

WING NEIGHBOURHOOD PLAN

Submission Version - March 2023

Consultation Statement

Wing Parish Neighbourhood Plan

Consultation Statement

Introduction

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

- 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
- d) describes how these issues and concerns have been considered and, where relevant, addressed in the proposed Neighbourhood Plan.

Aims of consulting on the Plan

The aim of the Wing Parish Neighbourhood Plan (NP) engagement process was to:

- Inform residents, local businesses, and other stakeholders about the neighbourhood planning process and to invite their participation so that local opinion informed the plan
- Ensure that consultation events took place at critical points in the process.
- Engage in a variety of ways to make sure that as wide a range of people as possible were involved and that they could receive information and provide feedback in a way that suits them.
- Ensure that information was readily available and accessible to everyone.
- Make sure that consultation feedback was available as soon as possible after events.

Background to the consultation

In 2017, Wing Parish Council investigated the feasibility of producing a NP for Wing Parish

A public meeting was held on 1.3.17 with presentations from parish councillors and a representative from the planning department at Rutland County Council. Following the meeting it was decided that there was sufficient interest to start the process for the parish. A further meeting on 23.3.17 discussed details and the relationship between the NP group and Wing PC.

Setting up the Advisory Committee

The group started with 28 volunteers (Appendix 1) and we were lucky to have members with expertise in housing and the environment. Two members of the Parish Council (PC) were part of the group.

The advisory committee's mandate was to drive the process, consult with the community, gather evidence to support emerging policies and deliver the Plan.

The group met regularly (see Appendix 12) latterly zoom meetings have replaced face to face meetings.

3 Subgroups were formed, for housing, the environment and infrastructure, business and transport.

Communication Methodology

It was identified that communication was key, so a separate group was formed which worked as a local buddy system. They took geographical areas and both formally and informally disseminated information to residents. This was helpful in effecting two-way communication about the process. Flyers were sent for to advertise events and there was a regular update in the Parish Magazine (Appendix 4).

Latterly the PC organised a voluntary database of email addresses which further helped communication.

Introductory Information Weekend 23/24 February 2018 (Appendix 10)

This took place over two consecutive days. A leaflet reminding everyone about it was delivered a couple of weeks before and there was a banner visible from the main road outside the village hall. It was also advertised on the notice boards and in the Wing Parish magazine which is also delivered to all households.

Poster boards were created explaining the process and showing progress. A series of presentations and informal chats allowed residents to ask questions. They were encouraged to give feedback on post it notes.

We had a children's area and gave them the task of telling us what they thought about living in Wing.

After the weekend a flyer was sent to all households thanking them for their attendance and outlining the main issues raised.

NP Questionnaire

The questionnaire was delivered by hand to every household and business in the village by their local buddy. This was preceded by a flyer delivered to all households. As well as an adult questionnaire there was one for 10-17 year olds. Completed documents were collected or there was an option for them to be posted back in a secure location.

Following the analyses of these questionnaires two public meetings were held one in the evening and one on a weekend to present the results.

Progress was halted during the pandemic although a leaflet was distributed encouraging residents to look at documents on the website.

Following the pandemic we gained funding from Groundworks which enabled us to employ a consultant from Yourlocale to help with completion of the plan.

Consultation Event 7.5.22

This was advertised with a flyer, banner outside the village hall and by email. A series of posters with proposed policies were on display. All the evidence accrued was on available and residents were asked to approve or comment on the proposed policies.

Activities:

Date	Activity
March 2017	Introduction to Neighbourhood Plan Public Meeting to gauge support.
March 2017	Meeting to set up Neighbourhood Plan Committee
April 2017	Application for designation Letter to residents (F1)
May 2017	Terms of reference approved by Wing Parish Council
June 2017	Designation approved
November 2017	Grant Application to fund information weekend.
February 2018	Information weekend for residents.
March 2018	Feedback Flyer following information weekend distributed (F2)
August 2018	Questionnaire distributed
December 2018	Two separate meetings to discuss results of questionnaire.
June 2019	Letter to residents (F4)
June 2019 to Sept 2021	Hiatus during Covid pandemic
October 2021	Letter to Landowners calling for sites Flyer to all residents (F5)
December 2021	External evaluation of call for sites
May 2022	Open Event in Wing Village Hall.
6 th January 2023 to 20 th February 2023	Regulation 14 Pre-submission Consultation

Consultation – list of people and bodies consulted

The following stakeholders were contacted as part of the Regulation 14 Pre-Submission Consultation (see also Appendix 2).

Landowners

Members of the WNPNG worked with other members of the community, to identify on a map all the local landowners. Letters were sent to local landowners in October 2021, informing them about the Neighbourhood Plan and inviting them to submit expression of interest for development on their land (Appendix 9). The expressions of interest were then evaluated by the housing subgroup led by an external assessor to identify the preferred site for development.

Businesses

All the businesses within the parish were contacted in 2018. They were offered meetings to discuss their experience of working within the community. Seven local enterprises took up this offer and 4 others gave written feedback.

Summary of findings from the events and questionnaires

By involving residents, business owners and other stakeholders at key stage in the development of the Wing Neighbourhood Plan, the plan is both evidence-based and has been shaped by local opinion, with policies being tested as they have been developed. There has been detailed analysis after each consultation event or questionnaire which has informed the next step in drafting the plan.

These reports can be found in the appendices:

Introductory Open Event (Appendix 10)

WNP Questionnaires (Appendix 6)

Questionnaire Feedback Open Event (Appendix 7)

Policy Open Event (Appendix 8)

Regulation 14, Pre-Submission Consultation

This consultation took place over a six-week period (9th January 2023 to 20th February 2023). The comments received were collated and after an initial review by YourLocale, there was a committee meeting which included 2 parish council members to consider the comments and amend the plan as agreed.

Conclusion

The draft Neighbourhood Plan is now ready to be submitted to Rutland County Council who will publicise it for a further six weeks and then forward it, with accompanying documents and all representations made during the publicity period, to an Independent Examiner who will review it and check that it meets the 'Basic Conditions'. If the Plan successfully passes this stage, following any modifications, it will be put forward for referendum.

The referendum question will be a straight "yes" or "no" on the entire Plan, as set out by Neighbourhood Planning Regulations. People will not be able to vote for or against individual policies. If 50% or more of respondents vote for the Plan, it will be brought into force ('Made') and become part of District-wide planning policy.

This Consultation Statement and the supporting Appendices are provided to comply with Section 15(2) of part 5 of the 2012 Neighbourhood Planning Regulations.

List of appendices

1. WNPG Membership
2. List of Stakeholders Consulted
3. Terms of Reference & Designation Letter
4. Communication Strategy
5. Open Weekend
6. Adult & Youth Questionnaire
7. Feedback from Questionnaires
8. Policy Open Event
9. Letter to Landowners
10. Flyers to Residents
11. Pre submission consultations Comments and Responses
12. Dates and Minutes of Meetings

Appendix 1 - Group Membership

Gary Kirk - Your Locale
John Martin - Your Locale
Nicky Lyttelton - Chair
Joanne Beaver - Vice Chair and Lead for Business group
Jonathan Beaver - Secretary
Rose Dejardin - Minutes secretary
David Seviour - Lead for Housing group
John Dejardin - Lead for Environmental group
Wendy Dalton - Lead for communication and IT
Jon Roberts - PC representative
Ken Siddle - PC representative
Robin Cullen
Mick Rogers
Angela Harding
Mark Dyas
Andy Howarth
Helen Cullen
Dennis Whight
Susannah Fish
Jane Daw
Linda Clark
Linda Katzen
Rhiannon Jones
Richard Tulloch
Jacqueline Straubinger
John Oakley
Debbie Whight
Peter Biggs

Appendix 2 – List of Stakeholders Consulted

Rutland County Council
Ayston Parish Meeting
Bisbrooke Parish Council
Glaston Parish Meeting
Lyndon Parish Meeting
Manton Parish Council
Morcott Parish Council
Pilton Parish Meeting
Preston Parish Meeting
Anglian Water Ltd
British Telecommunications Plc
BT Open Reach
Citizens Advice Bureau
Corby Borough Council
CPRE
East Leicestershire and Rutland CCG
English Heritage
Environment Agency,
Harborough District Council
Historic England
Homes and Communities Agency
Homes England
Leicestershire County Council
Leicestershire Fire and Rescue
Leicestershire Police
LeicestershireCommunities.org
Lincolnshire County Council
Melton Borough Council
National Grid
National Highways
Natural England
Network Rail Infrastructure Limited
North Northamptonshire Council
Oakham Medical Practice
Rutland Public Health
Severn Trent Water Ltd
South Kesteven Council
The Coal Authority
The Mobile Operators Association
Uppingham Medical Practice
Wildlife Trust

Appendix 3 - Terms of Reference

Neighbourhood Planning

Service Level Agreement

Parish Councils and other Qualifying Bodies

1. THE AGREEMENT

This Agreement is between:-

- a) Rutland County Council; and
- b) Wing Parish Council*

(NB all references to “Parish Council” include for Town Councils or Neighbourhood Forums if constituted in a Parish Meeting area)

2. INTRODUCTION AND PURPOSE

Introduction

The Localism Act 2011 introduced the following provisions into the planning process:

- Neighbourhood Development Plans;
- Neighbourhood Development Orders;
- Community Right to Buy Orders.

Under the provisions of the Localism Act 2011, Rutland County Council is responsible for;

- a) Undertaking certain statutory requirements in the delivery of the above plans/orders;
- b) Providing technical advice and support to Parish Councils.


Purpose

The purpose of this Agreement is to form a working relationship between the Parish Council and Rutland County Council (RCC) and to confirm:

- a) How RCC will undertake its statutory duties
- b) The level and extent of the technical advice that RCC will provide
- c) How the Parish Council will aim to progress the Neighbourhood Development Plan.

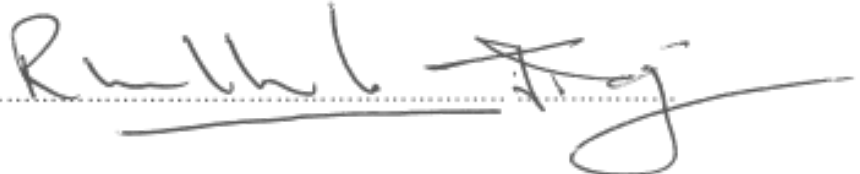
..... Agreement to
.....

Rutland County Council



.....
(to be signed by the delegated officer, Director for Places (Development and Economy))

and Wing Parish Council



.....
(to be signed by the Chair of the Council)

Designation of Neighbourhood Area

Date submitted: 5th April 2017

Date of approval by Rutland County Council:

Signatories:-

a)  Rutland County Council
(designated officer)

b) Chair on Behalf of

Wing Parish Council



This Agreement will commence on 1st May 2017

4. ROLES AND RESPONSIBILITIES

Background and context

Neighbourhood Planning was introduced by the Localism Act 2011. The Neighbourhood Planning (General) Regulations 2012 (as amended 2015) require Rutland County Council to undertake certain provisions. In addition the Council is also required to provide technical advice and support.

This agreement sets out how the Council will meet its statutory obligations and the level of assistance it will offer to parish councils.

Once an application for a neighbourhood area has been submitted to Rutland County Council a minimum 4 week consultation period will be undertaken via the Council's website.

Rutland County Council will notify the parish council and ward member(s) of this consultation period.

Regulation references refer to the Neighbourhood Planning (General) Regulations 2012 (as amended 2015).

The obligations for Rutland County Council

Following the completion of the statutory procedures, Rutland County Council will meet the following standards:-

Agreement of the Neighbourhood Development Plan area (Regulation 6 and 6A)	Where the relevant body is a parish council and the application relates to the whole of the area of the parish council: the designation would be made as soon as possible, once RCC is satisfied that the application is valid and complete.
Confirm that the pre-submission plan meets the general requirements of the Localism Act (Regulation 14) before public consultation commences	Four weeks following receipt of the plan by the County Council
Confirmation that the submitted Neighbourhood Development Plan and other documentation meets the requirements of the Localism Act (Regulation 15)	At the first available meeting of Cabinet following receipt of the submission documents
Publicise the submission plan and other relevant documentation (Regulation 16)	Within 2 weeks of Cabinet decision.

Approval of the appointment of an examiner with the Parish Council (Regulation 17)	Within 2 weeks of close of consultation.
Forward all comments received on the submission plan along with all other required documentation to the appointed Examiner (Regulation 17)	Within 2 weeks of close of consultation
Convene examination hearing if required by Examiner	Within 6 weeks of close of consultation
Consideration of Examiner's report and provision of Decision Statement in consultation with Parish Council (Regulation 18)	Within 5 weeks following receipt of the Examiner's report
Arrange Referendum venue and date and all associated administration.	Referendum to take place no less than 56 working days, but as soon as possible thereafter, of the Decision Statement on the neighbourhood plan. RCC will decide on the number and location for Polling Stations with reference being made to the list of approved venues.
Adoption of Plan (Regulation 19/20)	At the first available meeting of Cabinet/Council following a positive referendum result

Technical advice from Rutland County Council

Rutland County Council will provide:-

Topic	Advice & Support
Published advice	<p>Provide on its neighbourhood planning website:-</p> <p>An outline of the legislation and procedures involved in neighbourhood planning along with signposting to key sources of further information, advice and sources of funding assistance.</p> <p>A list of sources of supporting evidence available through the Council's planning policy and related work.</p>
Professional Advice	<p>Provide a named officer as the first point of contact for advice and technical support.</p> <p>The Support Officer contact for the Wing Neighbourhood Plan project is:- Colin Dunigan</p> <p>Contact details</p> <p>Telephone: 01572 758478</p> <p>E-mail: cdunigan@rutland.gov.uk</p>
Initial meeting	<p>At the request of the Parish Council and prior to designation of the Neighbourhood Area the support officer will attend and provide an overview on the procedures and issues.</p> <p>This advice will cover:-</p> <ul style="list-style-type: none"> • The general level of support available from Rutland County Council as set out in this document; • The scope of a neighbourhood plan; • Relationship with the Rutland Local Plan; and related planning policy documents • The legal procedures to be followed; • The preparation/content of a project plan; • Methods of consultation and engagement; • Consultation with the "Consultation Bodies"; • The requirements of other legislation such as the Sustainability Appraisal and Strategic Environmental Assessments requirements, the Habitats Regulations, Equality Impact Assessment; • Update on funding and grants that may be available from external sources.

Provision of background data/evidence	<p>At the request of the Parish Council, the Support Officer will provide and/or direct to the appropriate source:-</p> <ul style="list-style-type: none"> • The Annual Monitoring Report planning data that the Council has available for the past 5 years; • If requested, provide a list of planning applications made in the last 5 years; • Links to relevant research data; • Access to relevant Local Plan evidence base data; • Maps showing relevant constraints data • Other appropriate data the Council holds.
Professional advice and assistance	<p>Provide conformity advice and up to date information on the Rutland Local Plan and related planning policy documents:-</p> <ul style="list-style-type: none"> • Advice on methods and processes of consultation; • Up to date information on any grant and funding available; • Provide comments on emerging drafts; • Digitising of the final proposals maps. <p>RCC will prepare an Environmental Assessment/ Habitats Regulation Screening Report of the neighbourhood plan at pre-submission stage. This will be sent to the Parish Council in order for it to be sent to the statutory bodies for consultation together with the draft plan.</p>
Draft Neighbourhood Development Plan	<p>Provide advice and support in relation to:-</p> <ul style="list-style-type: none"> • The need for the plan to meet the 'basic conditions'; • Conformity of the Plan; • The Consultation Statement; • Conformity with other legislative requirements; • OS mapping requirements (including copyright issues).

In addition to the above, Rutland County Council will;

- Collaborate with the Parish Council in the selection of an appropriate examiner for the neighbourhood plan through Neighbourhood Planning Independent Examiner Referral Service (NPIERS) or any alternative arrangement agreeable to both parties;
- Provide a regular update on the neighbourhood plan on the Council's neighbourhood planning web pages;
- Collaborate with the Parish Council on the drawing up of Press Releases to support the neighbourhood planning process;
- Encourage the Parish Council to include at least one Ward Council Member to stand on the neighbourhood plan steering group.

Rutland County Council will not offer support/assistance in the following areas:-

- Writing documents;
- Undertaking primary survey/research work;
- Attend every meeting/consultation event organised;
- Direct financial support.

Obligations for the Parish Council

1. Following designation by the Council of the Neighbourhood Area the Parish Council will:-

Establish a steering group to develop the Neighbourhood Development Plan with a clear reporting link to the Parish Council via a Terms of Reference;

Ensure adequate financial resources are available to support the Parish Council in meeting its obligations under this Agreement. The Parish Council will be expected where necessary to seek financial grant aid to assist in funding the project.

Arrange an initial meeting of the Parish Council/steering group and where necessary invite the support Planning Officer from the RCC Planning Policy Team;

Prepare a Project Plan for the preparation of the Neighbourhood Development Plan which will include

- An indicative timetable for completion of the Neighbourhood Development Plan and Environmental Assessment/Habitats Regulations Assessment ;
- The provision of regular updates on progress to RCC via the Planning Policy support officer;
- Programme briefings with the support officer at the stage of preparation of the initial draft plan (pre-submission plan document).

2. At pre-submission stage, the Parish Council will provide to RCC the following material:-

- Copy of the draft plan;
- Copies of responses from statutory bodies to the Environmental Assessment Screening Report;
- Copies of any Environmental Assessment and or Habitats Regulation Assessment work undertaken to date;
- Copies of any other reports or surveys undertaken to evidence the plan policies and proposals;
- A Consultation Statement highlighting a list of statutory bodies consulted along with the identity of other key stakeholders directly consulted.

