map 1 above.

¹ <http://www.legislation.gov.uk/uksi/2012/637/contents/made>

2.0 Informal Consultation and Public Engagement

2.1 The Parish Council through the NDP Steering Group has strived to engage stakeholders and local residents in the Neighbourhood Development Plan process throughout the preparation of the document. A **Communications Strategy** was prepared and agreed by the Steering Group in January 2014. This is set out below:

Objective:

To communicate the aims and activities of the NPG to the wider community of Clifton upon Teme, informing residents of developments and explaining how they can get involved.

Teme Triangle: Regular reports and updates in the monthly printed *Teme Triangle* as well as on the TT website. (see Appendix 1)

Annual Parish Meeting: Presentation of the NPG's progress and future plans to be outlined at the Annual Parish Meeting held in May 2014 (See Appendix 4)

Website: If funding is available, commission a dedicated NPG website. Possibly include an inter-active forum or message board. *(Note - A dedicated section of the Parish Council website was used for the NDP which seems to have worked successfully.)*

Clifton Primary School: Involve the children at the school in a project that will allow them to contribute to the Plan in some way. (Appendix 2 shows extracts from the school newsletter)

Notice Boards: Ensure that up-to-date information about NPG activity and progress is displayed on all notice boards in the village. *(Note – mainly the Parish Council board was used but consultation posters went on the village hall notice boards, also the shop and in both pubs.)*

Booklet: Produce a small booklet outlining the aims and activities of the NPG for distribution to local residents. *(Note – this did not happen due to costs but the Teme Triangle carried updates along with the Parish Council minutes. Informal consultation flyer fully explained NDP principles and process.)*

Parish Council: NPG news and developments to be included on the agenda of Parish Council meetings and on the PC website. (see Appendix 3)

E-mail & Text: Consideration to be given to setting up an e-mail and text service for communication within the Parish. *(Note there was little interest in this at consultation events when people were asked so this was not used.)*

2.2 The timeline below sets out the key stages in the preparation of the emerging Draft Plan, including public consultation and engagement.

17 May to

28 June 2013 Neighbourhood area application consultation period

3 Oct 2013 Parish Council meeting. 68 members of the public attended. NDP area approved. Steering group formation discussed and membership invited.

7 Nov 2013 Parish Council meeting. 27 members of the public attended. Housing needs survey results discussed. 320 surveyed, 217 replied, 68% response. Cllr Swinburn, deputy leader MHDC spoke about neighbourhood planning.

19 Dec 2013 First steering group meeting. Meetings usually monthly, 3rd Thurs. Minutes are an agenda item and presented to Parish Council meetings monthly. Minutes on Parish Council website and accessible via the Teme Triangle website (<http://www.temetriangle.net/>) and magazine (see Appendix 1).

15 May 2014 Annual Parish Meeting. Presentation and display from Neighbourhood Plan Steering Group. Neighbourhood Plan survey went out following this.

Summer 2014 Neighbourhood Plan Survey

A copy of the Survey is provided in Appendix 5.

The Parish Questionnaire Survey was completed in June 2014. The questionnaire aimed to ask the residents of the Parish their views and opinions about the future development of their Parish to enable the Parish Council to develop a Neighbourhood Development Plan. The questionnaire was distributed to each household across the Parish. Collection boxes for completed questionnaires were available in the Village Stores, The Lion, The New Inn and the Village Hall. Volunteers delivering the questionnaires offered assistance with completion if required and also offered to collect.

The surveys were distributed to a total of 294 households. A total of 146 questionnaires were returned. Percentage responses are based on actual number of respondents to individual questions. There were 348 residents included in the survey with 10% stating

they had always lived in the Parish but another two-thirds (62%) had lived ten or more years in the Parish. The main reasons people gave for moving into this area were the desire to live in a peaceful, rural location or relocation for work reasons. Some people wished to move closer to other members of their family, and others because a suitable property was available in this area. 85% of respondents expect to still live in the Parish in five years' time. Some respondents who said they did not intend to stay stated their reason as the proposed increase in house building. The questionnaire asked questions under a number of planning related themes: Living in this Community, Housing, The Environment, Roads and Transport and The future.

The full report of the Survey can be downloaded from the Neighbourhood Plan website (<http://clifton-upon-teme-pc.org.uk/index.php/neighbourhood-plan/miscellaneous/misc-documents>).

2 Oct 2014 Parish Council discussed and approved survey results, to be put on Parish Council website, sent to Malvern Hills District Council and all members of planning committee.

19 March 2015 Neighbourhood Planning and the Historic Environment Workshop from Worcestershire Archive and Archaeology Service and English Heritage held in Clifton upon Teme and attended by steering group members and 4 members of the public (See Appendix 6). Funded by a grant from Historic England and provided by Jack Hanson, formerly Historic Landscape Officer with Worcestershire County Council.



Historic Survey, March 2015



Annual Parish Meeting 2015

29 April 2015 Presentation of Neighbourhood Plan Update at Annual Parish meeting.

March 2016 **First Draft Neighbourhood Plan for Clifton upon Teme published for informal public consultation until 1st April 2016.**

Consultation Process

350 flyers / representation forms (see Appendix 7) advertising the Draft Plan and consultation process were delivered to all households and businesses in the Parish.

40 hard copies of the plan were printed.

Drop Boxes and hard copies of the plan were available at the Village Stores, The Lion Inn, The New Inn and The Village Hall. Hard copies of the plan were available at all consultation events and were given out.

Consultation events:

Steering Group members visited:

- The Friendship Club (2nd March 2016 at 2.30pm) in the village hall - 45 members present
- The WI in the village hall (8th March 2016 at 7.30pm) - 13 members present
- The Coffee Morning at the Lion Inn (10th March 2016 at 10.00am) -22 people present

Steering Group members held two presentations and display events at the village hall (7.30pm on 10th March 2016 and 15th March 2016). 5 people attended the first event and 19 attended the second event plus steering group members (10 at each event).

A drop in session and display was held at the Pavilion on 14th March 2016 (8.30 - 11.00am) with 7 people attending and 3 Steering Group members.

12 May 2016 Clifton upon Teme Annual Parish Meeting – NDP update provided.



**A-Board poster display, Village Green,
Informal Consultation**



Presentation of NDP, Village Hall, March 2016



Informal Consultation Event, Sports Pavilion 14th March 2016

The primary school were invited to respond and the school council undertook the consultation with all the pupils (71).

Representation forms were provided at the events and available to download from the Parish Council website <http://clifton-upon-teme-pc.org.uk> . Completed forms and comments were returned to Parish Clerk Jeanette Hill by email: cliftonupontemepc@gmail.com; or tel: 07572 926383.

Comments were submitted by Malvern Hills District Council, Worcestershire County Council Ecologists, landowners and local residents. The full table of responses and the Parish Council's consideration to these together with proposed changes to the emerging Draft Plan are provided on the NDP website:

http://clifton-upon-teme-pc.org.uk/images/clifton/neighbourhood/form_consul/clifton_residents_comments_final.pdf .

- 2.3 All comments received were carefully considered by the Neighbourhood Plan Steering Group and Parish Council and used to inform the next version of the neighbourhood plan, the Clifton upon Teme Draft Neighbourhood Development Plan.

3.0 Formal Consultation on the Clifton upon Teme Draft Neighbourhood Development Plan – 8 weeks from 4th July 2016 to 26th August 2016.



A-Board Promoting the NDP Consultation Process, Village Green, August 2016

3.1 The public consultation on the Clifton upon Teme Draft Neighbourhood Plan was carried out in accordance with The Neighbourhood Planning (General) Regulations 2012 (SI No. 637) Part 5 Pre-submission consultation and publicity, paragraph 14. 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 business in the neighbourhood area

(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;

(iii) details of how to make representations; and

(iv) the date by which those representations must be received, being not less than 6 weeks from the date on which the draft proposal is first publicised;

(b) consult any consultation body referred to in paragraph 1 of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a neighbourhood development plan; and

(c) send a copy of the proposals for a neighbourhood development plan to the local planning authority.

3.2 The Clifton upon Teme Draft Neighbourhood Plan was published for formal consultation for 8 weeks from 4th July 2016 to 26th August 2016. The minimum period of 6 weeks was slightly extended to allow for the summer holiday break. (The Screening Opinion for the Strategic Environmental Assessment (SEA) of the Neighbourhood Plan was published for consultation with Historic England, Natural England and the Environment Agency by Malvern Hills District Council in May 2016 before the Draft Plan was published.)

3.3 The Neighbourhood Development Plan could be viewed and downloaded from the Parish Council website:

<http://clifton-upon-teme-pc.org.uk/index.php/neighbourhood-plan/about-neighbourhood-plan>

and hard copies were available on request from the Steering Group Chair Helen Winer, Dale End Farm, Clifton upon Teme, Worcestershire WR6 6DS.

Hard copies were also available at the following locations:

- The Village Stores;
- The Lion Inn;
- The New Inn; and
- The Village Hall.

3.4 Letters and response forms were delivered to every household in the Parish with information about a public drop in session at the Village Hall from 7.30pm on Wednesday 20th July 2016. Parishioners and anyone employed or with land / property interests in the Parish were invited to come along. Landowners who lived outside the Parish / Village were contacted by post. There were also short presentations to local clubs and groups.



The Lion Inn Coffee Morning, Formal Consultation, 21st July 2016

- 3.5 An e-mail or letter was sent to all Consultation Bodies, providing information about the consultation dates, and the locations where the Draft Plan and accompanying documents could be viewed and downloaded. Copies of the letters were sent or emailed out to local businesses and local community organisations. Respondents were invited to complete the Response Form and to submit completed forms / other comments by email or by post to the Parish Clerk or the Chair of the Steering Group. The complete list of Consultation Bodies and other groups / organisations consulted is provided in Appendix 8. A copy of the letter is provided in Appendix 9 and the Representation Form in Appendix 10.
- 3.6 A screenshot of the web page is provided in Appendix 11.

4.0 Summary of Consultation Responses to the Draft Neighbourhood Plan

4.1 Detailed representations on the Draft NDP were submitted by Malvern Hills District Council and Worcestershire County Council (including from several different County Council services). Representations were received from several other Consultation Bodies including Highways England, Historic England, Sport England, National Grid, Coal Authority and Natural England. Two neighbouring parish councils (Martley and Whitbourne Parish Councils) submitted general / supporting comments and there were representations from local landowners objecting to 2 of the proposed Local Green Spaces which were in their ownership or tenancy. There were also several detailed comments submitted by local residents and stakeholder groups. Overall representations were submitted by 21 different individuals and organisations.

4.2 Malvern Hills District Council recommended a number of detailed changes to draft policies and supporting text. These are summarised in the covering letter and set out below:

- *Structure of the plan. Whilst it is a matter of choice for the Parish Council, it is suggested that the Plan could be clearer if the policies preceded the reasoned justification.*
- *Policy CL1 – It is suggested that CL1 could be two separate policies – one relating to protecting significant views, the other protecting local landscape character. To make the policies more concise and enable decision makers to apply them consistently and with confidence, alternative policy wording has been suggested for your consideration.*
- *Policy CL2 - It is suggested that the protection and enhancement of green infrastructure may be a community aspiration and could be included in Appendix 8 which deals with community projects / Parish Council actions. A possible policy seeking to protect local wildlife habitats is suggested.*
- *Policy CB3 and CB4 – It is suggested that these policies could be made more concise.*
- *Policy CB5 – It is suggested that the policy should relate to non-designated heritage assets because designated heritage assets already have a high degree of protection through legislation, national policy (the Framework) and the South Worcestershire Development Plan. Evidence to support the proposed non-designated heritage assets should be included with the Plan.*

- *Car parking standards – It is suggested that reference be made to County Council car parking standards or the issue be included in Appendix 8 (Actions for the Parish Council).*
- *Policies ET1 – ET3 – These policies are potentially quite permissive of development in the open countryside. We have suggested that there is a need to strengthen the reasoned justification to explain what is intended and the rationale behind some aspects of these policies.*
- *Policy CR1 – It is suggested that the CR1 is divided into two policies because it addresses two separate issues - the protection of existing community facilities and the development of new or expanded community facilities.*
- *Policy CI1 – It is suggested that the policy could include broadband.*
- *Policies CI2 and CI3 – It is suggested that improvements in traffic management, signage and street furniture, together with support for community-led renewable and low carbon energy projects could be more appropriately addressed in Appendix 8 related to Actions for the Parish Council.*

We would like to congratulate the Parish Council and its volunteers for all the hard work that has clearly gone into preparing the draft Plan.

- 4.3 Most of the representations have been taken on board in the revised, submission version of the NDP.
- 4.4 Worcestershire County Council Highways submitted comments on 2 of the proposed Local Green Spaces, relating to landownership issues and stopping up of highways. The County Council also submitted supportive comments about the Plan’s approach to Green Infrastructure (GI) and provided detailed comments including the need to take account of the Waste Core Strategy. There were representations promoting clarification about SuDS and the need to strengthen aspects of the Plan in relation to sustainability. Changes were suggested to transport policies and text, and a new policy was suggested supporting health and wellbeing. Most of the representations have been taken on board in the revised, submission version of the NDP.
- 4.5 Many of the representations submitted by the other Consultation Bodies were standard / general in nature, but it is worth noting the positive response from Historic England which set out that *“Historic England is extremely supportive of both the content of the document and the vision and objectives*

set out in it. We particularly commend the use of historic characterization to provide a context and a sound evidence base for well thought out Plan policies. In this and other respects Historic England considers that the Plan takes an exemplary approach to the historic environment”.

- 4.6 In terms of local groups, landowners and individuals there were several detailed comments submitted. The Hereford and Worcester Earth Heritage Trust provided some additional information about local landscape character that has been incorporated into the supporting text. Fortis Living, the landowners of proposed Local Green Space No.4, advised that their “preference would be that this situation remains informal and that the formal designation of a Local Green Space is not applied.” The landowners and tenants of Well Ground (proposed Local Green Space No. 7) and a local resident, objected on the grounds that they “do not believe that the land meets the requirements for designation as a Local Green Space in accordance with paragraph 77 of the NPPF” although an explanation explaining this was not provided. A resident also objected to the settlement boundary, but Malvern Hills District Council confirmed that the correct settlement boundary is provided in the Plan. Some amendments to maps and supporting text have been provided in the Submission Plan to help clarify this.
- 4.7 The accompanying Consultation Tables (provided as separate documents) set out the responses submitted to the Draft Neighbourhood Plan, together with information about how these responses have been considered by the Parish Council, and how they have informed the amendments to the Submission Neighbourhood Plan.

4.8 Table1 below sets out responses from the Consultation Bodies to the SEA Screening Report.

Table 1 Responses from the Consultation Bodies to the SEA Scoping Report

Consultation Body	Response
Environment Agency	<p>Dear Adam,</p> <p>Thank you for the below. We take a risk based approach to the way we interact with NPs. We would only make bespoke comments to NPs that proposed development in Flood Zones 2 and 3. To assist we would refer to the attached guidance documents that we trust help you shape the NP moving forwards.</p> <p>Having regard to those matters within our remit we have no reason to consider the NP would give rise to ‘significant environmental effects’.</p> <p>Best regards, Carl Cording Planning Specialist Sustainable Places Environment Agency - Shropshire, Herefordshire, Worcestershire and Gloucestershire</p>

**Historic
England**

Dear Mr Lewis

**SEA SCREENING OPINION CONSULTATION- DRAFT CLIFTON ON TEME
NEIGHBOURHOOD PLAN**

Thank you for your consultation in respect of the above.

For the purposes of consultation on SEA Screening Opinions, Historic England confines its advice to the question, "Is it likely to have a significant effect on the environment?" in respect of our area of concern, cultural heritage. Our comments are based on the information supplied with the screening request.

On the basis of the information supplied, including that set out in the draft neighbourhood plan, and in the context of the criteria set out in Schedule I of the Environmental Assessment Regulations [Annex II of 'SEA' Directive], Historic England concurs with the view that the preparation of a Strategic Environmental Assessment is not required.

The views of the other statutory consultation bodies should be taken into account before the overall decision on the need for a SEA is made. If a decision is made to undertake a SEA, please note that Historic England has published guidance on Sustainability Appraisal/Strategic Environmental Assessment and the Historic Environment that is relevant to both local and neighbourhood planning and available at https://content.historicengland.org.uk/images-books/publications/strategic-environment-assessment-sustainability-appraisal-historic-environment/SA_SEA_final.pdf/

Yours sincerely,

Natural England	<p>Dear Mr Lewis</p> <p>Draft Clifton Upon Teme Neighbourhood Plan: Environmental Assessment of Plans and Programmes Regulations 2004 (SEA Regulations)</p> <p>Thank you for your consultation on the above dated and received by Natural England on 16 March 2016.</p> <p>Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.</p> <p>Screening Request: Strategic Environmental Assessment</p> <p>It is our advice, on the basis of the material supplied with the consultation, that, in so far as our strategic environmental interests are concerned (including but not limited to statutory designated sites, landscapes and protected species, geology and soils) are concerned, that there are unlikely to be significant environmental effects from the proposed plan.</p> <p>Neighbourhood Plan</p> <p>Guidance on the assessment of Neighbourhood Plans in light of the SEA Directive is contained within the National Planning Practice Guidance¹. The guidance highlights three triggers that may require the production of an SEA, for instance where:</p> <ul style="list-style-type: none">•a neighbourhood plan allocates sites for development•the neighbourhood area contains sensitive natural or heritage assets that may be affected by the proposals in the plan•the neighbourhood plan may have significant environmental effects that have not already been considered and dealt with through a sustainability appraisal of the Local Plan. <p>We have checked our records and based on the information provided, we can confirm that in our view the proposals contained within the plan will not have significant effects on sensitive sites that Natural England has a statutory duty to protect.</p> <p>We are not aware of <u>significant</u> populations of protected species which are likely to be affected by the policies / proposals within the plan. It remains the case, however, that the responsible authority should provide information supporting this screening decision, sufficient to assess whether protected species are likely to be affected.</p>
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Notwithstanding this advice, Natural England does not routinely maintain locally specific data on all potential environmental assets. As a result the responsible authority should raise environmental issues that we have not identified on local or national biodiversity action plan species and/or habitats, local wildlife sites or local landscape character, with its own ecological and/or landscape advisers, local record centre, recording society or wildlife body on the local landscape and biodiversity receptors that may be affected by this plan, before determining whether an SA/SEA is necessary.

Please note that Natural England reserves the right to provide further comments on the environmental assessment of the plan beyond this SEA/SA screening stage, should the responsible authority seek our views on the scoping or environmental report stages. This includes any third party appeal against any screening decision you may make.

For any new consultations, or to provide further information on this consultation please send your correspondences to consultations@naturalengland.org.uk. We really value your feedback to help us improve the service we offer.

We have attached a feedback form to this letter and welcome any comments you might have about our service.

Yours sincerely
Dawn Kinrade
Consultations Team

Appendix 1 Teme Triangle Updates



July 2013

CLIFTON UPON TEME PARISH COUNCIL NEIGHBOURHOOD PLANNING

The Parish Council has applied to MHDC for a neighbourhood designation before compiling a Neighbourhood Plan. The next stage is to form a Steering Group to be responsible for managing and coordinating the project. The Steering Group should ideally include parish councillors as well as members of the community including residents, business owners, landowners and representatives of local community organisations. If the plan is to properly reflect the aims of the community as a whole it is important that we recruit volunteers from the broader community who may not be in positions of authority. We have received a number of offers from parishioners to join the Group but the Council is particularly keen to get the views of the younger people of the village - say between the ages of 18 and 30. Given that the plan must be put to a referendum the more representative the steering group is of the community, the more likely it is to reflect the values of the community and therefore be approved.

If anyone is interested to join this group can you please either contact myself on 01886 888472 or cliftonpc@btinternet.com or Bernard Pound on 01886 812329 or bern.pound@btinternet.com by end of July.

Janet Dale, Clerk

October 2013

NEIGHBOURHOOD PLAN FOR CLIFTON

A group of Clifton residents met recently to discuss the preparation of a Neighbourhood Plan for the village.

A Neighbourhood Plan will enable the community to shape the development and growth of the local area such as choosing where new homes should be built and even having a say in what they should look like. Guidelines issued by Malvern Hills District Council explain that it will 'form the basis for determining planning applications' in the area. Once adopted, it will become part of the development plan for South Worcestershire.

At a subsequent meeting of Clifton Parish Council, councillors approved a resolution that 'the current Neighbourhood Plan group has the full support of this Parish Council in principle'.

A Neighbourhood Plan briefing session held in Malvern last month, hosted by Harriett Baldwin MP, was attended by Bernard Pound, Bert Bradley, Chris Hurley and Don Maclean.

The Clifton Neighbourhood Plan group plans to meet again as soon as the Parish Council receives confirmation from Malvern Hills District Council that the 'designated area' for the plan has been approved.

Clifton Parish Council Chairman Bernard Pound said: "The Parish Council anticipates that we will receive approval of our neighbourhood area, and thus to the continuation of the neighbourhood plan process at the meeting of the District Council in September. I am personally very keen to get this done as soon as practicable."

March 2014

CLIFTON NEIGHBOURHOOD PLAN

The Clifton Neighbourhood Plan steering group met again last month to progress work on producing a Neighbourhood Plan for the parish that will enable it to influence the planning of the area, choose where new homes and other buildings should be built and what they should look like.

Helen Winer, who chairs the group, said: "We want to engage with everyone in the parish and get them involved. We are not asking them to sit on the group, but feel free to contribute their views on any aspect of village life that will help us shape the future of our community."

Any Clifton residents wishing to contribute or take part in the Neighbourhood Plan process are welcome to attend the next meeting of the Group on Thursday, 20th March, at 7.30pm in the village hall.

April 2014

CLIFTON NEIGHBOURHOOD PLAN

The Clifton Neighbourhood Plan steering group will be holding an Open Meeting on Thursday, 10th April at 7.30pm in the village hall to which David Clarke, Development Plans and Conservation Officer at Malvern Hills District Council, has been invited to attend.

Helen Winer, who chairs the group, said: "Any Clifton residents wishing to contribute or take part in the Neighbourhood Plan process are welcome to attend."

June 2014

CLIFTON NEIGHBOURHOOD PLAN LATEST

Clifton residents have been asked to contribute to their Neighbourhood Plan by completing a questionnaire produced by the Neighbourhood Plan Steering Group that is being delivered to every household in the parish.

Questions cover a wide range of local issues, including housing development, the environment, roads and transport and other community issues.

"We are urging everyone to contribute to the Neighbourhood Plan for the parish by completing the survey," said Steering Group Chairman, Helen Winer. "We need your views and ideas to help us shape and focus the plan and we are looking for volunteers to assist with a house to house survey. We would also welcome assistance and input from anyone who has particular skills to contribute. Please get involved; your opinions will count".

The closing date for responses is Saturday, 21st June. Completed questionnaires can be given to any member of the Neighbourhood Plan Group or left at the Village Stores, the Lion and New Inn or in the village hall.

July 2014

HAVE YOU COMPLETED YOUR QUESTIONNAIRE?

Nearly 100 Clifton households have now completed their Neighbourhood Plan questionnaires, distributed to every residence in the parish last month.

Helen Winer, Chair of the Clifton Neighbourhood Plan Steering Group, said: "There is still time for any Clifton residents who have not yet completed a questionnaire to do so and hand it to any member of the group. It is vital that we get as many people as possible to contribute to the survey."