- 3. At the stage of formal submission of the final plan to RCC prior to examination, the Parish Council will provide the following material;**
- A map of the area to which the neighbourhood plan relates;
 - A final, updated Consultation Statement;
 - Final copies of any Environmental Statements and/or Habitats Regulation Assessments work undertaken;
 - A 'basic condition' statement that meets regulatory requirements.
- 4. To support the examination process the Parish Council will:-**
- Assist RCC in selecting a suitable examiner through NPIERS;
 - Provide copies of all Parish Council held material requested by the examiner in a timely manner and in the format requested;
 - Provide a Parish Council representative to support the examination process where a formal hearing is required by the examiner;
 - Provide a timely response to any proposed modifications to the plan required by the Council to respond to the Examiner's requirements.
- 5. Following a successful examination the Parish Council will provide to Rutland County Council:-**
- The final plan and any supporting documentation in an electronic format;
 - Any primary source data which would be helpful to Rutland County Council in its planning service delivery;
 - Support as required in promoting local awareness of the Neighbourhood Plan Referendum.

April 2017

Appendix 4 - Communications Strategy

WING NEIGHBORHOOD PLAN COMMUNICATION STRATEGY

INTRODUCTION

In 2017 ,Wing Parish Council resolved to investigate the benefits and feasibility of producing a Neighborhood Plan for Wing Parish.

On March 1st, 2017 a public meeting was held,, with presentations from Parish Councillors and also a representative from the planning team at Rutland County Council. Following the meeting it was resolved that there was sufficient interest to form a group to progress a Neighborhood Plan for the Parish of Wing. A further meeting on March 23rd discussed details and sought clarification of how a Neighborhood Plan Group would 'fit 'into the remit of Wing Parish Council

It was agreed that the group would operate under the umbrella of Wing Parish Council but that it would consist of a mix of Parish Councillors, who would also act as liaison with the full Parish Council, and interested residents. Rutland County Council also appointed an advisor from their planning team.

MEMBERSHIP

It was decided that anyone who wished to be a member of the group, provided they were on the electoral register, would be entitled to join the group and that the officers, Chair, Vice Chair, Treasurer and Secretary would be elected at the first full meeting of the group. This meeting was held on March 29th 2017.

The size of the initial group was in excess of 30. It was assumed that natural wastage would reduce the group to a more manageable size. This proved to be the fact. It was quickly identified that communication was going to be a key issue. Three people volunteered to lead the communication process.

METHODOLOGY

The Communication group met and identified key areas of communication.

- A. Between members of the group
- B. Formally with the Parish Council
- C. With Rutland County Council
- D. With the Residents , businesses and Landowners of Wing.

A. Between Members of the Group.

A plan with a timeline ,intervention and review points was produced and made available to all group members. All members also received a plan of the parish identifying the boundaries of the Neighborhood Plan.

A member of the group set up an internal email so that information could be quickly shared It was identified that due to the size of the original group, discussion in the meetings would be challenging. It was decided to form working groups to focus on specific aspects of the plan and use the full meeting as a feedback and review session. The areas covered were Housing, Environment, Business, Transport and Infrastructure. Individuals opted to join a specific group. Each group would be responsible for producing progress reports that would feed into the final plan. Initially valuable guidance was given by the representative from RCC planning team. When he left ,unfortunately, he was not replaced.

B. Wing Parish Council

The PC received regular informal updates from the parish councillors who served on the group. Formally, they received copies of all approved documents. This information was forwarded on to :-

C. Rutland County Council

Who also received updates from their representative, while he was in post.

D. The Residents of Wing

It was recognised that key to the success of this project, would be acceptance of the final plan by residents. It was important to get and maintain resident's interest and to get their 'buy in' on the journey of achieving a neighborhood plan that had relevance to Wing. A link on the village website gave public access to information. Which included minutes, draft reports and background to the Neighborhood Planning process

We recognised that flyers dropped through letterboxes were often ignored so it was decided to implement a more personal approach to the information sharing process. The 3 members of the communication group split the village between them. In each third, neighborhood champions, from the wider NP group, were identified. These people agreed to be responsible for being a source of information for their neighbours and to distribute newsletters, etc. and to answer questions. It was felt that people were more likely to engage with someone they knew rather than contacting a random member of the group.

This system has worked well for the distribution of newsletters, invitations to meetings and distributing the questionnaires. The informal feedback gained in this way has been helpful in testing public opinion on the group's progress.

Twelve months into the project (23/24 February 2018) an information weekend was planned. A series of presentations and information showing work in progress gave residents the opportunity to review the progress to date and to ask questions. An exhibition of old photographs, maps and documents, added an additional level of interest. One of the group had researched village history and his presentation added another layer of interest. It also gave committee members an opportunity to challenge assumptions and correct misunderstanding. The attendance over the weekend, indicated that people perceived the NP as potentially something positive for Wing. Many pertinent questions were asked. All were recorded so that they could be considered at the next NP meeting.

THE QUESTIONNAIRE

It was identified that the village questionnaire was a crucial piece of work and that there was pressure 'to get it right' It was identified that the original draft had little relevance to younger residents. It was agreed to produce two questionnaires, one for residents who were under 18. And one for adults. The adult questionnaire would also seek feedback from people running a

business from home, In June 2019, the Questionnaire was delivered to every household and business in the village. Landowners were also included.. Return of the questionnaire was to be by 7 September 2019

The neighborhood champions distributed the questionnaire to their neighbours. They offered to collect the completed questionnaires. Alternatively, residents could post them into secure boxes situated in the Village Hall and in the Church.

An external organisation was appointed to analyse the completed questionnaires and produce a report for the NP group.

This feedback was discussed at a full NP meeting. One outcome was that two public meetings were planned to give residents the opportunity to hear the key outcomes of the questionnaire and to give residents an opportunity to ask questions and offer comments. Sunday 2nd and

Wednesday.9 December 2019 were selected as dates for the public meetings Following these meetings, two members of the group agreed to do a further analysis of data and to summarise the outcomes and recommendations.

It is envisaged that more public meetings will be held.

Finally we will need to provide

Examples of :

Minutes and Agendas

Newsletters

Information and notes from public meetings

Draft progress reports from sub groups

Questionnaires

Link to web page

Appendix 5 – Open Weekend

WING NEIGHBOURHOOD PLAN

YOUR VILLAGE, YOUR FUTURE

“Led by the community to provide a planning tool for local communities to shape and influence where development will go and what it will look like in their local area” *Localism Act 2011*



“Neighbourhood plans are primarily about the use and development of land and buildings, where the ambition of the Neighbourhood is aligned with the strategic needs and priorities of the wider local area”

Rutland County Council

A Neighbourhood Plan CAN.....

- **Shape** and direct future development
- **Help** to determine what type of development should take place
- **Identify** the most suitable local sites for development
- **Set** out environmental improvements
- **Influence** the design principles to reflect the unique characteristics of the village
- **Identify** key areas for protection
- **Must** be aligned to the Rutland Local Plan

A Neighbourhood Plan CANNOT

- **Prevent** any development from ever taking place in an area
- **Be** in conflict with local policies
- **Be** prepared with no input or support from the local community
- **Propose** less growth than the Rutland Local Plan

Wing has been designated as a smaller service centre with limited expansion planned. This limits development to within the village boundary and is small scale.

The **Wing Neighbourhood Plan** will be written following consultation with the local community. This consists of open meetings, exhibitions, consultation with landowners and employers and a **questionnaire**. The final plan will reflect the collective views of the community.



WING NEIGHBOURHOOD PLAN

YOUR VILLAGE, YOUR FUTURE



“The Neighbourhood plan will only be successful if there has been ongoing engagement” *Rutland County Council*

What have we done so far?.....

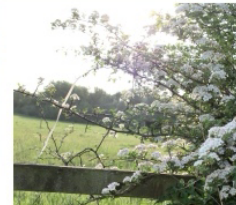
- **Two** public meetings to form a steering group
- **Working groups** looking at the environment, housing and Wing history
- **Newsletter** - October 2017
- **Exhibition** showing progress - February 2018
- **Questionnaire** for Villagers is in development, to be informed by this consultation

Steering Group

Nicky Lyttelton	Chair
Joanne Beaver	Vice Chair
Jonathan Beaver	Secretary
Helen Cullen,	Finance
Rose Dejardin	Minutes
<hr/>	
Wendy Dalton	Ros King
Jane Daw	Andy Lawrence
John Dejardin	John Oakley
Mark Dyas	Mick Rodgers
Robin Cullen	David Seviour
Charles Gallimore	Ken Siddle ,
Angela Harding	Jacqueline Straubinger
Andy Howarth	Richard Tulloch
Rhiannon Jones	Debbie Whight
Lynda Katzen	Gloria Whight

What can you do?

- **Tell us** what you like about living in Wing?
- **What is important** to you as a residents?
- **What needs** to be improved?
- **What are your thoughts** on the presentations?
- **Let us know** any other ideas you may have
- **Complete the questionnaire** when it arrives



THE NEIGHBOURHOOD PLAN NEEDS YOU

Appendix 6 - Adult & Youth Questionnaire

Wing Questionnaire

- Dear resident
-
- The government has brought in a Localism Act to give people more of a say in the development of their local community. A key part of this is the creation of a Neighbourhood Plan, which reflects the views of the residents. The plan will have legal status and will be used to influence future planning decisions in our parish. We are also using this opportunity to ask for your views on areas not specifically covered by the Neighbourhood Plan, these opinions will help the Parish Council plan for the future and help them to protect what you say that you appreciate. We therefore need to know what you value about living in the parish of Wing as well as what needs improvement.

Filling in the Questionnaire

- In order for the plan to reflect local views we are asking you to fill in this anonymous questionnaire. We have supplied 2 per household for those over the age of 16 years but if you need more please ask the person who has delivered yours for extra copies. There will also be a supply left in the Village Hall.
- As part of the questionnaire, we are gathering information on local housing needs. **Only one person per household needs to fill this in please**, otherwise need for housing may get inflated.
-
- We are also very keen to get the views of the children living in Wing. Please ask the person delivering the paperwork for as many young person's questionnaires as you need for your children aged 10 -15 years old. Otherwise your neighbourhood plan link rep can be contacted on

If you would like some help to fill in the questionnaire, please ring your neighbourhood link person on the above number.

- Your neighbourhood link rep will call back in approximately two weeks to collect the completed paperwork, which you should seal in the enclosed envelope to ensure anonymity. If you would prefer, there is a sealed box in the Village Hall into which you can post the completed questionnaire.

Most of the questions are answered by simply using TICKS, but many also give you the opportunity to add further comments.

The questionnaire should take under half an hour to complete

- - **Many thanks for taking the time to complete this.**

Confidentiality and Anonymity

Questionnaires will be sent to an external professional consultant for independent analysis. The Consultant will ensure that your views remain confidential and anonymous, and the data will only be used for the purpose intended.

Privacy Notice:

The information that you supply will be processed by Data Orchard CIC, who are independently analysing the results of this survey on behalf of Wing Parish Council, who, for the purposes of the General Data Protection Regulation (GDPR) 2018, is the Data Controller. Any information you provide will be treated as strictly confidential and will only be used for the purposes of developing the Wing Neighbourhood Plan. Your information will not be shared with any other parties, but the combined results will be published without reference to any individual or their location. If you require any further information or advice about the GDPR, please contact the Data Protection Officer, Rutland County Council, Catmose, Oakham, Rutland LE15 6HP. 01572 722 577 enquiries@rutland.gov.uk; www.rutland.gov.uk

CULTURAL HERITAGE/ENVIRONMENT

Q1. How important are the following to your quality of life in Wing?

<i>Tick one box per row</i>	Very important	Fairly important	Fairly unimportant	Not important	No opinion
Open green spaces within the village	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The historical context of Wing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rural atmosphere	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local wildlife and habitats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local footpaths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sense of community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friendly and safe environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Village amenities (pub, village hall, campsite shop)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The allotments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The playing field and play equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The bus service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pedestrian safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good house design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other aspects - please specify					

Q2. When considering the local environment, how important to you are the following?

<i>Tick one box per row</i>	Very important	Fairly important	Fairly unimportant	Not important	No opinion
Protecting local wildlife and habitats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protecting the existing green spaces within the village	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increasing the tree planting around the parish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reducing the carbon footprint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safeguard views into and the village	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plant more hedgerows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protect the verges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dog fouling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other aspects - please specify					

Q3. Are there any particular views you feel need to be protected into or out of the village?

INFRASTRUCTURE

Q4. “How well do you think the services within the village meet current and future need?”

The power of the sun e.g. solar panels or photo voltaic panel array	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wind power e.g. wind turbines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water power e.g. hydropower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capturing natural heat in the ground e.g. Ground Source Heat Pumps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burning wood pellets e.g. Biomass plants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas captured from our waste products e.g. anaerobic digesters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q8. How do you rate the following local electronic services?

<i>one box per row)</i>	Good	Adequate	Poor	N/A
Broadband	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile telephone network	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

There is a possibility of the Parish obtaining a G5 mast in the village, likely on the Church steeple.

Q9. Would you support investment in G5 being installed within the Parish?

Yes No Don't know

TRANSPORT

Q10. Do you own a car? Yes No

Q10a. If Yes, can you park it within your boundary? Yes No

Q10b. How often do you or visitors to your property have to park on the road?
 Daily Weekly Monthly Occasionally Never

Q11. How often do you use the bus service?
 Daily Weekly Monthly Occasionally Never

Q12. Do you have any other comments about transport?

RURAL ECONOMY AND COMMUNITY FACILITIES

Q13. Do you work from home or premises within the parish? Yes No

Q14. Are you employed/self-employed? Yes No

Q15. What do you think would encourage new businesses to locate in our parish or improve the ability to work from home or locally?
(Tick all that apply)

More purpose built premises	<input type="checkbox"/>
Better mobile phone reception	<input type="checkbox"/>
Improved road network/access	<input type="checkbox"/>
Other, please specify	

Q16. Should the Neighbourhood Plan identify potential sites for employment use?
 Yes No No opinion

Q17. Which of the following would you like to see developed in Wing?

(Tick all that apply)	Yes	No	No opinion
More business premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More industrial premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A village shop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More holiday short term lets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More holiday homes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More holiday accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More leisure sites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More countryside activities such as fishing, shooting, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other suggestions (please specify)			

A shop within the village would be an asset however the viability of running a shop would have to be established, given the historic experience of the previous closure of village shop due to not enough business.

Q18. How often would you use a village shop?

Daily Weekly Monthly Occasionally Never

Q19. How strongly do you feel improvements are needed in the following:

(Tick one box per row)	Highly important	Fairly Important	Fairly Unimportant	Not important
Parking places	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Road maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic calming measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The number and position of passing places on our roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Footpath / bridleway maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Footpath stiles e.g. replacing with 'Kissing-Gates'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage on our roads and paths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance of verges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HOUSING

The current local plan does not envisage a large number of new houses in Wing.

Q20. What kind of housing do you think Wing will need in the next 10-15 years?

<i>(one box per row)</i>	Yes	No	Opinion
How many homes should be built in the next 10-15 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 bedroom homes (2 bedrooms)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 bedroom homes (3 or more bedrooms)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 bedroom homes (4 or more bedrooms)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detached/easy access homes; e.g. bungalows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flats/apartments (various sizes, incl. houses turned into flats)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supported housing/retirement homes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ecologically sustainable housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Living/working properties (small scale enterprise located within or adjacent to the home)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homes for local people/people with local connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q21. What types of new housing should there be in Wing Parish?

<i>(one box per row)</i>	Yes	No	Opinion
Fully owned homes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fully rented housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared ownership for outright sale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing Association rented for local people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared ownership for local people*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*[*Shared ownership = part owned by Housing Association and part by Occupier.]*

Q22. What development would you support in Wing?

<i>(Tick one box per row)</i>	Yes	No	No opinion
No development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Infill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developments of 1-4 houses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developments of 5-10 houses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developments of 11-20 houses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developments of 21 houses or more	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q23. How important to you are the following when considering new development?

<i>(Tick one box per row)</i>	Very important	Fairly important	Not important	No opinion
Traditional forms of appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Similar size and appearance to existing houses near/around it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modern/one-off design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Innovative external design to minimise energy usage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have a front garden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have a back garden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide off-road parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain minimum gap consistent with existing adjacent development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ABOUT YOU

This section helps us to understand the views of different groups within the Parish and to determine how representative the results are of the whole community.

Q24. Are you ...?

Male Female

Q25. How old are you?

16-17	18 - 24	25 - 34	25 - 34
45 - 54	55 - 64	65 - 74	75 - 84
85+			

Q26. How far from home do you work? (Tick all that apply)

I am not working	<input type="checkbox"/>
I work from home	<input type="checkbox"/>
I work within the parish	<input type="checkbox"/>
I work within 5 miles of my home	<input type="checkbox"/>
I work within 20 miles of my home	<input type="checkbox"/>
I work further than 20 miles away	<input type="checkbox"/>
I have no fixed place of work	<input type="checkbox"/>

Q27. How would you describe yourself? (Tick all that apply.)

Employed – full time	<input type="checkbox"/>
Employed – part time	<input type="checkbox"/>
Self employed	<input type="checkbox"/>
Semi-retired	<input type="checkbox"/>
Retired	<input type="checkbox"/>
In full or part-time education	<input type="checkbox"/>
Unemployed and available for work	<input type="checkbox"/>
Long-term sick/disabled	<input type="checkbox"/>
Homemaker	<input type="checkbox"/>
Other (Please specify)	

Q28. If you have any other comments you would like to make about Wing Parish that might help to prepare the Neighbourhood Plan, please write them in below.

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Your household's future housing needs

One person only to answer the following questions on behalf of all household occupants.

Q29a. Is your present house adequate for the needs of your household?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If you have answered "Yes" to Question 29a, please go to Question 30.

Q29b. If you have answered “No” to Q29a, please give the reasons why your current home does not meet the needs of some or all occupants? Please tick all boxes that apply

Too small	<input type="checkbox"/>	Need to live closer to employment	<input type="checkbox"/>
Too large	<input type="checkbox"/>	Need to live closer to relative/family	<input type="checkbox"/>
Needs major repairs	<input type="checkbox"/>	Need to live closer to a carer or to give care	<input type="checkbox"/>
Unsuitable for physical needs	<input type="checkbox"/>	Want to live independently	<input type="checkbox"/>
Temporary accommodation	<input type="checkbox"/>		
Other, please specify			

Q30a. Are you considering down-sizing?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If you have answered “No” to Question 30a, please go to Question 31.

Q30b. If yes, to what kind of property?

Bungalow	Smaller house	Flat	Sheltered accommodation	Other, please specify
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Q30c..... and where?