September 2014

CLIFTON NEIGHBOURHOOD PLAN LATEST

A total of 145 Neighbourhood Plan questionnaires have been returned by Clifton parishioners following the distribution in June. These are now being processed and analysed prior to the next meeting of the Neighbourhood Plan Steering Group this month. "This is a very encouraging response, representing nearly 50% of the households in the parish," said Helen Winer, chairman of the Steering Group. "I'm very grateful to everyone who took the trouble to complete their questionnaire and particularly to the volunteers who assisted with the distribution."

June 2015

CLIFTON NEIGHBOURHOOD PLAN- LATEST

The Clifton Neighbourhood Plan team, headed by Helen Winer, held another consultative event

during the Annual Parish Meeting which included displays of the recent historic environment survey of the parish carried out by the group. Work continues on an early draft version of the Neighbourhood Plan, with sections on archaeology and ecology still to be completed and policies defined. For further details and minutes of the group's last meeting, visit www.temetriangle.net/neighbourhoodplan

September 2015

CLIFTON NEIGHBOURHOOD PLAN

Clifton Parish Council has approved the appointment of Kirkwells to act as consultants to the Neighbourhood Plan Steering Group to help progress the work on producing the Neighbourhood Plan for the parish. The final plan, once approved, will enable it to influence the planning of the area, influence where new homes and other buildings should be built and what they should look like.

Chaired by Helen Winer, one of two parish councillors on the group, its members have completed an initial outline draft of the plan. A bid for funding the next stages of the work has been submitted meanwhile.

"I am delighted that Kirkwells have been appointed to work alongside us," said Mrs Winer. "We hope that everyone will be able to have some say in shaping the future of our community."

Any Clifton residents wishing to contribute or take part in the Neighbourhood Plan process are welcome to attend future meetings of the Group.

November 2015

A CLIFTON NEIGHBOURHOOD PLAN WINS GRANT

Clifton upon Teme Parish Council has been given a grant of £5,140 by the Community Rights Programme, funded by the Department for Communities and Local Government, towards the cost of producing a Neighbourhood Plan for the parish. The Parish Council had earlier approved the appointment of Kirkwells to act as consultants to the Neighbourhood Plan Steering Group to help progress the work on producing the Neighbourhood Plan. The final plan, once approved, will enable it to influence the planning of the area, choose where new homes and other buildings should be built and what they should look like. "I am delighted that Kirkwells have been appointed to work alongside us," said Helen Winer, who chairs the Neighbourhood Plan Steering Group. "We hope that everyone will be able to have some say in shaping the future of our community."

Any Clifton residents wishing to contribute or take part in the Neighbourhood Plan process are welcome to attend future meetings of the Group.

February 2016

CLIFTON NEIGHBOURHOOD PLAN READY FOR CONSULTATION

A final draft of the Clifton upon Teme Neighbourhood Plan will be discussed at the next meeting of the Parish Council (4th February) before being published for public consultation.

The Plan is the culmination of nearly three years' work by the steering group currently being advised by consultants, Kirkwells. A series of presentations to local residents and groups will take place to enable everyone within the parish to comment on the draft before it is submitted to Malvern Hills District Council.

"We would like to encourage everyone to look at the plan and have a say in the future needs of our village and parish," said Helen Winer, Chair of the Clifton Neighbourhood Plan Steering Group.

March 2016

CLIFTON NEIGHBOURHOOD PLAN PUBLISHED

The Neighbourhood Plan for Clifton has been published and presented in draft form for approval by the Parish Council. The Neighbourhood Plan seeks to set out a framework for Clifton to help ensure the distinctive character of the Parish is maintained and enhanced for residents to enjoy at least until 2030.

A month long consultation period is underway during which parish residents are invited to comment before the Plan is published later this year. A leaflet explaining the process and where copies of the plan will be available for viewing is being distributed to every household.

Key Objectives set out in the Neighbourhood Plan:

1. To maintain and enhance the built, historic and natural environment for present and future generations;
2. To support the retention and development of local businesses and services that contribute to the quality of life for residents and visitors of all ages, including support for suitable diversification and use of new technology. This includes support for improved broadband and mobile phone services and appropriate discreet renewable energy technologies.
3. To support some small-scale (schemes of 1-5 units) affordable/market housing and business developments, over and above those already approved, that meet local needs and are in keeping with the scale, demands and population profile of a small rural parish. Given the level of (already planned) increase we think it unwise to support further medium/large scale (over 5 units) development.
4. To encourage opportunities for parishioners across all the generations to find enjoyment and fulfilment through a range of educational, sporting and leisure activities;
5. To ensure that the Parish is a welcoming setting for visitors by improving facilities such as footpaths, bridleways, parking, village information board within the context of a safe and secure rural environment, which are accessible via a range of means of transport including walking, cycling and by bus.
6. To foster partnership working between Parish organisations and institutions for the mutual benefit of all.

Copies available

Copies of the draft Plan will be available for viewing at the Village Hall, Lion Inn, New Inn, Village Stores and the Pavilion. The Team has been chaired by Helen Winer.

April 2016

CLIFTON NEIGHBOURHOOD PLAN

The draft version of the Neighbourhood Plan for Clifton upon Teme was formally approved by the Parish Council last month (March) and a series of public consultation events have since been held at which copies of the Plan were made available for local residents to look at and comment on.

Helen Winer, Chair of the Neighbourhood Plan Steering Group, said she was pleased with the response to the latest draft of the Plan. "We have had some very encouraging feedback from parishioners but we urge everyone to take a moment to comment on it and let us have their feedback," she added.

May 2016

CLIFTON NEIGHBOURHOOD PLAN PRESENTATION

Clifton residents attending the Annual Parish Meeting in the village hall at 7.30pm on Thursday, 15th May, will be given a short presentation by the Neighbourhood Plan Steering Group on progress so far and plans for conducting a survey of all parishioners as part of the process of preparing a plan for the village and its environment.

"This is an opportunity for everyone to find out how we aim to develop the Neighbourhood Plan for the parish," said Steering Group Chairman, Helen Winer. "We need your views and ideas to help us shape and focus the plan and we are looking for volunteers to assist with a house to house survey. We would also welcome assistance and input from anyone who has particular skills to contribute. Please get involved; your opinions will count".

The next scheduled meeting of the Neighbourhood Plan Group will take place at 7.30pm on Thursday, 22nd May, in the Rowberry Room in the village hall.

June 2016

NEIGHBOURHOOD PLAN LATEST

More than 100 people responded to the draft Clifton upon Teme Neighbourhood Development Plan when the Informal Consultation took place in March, and there were 547 hits on the informal consultation section on the Parish Council website.

All the responses and comments received have been viewed by the Steering Group and consultants, Kirkwells, and the Plan has been amended to take note of these.

"There was overwhelming support for the Plan and some very helpful and relevant points made and we would like to thank you all for taking the time to read the document and responding," said Helen Winer, chair of the Steering Group. "We had a very good response with lots of ideas and suggestions from the Primary School and we thank them for getting involved in the future of their community. All the responses have been tabulated and will be available on the Parish Council website when we start the next stage of consultation."

The next phase is to submit a final draft of the Plan to the Parish Council in June ready for Formal Consultation that will take place for six weeks this summer. This will involve consulting with a wide range of statutory and local bodies, adjoining parishes and all residents, landowners and businesses in the parish. Following this, the feedback will be used to

amend the Plan ready to be submitted to Malvern Hills District Council. Following this, the Neighbourhood Development Plan is examined by an independent examiner to assess whether it meets the basic conditions and if any further requirements are needed.

Finally the Plan will go to local referendum and if 50% +1 vote in favour then Malvern Hills District Council will 'make' (adopt) it. The Plan will then be used to help determine planning decisions in the parish alongside the South Worcestershire Development Plan and National Planning Policy. The Neighbourhood Plan runs until 2030 and will be reviewed every two years by the Parish Council.

July 2016

NEIGHBOURHOOD PLAN LATEST

The Clifton Neighbourhood Development Plan was submitted in draft form to the Parish Council last month and is now ready for the Formal Consultation phase that will take place for eight weeks from 4th July until 26th August. It will involve consulting with a wide range of statutory and local bodies, adjoining parishes and all residents, landowners and businesses in the parish. Following this the feedback will be used to finalise

and amend the Neighbourhood Plan ready to be submitted to Malvern Hills District Council. A Basic Conditions Statement stating how the plan has met the required conditions of a Neighbourhood Plan and a Consultation Statement outlining how the representations received have been considered and used to inform the plan accompanies this.

The final version of the Neighbourhood Development Plan is then examined by an independent examiner to assess whether it meets the basic conditions and if any further requirements. Finally the Plan will go to local referendum and if 50% +1 vote in favour, Malvern Hills District Council will then 'make' (adopt) it. It will then be used to help determine planning decisions in the parish alongside the South Worcestershire Development Plan and National Planning Policy. The Neighbourhood Plan runs until 2030 and will be reviewed every two years by the Parish Council

Helen Winer, Chair of the Clifton Neighbourhood Plan Steering Group, said, "We have had a good response to the first draft document when the Informal Consultation took place in March this year, with approximately 100 responses to the development plan and 547 hits on the informal consultation section on the Parish Council website.

"The Steering Group and Kirkwells, our Consultant colleagues, have reviewed all the responses and comments received and we are currently amending the plan to take note of these. There was overwhelming support for the plan and some very helpful and relevant points made and we would like to thank you all for taking the time to read the document and responding. We also had a very good response with lots of ideas and suggestions from the Primary School and we thank them for getting involved in the future of their community. All the responses will be available on the Parish Council website when we start the next stage of consultation."

Appendix 2 Extracts Taken from the Primary School Newsletters



Clifton-upon-Teme Primary School Inspiring Minds, Shaping Futures

Pound Lane, Clifton-upon-Teme, Worcester WR6 6DE
✉ office@clifton-upon-teme.worcs.sch.uk
🌐 www.cliftonupontemeprimary.org.uk
☎ 01886 812258
🐦 @CliftonOnTemePS

Headteacher: Mrs Cathryn Throup

Extracts Taken from the Primary School Newsletters

Newsletter 26th February 2016

Clifton upon Teme Local Plan

You may already be aware that, led by a steering group, the residents of the village are seeking to finalise a Local Neighbourhood Plan, whereby the views of those who live and work in the community, and use its facilities (such as the school) are taken into account when considering future plans for sustainable expansion and further development of the village.

Our school councillors will be involved in gathering and summarising our pupils' views to present in response to the plan. Shortly, leaflets will be distributed locally, inviting responses to the draft plan. I have been asked by Helen Winer, one of Clifton's Parish Councillors, to let parents know that there will be an information display available in the sports pavilion on the morning of Monday 14th March between 8:30am and 11am when you are welcome to drop in and find out more and give your views. (This is the same morning as our Commonwealth Flag-raising event, also mentioned in this newsletter)

You can also find out more on the PCC website here:

<http://clifton-upon-teme-pc.org.uk/index.php/neighbourhood-plan/about-neighbourhood-plan>

Newsletter 11th March 2016

Reminders for Monday

2. Consultation on the Neighbourhood Plan for Clifton upon Teme in the Pavilion from 8:30-11:00am. Go and find out more, and make your views known!

Newsletter 18th March 2016

Our newly-elected school councillors are having an insight into local democracy in action this

week, as they have been asked to gather and collate our pupils' views about the Clifton upon Teme Neighbourhood Plan, in order to prepare a response to the current consultation on the draft plan.

Please do take the time to discuss the plan with your child/ren, as it is an ideal way for them to experience and understand how a community can work together democratically towards a common consensus. Copies of the Draft Neighbourhood Plan and the response form can be downloaded from the Parish Council website: <http://clifton-upon-teme-pc.org.uk> Deadline for representations is the 31st March 2016.

Appendix 3 Parish Council NDP Updates



Clifton upon Teme Parish Council

Clifton upon Teme Parish Council Neighbourhood Development Plan Updates in Council Minutes.

21st July 2016

137 Neighbourhood Development Plan Steering Group (NPSG)

a) Members noted the report from Cllr H Winer Chairman of the NPSG: midway through the formal consultation period and the community publicised outreach events were in progress

b) Members unanimously Resolved (MN/BY) to approve the listing of the PC owned areas identified below as a Green Space in the NDP:

- 1 Village Green
- 2 Green space surrounding the Horse Chestnut tree; village pump and telephone box
- 3 Playing Field
- 4 Play Area.

2nd June 2016

116 Neighbourhood Development Plan Steering Group (NPSG)

a) Members noted the report from Cllr H Winer, Chairman of the NPSG:

1 NDP has been prepared following informal consultation and amendments made. The final draft NDP is being presented to the Parish Council for approval (see Minute 116c below).

2 Comments received following the informal consultation, and action taken, will be available on the PC website from 4th July 2016

3 Phase 3 grant funding for associated costs has been successful (£2,350)

4 Green Space Listing Notices have been sent to the owners of land which has been identified during the consultation process/feedback. The Parish Council is aware that it is responsible for green space land – Village Green, land around the Conker tree, Playing Fields, Play Area

5 Formal Consultation period: 4th July 2016 until 5pm on 26th August 2016. Drop-in events will be held at the Village Hall on Wed 20th July 2016 at 7.30pm and representatives of the NPSG will visit local groups – coffee morning, WI, Friendship Club. All houses/businesses in the Parish will receive a hand-delivered Flyer and Representation Form. In addition a list of formal consultees has been drawn up, based on advice received from MHDC: email or hard copies of the NDP documentation will be sent to each of these external /formal consultees.

6 All information and relevant documentation can be found on the Parish Council website <http://clifton-upon-teme-pc.org.uk/>

7 All responses will be considered by the NPSG/Parish Council/ Kirkwells (the consultants) and a Final Plan, accompanied by a Basic Conditions Statement and a Consultation Document will then be submitted to Malvern Hills District Council: MHDC will manage a 6 week consultation period circa October 2016.

b) Members approved the serving of formal notice on the owners of open/green space land (identified in the draft NDP) of the Parish Council's intent to make a formal application to list the land as a Green Space

c) Members resolved (MN/RH) to approve of the final draft of the NDP

d) Members resolved (MN/WB) to approve the final arrangements for Formal Consultation (see Minute 116 a.5 above)

e) Members resolved (HW/BY) to delegate any decision specific to the NDP which might arise during July and August 2016 (such a decision to emanate from a request made by the Chairman of the NPSG) including the settlement of invoices and requests for payment to the Clerk in consultation with any two of MN / HB / BY.

5th May 2016

96 Neighbourhood Plan Steering Group Cllr H Winer informed Members that Kirkwells were in the process of analysing data from the initial draft consultation and it was anticipated that the final draft NP would be available at the end of May prior to further formal consultation when all stakeholders would be notified and their feedback actioned. It was anticipated that the final external examination by MHDC would be carried out during the late summer months.

14th April 2016

69 Neighbourhood Plan Steering Group

Cllr H Winer updated Members in relation to the draft NDP informal consultation which closed on 31st March 2016:

a) Circa 100 responses were received and the NPSG having considered those responses passed them to the consultants, Kirkwells, for them to complete an analysis

- b) NPSG anticipated that the analysis would be returned for consideration by the end of April so that amendments to the NDP could be considered. The NDP would then be sent out for consultation to external bodies
- c) Members noted that the NPSG intended to apply for permission to enable them to request the next tranche of the locality grant.

3rd March 2016

49 Neighbourhood Plan Steering Group

a) Cllr H Winer updated Members on the arrangements for consultation and presentation sessions on the Informal Public Consultation on the Clifton upon Teme Neighbourhood Development Plan 2016-2030: flyers/leaflets delivered throughout the parish; hard copies of the Draft Plan to be available for viewing (at the Village Stores, Lion Inn, New Inn, Village Hall and Pavilion); leaflet and Draft Plan to be available on the parish website; presentation events to be held at the Village Hall at 7:30pm on 10th and the 15th of March 2016; Open Drop in Event at the Pavilion 8:30am-11am on Monday 14th March and at the Lion Inn coffee morning at 11am on 10th March 2016. Comments could be sent to the parish council website: <http://clifton-upon-teme-pc.org.uk/> or completed Representation Forms (found on the reverse of the flyer/leaflet) could be placed in the 'Drop Boxes' situated in the: Village Stores, Lion Inn, New Inn, Village Hall and Pavilion. RH stated that the Draft Plan was a well presented document and expressed thanks to HW, MN, BY and all other members of the NPSG, for their work on behalf of the community, this sentiment was heartily endorsed by all the other Parish Councillors.

b) Members unanimously (MN/NP) resolved to approve the draft Neighbourhood Plan (subject to minor alterations) so that it could be distributed for informal consultation

c) Members unanimously (MN/BY) resolved to refund the unspent portion (£55.00) of the locality grant to Groundwork UK (this money can be re-applied for in the next submission) and to authorise HW to organise an application for further funding in due course.

4th Feb 2016

30 Neighbourhood Plan Steering Group

HW reported that the NPSG anticipated that the amended first Draft of the Neighbourhood Plan (which would then go out to the public for informal consultation) would be presented to the March meeting of the PC for approval prior to a 3 to 4 week consultation period. The NPSG intended to organize presentations in the Village Hall and provide opportunity for drop-in sessions at the Pavilion. Leaflets explaining the process and draft consultation period/information would be distributed throughout the Parish area. Paper copies of the draft plan would be available at key points throughout the Parish. An electronic copy of the Draft Plan/leaflet Flyer/Response Form would be published on the Parish Council website: <http://clifton-upon-teme-pc.org.uk/>

7th January 2016

11 Neighbourhood Plan Steering Group

HW reported that the NPSG was in the process of adding detail to those areas of the neighbourhood plan which required local knowledge. This information would then be returned to Kirkwells for them to incorporate into the remainder of the documentation. The NPSG intended to submit an initial draft for the consideration of the Parish Council at the 4th February meeting

3rd December 2015

135 Neighbourhood Plan Steering Group

- a) HW informed Members that the 1st Draft of the Neighbourhood Plan had been received from Kirkwells and would be considered at the Steering Group meeting on 8th January 2016. The NPSG will need to finalise local details and return to Kirkwells for final amendments. The NP would then be submitted to the Parish Council prior to public consultation. The NPSG anticipated completion of the NP circa July 2016
- b) Members unanimously (HW/RH) resolved to authorise the payment of two cheques, gross total £3,648.00, in settlement of Kirkwells invoice no: 304 and 316.

5th November 2015

116 Neighbourhood Plan Steering Group

- a) HW informed Members that the contract with Kirkwells had been signed (as per Minute 65, August 2015) on 22nd October 2015. It was anticipated that the Consultants would submit the first complete draft for feedback during the week of 16th November 2015.

1st October 2015

99 Neighbourhood Plan Steering Group

- a) HW informed Members that £5,140, the first tranche of the locality grant, had been received and credited to a dedicated bank account. Locality required that the grant be spent within six months of its receipt. An additional contingency amount of £1,500 (see Minute 48, July 2015) to be moved into the

Treasurer's Account (Special Project; Neighbourhood Plan) from the Business Account. Members noted that a meeting had been arranged with Kirkwells (consultants) on the 22nd October 2015.

3rd September 2015

82 Neighbourhood Plan Steering Group

a) HW informed Members that the locality grant application (for the purpose of obtaining funding to cover most of the costs of the Neighbourhood Plan) had been submitted.

6th August 2015

65 Neighbourhood Plan Steering Group

a) Members unanimously (BY/WB) accepted Kirkwells Limited contract for provision of professional services in relation to the Neighbourhood Plan and authorised Cllr Newman to sign the contract at the appropriate time with Cllr Winer to act as witness. It was further agreed that the Neighbourhood Plan Steering Group be authorised to inform Kirkwells Limited that their bid had been successful and to notify the other contractors that the contract had been awarded elsewhere.

b) Members authorised the submission of a locality grant application for the purpose of obtaining funding to cover most of the costs of the neighbourhood Plan. Members noted that the required initial Declaration of Intent to seek a grant had been submitted.

2nd July 2015

48 Neighbourhood Plan Steering Group Cllr H Winer informed Members that the NPSG held initial meetings with consultants as a precursor to the Parish Council selecting a contractor to provide professional support in completing the Neighbourhood Plan: Clifton upon Teme Parish Council to consider the contractor submissions and formally appoint the successful consultants at the August 2015 meeting. Members noted that the parish council could apply for grant funding (up to a ceiling of £8,000) and that the consultants would assist during the funding process. Members agreed that Cllr Winer be nominated lead contact for the purpose of acquiring a grant and authorised her to commence the process. Members unanimously agreed to a proposal from Cllr Winer, seconded by Cllr Parkinson that the Parish Council set aside the sum of £1,500 to assist in cash flow during the process of completing a neighbourhood plan.

4th June 2015

35.15 Neighbourhood Plan Update: Cllr Winer had reported that the group had received some helpful comments from MHDC which will be incorporated into the draft. The group is approaching 3 consultants re funding advice and application with a view to having their support and input in writing the plan in full and they will present the options to the PC for their input and agreement when they have the information. NP Group meet again on June 18th.

14th May 2015

16.15 Neighbourhood Plan Steering Group:

Cllr H Winer informed Members that the NPSG had presented locality maps, historical environment plans and an NP update to the Annual Parish Meeting. Feedback had been received on the first draft of the NP from David Clarke, NP Officer at MHDC. The next stage will be to ensure that policies are clearly defined: achieving this will require clarity of structure and the collection of objective evidence. An application will also need to be made for a grant to enable consultants to be appointed. The next meeting of the Steering Group will take place at 8pm on Monday 18th May 2015 at Crown House.

2nd April 2015

188.14 Neighbourhood Plan Steering Group: Cllr Winer reported that the recent meeting had been successful. A further meeting on 11th April – “Character Assessment of Village” will take place with a view to producing the next policy.

5th March 2015

173.14 Neighbourhood Plan Steering Group: Cllr Winer gave an update on the current position. Jack Hanson has agreed to provide a workshop in the Village Hall of Clifton upon Teme on 19th March 2015, 10.30 – 4.00. This meeting will be open to all interested parties. The workshop will consist of a guided walk in the morning to explain how to record assets, buildings etc and in the afternoon Mr Hanson will look at “best practice” and how to write appropriate policies on biodiversity, ecology and sustainability. This meeting will help the steering group to define Clifton upon Teme with regard to character and will help enable to steering group to write a successful plan. Everyone was welcomed to attend this useful workshop. There will be a neighbourhood plan steering group the same evening at 19.45. Contact Cllr Winer for further information.

12th February 2015

160.14 Neighbourhood Plan Steering Group: Cllr Winer gave an update on the current position. No response has been received from English Heritage nor Jack Hanson. To be followed up.

8th January 2015

148.14 Neighbourhood Plan Steering Group: Cllr Winer gave an update on the current position. The first draft of the plan had been circulated to all councillors. Cllr Pound proposed that this be circulated to English Heritage and MHDC. He also proposed congratulations to all involved with achieving this document. Cllr Balch seconded – all in favour.

4th December 2014

130.14 Neighbourhood Plan Steering Group: Cllr Winer reported that the first draft is in the processing of being finalised which will be discussed at the December NPSG meeting and come before Parish Council in January 2015.

6th November 2014

111.14 Neighbourhood Plan Steering Group: Cllr Winer reported that a core group had met recently and drafted the Vision and a Set of Objectives to form the Draft outline discussion. She emphasised that bio-diversity is an area that must be addressed and some details will be on the PC website shortly (www.clifton-upon-teme-pc.org.uk).