In the parish	Close to the parish	Further afield	Not sure
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q31. Are there any people living in this household needing their own home in the Wing Parish, which they are currently unable to obtain?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

(If you have answered 'No' please go to question 35)

Q32. If you have answered 'yes' to Q31 please indicate how many additional homes are currently required?

1	2	3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q33. If additional homes are currently required, please indicate how many bedrooms are required in each.

First extra home	Second extra home	Third extra home
Write number of bedrooms in box	Write number of bedrooms in box	Write number of bedrooms in box

Q34. What type of home are they ideally seeking? (Tick all that could apply)

Owner occupied	<input type="checkbox"/>	Rented from Housing Association	<input type="checkbox"/>
Low cost purchase	<input type="checkbox"/>	Shared ownership (part rent, part buy)	<input type="checkbox"/>
Private rented	<input type="checkbox"/>	Accommodation connected with employment	<input type="checkbox"/>
Adapted for older person or person with special needs	<input type="checkbox"/>		

Q35. Is there anyone in the house, who is not currently in need of their own home but is likely to want one in the Wing Parish in the next five years?

Yes No

Q36. If you have answered 'yes' to Q35 please indicate how many additional homes may be required?

1 2 3

Q37. If additional homes may be required, please indicate how many bedrooms are likely to be required in each.

First extra home	Second extra home	Third extra home
Write number of bedrooms in box	Write number of bedrooms in box	Write number of bedrooms in box

Q38. What type of home are they likely to be seeking? (Tick all that could apply)

Owner occupied	<input type="checkbox"/>	Rented from Housing Association	<input type="checkbox"/>
Low cost purchase	<input type="checkbox"/>	Shared ownership (part rent, part buy)	<input type="checkbox"/>
Private rented	<input type="checkbox"/>	Accommodation connected with employment	<input type="checkbox"/>
Adapted for older person or person with special needs	<input type="checkbox"/>		

Thank you for completing this questionnaire.

Please seal your completed questionnaire in the small envelope and return to the volunteer who delivered it.

Neighbourhood Planning Questionnaire for 10 to 15 year olds living in Wing

YOU ARE IMPORTANT... YOU ARE THE FUTURE OF WING!

If you are under 16, we would really like you to complete this survey and tell us the things you like and don't like about Wing.

This will allow us to take young people's views into account when we are preparing *Wing's* Neighbourhood Plan which will help plan what happens in our neighbourhood over the next 10-15 years.

Please ask your parents for help if you need it.

Each completed Young Person's Questionnaire will be entered into a **free prize draw**. The winners will receive vouchers to spend in the shop of their choice.

To enter the draw, fill in your details on the last page and hand it to the collector.

Like the adult questionnaire, this will be collected 2 weeks after you receive it.

Thank you – Wing Neighbourhood Planning Steering Group

About You

Question 1. How old are you? Please write your age in the box.

Question 2. Are you:

oy					
i					

Housing

Question 3. If new houses are built what should they look like?

Similar to existing buildings	
Different styles	
Special styles – please specify	
Don't know	

Renewable Energy

Question 4. Do you think Wing should get more of its energy from natural sources?

es						No opinion		
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Question 5. If yes, which of these natural sources do you think we should use?
 (please tick all those that apply)

The power of the sun	<input type="checkbox"/>
Wind power	<input type="checkbox"/>
Water power	<input type="checkbox"/>
Capturing natural heat in the ground	<input type="checkbox"/>
Burning wood pellets	<input type="checkbox"/>
Gas captured from our waste products	<input type="checkbox"/>
Other: please specify	<input type="checkbox"/>

Local facilities

Wing is an important centre for local residents and people from the surrounding area.

Question 6. What do you think would make it more attractive for residents and visitors?
 (Tick one box per row)

	Yes	No	No opinion
Better parks and open spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Better indoor sports facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Better outdoor sports facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Better job opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Better shops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Better footpaths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Better cycleways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Better entertainment facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other suggestions?	<input type="checkbox"/>		

Mobile phone

Question 8. Do you use a mobile phone? Yes No No Opinion

If yes please answer the following:

Question 9. How good is the signal you get when you are at home or nearby?

	Home	Nearby
Good - full signal	<input type="checkbox"/>	<input type="checkbox"/>
OK - enough signal to make a call	<input type="checkbox"/>	<input type="checkbox"/>
Bad - no signal	<input type="checkbox"/>	<input type="checkbox"/>

Small Businesses, Farming & Employment

Question 10. Would you like to see more jobs created in the area?

Yes No No Opinion

Question 11. If yes please tick what types of businesses you would like to see offering those jobs?

Business premises	
Industrial premises	
Mobile shop	
Holiday short term lets	
Holiday homes	
B&B accommodation	
Camp sites	
Countryside activities such as fishing, shooting, etc.	
Other, please specify	

Looking after the best of our open spaces, buildings and special places

Question 12. Are there any open spaces, buildings or historical sites which you believe are important to protect?

Question 13. When planning new buildings in Wing, how important is it to ensure that the following are protected?

	Very Important	Fairly Important	Fairly unimportant	Not important	No opinion
Particular views (please specify)					
Our open spaces					
Our best scenery (please specify)					
Local wild plants and wildlife					

Question 14. If you have any particular places in mind please tell us where?

Community Facilities

Question 15. How does living in Wing make you feel?

Very happy	Fairly happy	Fairly unhappy	Very unhappy
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Question 16. Why does it make you feel that way?

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Question 17. How often do you use the bus service in Wing?

Daily	Weekly	Monthly	Occasionally	Never
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Question 17a. Why do you use the bus service (*Tick all that apply*)

To get to school	<input type="checkbox"/>
To get to work	<input type="checkbox"/>
To go shopping	<input type="checkbox"/>
To meet friends	<input type="checkbox"/>
To get to leisure activities	<input type="checkbox"/>
I don't use the bus service	<input type="checkbox"/>
Other: please specify	<input type="checkbox"/>

Question 18. If you have any other comments about the Neighbourhood Plan please make them here.

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Thank you for taking the time to complete this questionnaire and don't forget to enter the competition to have a chance of winning.....

First prize £XX Second Prize. £XX Third prize £XX

YOUNG PERSON'S PRIZE DRAW PAGE

- a) Put your questionnaire and all the other questionnaires from members of your household, in the envelope provided.
- b) Seal it and hand the envelope to the collector.

PLEASE NOTE: To enter the Prize Draw your Parent or Guardian must check and sign this page.

This Prize Draw is for all 10-15 year olds who complete the Young Person's Questionnaire and whose parent or guardian accept the terms and conditions provided below. There will be three winners who will receive a prize of either £50, £25 or £10 of vouchers for a shop of your choice.....

To allow us to notify you if you win, you will need to provide the following information:-
(If you or your parent or guardian do not wish to participate in the Prize Draw, please leave the following section blank.)

Your Parent or Guardian's full name:	
Your First Name:	
Your Parent or Guardian's ADDRESS:	
Your Parent or Guardian's Telephone Number:	
Your Parent or Guardian's Signature	

Accepting the Prize Draw Terms and Conditions:-

<i>I accept the Prize Draw Terms and Conditions</i>	
Parent/Guardian's Signature:	
Parent/Guardian's Full Name:	

For prize draw terms and conditions please see Wing Neighbourhood Planning website :- [www.\(name of website\)](http://www.(name of website))

Wing Parish Neighbourhood Plan

Feedback from the questionnaire

Rationale for a Neighbourhood Plan

- Housing
- Preservation
- Development for the future
- Using this opportunity to give a direction to the Parish Council and feedback to Rutland Council

Neighbourhood Planning Group

- Volunteers from the original meeting
- Their job is to consult the community and translate that feedback into the plan within the constraints laid down nationally.

Consultation so far

- 12 public meetings to gauge support and set up the group
- Information weekend
- Questionnaire
- Questionnaire feedback

Responses

- 153 completed adult questionnaires (plus 3)
- 13 Young persons questionnaires
- 55% adult population (276 residents, 2011 census) returned questionnaires
- 34% of 17 years and under returned forms

What are the important spaces?

- The playing field/park
- The maze
- The pub
- Village hall
- Graveyard
- Buttonhole

How important are the following?

- 11 respondents thought that open green spaces, rural atmosphere, sights and smells, friendly and safe environment, wildlife habitats, the playing field and village facilities were important.
- 12 out of 13 were happy living in Wing

Future developments (YP)

- Most thought that new houses should look similar to existing buildings and wildlife habitats and views should be protected when building happened particularly the view from Bottom Street
- Most thought that Wing should get energy from natural sources and favoured solar.
- They would like to see more jobs created.

Facilities (YP)

- All used a mobile phone and found the signal adequate
- 1 used the bus
- Request for mowing of the playing field, a dirt track for bikes, tennis court and sports shop
- Keep Wing small

Questions on cultural heritage/environment.

What is important to quality of life?

- 97% a friendly and safe environment
- 95% open green spaces,
- 95% local footpaths and rural atmosphere
- 94% sense of community
- 87% good house design
- 84% Historical context
- 84% playing field
- 83% pedestrian safety
- 72% bus service

Important aspects of the local environment

- 98% protecting local wildlife
- 97% protecting existing green spaces within the village
- 93% safeguarding views in and out of the village
- 92% dog fouling
- 90% use of appropriate materials
- 86% protecting verges
- 86% reducing carbon footprint
- 84% increasing tree planting

Comments about what was important for Quality of Life

- Peace and quiet
- Keeping the historical context of the village when building
- Improving the bus service
- Reducing speed limit in the village
- Importance of the playing field
- Importance of the allotments

Other aspects about the environment

- There were comments about the importance of hedgerows, planting trees, wildlife corridors, bird boxes, the maintenance of dark skies and removing litter.
- Two comments about the campsite being restricted to level for which they have permission
- Couple of comments about dog fouling
- Traffic should be slowed through the village

Green spaces that have special meaning

- 77 answers
- 31 plus mentioned the playing field
- 11 mentioned the maze
- Several comments about the verges within the village
- Also mention of allotments, churchyard, church field, little wood

Views that need protecting

- 73 answers
- Quite a lot said all views were important and there was a good spread of appreciation of the views in all directions.
- Also some comments about preserving the grass areas outside the allotments and in the village along from the pub.

Importance of village amenities

- Village hall 89%
- Pub 85%
- Church 71%
- Campsite shop 51%

Comments about village amenities

- 8 positive comments about the campsite, 3 mentioned the café. One felt the shop was expensive and three wanted it to be open all year
- 4 mentioned the post office
- 1 suggested that the village hall be used for other services
- Appreciation of the fish van, newspaper box, play equipment.

Infrastructure Improvements needed

- 69% broadband and mobile telephone network
- 71% bus service
- 61% community shop
- 55% gas
- 45% rail (Manton Station)
- 42% surface water drainage
- 39% sewage

Improvements within the parish

- 88% the maintenance of verges for wildlife
- 87% footpath maintenance
- 86% road maintenance
- 12% would use a village shop daily
- 47% would use a village shop weekly
- 36% would use a village shop occasionally

Facilities that need improving in the future

- 5 desires for a village shop/community shop but some other comments about viability
- Improved bus service
- Manton station
- Mains gas
- Car shares
- Electric car charging
- Green energy
- Traffic calming
- Nursery for young children

Thriving in the Future

- 65% Attracting younger people
- 62% Making it possible to downsize in Wing
- 55% Reducing car usage
- 54% Producing local renewable energy
- 43% Super energy efficient houses
- 27% Wind power
- 25% Allocating land for individuals to grow food

15 years and beyond

- Affordable housing
- Community shop
- Keep the pub open
- Improve outdoor leisure activities and maintain the playing field
- Improve the bus service
- Calm the traffic

Future energy production

- 58% supported Solar for private individuals
- 52% supported Solar as a community project
- 51% supported ground source heat pumps • 52% opposed commercial wind turbines

5G Investment supported

- 62% Yes
- 20% No
- 18% Don't know

Comments on what would you like to see being developed in Wing?

- Few comments about a normal or community shop
- Some for and others against the campsite
- Limit holiday homes
- Cycle routes, racks and lockers
- Development of small holdings
- Improvements to the village hall

Transport

- 95% own a car
- 90% park within boundary
- Half of respondents or visitors have to park on the road occasionally, 25% never have to
- 74% never use the bus
- 23% use the bus occasionally
- 3% use it weekly

52 Transport comments

- 21 about the poor bus service including size and disability unfriendly
- 3 requests for 20mph speed limit and 4 for other traffic calming
- Weight limit signs need to be at both ends of the village
- Cycle paths
- Street parking and suggestion of a discreet car park

Rural Economy

- 66% work outside parish, 34% within it
- 69% think that better broadband would encourage new businesses
- 59% think that better mobile reception would encourage new businesses
- 57% would like to see B and Bs developed
- 48% would like a mobile shop
- 47% would like further development of countryside activities.
- 18% supported purpose-built premises

Comments on new businesses in Wing

- Not a lot of enthusiasm, “not a business park”
- Working from home preferred
- No more shooting
- Already have holiday homes and a campsite
- A couple of comments wanted a reduction in these and one wanted proper regulation of the campsite

Housing next 10-15 years

- 56% for local people or with local connections
- 55% ecologically sustainable
- 51% starter homes
- 50% family homes
- 54% disagreed with the statement that no new houses should be built
- 50% would support building of 1-4 houses
- 47% supported infill
- 60% did not support 11 houses plus

Housing

- 87% felt that off road parking was important
- 82% wanted a minimum gap consistent with present housing
- 79% felt that traditional styles were important
- 78% felt that sympathetic/good quality contemporary design was important
- 61% thought housing should be privately owned
- 47% wanted low-cost housing for outright sale
- 46% in support of housing association rental and or shared ownership

Downsizing

(questions per person not household)

- 15 people were considering downsizing
 - 5 wanted a bungalow
 - 5 bungalow or smaller house
 - 1 bungalow or flat
 - 1 bungalow or sheltered accommodation
 - 1 house with less garden
 - 1 smaller house
 - 1 flat

Where do people want to go?

- 6 wanted to be in or near the parish
- 2 wanted to be outside the parish
- 7 were unsure

Q 31. Future housing needs in Wing

- 9 responded yes to this
- In all 12 extra homes were identified as needed (duplication)
- 8 were looking for low-cost/rented or part ownership
- 1 wanted an adapted home for an older person, owner occupier
- 2 ticked owner occupier
- 1 didn't specify

Housing Needs in 5 years

Results by respondents not by household

- It is not possible to fully quantify the data
- A significant number of people indicated that houses were needed within the parish for those already living here, either now or within 5 years.
- There was flexibility about methods of occupying but low cost purchase and joint ownership were mentioned on several returns
- Need for 16 houses identified
- 1x one bedroom, 6x two bedrooms, 7x three bedrooms and 2x four bedrooms
- 11 needing low cost housing with flexibility on how it was obtained

Other comments on housing

- Several comments re-iterated the desire to have no more housing as infill has been already been overdone
- Concern that infrastructure is already stretched

Any other comments about the NP

- Preservation of the countryside extremely important
- More trees for owls, encourage hedgehogs, curlews and skylarks
- Questions about the commitment of Anglian Water to the community
- Why two railway crossings?
- Encourage younger participation

Next steps

- Finish gathering evidence for the environmental work
- Draw up policies for issues raised:
 - Housing.
 - Environment
 - Rural economy including transport and infrastructure
- Submit draft plan and then put it to a parish referendum

Please consider coming and joining the committee, everyone is welcome.

Nicky@lytt.myzen.co.uk



WING

NEIGHBOURHOOD PLAN

COMMUNITY ENGAGEMENT

DROP-IN EVENT

7 MAY 2022

CONSULTATION SUMMARY



1. Background

Project Brief

Wing Parish Council through its Neighbourhood Plan Committee organised an open event at the Village Hall on 7 May 2022 (10:00 am – 1:00 pm) to share the emerging policies in the Neighbourhood Plan with those who live and work in the Parish.

The aim of this event was to see whether or not the local community supported the emerging policies – including ones on housing, Local Green Space and environment; community facilities; design; transport and business.

Publicity

The drop-in event was promoted by leaflets sent to each household, notification on the Parish Council website and a large banner located outside the Community Hall.