2nd October 2014

91.14 Neighbourhood Plan Steering Group: The report detailing the survey results was approved by Parish Council and it was agreed the document would be circulated to all MHDC councillors and a copy on the website and on TT website. Cllr Winer reported that a core group would be meeting to further the funding bid application.

28th August 2014

79.14 Neighbourhood Plan Steering Group: Cllr Winer reported analysis was underway. The next meeting of the Group will be held on 25 September. Cllr Farmer agreed to ask David Clarke to attend a future meeting.

2nd July 2014

55.14 Neighbourhood Plan Steering Group: Cllr Winer reported that 139 questionnaires had been returned to date. Jerry Johns is attending a WCALC networking event. Next meeting will be held 3rd week September.

5th June 2014

37.14 Neighbourhood Plan Steering Group: Cllr Winer gave a brief report on the last meeting of the NP Steering Group. Minutes available on website and notice board.

1st May 2014

19.14 Neighbourhood Plan Steering Group: Cllr Winer reported that there is a dedicated page on the Teme Triangle website. The Terms of Reference had been issued to all members and they would supply the list of members signing up to the Code of Conduct. She also reported that there would be a presentation at the Annual Parish Meeting on May 15th.

3rd April 2014

177.13 Neighbourhood Plan Steering Group: The amended Terms of Reference for the NPSG were approved and signed accordingly. Proposed Cllr Bradley, seconded Cllr Balch – all in favour.

6th March 2014

164.13 Neighbourhood Plan Steering Group: Cllr Winer gave an update on the group's progress – copies of the minutes of the meetings will be available on the PC website and on the notice board. The Terms of Reference will be considered in full at the April meeting and Councillors were requested to notify the Clerk of any amendments they would like to be made to the document prior to the meeting. David Clarke of MHDC will be attending the NPSG meeting on April 10th which will be an open meeting.

6th February 2014

150.13 Neighbourhood Plan Steering Group: Cllr Winer gave an update on the group's progress. Meetings will be held on 3rd Thursday of each month. Several items will be put in front of Council at the next meeting.

3rd October 2013

84.13 Neighbourhood Plan: The Chairman reported that the Area Designation has now been approved by MHDC and that a meeting should be set up with

the group formed at the initial meeting. Council also agreed that in order for this plan to reach fruition professional help should be sought. As Bidwells had originally offered their help and they know the village it was agreed that contact be made requesting assistance. Application should be made for any available funding.

5th September 2013

67.13 Neighbourhood Plan: The Chairman reported that an informal meeting had taken place with approx. 12 people in attendance to discuss the preparation of a Neighbourhood Plan for the village. Cllr Pound proposed a resolution that “the current Neighbourhood Plan group has the full support of this Parish Council in principle”. Cllr Newman seconded the proposal and the resolution was passed.

1st August 2013

54.13 Neighbourhood Plan: The consultation is now complete with 4 responses received and no objections. The plan should be approved at the September MHDC full meeting. We still need to get some volunteers to take part in the discussions.

6th June 2013

28.13 Neighbourhood Plan: An article will be put into the Teme Triangle along with notices to seek volunteers to join the team, particularly those within the age bracket 18 – 30 along with people with business interests in the parish.

4th April 2013

12.12.4 Neighbourhood Plan: Cllr Pound attended the workshop held at MHDC. Cllr Pound proposed that we ask Bidwells to start the process – carried unanimously. It was also agreed that we would not accept the offer to cluster with Martley at this stage.

7th March 2013

12.11.4 Neighbourhood Plan: A Neighbourhood Planning workshop is being held on March 21st and Cllr Pound will attend. Council in favour of help from Bidwells with the Neighbourhood Plan on the understanding that no commitments on future housing can be given.

7th February 2013

12.10.4 Neighbourhood Plan: Bidwells offered professional help with the preparation of a Plan. Cllr Hughes recommended that we contact David Clarke at MHDC who would advise. Martley Parish Council has contacted various parishes with the intention of forming a “cluster” of parishes to compile a Plan. The Chairman thanked Mr Jones for attending the meeting.

3rd January 2013

12.9.5 Neighbourhood Plan: A discussion took place on the possibility of the village producing a neighbourhood plan. It was agreed to put a note in the Teme Triangle to see if some parishioners come forward to assist. Cllrs Pound and Winer will be involved. The Clerk will write to Martley Parish Council about joint discussions and she will also notify David Clarke of MHDC of the intention to prepare a plan.

Appendix 4 Annual Parish Meeting Updates

Report to Annual Parish Meeting April 2014 – Presentation

Clifton Upon Teme Neighbourhood Plan

Help shape the future
of Clifton Upon Teme

What is the Neighbourhood Plan?

- Neighbourhood planning is a new way for local communities to influence the future of the place where they live.

It can be used to:

- Identify a shared vision for the neighbourhood
- Identify and protect important local green spaces
- Define where new homes, shops, offices and other developments can be built

What is the Neighbourhood Plan?

- It is the long term plan for the likely future development in the village and parish.
- For the first time the Parish Council are allowed to prepare their own Neighbourhood Plan which will show where future development can take place, how much and what it will look like.

- Influence what new buildings should look like.
- Our plan must follow National Planning Guidelines and must link to the South Worcestershire Development Plan.
- By producing our own plan we can identify local amenities and ideas that can be funded by developers.

Your Ideas are Important How to Comment

The steering group would welcome and encourage your involvement, views and ideas for the Neighbourhood Plan.

There are a number of ways you can contact us:

- Speak to a member of the Steering Group who will make a note of your comments.
- Fill out comment forms available here.
- By e mail: crown.house@virgin.net
- By post: Jerry Johns, Crown House,
Clifton Upon Teme, Worcestershire, WR6 6DH

- It is essential that a Neighbourhood Plan has the support of as many people in the local neighbourhood as possible-a referendum will be held to give everyone in the community the opportunity to approve any plan produced by the Steering Group on behalf of the Parish Council.
- Please get involved with the process and keep up to date with the latest developments

Steering Group Members

Helen Winer-Chair (Parish Council member)
Jerry Johns-Secretary
Bernard Pound (Parish Council member)
Maggie Newman (Parish Council member)
Chris Hurley
Don MacLean
Richard Newman
Tony Dipple
Mandy Henry
Jane Nicholl
Candy Connolly
Cathie Walker
Heather Mann
Clive Austin



Clifton Upon Teme Neighbourhood Plan Steering Group Report to Annual Parish Meeting 2015

Our Neighbourhood Plan is progressing steadily.

We have produced a structure for our plan that includes a draft Vision Statement and Objectives and an outline of the Policies.

This was sent to English heritage and MHDC for feedback and advice.

They were both happy with our outline and highlighted the need for specific information on the character and distinctiveness of Clifton Upon Teme to support the policies and plan.

Including “heritage” in the neighbourhood plan helps to protect and conserve those areas that are valued locally, ensures that new development takes account of local distinctiveness and character and identifies opportunities for enhancement.

The NPPF (para 58) requires Neighbourhood Plans to develop robust and comprehensive policies setting out the quality of development that will be expected in an area based upon an understanding and evaluation of its defining characteristics. The aim is to ensure that developments “respond to local character and history and reflect the identity of local surroundings and materials...”

To enable us to undertake this work we first attended an evening presentation on Neighbourhood Planning and the Historic Environment held by English Heritage and Worcestershire Archive and Archaeology Service. Following on from this we were able to hold a workshop in and around Clifton run by Jack Hanson the Historic Landscape Officer. This showed us how to record the character of our village by identifying, mapping and photographing the listed buildings, designated assets, locally significant heritage assets, views and characteristics of design and layout of our village. The maps are on the display. Using this evidence we can then write our character statements that will support and underpin our policies. We need to follow on from this to record the landscape character, biodiversity and historic farmsteads in the parish.

This will then allow us to draft all our policies and design statements and hopefully apply for a grant which will allow us to access some professional support for the more technical aspects of the plan.

Any comments, ideas or feedback from anyone is helpful and welcome. Please look at the display and add/leave your comments on the stickit notes or speak to anyone on the Steering Group.

Clifton upon Teme Neighbourhood Development Plan Steering Group Report to Annual Parish Meeting 2016

The Clifton upon Teme Draft Neighbourhood Development Plan is making steady and positive progress.

We have had a good response to the first draft document when the Informal Consultation took place in March of this year.

We had approximately 100 responses to the development plan and 547 hits on the informal consultation section on the Parish Council website.

The Steering Group and Kirkwells, our Consultant colleagues, have reviewed all the responses and comments received and we are currently amending the plan to take note of these. There was overwhelming support for the plan and some very helpful and relevant points made and we would like to thank you all for taking the time to read the document and responding. We had a very good response with lots of ideas and suggestions from the Primary School and we thank them for getting involved in the future of their community.

All the responses have been tabulated and will be available on the Parish Council website when we start the next stage of consultation.

The next phase is to finalise the Draft Neighbourhood Plan, submit to the Parish Council in June ready for Formal Consultation that will take place for six weeks this summer. This will involve consulting with a wide range of statutory and local bodies, adjoining parishes and all residents, landowners and businesses in the parish. Following this the feedback will be used to finalise and amend the Neighbourhood Plan ready to be submitted to Malvern Hills District Council. A Basic Conditions Statement stating how the plan has met the required conditions of a Neighbourhood Plan and a Consultation Statement outlining how the representations received have been considered and used to influence and inform the plan accompanies this.

Following this the Neighbourhood Development Plan is examined by an independent examiner to assess whether it meets the basic conditions and if any further requirements.

Finally the Neighbourhood Development Plan will go to local referendum and if 50% +1 vote in favour then Malvern Hills District Council will “make” (adopt) the NDP. The NDP will then be used to help determine planning decisions in the Parish alongside the South Worcestershire Development Plan and National Planning Policy. The NDP runs until 2030 and will be reviewed every two years by the Parish Council.

I would like to thank all the members of the Steering Group for their continued hard work and commitment and to all of the parishioners for their support.

Appendix 5 Neighbourhood Plan Survey, 2014

Help Plan The Future Of Our Village



Clifton-upon-Teme

Neighbourhood Development Plan

2014

Questionnaire

This questionnaire is your chance to shape the new Neighbourhood Development Plan for the parish of Clifton-upon-Teme. The Plan will identify the main challenges facing the parish over the next twenty years, and propose how we can best respond. It will be written by members of the Clifton Neighbourhood Plan Steering Group. When completed, the Plan will be assessed by both the Parish Council and an outside expert appointed by the District Council; it will then be put to a local referendum. If people vote for the Neighbourhood Development Plan, it will have legal force and will shape future development in our parish.

An important part in developing the plan are the opinions of local people. It is therefore really important that you fill in this questionnaire. We aim to get at least one completed from each household in Clifton, but individual responses from anyone aged 14 and over are welcome. The answers you give to these questions will be confidential. Help is available if you have problems in reading or writing.

Please return completed questionnaires to the Village Stores in Clifton, the Village Hall or either the Lion or New Inn by **Saturday June 21st**. We can also arrange for someone to collect the questionnaire from your home, particularly if you have mobility problems. Another option is to hand completed questionnaires to a member of the Neighbourhood Plan Steering Group (see list on page 16).

The questionnaire includes questions about the people in your household, the local services you use, and your opinions about how your parish should develop over the next 20 years. **Please ring the answers that apply to you.** Everything you write will be treated with confidence.

You and your household

1. First, some questions about who lives in your house. Please list below the number of people in each age-group who usually live in your house.

Age group	Number
0 - 13 years	
14 - 29 years	
30 – 59 years	
60 - 74 years	
75 years and above	

2. How many years has your family lived in this parish?

- Always lived here
- Lived here for _____ years

3. If you have not always lived in this parish, please give the main reason your family came to live here.

4. Do you expect to still live in this parish in five years time?

Yes/No

If NO, what is the main reason for planning to leave?

5. Please list below the number of people who usually live in your house who attend schools, colleges or universities?

	Number
Nursery	
Pre-School	
Primary School	
High School	
Sixth-form College	
Technical College	
University (living at home)	
University (living away from home)	

Living in this community

6. Now some questions on how much you take part in activities with other local people. Do you feel part of your local community?

- Yes/No

If YES, what helps you feel part of this community?

7. What else could be done to create a better community in this parish?

8. Do you know how to contact your Parish Council?

- Yes/No

9. How do you find out about what is going on locally?
(Ring all that apply)

- Teme Triangle website
- *Teme Triangle* magazine
- Word of mouth
- Notice boards
- Other (please state)

10. Do you feel safe from crime in your home?

- Yes/No

11. Do you feel safe from crime walking around the local roads and lanes?

- Yes/No

12. What services have members of your household used in Clifton in the last 12 months? *(Ring all that apply)*

- Local shop
- Local GP surgery.
- Local pubs.
- BP Hut and Sports Pavilion
- Village Hall
- Others (please state what)

13. Is anyone in your household a member of any organisations which meet in Clifton?

- Yes/No

If YES, which organisations?

14. In the last 12 months, has anyone in your household been to any local events, such as annual shows, farmers' markets or meetings which have been held in Clifton?

- Yes/No

If YES, which events?

Housing

15. Next are some questions about local housing. Do you think there should be more housing in this parish?

- Yes/No

(If YES), what sort of housing is needed? (Ring all that apply)

- 'Affordable' homes to buy.
- 'Affordable' homes to rent.
- Sheltered housing.
- Small houses for people who want to downsize.
- Larger houses for families.
- Low-energy homes.
- Bungalows.
- Self-build homes.
- Specialised housing for people with a disability.
- Other (Please state).

16. Given that planning permission has been granted for housing development in Hope Lane and at Church House Farm, if more houses are needed in this parish, where would be the best place to build them?

17. Is your present house adequate for the needs of your household?

- Yes/No

If NO, what makes it unsuitable? (Ring all that apply)

- Too big
- Too small
- Wrong location
- Structural problems
- Other reason (please state)

18. Are there members of your family who need housing in Clifton now or in the future?

- Yes/No

If YES, please give details.

19. Do you operate a business from home?
- Yes/No

If YES, what would help your business grow?

20. Do you connect to the internet from your home?
- Yes/No.

If YES, what sort of connection do you have?
- through ordinary phone lines.
- Satellite

21. *(If you have a connection to the Internet)*, are connection speeds adequate for your needs?

- Yes/No

The Environment

22. Now a few questions about the local environment. What do you think about the conservation of listed buildings in this parish?

- It is very important to retain them (with a change of use if necessary).
- It would be good to retain them if practicable.
- Not bothered one way or the other.

23. Are there sufficient pavements alongside the roads in this parish?

- Yes/No

(If NO), where are new pavements needed?

24. Are you satisfied with the condition of the existing pavements?

- Yes/No

If NO, please state where the problems are.

25. Do you think that litter is a problem in this parish?

- Yes/No

26. Do you think dog fouling is a problem in this parish?

- Yes/No

27. Are there any eyesores in the parish that you would like to see improved?

- Yes/No

If YES, please state where and what the eyesore is.

28. In the future, communities may need to take more responsibility for their Energy needs. Would you support the development of Local or Community Renewable Energy generation schemes?

- Yes/No

Roads and Transport

29. A few questions next about local transport. Are you satisfied with the condition of the roads in the parish?

-
Yes/No

If NO, what improvements are needed?

30. Do you think there are parking problems in this parish?

- Yes/No

If YES, where are the main problems?

31. Do you think that there are speeding problems along some of the roads in this parish?

- Yes/No

32. During the last 12 months, has any member of your household ever used the local bus service?

- Yes/No

If YES, How many times have people in your household used the local bus service in the last seven days? (Count a return journey as two trips).

33. Are you satisfied with the local bus service?

- Yes/No

If NO, please state where the problems are.

The future

34. Finally, we would like to gain your ideas about how life can be improved for people living in Clifton. What changes would you like to see over the next 20 years? Here are some ideas. Please indicate which of these you favour (*Ring all that apply*)

- A car share scheme/community transport.
- More local employment opportunities.
- A garden share scheme.
- Allotments.
- Improvements to the Village Hall.
- Improvements to the village green
- Better play areas.
- More parks and green spaces.
- More sporting facilities.
- More opportunities for older people to keep in contact.

Please add your own ideas in the box below.

35. The law says that house builders should pay a lump sum for each new house to cover the cost of recreation and leisure (called 'Section 106 payments'). The new housing agreed for the Hope Lane development and Church House Farm in Clifton will result in about £200,000 of funding. Where do you think this should be spent?

36. The law also gives parish councils the power to designate 'assets of community value' in their neighbourhood development plans. An asset can be a building or landscape feature which furthers the interest of the local community. Designation gives some protection in case the owner decides to sell the land or property for another use. Which buildings or areas of land do you think should be designated? (*Ring all that apply*)

- Clifton Village Hall
- The Lion Inn
- The Village Stores
- The Village Pump
- Bury's Place (plus all half-timbered buildings)
- Others (please state below)
- St Kenelm's Church
- The New Inn
- The Telephone Box

37. Which of the following features should be designated for conservation? (*Ring all that apply*)

- Paradise
- The Pound
- The Village Green
- Others (Please indicate in the box below)

Your responses will be treated as strictly confidential. But please add your name, address and/or e-mail below; it will enable us to keep you updated of further developments.

Name:

Address:

.....

E-mail:

Many thanks for your help.



1914



2014



2114

Appendix 6 Historic Environment Workshop, March 2015

Neighbourhood Planning and the Historic Environment

A workshop from Worcestershire Archive and Archaeology Service and English Heritage

Thursday 19th March 2015: 10:30 – 16:00.
Starting from the Clifton upon Teme Village Hall

Historic Environment

"All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried, or submerged. Ranging from the structural to monumental, landscaped to planted, and incorporating all resultant environmental facets from flora to fauna, and biodiversity."

This workshop aims to support local communities in understanding and advocating for heritage and historic environment within their Neighbourhood Plans.

The workshop is seeking to:

- Explain the concepts of 'historic environment' and why it is important to local community, environment, and economy
- Provide guidance on how to obtain and develop an historic environment 'evidence base'
- Provide instruction on how to identify and record the character of locally distinctive urban and rural areas
- Provide assistance on how to write appropriate and effective policies in respect of heritage and the environment

The workshop will not be focussed purely on heritage assets, and will be of use to anyone keen to advocate for biodiversity, countryside use and access, planning for housing, and/or local economy & sustainability.

A guided walk will begin promptly at **10:30** from **The Village Hall**. This will be undertaken around the village and the surrounding countryside, incorporating a number of practical exercises covering:

- How to record the character of villages and hamlets
- Listed buildings and designated assets
- Identifying locally significant heritage assets
- Recording landscape character and characterisation
- Historic farmsteads and historic building recording

Following the walk (at approximately **13:00**) an indoor session and meeting will occur back at The Village Hall where we will examine existing sources of evidence, alongside methods through which to enhance local records. 'Best-practice' examples of Neighbourhood Planning policies will also be discussed, using the Chaddesley Corbett plan as a case study. Finally, we will attempt to establish a schedule of work

to for you to undertake in the near future. While this is scheduled to be completed by **16:00**, there is flexibility for individuals to leave earlier if required.

Please ensure you bring:

- Waterproof footwear
- Warm, waterproof clothing
- Sufficient sustenance and refreshments for the day
- (Optional) Clipboard or notebook

If you have any questions please contact:

Jack Hanson
Historic Landscape Officer, Worcestershire Archive and Archaeology Service

01905 765 972
07877 297 297

jhanson@worcestershire.gov.uk

Appendix 7 Informal Consultation on Emerging Draft Plan

Poster

Have Your Say in the Future of YOUR Village



We need your views and ideas
to help shape our
Neighbourhood Plan
for the future of Clifton

Come along to the Pavilion
Monday, 14th March 8.30am-11.30am
&
Presentation in the Village Hall
Tuesday, 15th March 7.30pm

THANK YOU - we value your input and support

Flyer / Representation Form

Representation Form

Is the vision statement for Clifton upon Teme right?
Are the Objectives set out in the Draft Neighbourhood Plan right?
Are the Key Themes and Policies set out in the Draft Plan right?
Please make any other comments you want to:

The following details would be helpful but are not required:

Name: Telephone no:

Address:

E-mail:

Thank you for your time and effort.
Please return completed forms and comments by 31st March 2016.
'Drop Boxes' are situated in:

- The Village Stores
- The Lion Inn
- The New Inn
- The Village Hall
- The Pavilion



Or email Jeanette Hill, Parish Clerk
at cliftonupontemepc@gmail.com

Clifton upon Teme Draft Neighbourhood Development Plan 2016 – 2030 Informal Public Consultation March 2016



The Neighbourhood Plan seeks to set out a framework for Clifton upon Teme to help ensure that the distinctive character of the Parish is maintained and enhanced for all residents to enjoy.

Neighbourhood planning aims to empower local communities to use the planning system to promote appropriate and sustainable development in their area. The plan can be used to choose where new homes, shops and businesses should be built and have a say on what new buildings should look like. Once adopted, the Neighbourhood Development Plan will become part of the local statutory development plan and will form the basis for determining planning applications in the area.

The Neighbourhood Plan seeks to identify the distinctive built and natural characteristics of the parish.



The Draft Neighbourhood Development Plan has been put together by a Steering Group following local consultation. The vision and objectives, underpinned by policies, are the mechanism to implement the Plan.

Vision Statement

Clifton upon Teme is a beautiful rural place with a strong and vibrant community. We aim to maintain and improve the vibrancy of our community, heritage, environmental characteristic, ecological diversity and employment opportunities by supporting appropriate enhancements for local needs.

Key Objectives

1. To maintain and enhance the built, historic and natural environment for present and future generations;
2. To support the retention and development of local businesses and services that contribute to the quality of life for residents and visitors of all ages, including support for suitable diversification and use of new technology. This includes support for improved broadband and mobile phone services and appropriate discreet renewable energy technologies.
3. To support some small-scale (schemes of 1-5 units) affordable/market housing and business developments, over and above those already approved, that meet local needs and are in keeping with the scale, demands and population profile of a small rural parish. Given the level of (already planned) increase we think it unwise to support further medium/large scale (over 5 units) development.
4. To encourage opportunities for parishioners across all the generations to find enjoyment and fulfilment through a range of educational, sporting and leisure activities;
5. To ensure that the Parish is a welcoming setting for visitors by improving facilities such as footpaths, bridleways, parking, village information board within the context of a safe and secure rural environment, which are accessible via a range of means of transport including walking, cycling and by bus.
6. To foster partnership working between Parish organisations and institutions for the mutual benefit of all.

Copies of the Draft Neighbourhood Development Plan and Representation Form can be viewed and downloaded from the Parish Council website at <http://clifton-upon-teme-pc.org.uk>

Hard copies of the Draft Plan are available for viewing at the following locations during normal opening hours:

- The Village Stores
- The Lion Inn
- The New Inn
- The Village Hall
- The Pavilion

Presentation events will be held at the Village Hall at 7.30pm on 10th March and 15th March 2016.

An Open Drop in Event will take place in the Pavilion 8.30am-11am on Monday 14th March and at the Lion Inn coffee morning at 11am on 10th March.