List of attendees

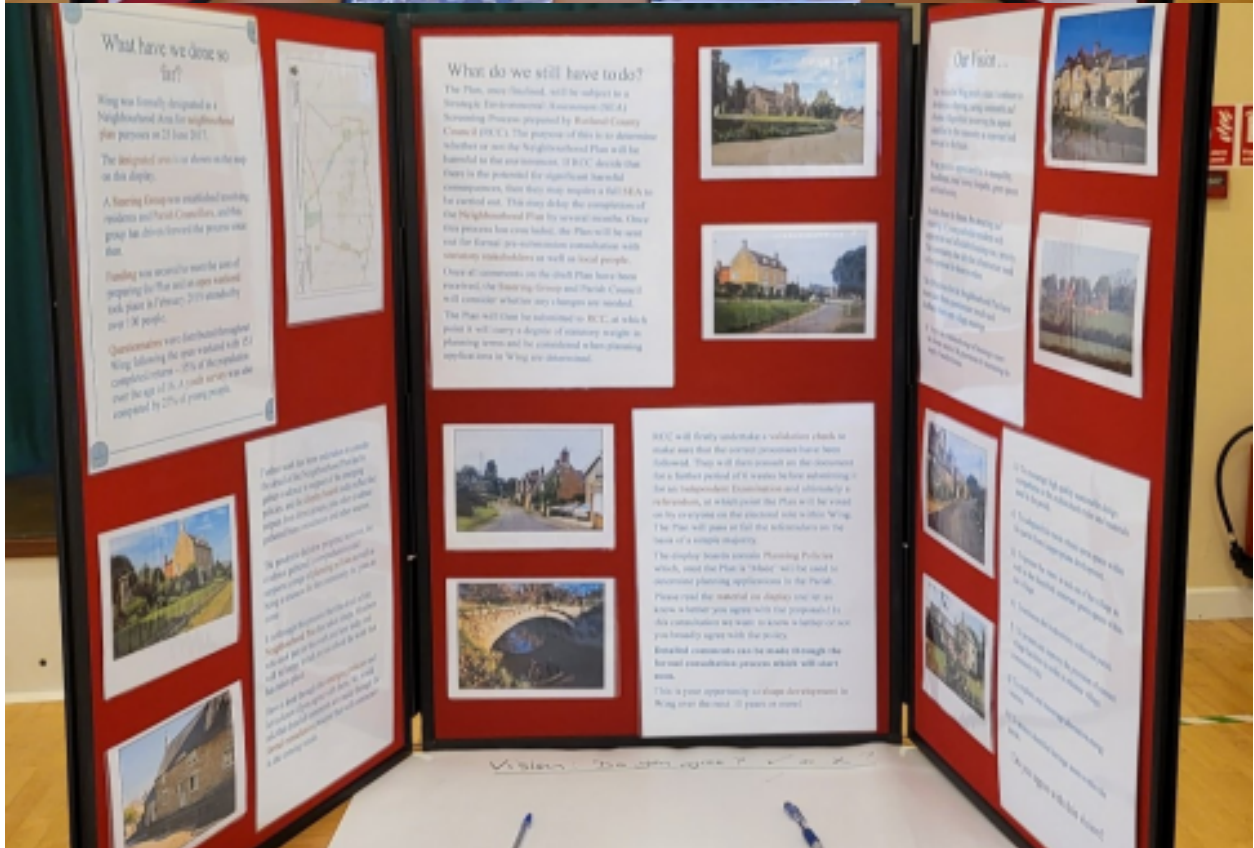
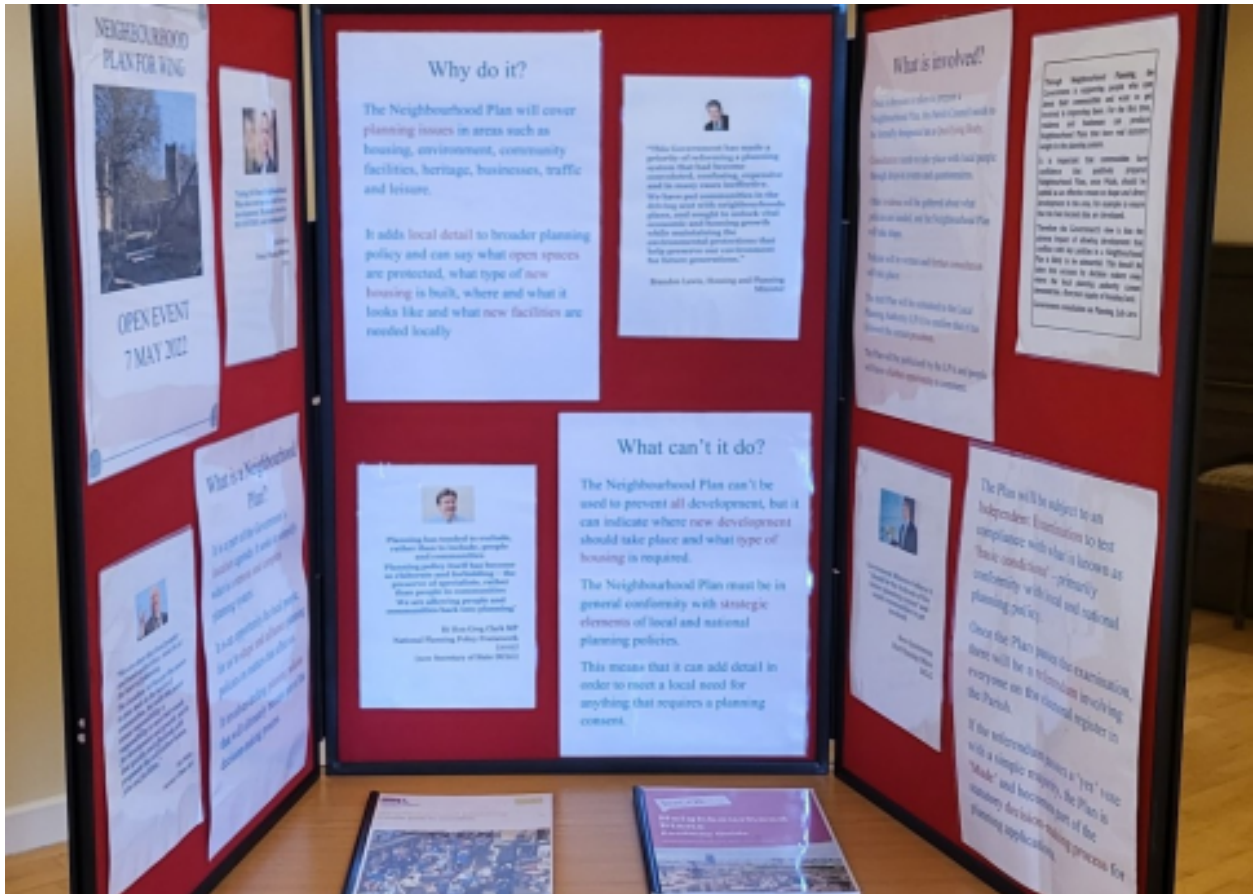
A list of attendees is available separately. A total of 54 residents attended the event.

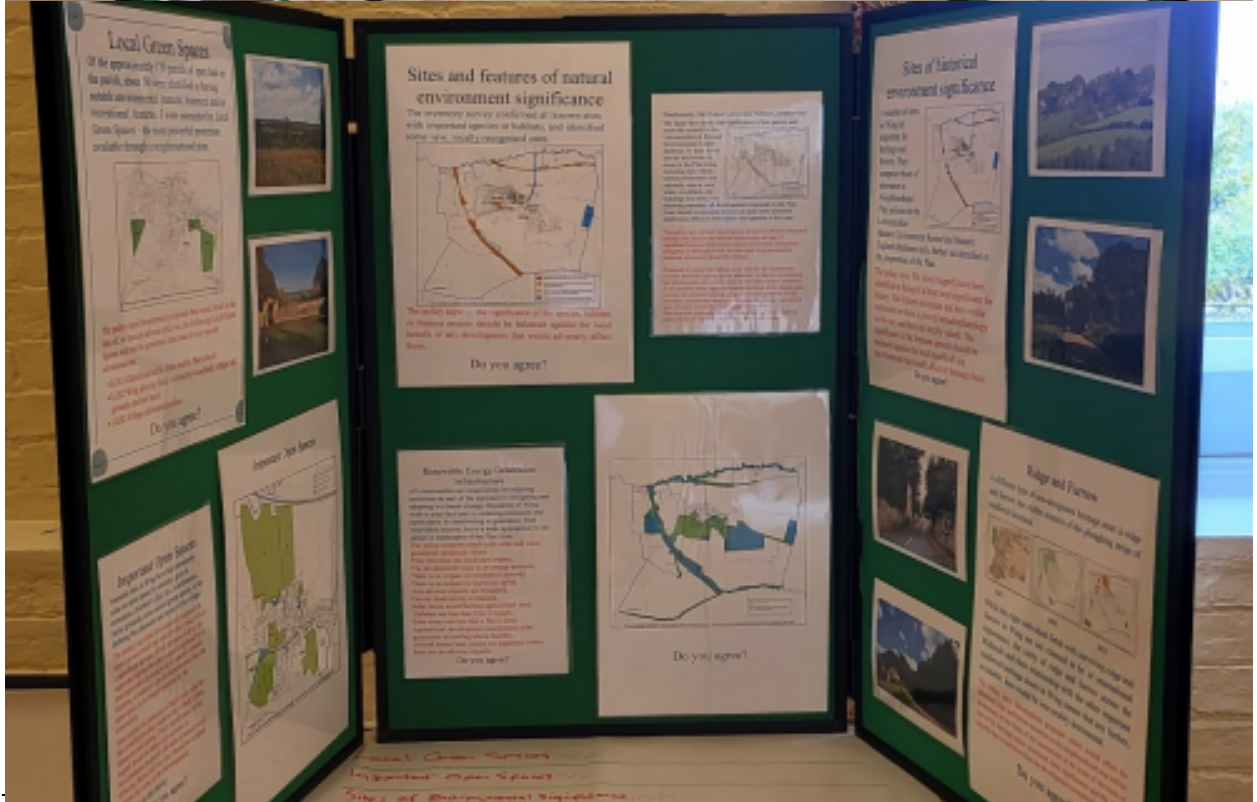
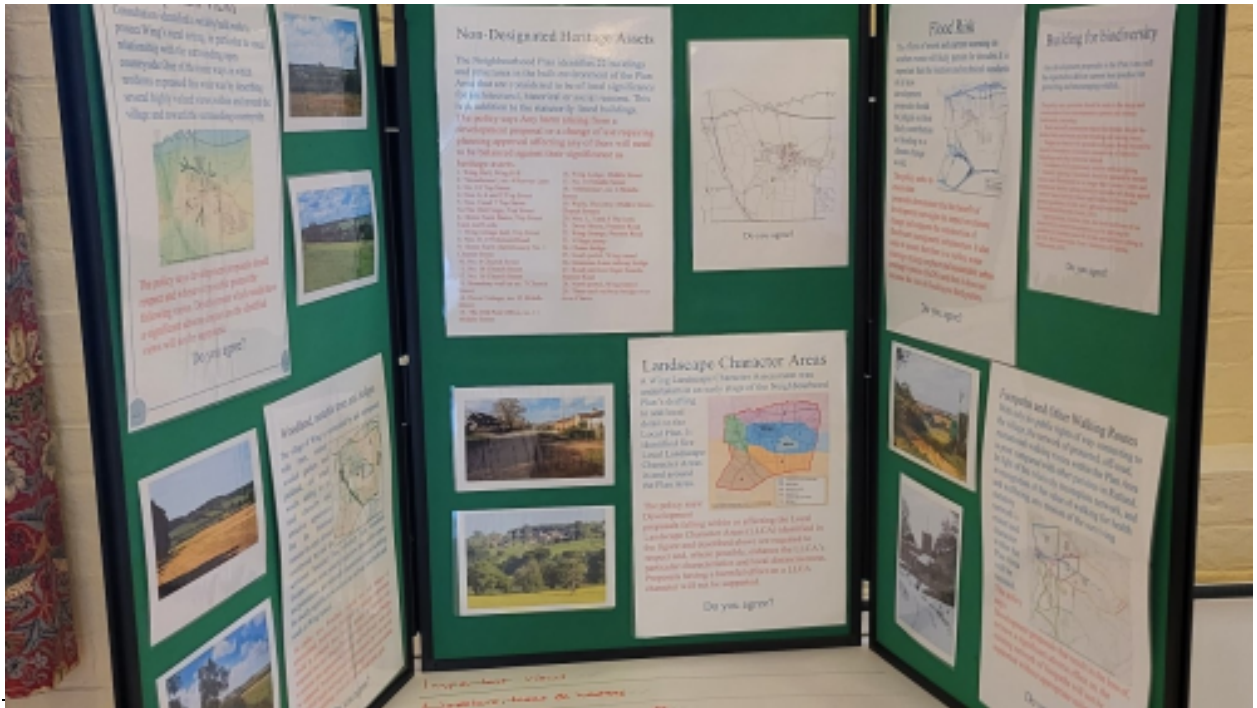


2. Format of Event

<p>Sign in</p>	<p>A Member of the Neighbourhood Plan Committee welcomed attendees on arrival and recorded attendance. Arrangements for the Open Event were explained.</p>
<p>Background</p>	<p>The first displays introduced Neighbourhood Planning and described the process and what has been undertaken to date. Copies of documents describing the neighbourhood plan process were available to read as were copies of the draft Neighbourhood Plan, design guide, landscape character assessment and other relevant material.</p>
<p>Consultation on key issues</p>	<p>A series of display boards were spread across the room, each of which focussed on the emerging policies within the draft Neighbourhood Plan – including:</p> <ul style="list-style-type: none"> ▪ Housing – Proposed residential allocation; housing mix, design, affordable housing and windfall; ▪ Environment –Local Green Space and other environmental protections including important views; <ul style="list-style-type: none"> ▪ Transport; ▪ Businesses and Employment; ▪ Community Facilities. <p>Having read the displays, attendees were asked to indicate their support for the policy. General comments were welcomed and members of the NP team were on hand to record people’s views, but people were directed to the upcoming pre-submission consultation for expressing detailed observations so that the comments could be formally recorded and responded to.</p>

The next pages show the display boards detailing the emerging policies:





Housing

While the adopted Local Plan is a hierarchy of land uses, it is necessary to help to determine the most appropriate location for development. While the hierarchy is clear, it is not always obvious where the most appropriate location for development is. The Council has therefore set out a number of key considerations to help you decide where the most appropriate location for development is. It is important to note that the hierarchy is not a checklist and you should consider all the relevant factors.

It is important to note that the hierarchy is not a checklist and you should consider all the relevant factors.

Residential Allocation

A strategic plan is an essential tool for the Council in a comprehensive assessment of potential residential development sites. It is a key element in a strategic approach to ensuring that the development and use of land is in the public interest. The Council has therefore set out a number of key considerations to help you decide where the most appropriate location for development is.

Do you agree?

Affordable Housing

The Council has a duty to ensure that there is a sufficient supply of affordable housing to meet the needs of the community. It is important to note that the Council has a duty to ensure that there is a sufficient supply of affordable housing to meet the needs of the community. It is important to note that the Council has a duty to ensure that there is a sufficient supply of affordable housing to meet the needs of the community.

Do you agree?

Waste/development

The Council has a duty to ensure that there is a sufficient supply of waste/development to meet the needs of the community. It is important to note that the Council has a duty to ensure that there is a sufficient supply of waste/development to meet the needs of the community. It is important to note that the Council has a duty to ensure that there is a sufficient supply of waste/development to meet the needs of the community.

Do you agree?

Settlement Boundaries

The Council has a duty to ensure that there is a sufficient supply of settlement boundaries to meet the needs of the community. It is important to note that the Council has a duty to ensure that there is a sufficient supply of settlement boundaries to meet the needs of the community. It is important to note that the Council has a duty to ensure that there is a sufficient supply of settlement boundaries to meet the needs of the community.

Do you agree?

Housing Mix

The Council has a duty to ensure that there is a sufficient supply of housing mix to meet the needs of the community. It is important to note that the Council has a duty to ensure that there is a sufficient supply of housing mix to meet the needs of the community. It is important to note that the Council has a duty to ensure that there is a sufficient supply of housing mix to meet the needs of the community.

Do you agree?

Design

The Council has a duty to ensure that there is a sufficient supply of design to meet the needs of the community. It is important to note that the Council has a duty to ensure that there is a sufficient supply of design to meet the needs of the community. It is important to note that the Council has a duty to ensure that there is a sufficient supply of design to meet the needs of the community.

Do you agree?

Community Facilities

The Council has a duty to ensure that there is a sufficient supply of community facilities to meet the needs of the community. It is important to note that the Council has a duty to ensure that there is a sufficient supply of community facilities to meet the needs of the community. It is important to note that the Council has a duty to ensure that there is a sufficient supply of community facilities to meet the needs of the community.

Do you agree?

Electric Vehicles

The Council has a duty to ensure that there is a sufficient supply of electric vehicles to meet the needs of the community. It is important to note that the Council has a duty to ensure that there is a sufficient supply of electric vehicles to meet the needs of the community. It is important to note that the Council has a duty to ensure that there is a sufficient supply of electric vehicles to meet the needs of the community.

Do you agree?

Fabric Car Parking

The Council has a duty to ensure that there is a sufficient supply of fabric car parking to meet the needs of the community. It is important to note that the Council has a duty to ensure that there is a sufficient supply of fabric car parking to meet the needs of the community. It is important to note that the Council has a duty to ensure that there is a sufficient supply of fabric car parking to meet the needs of the community.

Do you agree?

Open Space/Leisure

The Council has a duty to ensure that there is a sufficient supply of open space/leisure to meet the needs of the community. It is important to note that the Council has a duty to ensure that there is a sufficient supply of open space/leisure to meet the needs of the community. It is important to note that the Council has a duty to ensure that there is a sufficient supply of open space/leisure to meet the needs of the community.

Do you agree?

Employment

The Council has a duty to ensure that there is a sufficient supply of employment to meet the needs of the community. It is important to note that the Council has a duty to ensure that there is a sufficient supply of employment to meet the needs of the community. It is important to note that the Council has a duty to ensure that there is a sufficient supply of employment to meet the needs of the community.

Do you agree?

Home Working

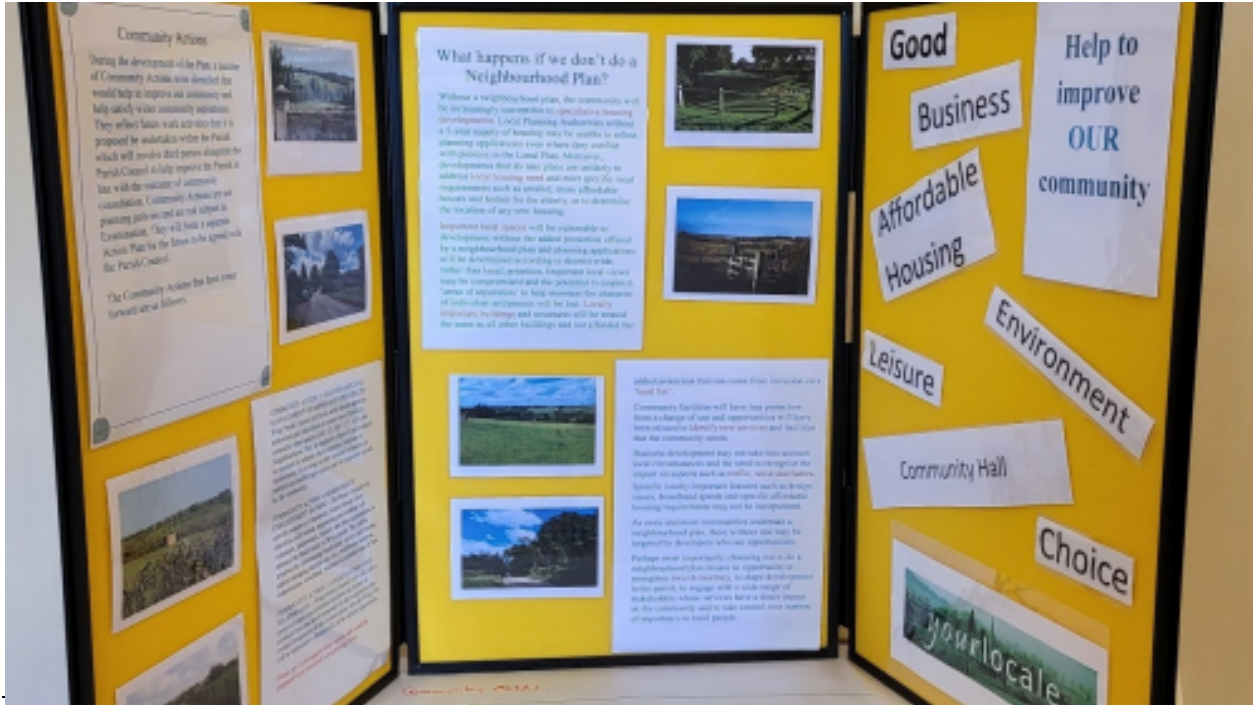
The Council has a duty to ensure that there is a sufficient supply of home working to meet the needs of the community. It is important to note that the Council has a duty to ensure that there is a sufficient supply of home working to meet the needs of the community. It is important to note that the Council has a duty to ensure that there is a sufficient supply of home working to meet the needs of the community.