Please submit any comments you have on the draft Neighbourhood Plan using the Representation Form overleaf, or on-line at <http://clifton-upon-teme-pc.org.uk>



Appendix 8 List of Consultation Bodies and Other Organisations Contacted at Regulation 14 Stage

Consultee	Post	Email / Address/email
		advice@actonenergy.org.uk *
Act on Energy	e/p	Act on Energy 29, Wellesbourne House, Walton Road, Wellesbourne, CV35 9JB
Age UK Malvern and District	p	Age UK Malvern & District, Great Malvern Train Station, Station Approach, Great Malvern, Worcestershire, WR14 3AU
Baden Powell Committee Chair	e	Resident
British Gas	p	Mountleigh Close, Bradford, Euroway Industrial Estate, West Yorkshire BD4 6SP. 0800 048 0202
British Horse Society	e	Resident
British Telecom	p	BT Group plc, BT Centre, 81 Newgate Street, London EC1A 7AJ
CAMRA (Campaign for Real Ale)	e	campaigns@camra.org.uk
Caroline Palethorpe (District Councillor)	e	caroline.palethorpe@malvernhills.dc.net
Chaplaincy for Agricultural and Rural Life. Rev Robert Barlow	e	CARLsec@cofe-worcester.org.uk
Churches Together in Worcestershire	e	ctiworcestershire@hotmail.co.uk
Civil Aviation Authority	e	infoservices@caa.co.uk
Clifton upon Teme Primary School	e	office@clifton-upon-teme.worcs.sch.uk
Community Action Wyre Forest	e	cvs@communityactionwf.org.uk

Community First	e	info@comfirst.org.uk
Community Transport Wyre Forest	e	admin@ctwyre.org.uk
Council for British Archaeology West Midlands	e	
County Land and Business Association	e	Caroline.bedell@cla.org.uk
CPRE	e	info@cpre.org.uk
CPRE Campaign for the Protection of Rural England, Worcestershire Branch	e	
CTIL on behalf of Vodafone & Telefonica	e	EMF.Enquiries@ctil.co.uk
DIAL South Worcestershire	e	helpline@scope.org.uk
Disability Action Worcestershire South	e	daws@wcil.org.uk
E.ON UK	e	email.queries@eonenergy.com < email.queries@eonenergy.com >
Early Years Centre	e	trustees@cliftoneyc.co.uk
EDF Energy	p	Freepost RRYZ-BGYG-JCXR, 334 Outland Road, Plymouth, PL3 5TU
Edward Carpenter	p	Landowner publicaffairs@ee.co.uk *
EE	e/p	EE Customer Services, 6 Camberwell Way, Sunderland, Tyne and Wear, SR3 3XN
Environment Agency	e	shwgplanning@environment-agency.gov.uk
Federation of Small Businesses Herefordshire and Worcestershire	e	michael.goodall@fsb.org.uk
Forestry Commission	e	wayne.barnes@forestry.gsi.gov.uk

Fortis Living	e	RGrounds@fortisliving.com
Great Witley Surgery Helen Garfield Practice Manager	p	Practice Manager, The Surgery, Worcester Road, Great Witley, WR6 6HR harriet.baldwin.mp@parliament.uk *
Harriet Baldwin (MP)	e/p	Harriet Baldwin MP Malvern Hills Science Park, geraldine Road, Malvern Worcs., WR14 3SZ
Heart of Worcestershire College	e	info@howcollege.ac.uk
Herefordshire & Worcestershire Chamber of Commerce	e	goodbusiness@hwchamber.co.uk
Herefordshire & Worcestershire Fire and Rescue Service	e	info@hwfire.org.uk
Herefordshire & Worcestershire Earth Heritage Trust	e	eht@worc.ac.uk
Herefordshire Council	e	neighbourhoodplanning@herefordshire.gov.uk
Herefordshire Council Neighbourhood Planning Team Leader	e	sbanks@herefordshire.gov.uk
Herefordshire Council Team Leader - Strategic Planning	e	ks1@herefordshire.gov.uk
Highways Agency	e	Christopher.Bate@highwaysengland.co.uk
Historic Buildings and Monuments Commission for England	e	e-wmids@english-heritage.org.uk
Historic Buildings and Monuments Commission for England	e	Peter.Boland@english-heritage.org.uk

Home Builders Federation	e	info@hbf.co.uk
Homes and Communities Agency	e	mail@homesandcommunities.co.uk
Ken Pollock (County Councillor)	e	kpollcock2@worcestershires.gov.uk
Knightwick Surgery	e	Practice Manager
Linden Homes	p	Ashurst, Southgate Park, Bakewell Road, Peterborough, PE2 6YS
Lovell Homes	e	Info@newhomesforsale.co.uk
Lovell Homes	p	Unit E, Pinewood, Bell Heath Way, Woodgate Business Park, Woodgate Valley, Birmingham, B32 3BZ
Lower Sapey Parish Council	e	
Malvern Hills AONB	e	pesrich@worcestershires.gov.uk
Malvern Hills District Council	e	Gary.Williams@malvern hills.gov.uk
Malvern Hills District Council	e	David.Clarke@malvern hills.gov.uk
Martley Mesh	p	The Berrow, Martley, WR6 6PQ
Martley Parish Council	e	martley pc@btinternet.com
MBNL (EE and Three)		
Health & Safety & Community Affairs Manager	e	Mark.shaw@mbnl.co.uk DIO-safeguarding-statutory@mod.uk *
Ministry of Defence	e/p	MOD Ministerial Correspondence Unit, 5th Floor, Zone A, Main Building, Whitehall, London, SW1A 2HB
National Federation of Gypsy Liaison Groups	e	natglg@outlook.com

		ejane.e.taylor@nationalgrid.com *
National Grid	e/p	National Grid National Grid House, Warwick Technology Park, Gallows Hill, Warwick, CV34 6DA
National Trust	ee	enquiries@nationaltrust.org.uk
Natural England-sustainable development consultation team	e	consultations@naturalengland.org.uk
Neil Bennet (landowner)	e	
Network Rail Infrastructure Limited	e	townplanningwestern@networkrail.co.uk
Neville Jones (landowner)	p	
NFU	e	luke.ryder@nfu.org.uk
NHS South Worcestershire Clinical Commissioning Group	e	swccg@worcestershire.nhs.uk
Npower	e	helpline@npower.com
Planning Aid England	e	contact@rtpi.org.uk
Plusnet	e	pressroom@plus.net
Police and Crime Commissioner John Campion	e	opcc@westmercia.pnn.police.uk
Post Office	p	Chief Executive, Finsbury Dials, 20 Finsbury St., London, EC2Y 9AQ
Ramblers Association	e	ramblers@ramblers.org.uk
Renewable UK	e	info@RenewableUK.com
Royal British Legion	e	Tenbury Branch
Royal Mail	p	Group Communications, Royal Mail Group, 100 Victoria Embankment, London, EC4Y 0HQ

RSPB	p	RSPB West Midlands Regional Office, 40 The Green, South Bar, Banbury, Oxfordshire, OX16 9AB
Scottish Power	p	Cathcart Business Park, Spean St, Glasgow, G44 4BE. 0800 027 0072
Severn Trent Water	e	growth.development@severntrent.co.uk
Shelsey Walsh Hill Climb	e	Chairman
Shelsley Walsh & Shelsley Beauchamp Parish Council	e	shelsleysparishcouncil@btinternet.com
Sir Anthony Winnington (landowner)	e/p	
Sky	p	Sky Plc, Grant Way, Isleworth, TW7 5QD
South Worcestershire Cycle Group	p	1, Whitehall Close, Rushwick, Worcester, WR2 5TJ
South Worcestershire Older people and People with Disabilities, Adult and Community Services	e	spidduck@worcestershire.gov.uk
Sport England	p	3, Oakwood Drive, Loughborough, LE11 3QF
SSE	p	Inveralmond House, 200 Dunkeld Road, Perth, PH1 3AQ. 0800 107 9639
Stanford with Orleton Parish Council	e	Les2dean@googlemail.com
Sustrans	e	birmingham@sustrans.org.uk
Talk Talk	p	TalkTalk Telecom Group PLC, 11 Evesham Street, 11 Evesham Street, London, W11 4AR
Teme Valley Wildlife	e	danny.arnold@waterwide.com
Tenbury Transport Trust	e	admin@tttrust.org.uk
The Chantry School (Headteacher)	e	head@chantry.worcs.sch.uk
The Coal Authority	e	planningconsultation@coal.gov.uk

The Society for the Protection of Ancient Buildings	e	casework@spab.org.uk
Three	p	Three Customer Services, Hutchison 3G UK Ltd, PO Box 333, Glasgow, G2 9AG
Upper Sapey Parish Council	p	
Virgin	e	Press@virginmedia.co.uk
Vodafone	p	Vodafone House, The Connection, Newbury, Berkshire, RG14 2FN
Vonage	p	2 Temple Back East, Temple Quay, Bristol, BS1 6EG
Wales and West Utilities	e	enquiries@wwutilities.co.uk
West Mercia Constabulary Police HQ	e	chief@westmercia.pnn.police.uk
West Midlands Ambulance Service NHS Foundation Trust	e	foundationtrust@wmas.nhs.uk
West Midlands HARP Planning Consultation	e	all@tetlow-king.co.uk
West Midlands Housing Nexus	e	info@wmhousing.co.uk
Western Power Distribution	e	info@westernpower.co.uk
Whitbourne Parish Council	e	
Worcester City Council	e	Maria.Dunn@worcester.gov.uk
Worcester Diocesan Advisory Committee Church Buildings Team	e	amottram@cofe-worcester.org.uk
Worcester Sixth Form College	e	enquiries@wsfc.ac.uk
Worcestershire Archive and Archaeology Service	e	archaeology@worcestershire.gov.uk

Worcestershire Biological Records Centre	e	simon@wbrc.org.uk
Worcestershire County Association of Local Councils	e	info@worcsalc.org.uk
Worcestershire County Council	e	Nfriend@worcestershire.gov.uk
Worcestershire County Council - Chief Executive	e	cmarchant@worcestershire.gov.uk
Worcestershire County Council Ecology Service	e	ecology@worcestershire.gov.uk
Worcestershire County Council Mobile Libraries	e	mobilelibraries@worcestershire.gov.uk
Worcestershire Federation of Young Farmers' Clubs	e	countyoffice@worcsyfc.org.uk
Worcestershire Girl Guides	e	worcsguides@hotmail.com
Worcestershire LEP	e	enquiries@wlep.co.uk
Worcestershire Scouts	e	enquiries@hwscouts.org.uk
Worcestershire Wildlife Trust-Steve Bloomfield	e	stevenb@worcestershirewildlifetrust.org
WychavonDistrict Council	e	Fred.Davies@wychavon.gov.uk
WychavonDistrict Council	e	Andrew.Ford@wychavon.gov.uk
Wyre Forest District Council	e	ian.miller@wyreforestdc.gov.uk
xln	e	service@telecom-service.co.uk

Local Businesses

Adrian Mackwell	p
Baxter Fensham Ltd	p
BJ's Blinds	p
Bluebox Marketing Solutions	p
Brian Butler	p
Chandelle Kennels	p
Chello Chemicals	p
Clifton Engineering Ltd	p
Equus Journeys	p
Flip Cards Ltd	p
Gibbs (Builders)	p
Haines Heating and Plumbing	p
Herefordshire Sectional Buildings	p
I&S Stoves	p
Lion Inn	p
National Golf Advisory Association	p
NDS Engineering	p
Paul the Painter	p

PC Troubles	p
Pencroft	p
Polperro Heritage Press	p
Pure Thyme	p
Ridgeway Leather	p
Teme Veterinary Practice	p
The New Inn	p
The Village Stores	p
Tracey Birks	p
Yeomans Garage	p

Farms

Church House Farm	p
Cliftonswood Farm	p
Ham Farm	p
Hill Farm	p
Homme Castle	p
Hope Farm	p
Moorfields Farm	p

Noak Farm	p
Pitlands Farm	p
Salford Court Farm	p
Woodmanton Manor	p
Yarnton House Farm	p

Local Clubs and Societies etc

Bowls Club	p
Clifton P.C.C.	p
Clifton Rovers FC	p
Clifton Tennis Club	p
Clifton upon Teme Hunt	p
Clifton upon Teme Village Hall Committee Chair	e
Clifton upon Teme WI President	e
Lawn Mower Racing Association	p
Lion Crib team	p
Lion Pool team	p
Lord Ednam Rifle League	p
Midland Automobile Club	e

New Inn Pool League	p
New Inn Shoot	e
Teme Triangle	e

(Note an asterisk (*) after the email address denotes that the email was undelivered, and in these cases a hard copy of the letter was sent to the postal address.)