Do you agree?

Traffic Management

The Council has a duty to ensure that there is a sufficient supply of traffic management to meet the needs of the community. It is important to note that the Council has a duty to ensure that there is a sufficient supply of traffic management to meet the needs of the community. It is important to note that the Council has a duty to ensure that there is a sufficient supply of traffic management to meet the needs of the community.

Do you agree?



2. Consultation findings

The policies on display and the support expressed for each are as follows:

Vision:

Overall 38 y 0 n

Housing:

Settlement Boundary 24 y 0 n

Residential Allocation 26 y 3 n

Housing Mix 29 y 0 n

Windfall Sites 22 y 2 n

Affordable Housing 25 y 2 n

Design 30 y 0 n

Environment:

Local Green Spaces 30 y 0 n

Open Spaces 27 y 1 n 1?

Natural Environment 30 y 0 n

Biodiversity 22y 0 n

Renewable Energy 24 y 1 n 1?

Historic Environment 25 y 0 n

Ridge and Furrow 25 y 0 n 1?

Important Views 32 y 0 n

Woodland, Trees and Hedges 31 y 0 n

Non-Designated Heritage Assets 29 y 0 n

Landscape Character Areas 28 y 0 n

Footpaths 32 y 0 n

Flood Risk 22 y 0 n

Building for Biodiversity 32 y 0 n

Sustainability:

Community Facilities 32 y 0 n

Business and Employment 27 y 1 n

Electric Vehicles 31 y 0 n

Public Car Parking 24 y 2?

Homeworking 32 y 1 n

Farm Diversification 26 y 3 n

Traffic Management 32 y 1 n

Community Actions:

Open Spaces 30 y 0 n

Biodiversity 33 y 0 n

Conservation Area 30 y 1 n 2 ?

Comments made:

- Community actions – additional cost on precept?
- Stop selling Council Houses and build more!
- Hear hear!
- Farm diversification – needs updating
- Vehicle speed management?
- Minimising additional traffic contradicts some of the farm diversification policies
- NDHA – small farm (?) at no. 7 The Jetty? (Dorothy Buckby's cottage!)
- Would like to see an intent to increase footpaths be they statutory or discretionary
- External light pollution from outside Wing?
- Renewable energy – village wide
- Solar arrays on land should be less than 5ha – disproportionate to size of parish
- Supporting very much renewable energy, however we object to solar farms, particularly on agricultural land. There are enough roofs on houses/barns/agricultural buildings that could be utilised. All new builds should have renewable energy sources eg solar panels as a mandatory requirement, whether they are residential or agricultural.
- Important trees and wild flowers - currently Glebe land that has never been cultivated. View down to Church. Should be in Important Open Spaces.

This was an engaging event where people had the opportunity to see the draft policies and to ask questions of those who have drafted the Plan. People stayed for a long time to read and consider each policy area and the turnout was very good for a community the size of Wing. There was overwhelming support for the policies on display.





10



Appendix 9 - Letter to Landowners

5A Top Street,
Wing,
LE15 8SE.

nicky@lytt.myzen.co.uk
2.11.21

Dear Neighbour

As you are aware Wing parish has been preparing a Neighbourhood Plan (NP) for our locality. This plan will be used to determine future planning applications within the parish. A group comprising parish counsellors and members of the community has been working on this project. This group is committed to listening to the views of those who live within the parish, as it is requisite that the NP incorporates the collective views and aspirations of all the residents.

One part of this process is to identify land in the parish, which has the potential for small scale development. This is a separate process to applications for infill or windfall developments.

The first step in this procedure is that the NP group needs to compile a list of land that landowners would like to be considered for potential development. Once that list is complete the sites will be externally assessed using criteria, which includes the wishes expressed by Wing residents.

If you would like your land to be considered for housing please could you fill in the attached questionnaire, provide a marked map including the boundaries of the potential site and return it by 21.11.21 to the above address

Yours Faithfully

Chair of the NP steering group

Appendix 10 – Flyers to Residents

WING NEIGHBOURHOOD PLAN

Dear Resident

Following two very well attended public meetings, it was decided that there was sufficient interest amongst residents to begin the process of developing a Neighbourhood Plan (NP).

As you may recollect this is an opportunity to identify what we feel is important within the village and for the village to influence its future development.

A Committee was formed of everyone who volunteered their services. Officers were nominated and voted for by the group.

Officers :

Chairman: Nicky Lyttelton

Vice Chairman: Joanne Beaver

Secretary: Angela Harding

Parish Councillors: John DeJardin, Lyndon Curley, David Serviour

RCC Advisor : Colin Dunigan

The Committee is answerable to the Wing Parish Council.

So far we have been working on:

- What a Neighbourhood Plan can and cannot do
- Examples of good practice in existing Neighbourhood Plans
- Looking at the Historical and Cultural context of the village
- Exploring different ways of keeping residents informed about progress

The experience of other villages has shown this that this is a major task which is at least a two year process.

We are at present designing a questionnaire, which will be distributed in the next few months, as we need your views about what is important to you about living in Wing.

The Village Website: www.wingrutland.uk has a tab that leads to information about the Neighbourhood Plan. Committee minutes are also posted there.

We are intending to give you regular updates. These will be by email, hardcopy and verbally from individual committee members. Please do contact any of the committee members if you have any questions.

If you are willing to be contacted by email, please send your details to Angela: harding11@btinternet.com or Joanne: beawingj@gmail.com.

Your details will only be used to update you on NP activity.

We look forward to working with you and hearing your views.

Nicky

On behalf of the Wing NP Committee

16/04/2018 – Flyer

WING NEIGHBOURHOOD PLAN

Dear Resident

Many thanks to so many of you who helped make the information weekend such a success.

We had a lot of useful feedback and comments, all of which have been very helpful in writing a questionnaire. The comments were wide ranging with housing, parking, dog fouling, sewage, a lack of starter homes, broadband and a strong desire to protect the natural environment some of the topics covered.

The questionnaire will be distributed in the next few weeks.

I very much hope that you will have the time to fill it in. The results from the questionnaire will then give us more formal feedback which we will then translate into the draft Neighbourhood Plan.

Once the Neighbourhood Plan is written you will be asked whether you approve it or not

Your link person will be distributing the questionnaire and will ask you how many you want and whether you have children who would be willing to fill in a children's version

Many thanks

WING NEIGHBOURHOOD PLAN QUESTIONNAIRE FEEDBACK

Dear Resident,

We would like to invite you to hear the results of the questionnaire and to get your views on how the parish should act on the issues raised.

We have two duplicate sessions, both in the Village Hall.

Sunday 2nd December 3pm

Wednesday 5th December 7pm

We look forward to seeing you there.

Nicky Lyttelton on behalf of the Wing Neighbourhood Plan Group

WING PARISH NEIGHBOURHOOD PLAN

Dear Resident,

As you know, work has been going on to produce a Neighbourhood Plan for the Wing Parish. We have been grateful for the community input to the public meetings and the questionnaire.

Unfortunately progress has been slowed by the pandemic.

Despite this we do have some interesting reports for you to see. There are four on housing. Two are detailed directories covering the listed and non listed houses in the village. There is an analysis of the housing questionnaire results and the last one is a Design Guide, which includes details of architectural features.

The environmental group has produced a Landscape Character Assessment for the parish. All the documents are detailed and well illustrated They have certainly given me a much greater understanding of Wing and I recommend them to you. They are all accessible from the parish council website <https://www.wingrutland-pc.gov.uk/neighbourhood-plan.html>

I very much hope that we can restart work in 2021 and produce a plan for your approval in the not too distant future

Best wishes
Nicky Lyttelton
Chair of NP Group

5A Top Street,
Wing,
LE15 8SE.

nicky@lytt.myzen.co.uk
2.11.21
Dear Neighbour

As you are aware Wing parish has been preparing a Neighbourhood Plan (NP) for our locality. This plan will be used to determine future planning applications within the parish. A group comprising parish counsellors and members of the community has been working on this project. This group is committed to listening to the views of those who live within the parish, as it is requisite that the NP incorporates the collective views and aspirations of all the residents.

One part of this process is to identify land in the parish, which has the potential for small scale development. This is a separate process to applications for infill or windfall developments.

The first step in this procedure is that the NP group needs to compile a list of land that landowners would like to be considered for potential development. Once that list is complete the sites will be externally assessed using criteria, which includes the wishes expressed by Wing residents.

If you would like your land to be considered for housing please could you fill in the attached questionnaire, provide a marked map including the boundaries of the potential site and return it by 21.11.21 to the above address

Yours Faithfully

Chair of the NP steering group

Dear Resident

As you are aware, Wing Parish, led by the Parish Council, is drawing up a Neighbourhood Plan (NP). This NP will be valid until 2026 by which time a new Rutland County Local Plan should have been approved, and our NP will need to be reviewed to ensure that it is in line with the Rutland plan

The purpose of the NP is to influence decisions over future development within the parish whilst preserving the aspects of Wing that are appreciated by the community. Your views have been gathered from the parish wide questionnaire completed in 2018 and open community events (before the pandemic held up proceedings).

Analysis of the questionnaire showed that a majority of respondents were in favour of small scale developments of up to four houses. There was a desire to have homes for local people or those with local connections and a narrow majority favoured starter homes possibly reflecting the fact that Wing has higher proportion of larger houses than other parts of the county and country.

Uncertainty over the feasibility of the St George's Barracks development has recently led to the withdrawal of the draft Rutland Local Plan. In consequence, the previous planning controls applicable to Rutland, including Wing, are no longer valid and there is currently no legal framework on which to base planning decisions until a new plan has been accepted some years in the future.

In view of this planning hiatus the NP committee has unanimously decided that we should identify one or two potential sites for small scale development within Wing Parish. Once embedded in an approved Neighbourhood Plan this will give the parish the ability to influence any planning applications in the future as well as protect the amenities and views you have told us you value. Another advantage to this process is that our NP will retain its power even if Rutland's Local Plan becomes out of date or is withdrawn.

The Statutory process for identifying potential development sites entails asking all local landowners whether they wish any of their land to be developed and then submitting positive responses to an external evaluation, This evaluation is obliged to take into account

environmental factors, practical issues such as access as well as community views previously expressed.

A letter inviting expressions of interest will be sent to landowners within the next few weeks.

Please note that small scale 'infill/windfall' development within the village envelope is to be considered separately and does not fall within this statutory process for designating potential development sites

We will of course let you know the outcome of the process as the Neighbourhood Plan is developed further.

If you have any questions please contact Nicky Lyttelton nicky@lytt.myzen.co.uk

Nicky Lyttelton Chair of NP steering group, on behalf of Wing Parish Council for whom the NP is being drafted.

October 2021

Wing Neighbourhood Plan

Notice of Pre-Submission Consultation

We are inviting your feedback on the draft Wing Neighbourhood Plan as part of the statutory consultation process.

Following this consultation the draft plan may be amended before going for external scrutiny and a local referendum.

You can view and comment on the draft plan via the Wing Parish Council website

QR Code link below

A hard copy of the draft plan will also be available to view and comment on at the Church

**Consultation period:
9 January 2023 until 20 February 2023**

©Wendy Dalton

For further information email: nicky@lytt.myzen.co.uk

			<p>surrounding listed buildings, the village's form, character and setting.</p> <p>The supporting description for Bryher House Gardens given within the Plan comments on the views from the garden and includes the statement that <i>the site as described by local people: 'one of the best open views from a garden in the village'</i>. As this view is from the garden and as the garden is private with high boundary details on all sides, this view provides no public amenity. In recent public documents, the view back towards the property has been described by other neighbours as an eyesore and thus again provides little public amenity.</p>	<p>historic retaining wall with a hedge above; the garden is elevated above this.</p> <p>There is a glimpse into this open space and a sense of openness as no buildings are close in this corner of Reeves Lane. It is the open spaces relationship with the Chater valley affording views in and out of the village and in particular the way in which this space gives the green setting to this edge of the village when viewed across the valley. This reason was cited by RCC in a recent refusal for development on this corner of land. This sense of openness and connection with the Chater valley is also experienced along Bottom Street and approaching the village along the public footpaths.</p> <p>The descriptions and information contained in Appendix 4 are proportionate for its purpose. Development is not ruled out, but any development proposal will have to take the identified features into account in any planning determination.</p>	<p>None</p>
			<p>The evidence set out in appendix 4 of the Plan is neither adequate or proportionate and a similar application of the NPPF 2021 assessment criteria</p>		

				<p>to other neighbouring properties would suggest that many other private gardens could also be considered important open spaces. By way of example, the gardens of both 4 and 6 Reeves Lane would likely receive very comparable assessments.</p> <p>Specifically:</p> <p>a. It is noted on page 4 of appendix 4 that this private garden is bounded by a high fence, walls and a thorn hedge and therefore cannot reasonably be considered an open space. b. The NPPF 2021 assessment criteria states that <i>'Only the most attractive land in the Plan Area should qualify'</i> however the photograph included on page 10 of appendix 5 suggests that Bryher House Garden is not one of the most attractive pieces of land in the parish.</p> <p>c. Bryher House gardens are private property with no public access and therefore provide no direct public recreational amenity or tranquillity</p> <p>d. The area defined in the Plan as Bryher House Garden does not include any artifacts of historic significance</p>	<p>The 'Beauty' criterion was not taken into account in making the designation. Only the highest scoring sites achieved the designation of Local Green Space and Bryher House fell short of this.</p> <p>Noted. The scores for recreation value will be adjusted to 1 and tranquillity to 0.</p> <p>The site is within Historic Environment Record site MLE8809 as <i>Historic Settlement Core of Wing</i></p> <p>The mature ornamental trees have biodiversity value above the parish background level.</p>	<p>None</p> <p>Change to be made as indicated</p> <p>None</p> <p>None</p> <p>None</p>
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				<p>e. No evidence is presented to suggest that Bryher house garden is in any way exceptional from the perspective of wildlife and therefore any environmental assessment should be similar to other gardens in the village</p> <p>In conclusion, given the comments above it is incorrect and unnecessary to include Bryher House Garden in the assessment of Important Open Spaces or the assessment of Features of Natural Environmental Significance. In addition, the assessments that have been undertaken fail to provide adequate and proportionate evidence to support and justify the inclusion of Bryher House Garden in Policy ENV2 and Policy ENV3. Bryher House gardens should therefore be removed from any special designations within the neighbourhood plan.</p>	<p>We believe that the garden is important to the character and setting of the village. It has been recognised over the years in the RCC development plan as important and was cited by RCC as an important space in its response to a recent planning application.</p>	
2	Important Open Spaces	ENV2	Resident	<p>Context</p> <p>The Wing Neighbourhood Plan seeks to promote sustainable development within the parish including the need for a balanced range of new housing whilst also safeguarding existing open spaces for the enjoyment of residents and to protect important open spaces from development. These objectives are clearly set out in paragraphs 3 and 4 of the Plan.</p>	As above	

			<p>2. The NPPF 2021 makes clear that plans should contribute to the achievement of sustainable development and policies should be underpinned by relevant and up-to-date evidence that is adequate and proportionate to support and justify the policies concerned (para 7 page 13)</p> <p>Policy ENV 2 of The Wing Neighbourhood Plan – Important Open Spaces C4 (page 27) identifies Bryher House Garden as an important open space due to its high local value for the contribution it makes to the village’s form, character and setting. As such the Plan proposes that this significance should be taken into account in any development proposals or other planned works that might affect arise.</p> <p>Policy ENV 3 of The Wing Neighbourhood Plan - Sites and Features of Natural Environmental Significance 4 (page29), has identified Bryher House Gardens as ecologically important and as such the significance of the species, habitats or features present should be balanced against the local benefit of any development proposal.</p> <p>Comments</p>		
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			<p>Set out below are a number of grounds for objection to Bryher House Garden being specifically identified as an Important Open Spaces under Policy ENV 2 and Sites and Features of Natural Environmental Significance under Policy ENV 3</p> <p>Bryher House Garden is bordered on 3 sides by listed buildings and the entire area falls within the Wing village conservation area, as such development of this land is already closely controlled to prevent any adverse impacts on the surrounding listed buildings, the village's form, character and setting.</p> <p>The supporting description for Bryher House Gardens given within the Plan comments on the views from the garden and includes the statement that <i>the site as described by local people: 'one of the best open views from a garden in the village'</i>. As this view is from the garden and as the garden is private with high boundary details on all sides, this view provides no public amenity. In recent public documents, the view back towards the property has been described by other neighbours as an eyesore and thus again provides little public amenity.</p> <p>The evidence set out in appendix 4 of the Plan is neither adequate or proportionate and a similar application</p>		
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				<p>of the NPPF 2021 assessment criteria to other neighbouring properties would suggest that many other private gardens could also be considered important open spaces. By way of example, the gardens of both 4 and 6 Reeves Lane would likely receive very comparable assessments.</p> <p>Specifically:</p> <p>a. It is noted on page 4 of appendix 4 that this private garden is bounded by a high fence, walls and a thorn hedge and therefore cannot reasonably be considered an open space. b. The NPPF 2021 assessment criteria states that <i>'Only the most attractive land in the Plan Area should qualify'</i> however the photograph included on page 10 of appendix 5 suggests that Bryher House Garden is not one of the most attractive pieces of land in the parish.</p> <p>c. Bryher House gardens are private property with no public access and therefore provide no direct public recreational amenity or tranquillity</p> <p>d. The area defined in the Plan as Bryher House Garden does not include any artifacts of historic significance</p> <p>e. No evidence is presented to suggest that Bryher house garden is in any</p>		
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				<p>way exceptional from the perspective of wildlife and therefore any environmental assessment should be similar to other gardens in the village</p> <p>In conclusion, given the comments above it is incorrect and unnecessary to include Bryher House Garden in the assessment of Important Open Spaces or the assessment of Features of Natural Environmental Significance. In addition, the assessments that have been undertaken fail to provide adequate and proportionate evidence to support and justify the inclusion of Bryher House Garden in Policy ENV2 and Policy ENV3. Bryher House gardens should therefore be removed from any special designations within the neighbourhood plan.</p>		
3	Important Open Space	ENV2	Residents	<p>The objectives sought to be secured by the Wing Neighbourhood Plan 2022-2026 (“the Plan”) are stated on page 7, paragraphs 3(b) and (c) to include:-</p> <p>a. To safeguard existing open space for the enjoyment of residents; and b. To protect important</p>	Noted	None