Appendix 9 Regulation 14 Formal Letter / Email



Clifton upon Teme Parish Council

Dear Consultee

Notification of Formal Public Consultation on the Clifton upon Teme Draft Neighbourhood Development Plan (Regulation 14 Town and Country Planning, England, Neighbourhood Planning (General) Regulations 2012)

I am writing to advise you that the Clifton upon Teme Draft Neighbourhood Development Plan (NDP) has been published for consultation by Clifton upon Teme Parish Council.

The Draft Neighbourhood Development Plan has been prepared by a steering group of local parish councillors and interested residents on behalf of the Parish Council, building on extensive public consultation and engagement since 2014 and informal public consultation on the emerging Draft Plan in Spring 2016.

The consultation period runs for 8 weeks from 4th July 2016 until 5pm Friday 26th August 2016.

The Draft Plan and other supporting documents can be viewed and downloaded from the Neighbourhood Development Plan website: <http://clifton-upon-teme-pc.org.uk> Please note that, although the formal consultation period starts on 4th July, all relevant documents are available on the Neighbourhood Plan area of the website for viewing and downloading immediately.

Hard copies of the Neighbourhood Development Plan can be viewed in the following locations at normal opening times:

- The Village Stores; the Lion Inn; the New Inn and the Village Hall,

Hard copies of the Draft Neighbourhood Development Plan also will be provided on request from Helen Winer, Steering Group Chair (see contact details below).

A drop-in event will be held at the Village Hall at 7.30pm Wednesday, 20th July.

A Representation Form is provided for comments, but the Parish Council also welcomes comments by email or in writing.

Please submit all comments on the Draft Neighbourhood Development Plan to:

The Clerk to Clifton upon Teme Parish Council, Jeanette Hill:
cliftonpontemepc@gmail.com or telephone: 07572 926383

or by post to: Helen Winer, Steering Group Chair, Dale End Farm, Clifton upon Teme, Worcestershire, WR6 6DS;

or place in the **drop boxes** at the above locations.

Following the public consultation process on the Draft Neighbourhood Development Plan, the Plan will be amended and submitted to Malvern Hills District Council together with supporting documentation, including a Basic Conditions Statement and Consultation Statement setting out who has been consulted, how the consultation has been undertaken and how the representations received have informed the Plan. Please note that names and addresses of respondents, along with comments, will be published in the Consultation Statement.

Malvern Hills District Council will then re-consult, before the Plan is subjected to an Examination by an Independent Examiner. Once any further amendments have been made the Plan will be subjected to a local Referendum, and then Made by Malvern Hills District Council and used to determine planning applications in Clifton upon Teme Parish.

If you require any further information, please contact the Parish Clerk at the contact details provided above.

Yours faithfully,

Clifton upon Teme Parish Council

Appendix 10 Representation Form

Clifton upon Teme Draft Neighbourhood Development Plan

Public Consultation 4th July to 26th August 2016.

Representation Form

PLEASE COMPLETE AND RETURN ONE FORM FOR EVERY COMMENT MADE

Office Use Only Consultee No. Representation No.
--

Name	
Organisation	
Address	
Email	
Tel. No.	

To which part of the Clifton upon Teme Draft Neighbourhood Development Plan does your representation refer?

Page Number	
Paragraph Number	
Policy Number	

Are you supporting, objecting, or making a comment? (Please Tick v)

Support	
Object	
Making a Comment	

Please use the box below and overleaf for any comments.

Please return this form by 5pm Friday 26th August 2016 to:

The Clerk to Clifton upon Teme Parish Council, Jeanette Hill, email: cliftonupontemepc@gmail.com or tel: 07572 926383 or by post to

Helen Winer, Steering Group Chair, Dale End Farm, Clifton upon Teme, Worcestershire, WR6 6DS

or place in the Drop Boxes located at the Village Stores, the Lion Inn, the New Inn and the Village Hall.

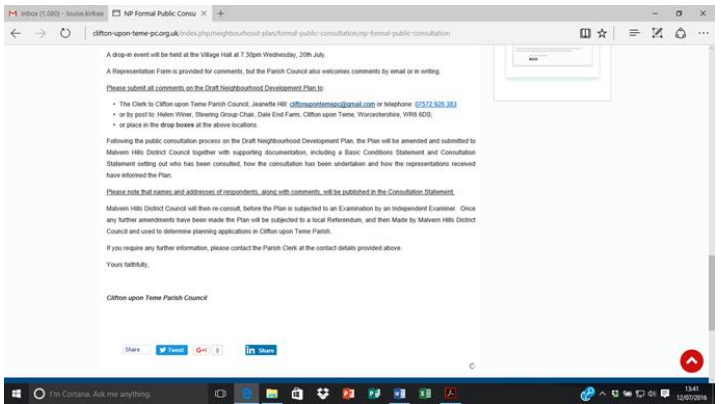
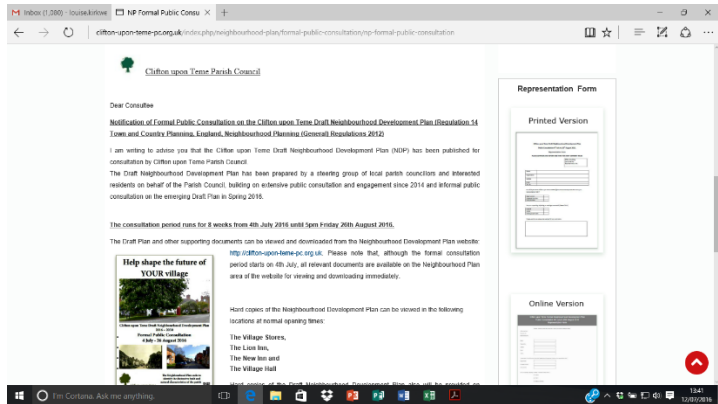
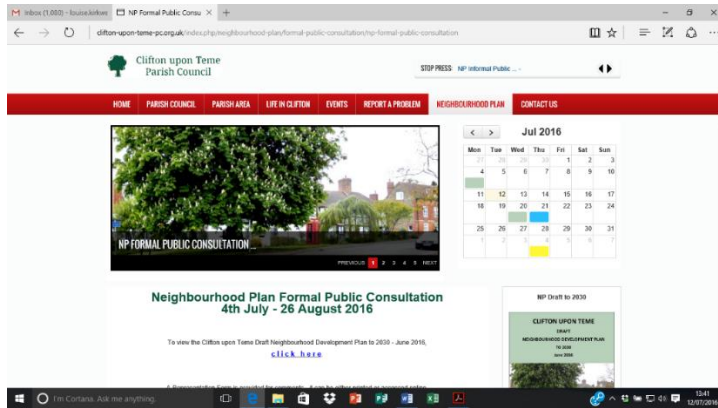
Please note that the names and the addresses of respondents, along with comments, will be published in the Consultation Statement.

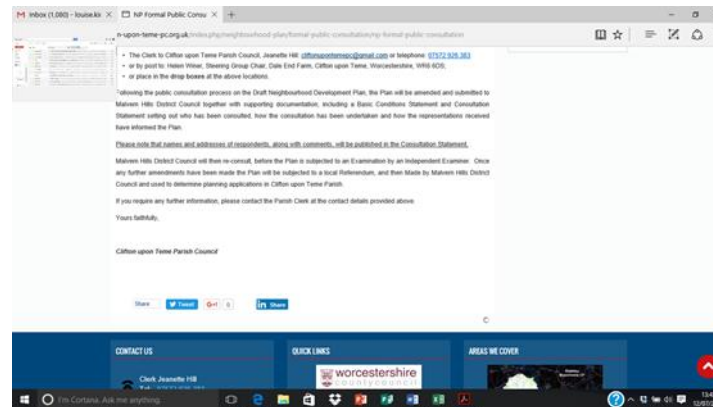
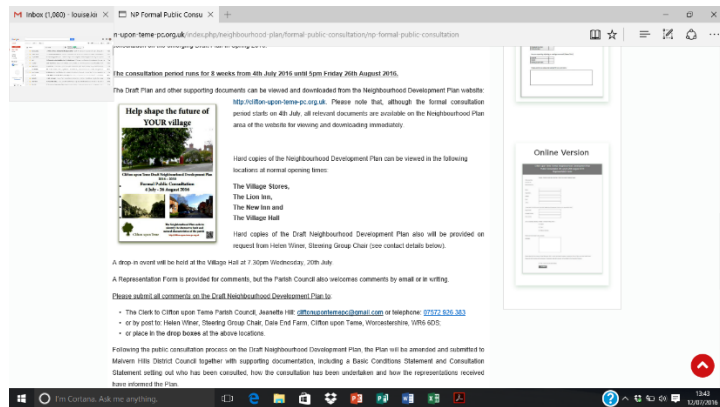
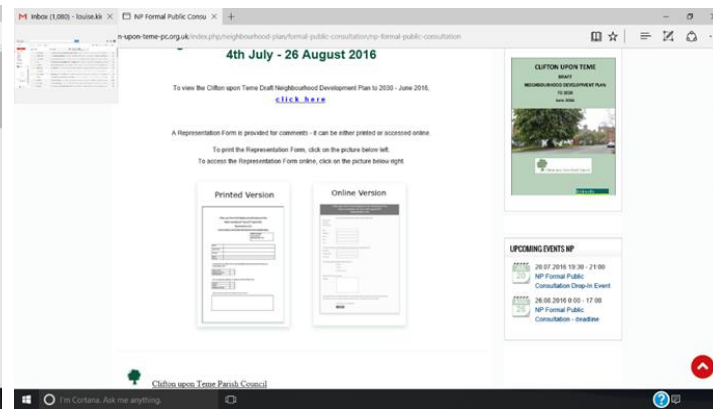
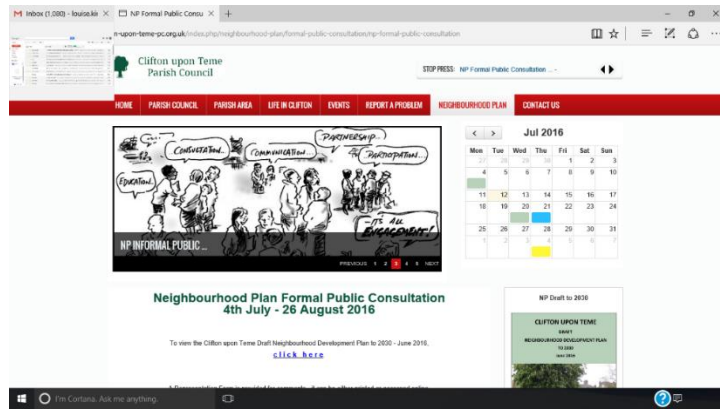
Thank you for your time and interest.



Clifton upon Teme Parish Council

Appendix 11 Screenshots





Appendix 12 Other Publicity

Poster

Help shape the future of YOUR village



Clifton upon Teme Draft Neighbourhood Development Plan
2016 – 2030

Formal Public Consultation
4 July - 26 August 2016



The Neighbourhood Plan seeks to
identify the distinctive built and
natural characteristics of the parish

<http://clifton-upon-teme-pc.org.uk>