			<p>open spaces from development.</p> <p>The objectives set out above are re-stated on page 8, paragraph 4 (c) of the Plan in the following terms:-</p> <p><i>“to safeguard the most valued open spaces within the parish from inappropriate development”.</i></p> <p>On page 27 of the Plan, Policy ENV 2: Important Local Spaces, The Old Hall garden is identified at C2 as an open space of high local value for the contribution which it makes to the village’s form, character and setting, with the consequence that its significance in this regard should be taken into account in development proposals and other, planned works affecting it.</p> <p>have two grounds of objection to the Old Hall garden being specifically identified under Policy ENV 2. The grounds of objection are as follows:-</p> <p>a. The garden of the Old Hall is entirely shielded from public view by the trees and high wall running along Top Street and there is no public access of any kind whatsoever. Therefore, it does not afford any</p>	<p>The justification in Appendix 4 describes the trees overhanging the high stone wall contributing significantly to the setting.</p>	<p>None</p>
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				<p>enjoyment to residents of the village generally.</p> <p>b. The Old Hall and the wall running along Top Street are Grade II listed; the whole of the garden and grounds constitute the curtilage of the listed buildings; the whole of the property, including the garden specified in the Plan, falls within the village conservation area. On that basis, the development of the garden is already closely regulated so that it could not be inappropriately developed or developed so as to affect the village's form, character or setting.</p> <p>5. It follows from the foregoing that the specific identification of the Old Hall garden on page 27 of the Plan (Policy ENV2) is in part misconceived and insofar as not misconceived is unnecessary to achieve the objectives of the Plan. Therefore, it should be removed.</p>	<p>Noted. However, the inclusion of the garden in Policy Env 2 is in recognition of its local significance in its own right.</p> <p>Public access to the garden is not a necessary criterion for its identification and protection as <i>open space</i> (i.e. undeveloped land) of value to Wing's 'form' (the interrelationships of buildings and open spaces), character and setting.</p> <p>The importance of this open space in its contribution to the setting and character of the village is not just defined by it being a very large richly treed mature landscape but equally important is that it is part of a sweep of parkland landscape running from Wing Hall to Wing</p>	<p>None</p> <p>None</p>
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					Lodge Field which together defines Wings character when experienced passing through the village and when seeing it in its landscape setting.	
4	Housing	HBE2	R & M Tulloch	<p>On the plan of the proposed housing on Glaston Rd, I feel that the allotted site for the houses is to small as a proportion of the present field. If we do get the go ahead then we would hope to build at least two bungalows, could be three and the overall total could be 8 houses.</p> <p>As you know we really do not want housing in the other field which we intend to give to the village for recreation and also an area for nature to succeed.</p>	The policy makes provision for two bungalows and a total of around 8 houses so should provide the flexibility sought.	None
5			National Grid	No issues	Noted	None
6	Housing		LCC	<p>Thank you for including us within your consultation for the Draft Wing Neighbourhood Plan. As the Neighbourhood Plan area is outside of our Leicestershire boundary and appears to have little impact on our area we do not have many comments to make at this time.</p> <p>Our Environment section would like to make the following recommendation:- Suggest adding reference to ensure new developments have appropriate provision for the storage of waste and recyclable material in locations convenient and accessible for collection and emptying.</p>	<p>Noted</p> <p>This issue is covered largely within building regulations and is not considered necessary to repeat here.</p>	None

7			<p>Environment Agency</p>	<p>Thank you for consulting us on the draft Neighbourhood Plan for Wing.</p> <p>We aim to reduce flood risk, while protecting and enhancing the water environment. We have had to focus our detailed engagement on those areas where the environmental risks are greatest.</p> <p>Based on the environmental constraints within the area, we have no detailed comments to make in relation to your Plan.</p> <p>However, we welcome the inclusion of Policy Env 13: Flood Risk Resilience. We also support the biodiversity enhancements to the Plan area and agree that 'rewilding' and re-profiling of parts of the river Chater and its banks would be beneficial for natural flood risk management.</p>	<p>Noted. Thank you for these helpful comments.</p>	<p>None</p>
8			<p>National Highways</p>	<p>National Highways has been appointed by the Secretary of State for Transport as a strategic highway company under the provisions of the Infrastructure Act 2015 and is the highway authority, traffic authority and street authority for the Strategic Road Network (SRN). It is our role to</p>	<p>Noted</p>	<p>None</p>

				<p>maintain the safe and efficient operation of the SRN whilst acting as a delivery partner to national economic growth.</p> <p>In responding to Local Plan consultations, we have regard to DfT Circular 01/2022: The Strategic Road Network and the Delivery of Sustainable Development (‘the Circular’). This sets out how interactions with the Strategic Road Network should be considered in the making of local plans. In addition to the Circular, the response is also in accordance with the National Planning Policy Framework (NPPF) and other relevant policies.</p> <p>National Highways principal interest is in safeguarding the operation of the SRN namely the A1 Trunk Road which routes approx. 8 miles to the east of the Plan area. The withdrawal of the Rutland Local Plan in September 2021 has enforced the need for a neighbourhood plan for Wing.</p> <p>Wing is classed as a smaller village in the Local Plan, deemed to be able to</p>		
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				<p>accommodate minor levels of development. Due to the scale and anticipated distribution of the additional development growth being proposed through the Neighbourhood Plan, it is unlikely that there will be any significant impacts on the operation of the SRN in the area.</p> <p>As such we have no further comments to make at this time.</p>		
9			Natural England	Natural England does not have any specific comments on this draft neighbourhood plan.	Noted	None
10	General Comments		RCC	<p>We recognise that a plan period that mirrors the Core Strategy has been chosen, however we would recommend extending the time period for the Neighbourhood Plan to approximately a 15-year period. There isn't a statutory time frame however it's common for plans to look 15 years ahead. It is likely that you would review the plan in the next 5 years to ensure it remains up to date and to reflect the new Local plan once it is adopted.</p> <p>Paragraph numbering would be helpful and would assist the Examiner and ultimately decision makers in referencing the plan when considering planning applications in the future.</p>	<p>Agreed. We will amend the time period for the NP to 2038.</p> <p>Agreed.</p> <p>Noted</p>	<p>Change to be made as indicated.</p> <p>Change to be made as indicated.</p> <p>None</p>

				<ul style="list-style-type: none"> The Neighbourhood Plan states “In the community survey, 48% of respondents welcomed a mobile shop and 47% would like to see the provision of countryside activities such as fishing and shooting. Enhancements to the village hall would enable a wider range of activities to take pace” As part of the neighbourhood plan process when consulting the community, it would be beneficial to identify the key infrastructure priorities to assist the Parish Council in the decision-making process for spending of any Community Infrastructure Levy collected from planning applications for residential dwellings that have been granted planning permission where the development has commenced. 	Infrastructure improvements are stated in the allocation policy. The level of future development anticipated is not of a scale that would trigger the need for further infrastructure enhancements.	None
11	Page 4		RCC	The RCC development plan is made up of the Core Strategy (2011) and the Site Allocations and Policies DPD (2014) please update the references to “ <i>Core strategy and Development Management Policies DPD 2011</i> ”.	Agreed	Change to be made as indicated
12	Sustainable Development P7		RCC	<p>Under c) environmental</p> <ul style="list-style-type: none"> First bullet point – this might be more appropriate if it relates to all development not just housing. We suggest adding a bullet point about seeking to address the impact of climate change (this would cover renewable energy, sustainable construction, biodiversity, flood risk etc) 	<p>Agreed</p> <p>Agreed</p>	<p>Change to be made as indicated</p> <p>Change to be made as indicated</p>

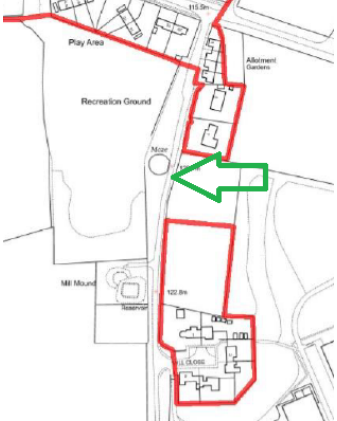
13	Vision P8		RCC	Would it be useful to state here that a review will be undertaken when the new Local plan is adopted?	This is referenced in Section 8 'Monitoring and Review'.	None
14	Census Data P12		RCC	Please note – new census information from the 2021 census is becoming available on a weekly basis at the moment – it might be helpful to check and update the information included in this section when preparing the submission version of the plan	If information is available prior to submission we will incorporate it where we can.	Change to be made as indicated
15	Page 13		RCC	<ul style="list-style-type: none"> Paragraph 3 states <i>“The draft Local Plan had included, prior to withdrawal, a spatial strategy which specifies a housing requirement of 2,340 dwellings for the Plan period up to 2036. A 25% contingency has been added which increases this total to 2,925 over the Plan period, representing about 162 dwellings per annum. Completions and commitments reduce this minimum requirement to 1,529. Although the Local Plan has been withdrawn at Examination stage, these figures represent the most up to date indication of the level of residential development needed to meet Rutland’s independently assessed need.”</i> We recommend including the figures in the Issues and Options consultation paper which can be accessed here- https://www.rutland.gov.uk/issuesandoptions. <p>Paragraph 3.3.2 – <i>“The latest (March 2022) calculation of the Local Housing Need (LHN) for Rutland is 142 dwellings per annum, which normally would be rounded to 140</i></p>	<p>Agreed. We will update the figures as proposed.</p> <p>We will reference the standard methodology.</p>	<p>Change to be made as indicated</p> <p>Change to be made as indicated</p>

				<i> dwellings per annum.</i> " This is the standard methodology figure referenced in the current 5 year supply statement of 142 per annum.		
16	Page 13		RCC	<ul style="list-style-type: none"> Remove references to the withdrawn local plan as this is no longer relevant policy. We do agree that neighbourhood plans can allocate sites for development and the council does support neighbourhood plan groups that go beyond the minimum requirement. <i>'The Local Plan, prior to withdrawal, described the relationship between the Local Plan and neighbourhood plans. Paragraph 1.20 confirms that "Neighbourhood Plans which are being prepared or reviewed after the Local Plan is adopted can allocate additional sites for development within their town or village."</i> <i>"The ability of neighbourhood plans to allocate sites for residential development is described in paragraph 5.7 where it says 'Neighbourhood Plans can however, make provision for more housing development than that required in the strategic policy and the Council supports groups that wish to provide site allocations for housing development within their neighbourhood plans that go beyond the minimum requirement contained in the strategic policy, particularly those who assess their local housing needs through</i> 	<p>We think that the reference to the withdrawn Local Plan is helpful here as it confirms RCC's acceptance of this position which is not stated in any other planning document and indicates a direction of travel.</p> <p>The reference to a previous Local Plan document appears to be justified, when RCC itself in these comments (at no. 20) refer to 'RCC's previous site assessment methodology'.</p>	None.

				<i>an appropriate assessment and plan to meet it."</i>		
17	Page 13		RCC	More up to date evidence is available, rather than refer to the Core Strategy, reference could be made to the Sustainability of Settlements Assessment Update (2019) https://www.rutland.gov.uk/planning-building-control/local-plan/new-local-plan/local-plan-evidence-base/settlement-hierarchy-evidence	Agreed	Change to be made as indicated
18	Settlement Boundary	HBE1	RCC	<ul style="list-style-type: none"> The review of the Planned limits of Development (PLD) is a strategic policy and so only RCC can review them through the Local Plan. It is RCC's view that PLDs should not be amended through a NP policy. RCC will review PLDs as part of preparing a new local plan. Evidence provided by the NP group to the Council will be used to inform this. 	<p>This seems a very heavy-handed and unhelpful approach.</p> <p>The PLD were from the Core Strategy, now out of date, and was adopted in 2011. The PLD remained unchanged from the 2001 Core Strategy so given that it is likely to be 3-5 years before a new Local Plan is in place, it means that the PLD for Wing will be over 25 years old before they can be changed. As the NP is likely to be reviewed (as recommended by RCC in the comments above) when the new Local Plan is adopted, it means that they may well change again if it is necessary to wait for the Local Plan to catch up. This seems to be an inappropriate and unnecessary requirement.</p> <p>The weight to be given to any out of date Local Plan/Core</p>	None

					<p>Strategy is to be determined by the significance of any changes that have occurred since the Plan was adopted.</p> <p>Since the Rutland Core Strategy was adopted, the NPPF has been introduced which in turn introduces neighbourhood planning as an important part of the localism agenda.</p> <p>It is widely recognised that NPs can establish their own settlement boundaries to help shape development locally.</p> <p>Wing Parish Council has taken this opportunity to help support sustainable development locally, something that would not be possible if the PLD were retained as the proposed allocation would be in the countryside.</p> <p>We consider settlement boundaries to be by definition a matter of local detail and to object to the Qualifying Body drawing its own boundary in support of the policies it has included in the NP is to undermine its ability to shape development locally and suppress its attempts at</p>	
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				<ul style="list-style-type: none"> Please note in Rutland, the settlement boundaries are known as Planned Limits of Development. It would be helpful to use the same terminology in the NP or cross reference that settlement boundaries are called PLDs in the adopted local plan. It is RCC's view that the allocations within the NP would remain outside of the PLD until such time that they are reviewed by RCC. If it is not agreed that the PLD should be amended by RCC then it is advised that the proposed review of the PLD includes an additional PLD that is not well related or adjoining the PLD for Wing. This is considered to conflict 	<p>securing sustainable development. This is a challenge to the very essence of what neighbourhood planning is all about and it is considered to be unhelpful for RCC to rely on a policy from an out of date Core Strategy that was adopted before neighbourhood planning was introduced.</p> <p>The Wing NP is much more closely aligned to the NPPF and its promotion of sustainable development than is the 2011 Core Strategy.</p> <p>Noted. The term 'Settlement Boundary' is considered to be more relevant and it is the intention of the Qualifying Body to retain that title.</p> <p>How can this be? They would not be allowable as they would represent development in the countryside – otherwise, what is the purpose of having a settlement boundary?</p> <p>Agreed. We will redraw the Settlement Boundary to include the area of open space opposite the Maze.</p>	<p>None</p> <p>None</p> <p>None</p> <p>Change to be made as indicated.</p>
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				<p>with paragraph 5.1 to 5.3 and Policy SP5 of the SAP DPD.</p> <ul style="list-style-type: none"> It might be helpful to include the area of Open Space identified in figure 3 within the PLD if there is sufficient evidence to support this. 		
19	Residential Site Allocation	HBE2	RCC	<p>Comments from Highways officer</p> <ul style="list-style-type: none"> The proposed allocation is off Glaston Road Wing. This road is wide enough for 2 vehicles to pass at its junction with Morcott Road but significantly narrows to single carriageway where I have highlighted the with the green arrow.  <ul style="list-style-type: none"> It has been suggested in the neighbourhood plan that the unallocated field is classed as open countryside and will be open space with seating to view the maze. Due to how narrow Glaston Road is between the open space and site A allocation, highways would want this section of 	<p>The unallocated field is not designated for protection in the NP and no uplift in tourism or related traffic problems are envisaged.</p> <p>The Maze is already a feature of the village and has always been so. This allocation will not change that.</p> <p>There already exists a pull-in alongside the Maze which is sufficient to accommodate visitors, and it is not expected that this situation will change or that there will be an influx of visitors as a consequence.</p>	None.

				<p>road widened to be able to accommodate additional traffic.</p> <ul style="list-style-type: none"> The parish will also need to consider vehicles parking near Wing Maze and walks towards the proposed woodland if this is to become a feature of the village. 		
20	Residential Site Allocation	HBE2	RCC	<ul style="list-style-type: none"> The allocated site location looks logical however as it doesn't adjoin the PLD, RCC's previous site assessment methodology would exclude it from further consideration. The Neighbourhood Plan Group will therefore need to be clear of their own assessment methodology and able to clearly justify the sites inclusion in the policy. The policy makes provision for 8 new dwellings met by the land allocated. The plan needs to evidence/demonstrate how this number has been decided on for the site area. The plan also needs to evidence why the specified mix of bungalows, affordable and 2 and 3 bed homes are appropriate. It appears to be solely based on 2011 census. Please note this should be updated to use 2021 census wherever possible. Is there evidence that the suggested site is available for development and deliverable? It would be helpful to have a set of development principles within this 	<p>Agreed. We will extend the Settlement Boundary accordingly.</p> <p>It has been determined based on the size of the site and a reasonable number of dwellings given the size of dwellings proposed based on a 'dwelling per hectare' ratio of around 30.</p> <p>Yes. The landowner put the site forward and is in agreement with the proposals.</p> <p>The development principles are as stated in the NP.</p>	<p>Change to be made as indicated</p> <p>None</p> <p>None</p> <p>None</p>

				policy to ensure the development comes forward as the NPG intended.		
21	Reserve Site	HBE3	RCC	<ul style="list-style-type: none"> This policy would benefit from providing further clarification on how long, or in what situation the preferred site fails to be developed which would allow the reserve site to be developed. Need to evidence how 6 dwellings has been decided on as the ideal number of dwellings for this site and why the specified mix of bungalows, affordable and 3 bed homes are appropriate. Will need to demonstrate that it is an efficient use of land. 	<p>This is already made clear in the policy – if more housing is needed through the Local Plan or a failure of the allocated site to come forward.</p> <p>The proposed number of dwellings is based on a ratio of around 30 dwellings per hectare on a pro rata basis.</p>	<p>None</p> <p>None</p>
22	Housing Mix	HBE4	RCC	<p>Is there Local housing need evidence that could support this?</p> <ul style="list-style-type: none"> Definition of affordable housing has shortened from that in the NPPF (2011). Reference that the full version is in Annex 2 of the NPPF. The SHMA should be referenced here to provide evidence for the affordable need to reference the evidence in the SHMA for affordable need. <p>Paragraph 7 states that the “<i>Core Strategy (2011) Policy CS11 has been superseded by the NPPF (2021) in requiring affordable housing provision to be made on sites of 6 more.</i>” The minimum site size of 6 for Affordable Housing provision comes from a</p>	<p>We will make this reference.</p> <p>We will make this reference.</p> <p>Noted.</p>	<p>Change to be made as indicated.</p> <p>Change to be made as indicated.</p> <p>None</p>

				21/6/16 Cabinet report, although it is in line with the NPPF.		
23	Affordable Housing	HBE5	RCC	<ul style="list-style-type: none"> Does this policy add anything in addition to policies CS11 and SP10? What would happen if the affordable dwellings could not be occupied by anyone with a local connection to the plan area during their lifetime? How is expected that this would be achieved? <p><i>"First Homes and self-build proposals are welcome."</i> This is not necessary in this policy. First homes are national policy anyway. It might be better to include Self Build in policy HBE4 rather than affordable homes.</p>	<p>It introduces support for First Homes and reinforces the importance of the issue locally. There is no guarantee that the policy intent of CS11 or SP10 will be retained on review of the Local Plan.</p> <p>The development would only take place if needed through a local housing needs survey, so it is not considered likely that this eventuality will arise.</p> <p>They are supported locally and therefore the emphasis is appropriate.</p>	None
24	Windfall Sites	HBE6	RCC	2 nd paragraph of text refers to policy HBE4 – think this should be HBE6.	Agreed	Change to be made as indicated.
25	Design P21		RCC	Refer to the "The Rutland Design guide SPD (May 2022)" in the explanation.	We do not consider it necessary to refer to Rutland policies as suggested here as development proposals will be required to take them into account in any event.	None
26	Design	HBE7	RCC	The policy is underpinned by the design guide in appendix 3 however to give the criteria weight in decision making the Wing specific design criteria from the appendix should be included within the policy, this	Noted. To add in 3 pages of design principles would make the policy unwieldy in our view.	Change to be made as indicated

				will also make this easier for Development Management Officers to use when assessing planning applications.	We will make specific reference to the design principles in the policy so that their importance in being referenced when determining planning applications is apparent.	
27	Local Green Spaces	ENV1	RCC	<ul style="list-style-type: none"> The table in appendix 5 is detailed and sets out the evidence they meet the qualities to match the requirements for LGS as set out in the NPPF. The Churchyard and allotments are already safeguarded by policy CS23 as they fall under the definition of green infrastructure on page 57 Para. 5.18) and as such it is difficult to see what added protection the designation of the land as local green space (LGS) would bring even if the site would match the requirements of the NPPF. Supporting text in refers to 2 sites meeting essential requirements however the policy includes 3 sites. 	<p>Noted</p> <p>The site is identified to reflect its importance locally and the LGS designation gives it a high level of protection in perpetuity, irrespective of future Local Plan changes.</p> <p>Agreed</p>	<p>None</p> <p>None</p> <p>None</p>
28	Important Open Spaces	ENV2	RCC	<ul style="list-style-type: none"> We question the purpose of this policy when important open space and frontages within the planned limits of development are protected by the Local Plan policies and these “<i>other important open spaces</i>” haven’t been considered special 	Just because they were not considered suitable as LGS designations (which apply only to the most special local areas) does not diminish their importance locally and the designation as Important Open	None

				<p>enough to designate as Local Green Space. Is there a need to have two policies?</p> <ul style="list-style-type: none"> • Spaces outside of the PLD are defined as open countryside and so development is limited here. 	<p>Space is considered to reflect an appropriate degree of protection in line with their function.</p> <p>Agreed – however this policy will help add local detail to any planning determination in the countryside where appropriate.</p>	None
29	Sites & Features	ENV3	RCC	<ul style="list-style-type: none"> • Does this policy add additional protection to the protection given by national policy and policies CS21 and SP19 in the Local Plan? • The Environment Act 2021 Schedule 14 will be implemented from November 2023 this requires Biodiversity gain as a condition of planning permission. This requires the use of DEFRA’s biodiversity metric and sets the gain at a minimum of 10% and stipulates the use of a biodiversity gain plan. We feel it would be beneficial if all the evidence collected by the NPG relating to sites and features of natural environmental significance be submitted to us and we can share it with our Biodiversity Consultants who currently preparing a Phase 1 habitat survey for the whole County, they would then be able to include it in their interactive maps this would then form the baseline for determining the 10% gain for all 	<p>It adds local detail by identifying the specific sites to be covered by the policy.</p> <p>Noted. The relevant information is contained in the NP and Appendix 4.</p>	<p>None</p> <p>None</p>

				<p>relevant planning applications going forward.</p> <ul style="list-style-type: none"> • Policy ENV3 would need to be in accordance with the Environment Act. 	<p>The narrative (p29) says the policy delivers site-specific compliance (see above) with the 2021 Act. The implication is that, in scrutinising a development proposal affecting any site or feature mapped in figure 7, the Planning Committee would ensure and enforce compliance of the proposal with the provisions of the Act.</p>	None
				<ul style="list-style-type: none"> • Is there ecologist evidence to support the local significance of the sites identified? 	<p>It is not an essential requirement of a NP that the work to identify areas of local environmental interest is undertaken by specialist individuals. Most natural environment designations in the Wing NP, however, are either Natural England habitat sites or are sites and features in the Leicestershire CC environmental records data; for the remainder (those identified by the community) the authority for the use of local knowledge was taken from the approach permitted by Planning Practice Guidance para 013 Reference ID: 37-013-20140306 for Local Green Space; this includes identification and protection of 'wildlife' in LGSs, and the reasonable assumption</p>	None

					is that, if suitable for statutory LGS designation then it should also be appropriate for the less rigorous standards necessary to support the Policy ENV3.	
30	Woodland Notable Trees & Hedges	ENV4	RCC	<ul style="list-style-type: none"> Policy ENV4 sets out “<i>Development proposals should be accompanied by a tree survey</i>”. The policy needs to provide clarity on the kind of development that would require this. Would a house extension require a tree survey? The last part of the policy requires “...<i>replacement trees of at least equivalent quantity, type and/or scale to ensure a net gain in biodiversity ...</i>” It might be difficult to replace a very large mature tree with like for like and policy may need some caveat like ‘wherever feasible.’ 	<p>The policy applies to all kinds and scales of development: whether a tree has to be destroyed for an extension or for 6 houses, the biodiversity loss is the same. We will make it clear that the policy applies where at least one tree is proposed to be removed.</p> <p>The policy uses ‘and/or scale’ to allow some flexibility. However, your comment makes the point: permission should be refused if, by felling a mature tree, unrecoverable biodiversity net loss is the result.</p>	<p>Change to be made as indicated.</p> <p>None</p>
31	Biodiversity, Bat Conservation & Habitat Connectivity	ENV5	RCC	Please see comments on ENV3 re: Environment Act. At this stage, it is not clear as the Regulations haven’t been published by the Govt whether it is all new development that are required to deliver biodiversity net gain at a minimum of 10%. Or just new dwellings excluding extensions etc.	These policies (ENV3, 4 and 5) were drafted before the consultation on BNG and specifically the 10% metric had begun. We would strongly support RCC updating the policies (and their supporting narratives) if the 2023 NPPF includes clear guidance on these matters and its publication precedes finalisation of the Neighbourhood Plan for Examination and Referendum.	None

32	Biodiversity protection in new development	ENV6	RCC	<ul style="list-style-type: none"> Clarify whether “new development” applies to extensions or just new dwellings? At this stage due lack of detail from Government, we’re not clear whether the provisions put forward will be picked up as part of the BNG Plan in order for the proposal to demonstrate a 10% increase in BNG. However, it might be helpful to make reference specifically to BNG within the policy. As part of a planning application the applicant will be required to submit a BNG Plan which will demonstrate the details of the minimum net gain on site. Not sure that it is necessary to include reference to advice sought from the Local Authority’s Biodiversity Officer within the policy. The onus will be on the applicant to provide the information from their ecologist not for the LPA to advise on the contents, but to consider whether the BNG plan demonstrates the 10% gain. Not sure how the last three bullets will be enforceable they can be a requirement of planning permission however they cannot be used to 	<p>The policy applies to all new development but for clarity the first paragraph wording should include ‘where appropriate’</p> <p>Agreed.</p> <p>Applies only to the roof and wall construction sub-para. We sought advice - this wording was suggested by the LCC ecologists to help proposers incorporate relevant and appropriate features (or none) in their proposals.</p> <p>Agreed, but NP policies only apply where permission is required...</p>	<p>Change to be made as indicated</p> <p>Change to be made as indicated</p> <p>None</p> <p>None</p> <p>None</p>
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				<p>prevent this where planning permission not required.</p> <ul style="list-style-type: none"> Not sure these three bullet points would stand test of reasonableness on planning condition. Not sure we would do this for every planning application. 	<p>But these add local detail ... the policy says 'should' to allow some flexibility.</p>	
33	Sites of Historical Environment Significance	ENV7	RCC	<p>This policy appears to identify archaeological sites of interest or industrial archaeology (railway earthworks), this policy seeks to protect those features listed. These features are already referenced on the HER. Furthermore, if this policy duplicates SP20 then it might be reworded to identify any local distinctiveness that makes the policy more succinct to the immediate Historic Environment at Wing and include the list of features in the appendices.</p>	<p>The policy includes the HER sites for completeness, but also includes locally identified sites and features – so is locally distinctive and therefore appropriate. Note also that only HER sites where there is visible evidence (something to be valued and protected) or proven buried archaeology have been mapped in figure 10. The combination of selected HER plus locally-identified additional sites/features ('local detail') clarifies the position on the scope of material considerations, for the benefit of both applicants and the determination of planning applications.</p>	None
34	Ridge and Furrow	ENV8	RCC	<ul style="list-style-type: none"> Need to provide justification for identifying Ridge and Furrow as non-designated historical assets. Seek comments from Leicestershire HERC- we can provide contact details if required. 	<p>The justification is provided through the maps and narrative.</p> <p>The NP's approach for this policy has been endorsed by LCC archaeologists including</p>	<p>None</p> <p>None</p>

				<p>Conservation officer comments:</p> <ul style="list-style-type: none"> The Leicestershire, Leicester and Rutland Historic Landscape Characterisation Project recognises Ridge and Furrow earthworks as remains of former field systems, that exist across Rutland and form an important part of the landscape character. The pressure for land for development and changes in agriculture in the second half of the 20th century has meant that inevitably some of these earthworks have been lost. However, there are remains of Ridge and Furrow within Rutland, clearly the Wing Neighbourhood Plan has identified these as having importance such that the plan has considered their status as a non-designated heritage asset, which is feasible and would also be included on the HER. Reference to ridge and furrow within Rutland in the relevant documents accessed by the link below, which may well provide the evidence for their status as non-designated heritage assets, though the archaeological service is likely to be able to provide more 	<p>their inclusion as non-designated heritage assets.</p> <p>Noted; see above</p>	<p>None</p>
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				<p>information, please see the link below:</p> <p>The Leicestershire, Leicester, and Rutland Historic Landscape Characterisation Project: Introduction (archaeologydataservice.ac.uk)</p>		
35	Non-Designated Heritage Assets	ENV9	RCC	<ul style="list-style-type: none"> Most of the structures and buildings listed in this policy are located within the Wing conservation area. Policy SP20 states “Development <i>in conservation areas will only be acceptable where the scale, form, siting and design of the development and the materials proposed would preserve or enhance the character or appearance of the area....</i>” Does this policy add any extra protection to these buildings? <p>Conservation Officer Comments</p> <ul style="list-style-type: none"> Non – designated Heritage Assets would be regarded as buildings, monuments, sites, features, or landscapes identified as having a degree of significance, as per the guidance provided by Historic England’s criteria for evaluation and justification, they do not meet the criteria for designation on the National List. The non-designated heritage assets identified in the Wing Neighbourhood Plan, could be placed on a local list, (though we do 	<p>Noted. The policy is in place to recognise and celebrate buildings of local significance not just to provide additional protection.</p> <p>Noted.</p>	<p>None</p> <p>None</p>

				<p>not currently hold a local list) however, non-designated heritage assets would have some protection from demolition through their siting in the Conservation Area in any case. Hence conserving the heritage interest of these non-designated heritage assets is a material consideration in assessing planning applications. The level of consideration and weight given to the preservation of non -designated heritage assets should be proportionate to their significance.</p> <ul style="list-style-type: none"> • The recognition in the Neighbourhood plan of the importance of the local historic environment and the need to retain and enhance non - designated heritage assets and therefore preserving Wing's local distinctiveness. 	Noted	None
36	Important Views	ENV10	RCC	<ul style="list-style-type: none"> • Please note that the Landscape Character Assessment (LCA) is being updated and changes proposed may affect the conclusions here – we can provide a copy of new LCA to the NP group. • There are no changes to the area within Wing however there is a proposed change to the name of the Area Aii. LCA area Aii. Ridges and Valleys proposed to be renamed Undulating Mixed Farmlands 	<p>Noted. As the document is currently in draft form it cannot be referenced here.</p> <p>Noted. We do not believe it is appropriate to make changes based on a draft document that may be subject to further amendments prior to being finalised.</p>	<p>None</p> <p>None</p>

				<p>landscape character area to better describe the varied landform of broad rolling ridges, steep sided valleys, rounded hills and undulating lowlands, and to distinguish it from the more dramatic ridges and valleys of Ai. Leighfield Forest. Slight amendment to its boundaries with LCT B. Vale of Catmose to the east of Whissendine and west of Oakham, and LCT E. Welland Valley.</p> <ul style="list-style-type: none"> • Please amend this in the NP to ensure it is up to date. • Is there justification and evidence to support these views? 	Please see Appendix 7	None
37	Local Landscape Character Areas	ENV1 2	RCC	<ul style="list-style-type: none"> • As already mentioned, we will provide the new LCA that is about to be published to the Neighbourhood Plan Group. Please ensure that any changes are reflected in the NP to ensure it is up to date. • Does this add anything further to Local Plan Policy SP23? • This policy would be more effective if it included criteria reflecting the characteristics you are seeking to protect. Might this also form part of the design guide and policy on design? 	<p>We will make any changes based on newly approved documents if finalised prior to submission.</p> <p>Appendix 8 adds significant local detail to support the policy.</p> <p>We will refer to Appendix 8 in the policy to provide this added protection.</p>	<p>None</p> <p>None</p> <p>Change to be made as indicated.</p>

38	Page 46		RCC	Paragraph refers to “Limits of Development” It would be helpful to use the same terminology in the NP or cross reference that settlement boundaries are called PLDs in the adopted local plan. They are referred to as Settlement boundaries earlier in the NP.	This refers to the ‘Planned Limits to Development’ which is the terminology used in the Core Strategy. We will change this reference to reflect this.	Change to be made as indicated.
39	Flood Risk Resilience	ENV1 3	RCC	<ul style="list-style-type: none"> • “Development proposals within the areas indicated” - the policy needs to be more specific about which areas it means as the whole NP area is indicated in Fig 18. • National policy requires a sequential approach to development in Flood zones 3 and 2. • Policy should clarify which climate change targets it is referring to and flood mitigation strategies and infrastructure. • Please note paragraph 2 of policy can only be implemented where proposals form part of a planning application. 	<p>Flood risk is the subject of the policy and the map only shows flood risk areas. For clarity we will change the wording to ‘as indicated by the keyed colour shading for areas of flood risk’</p> <p>Noted. National policy will apply and does not need to be repeated. This policy adds local detail such as surface water flood risk concerns in the area.</p> <p>We refer to <u>current</u> (at the time of submission of a development proposal, for the lifetime of the Plan) for both <i>national and local CC targets</i>, for <i>local strategies</i> and for <i>existing and future mitigation infrastructure</i>.</p> <p>The policy will only apply where a planning application is required.</p> <p>The policy expresses local concerns and shows the areas</p>	<p>Change to be made as indicated.</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>

				<p>The second part of the policy repeats principles of NPPF paras 167-169 and so it is unnecessary in its current form.</p> <ul style="list-style-type: none"> • National policy states that a flood risk assessment is required in any of the following circumstances – • <i>in flood zone 2 or 3 including <u>minor development</u> and <u>change of use</u></i> • <i>more than 1 hectare (ha) in flood zone 1</i> • <i>less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (for example from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (for example surface water drains, reservoirs)</i> • <i>in an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency</i> • Policy ENV13 requires a hydrological study for any development however this is not essential for development that does not fall into the above criteria. 	<p>locally within which the policy will apply.</p> <p>Noted. We will amend this policy to require a hydrological study in areas of flood risk concern within the neighbourhood area.</p>	<p>Change to be made as indicated.</p>
40	Renewable Energy Generation Infrastructure	ENV14	RCC	<p>Proviso B is contrary to Paragraph 158 proviso a) of the NPPF states “When determining planning applications for renewable and low carbon development, local planning authorities should: a) not</p>	<p>Proviso b) is not intended to require applicants to demonstrate overall need, but for the development to either generate electricity for</p>	<p>None</p>

			<p>require applicants to demonstrate the overall need for renewable or low carbon energy, and recognise that even small-scale projects provide a valuable contribution to cutting greenhouse gas emissions;”</p> <p>Provisos c- g of ENV 14 are covered by national policy - Paragraph 158, proviso B and footnote 54 of the NPPF.</p>	<p>demonstrable local use/benefit/storage or to demonstrate that the Grid can take it.</p> <p>These provisos relate to local community concerns about the likely adverse effects of renewable infrastructure development on the local, characteristic and significant landscape and environmental assets which are identified elsewhere in the NP. As such they add local detail to national policy and emphasise where decision-making should be concentrated when proposals are under scrutiny</p>	<p>None</p>
			<p>The Plan cannot state that medium and large scale proposals will not be supported, without robust evidence. RCC are preparing evidence to consider which areas are most suitable to accommodate large scale renewable energy schemes</p>	<p>Such evidence is not required (although support for this part of ENV 14 is provided by the current (2012) RCC <i>Sensitivity Study</i>, as noted in the narrative). The draft NP could not refer to the as-yet uncompleted new study. NPPF 158(b) footnote 54 applies: there is no RCC document showing that the Wing NP Area is suitable for medium and large Wind Energy development, and the NP policy makes clear (proactively) that</p>	<p>None</p>

				<p>Not sure that the policy can require proposals for new agricultural development to include integrated solar generation in their roofing – Some agricultural development can come under permitted development rights.</p>	<p>such developments and large, commercial solar arrays) currently do not have the local community’s backing. We consider this to be a sufficiently flexible policy to take account of the considerations mentioned. We will redraft the paragraph to say that ‘Proposals for new agricultural development outside the Settlement Boundary will be supported where they include integrated solar generation infrastructure in their roofing if technically feasible’.</p>	<p>Change to be made as indicated</p>
41	Community Facilities & Amenities	CF1	RCC	<ul style="list-style-type: none"> • Does the first part of this policy add anything to adopted Local Plan Policy CS7 or Policy CS23? • A) mentions policy H5? Should this refer to the Core strategy and Site Allocations design policies? 	<p>Yes – it adds local detail by naming the facilities and amenities that are covered by the policy. This should say HBE7.</p>	<p>None</p> <p>Change to be made as indicated.</p>
42	Employment & Business Development	E1	RCC	<p>Add to first paragraph the need to also demonstrate that the buildings are no longer economically viable.</p> <p>Section C of policy SP15 in Site allocations and policies DPD (amenity) also protects the amenity of the wider environment surrounding planning proposals. Does this policy add anything extra to policy SP15 to help determine a planning application?</p>	<p>Agreed</p> <p>Yes it does. It adds the need to avoid unacceptable disturbance and details what that disturbance would be. It therefore adds important local detail.</p>	<p>Change to be made as indicated.</p> <p>None.</p>
43		E2	RCC	<p>There isn’t a Policy E2. May need to adjust policy numbering.</p>	<p>Agreed</p>	<p>Change to be made as indicated.</p>

44	Working from home	E3	RCC	<ul style="list-style-type: none"> • Section L) of policy SP15 in Site allocations and policies (SAP) DPD requires adequate parking facilities. • Section C of policy SP15 in SAP DPD (amenity) also protects the amenity of the wider environment surrounding planning proposals. • Section D) of SP15 in SAP DPD requires that the density, scale, form, massing and height of the development must be appropriate to the local context of the site and surrounding landscape and/or streetscape character. • Does this policy add anything extra to policy SP15 to help determine a planning application? 	<p>Noted</p> <p>Yes – it adds a requirement to avoid adverse impacts and states what those impacts are.</p>	<p>None</p> <p>None</p>
45	Farm Diversification	E4	RCC	Does this policy add anything extra to Policy CS16, SP7 to determine a planning application?	Yes – if you compare the policies you will see that the Neighbourhood Plan policy adds numerous criteria for development to occur that are not contained in the Core Strategy or Site Allocations DPD.	None
46	Tourism	E5	RCC	<ul style="list-style-type: none"> • This falls outside the scope of determining a planning application. 	What does? This is unclear. A similar policy has passed numerous neighbourhood plan examinations and become part of Made NPs, so cannot be outside of the scope of planning applications as is suggested, although not specified.	None

				<ul style="list-style-type: none"> • Don't think planning can implement the final sentence about covenants preventing the acquisition of dwellings for holiday lets. • Reference the Planned limits of development in A) • Does this policy add anything further to Policy CS15 and SP25 to determine a planning application? The Local Plan tourism policy supports tourism development for overnight accommodation in line with the locational strategy in CS4. Although there is more up to date evidence from the Sustainability of Settlement Assessment Update (2019) https://www.rutland.gov.uk/planning-building-control/local-plan/new-local-plan/local-plan-evidence-base/settlement-hierarchy-evidence 	<p>It has happened elsewhere so is within the scope of planning determinations.</p> <p>Agreed – we will reference the Settlement Boundary. Yes – this policy adds local detail.</p>	<p>None</p> <p>Change to be made as indicated. None</p>
47	Broadband Infrastructure	E6	RCC	B) cannot be implemented through the planning process. Unless you wish the policy to say that proposals for improvement to telecommunication through the provision of new masts etc. will be supported	This is effectively what it says. We will change the words to reflect this amendment.	Change to be made as indicated.
48	Traffic Management	T1	RCC	Does this policy add anything extra to policy SP15 Sections L) and M) to help determine a planning application?	Yes. The policies are not identical. The NP policy states where any additional footpaths should link to and raises the issue of pedestrian crossings, amongst other issues.	None

49	Car Parking	T2	RCC	<ul style="list-style-type: none"> • Policy SP15 Section L) requires that “Adequate vehicle parking facilities must be provided to serve the need of the proposed development... in accordance with the parking standards set out in appendix 2.” • This policy is not necessary as SP15 requires new development to provide adequate parking facilities. 	Section l) is unclear as to whether it applies to extensions which may serve to reduce off-road parking spaces. In addition, the NP policy supports public car parking facilities in appropriate locations, which is not referenced in policy SP15.	None
50		T3	RCC	There isn't a policy T3. May need to adjust numbering.	Agreed	Change to be made as indicated.
51	Electric Vehicles	T4	RCC	Building regs requires that a new residential building with associated parking must have access to electrical vehicle charge points and commercial buildings with more than 10 car parking spaces must provide one electric vehicle charge point making the first part of the policy unnecessary.	Noted. We will remove the requirement relating to residential development but retain support for communal charging points across the Parish.	Change to be made as indicated

Appendix 12 - Dates & Minutes of Meetings

Wing Neighbourhood Steering Group Meeting

Wing Village Hall

Wednesday December 13th 2017 7.30

Chair Nicky Lyttelton (NL)

Vice Chair Joanne Beaver (JAB)

Secretary Jonathan Beaver (JOB)

Minutes Secretary Rose Dejardin (RDJ)

In Attendance: Helen Cullen (HC), Robin Cullen (RC), Wendy Dalton (WD), Colin Dunigan (CD) Rutland County Council Liaison Officer, Mark Dyas (MD), Charles Gallimore (CG), Mick Rodgers (MR), David Seviour (DS), Ken Siddle (KS), Richard Tulloch (RT).

1. **Apologies:** John Dejardin (JDJ), Rhiannon Jones (RJ), Ros King (RK), Andy Lawrence (AL), Jacqueline Straubinger (JS)

2. **Minutes** of meeting on Wednesday 15th November 2017

3. Reports:

a) Housing Group

presented by DS

DS invited comments and constructive criticism in response to the Housing Groups report which he had issued electronically on 12th December, in order that it could be modified accordingly in time for the Open Event. Initial response from those present was very positive, with minor criticism relating to small inaccuracies, such as a need for clarification of numerous locations for the Post Office historically and suggestions for graphic improvements. DS requested any further comments should reach him by the end of the month in order that the Housing Group have time to agree changes to their report.

ACTION: All to read through the Housing Report and forward any comments to DS asap

The problem of circulating large files of data was raised and it was suggested Drop Boxes be set up to share information

ACTION: NL to discuss set up of Drop Boxes with JOB

There was discussion regarding the image on the title page of the Housing Report, as to whether or not this should be the NP logo. It was agreed each report feature a distinctive image such as this one, relevant to the individual reports, and that all the NP publicity material should carry a more abstract logo of the maze. It was also agreed that all the publicity material should have a common font

ACTION: Wendy to decide on font and inform groups

Further discussion related to the necessity of allocating reference numbers to each document circulated, in order that the latest document following modification be easily identified. It was agreed the Ref No for each document should include a number, the date and initials of compiler.

ACTION: all teams to set up a reference procedure

Following on from this was a general discussion as to principles of presentation for all the data to be presented at the Open Event. It was generally agreed that although colour is effective for conveying information on images /maps, that black type on a white background is more easily read, and has the added advantage of being easier/cheaper to print.

It was also agreed all data from the group reports be dramatically simplified for presentation on the boards; that there be 2 boards for the Introduction, 3 boards for the Environment Group and 3 Boards for the Housing Group; that the introductory boards explain a) What is a NP and b) Progress to date, and should include a plan of the Parish That the information on each board be concise and not overwhelming and should stress the importance of the future of the Parish (this is what we have now, what do we want to happen now?)

It was established there should be 3 levels of information delivery, namely the boards, a rolling display (power point presentation) and information to take away (leaflets). To publicise the event: posters, leaflets and a banner

ACTION: WD to specify the number of images and the word count for each A1 board and, on receipt of this information, each group will produce edited information to be displayed. WD will consequently edit the boards in readiness for printing. NL to prepare the wording for the Introductory Boards/posters and leaflets, which she will send electronically for comment.

b) Environmental Group

presented by CG in absence of JDJ

maps have been obtained by JDJ, for discussion within the group as to how to present environmental information relevant to the Parish. CG is researching Natural History records, and on site work is ongoing since it relies on seasonal change. JS has obtained an annotated map of public footpaths (with the intention of doing a walk through in the spring in order to rewrite the annotations as a further development) CD has offered to do some mapping work, although unavailable for two weeks.

4. Open Meeting:

With reference to a Time Line for the Open Event, it was reaffirmed the necessity for Wendy to receive all information for the boards by the 16th January 2018, in order for her to prepare for printing

ACTION: All groups to prepare presentation material for boards, following WD's guidelines for word count/image number, to pass to WD by 16th January.

The practicalities of the Open Event were discussed. It was agreed the presentation should run over two days, one from 11 to 3 and one from 2 to 5, for maximum

accessibility. There should be a rota set up for the manning of the event by a member from each group in hourly slots

ACTION: all to inform NL of availability so she can set up rota

Ways of engaging visitors in the process were discussed and it was suggested there be an evaluation form, to be handed in on leaving the exhibition and also Postit notes for questions/comments to be written and stuck on a board/wall in response to the event. Tea/coffee and cake could be offered and the forms and Postit notes left on the tables to encourage participation.

This should be ongoing, owing to the importance of a continuous communication and feedback from the village in the two months between the Open Event and the production of the Questionnaire. The intention is to leave the boards in place in the Village Hall, for access by those unable to attend the event or taking part in other events in the Hall.

ACTION: NL to seek permission from Village Hall Committee to leave boards in place for a period of time.

To publicise the Open Event there will be a need for banners and flyers

ACTION: AH and MD to design a poster (to reach WD by 16th Jan) and JOB and WD to design flyer.

Comments received in this way should be used to finalise the Questionnaire, but it is felt there is a need to start work on this now.

ACTION: JD has offered to work on this. NL will discuss with JD. KS and MR to join with JD. DS to send this group a synthesis of housing questionnaires to which he has access.

4a) **Finance:**

Report by HC

Wing Parish Council has agreed the offer of £500 towards the NP project and this is being progressed by the Clerk to the PC. HC meanwhile has 2 questions:

Q1. In order to obtain quotes for materials, printing etc. ,necessary to justify expenditure, when can HC have mock ups of the publicity material?

and

Q2. What are the implications should we exceed the £500 budget?

A1. WD will need two weeks to produce the material for printing, following receipt of material from the groups, meaning the material will be ready by the end of January leaving three weeks to obtain quotes and have the printing down before the Open Event, which should be more than enough time.

A2. The priority printing includes the material for the boards, the posters and two banners. It is estimated there is more than enough for these, beyond which it may require private printing possibly for leaflets/evaluation slips etc.

HC also wondered when it would be possible to apply for funding for the questionnaires

ACTION: CD to make enquiries and inform HC

5. Reporting process to the Parish Council

All decisions ratified at NP meetings should be reported to Brian Spooner by NL and, in her absence, by DS and JDJ

6. A.O.B.

It was suggested by RT there be walks in the spring around the Parish, guided by team members, to involve villagers, and other interested parties, in the process and this was welcomed as a useful future activity.

7. Date of next meeting

Wednesday 24th January 2018 Wing Village Hall, 7.30-9.00

Wing Neighbourhood Steering Group Meeting

Wing Village Hall

Wednesday January 24th 19.30

Chair Joanne Beaver (JAB)

Minutes Secretary Rose Dejardin (RDJ)

In Attendance: Helen Cullen (HC), Jane Daw (JD), John Dejardin (JDJ), Wendy Dalton (WD), Colin Dunigan (CD) Rutland County Council Liaison Officer, Mark Dyas (MD), Mick Rodgers (MR), Jacqueline Straubinger (JS), Richard Tulloch (RT).

1. **Apologies:** Jonathan Beaver (JOB), Robin Cullen (RC), Charles Gallimore (CG), Angela Harding (AH), Rhiannon Jones (RJ), Nicky Lyttelton (NL), David Seviour (DS), Ken Siddle (KS)

2. **Minutes** of meeting on Wednesday 13th December 2017

Approved, no matters arising.

3. **Information Weekend:**

a) Timing

Decided at last meeting: Saturday 24th February 1400-1700 and Sunday 25th February 1100-1500.

Following a request from the Church that the Village Hall be used on the Sunday morning to provide tea for the visiting Bishop, the open times have been adjusted to 1200-1500. It was agreed that, since the open period is thus reduced by an hour in the morning, should there still be interest beyond 1500 hours, the exhibition would stay open until 1600 hours.

b) Flyers

WD distributed copies of the proposed flyer for discussion. Comments were positive and, following minor adjustments (such as rewording to be a more inclusive invitation to children), the flyer was approved. It was decided a print run of 200 would be sufficient, (in black and white) for distribution, as previously, to houses, businesses and landowners by the same team allocated to certain areas within the Parish. It was decided the ideal time to deliver the Flyers would be early in February.

ACTION: WD to make slight amendments to Flyer, as discussed, and to print 200 copies of same and pass to JAB to distribute to group members. Group members carrying out deliveries to do so towards the end of the first week in February.

c) Banner

MD has had 2 banners printed, as discussed at last meeting, and it was agreed these should be erected in visible locations at the earliest opportunity

ACTION: MD to erect Banners as soon as possible on the grass area to the front of the Hall.

d) Posters

It was agreed 10 posters be displayed around the Parish (Village Notice Boards/the King's Arms etc.) to advertise the Information Weekend at the same time as the Flyers go out.

ACTION: WD to print 10 posters (A3) and pass to JAB for posting towards the end of the first week in February. JAB to also email copies of poster to John Oakley for inclusion on Village web page and Wing Neighbour web site.

e) Exhibition

i) Introduction:

WD distributed copies of the 2 posters compiled by herself and NL for the Introductory boards. These will be A1 size and Portrait. The first explains what a Neighbourhood Plan (NP) is, what it "Can" and "Cannot" achieve, and the second informs who is in the NP Group and what we have done so far. Both were positively received in terms of layout and text with some minor adjustments, including the addition of the word 'environmental' to improvements, the changing of 'Steering Committee' to 'Group'.

ACTION: WD to send amended copies to HC, plus pdf files of the images to be included in order that HC can obtain quotes for printing.

ii) Housing:

WD distributed copies of the Housing Groups 2 posters (landscape). Again layout was approved and there was some discussion as to what should be included in the text. The first poster deals with Population, Houses and Buildings/Structures and Affordable Rented Housing. It was decided to omit naming of specific properties in the second section dealing with possible inclusion of other unlisted 'heritage assets'. The second poster deals with Wing Listed Building and Heritage Assets, Character Assessment for Design Guide and Age and Condition Survey. Again there was discussion leading to some amendments, in particular the title of the last section was changed to 'Built Environment' and the phrase 'external age/condition survey' was changed to 'light touch review' so as not to appear intrusive.

ACTION: WD to amend the Housing Group posters as discussed at the meeting.

iii) Environment:

JDJ presented mock ups of the Environment Groups posters. The Groups presentation will include 3 posters, the first outlining Aims and Intentions with images, the second a plan illustrating the Changing Village Development and the third a plan taken from Google Earth and shown graphically the Natural Environment (including wildlife hotspots)

ACTION: JDJ to complete mock up and liaise with WD to complete the Environment Group posters within a week.

iv) Wall Maps:

A number of people have historical and current O.S. maps that they will bring to the set up of the exhibition to be mounted on the walls of the main room of the Village Hall

ACTION: CD, HC, RT and JAB to bring maps to the Exhibition set up. CD also to bring a number of examples of NPs for reference, in order to show the scope of work involved.

v) Rolling Slides:

DS sent his apologies, but is understood to be preparing a rolling slide display for the exhibition.

ACTION: DS to bring and install a rolling slide display at set up.

f) Methods of generating feedback

It was decided that the boards be set up in the main room of the Village Hall and tea and cake served in the small room adjacent to the kitchen. There should be a Visitors Book for people to sign in, giving their email addresses if so wished, in order to receive further notifications electronically. In the small room there should be post-it notes and pencils made available for visitors to stick up, under small (A4) copies of the posters on the boards, comments relevant to those posters. Paper and crayons should also be made available for children to draw on. Members from each Group will be in attendance to answer questions and, having spoken with visitors and heard their comments, should discretely record these comments. All this gathered information will be analysed, initially by JD, JAB and NL and then by the group as a whole as an aid in compiling the questionnaire.

ACTION: JD to provide drawing material for the children, plus a flip chart, JS to provide Post-it notes, WD to print A4 copies of posters as comment headers and JAB to provide clipboard and pen for visitors to sign in. Group members manning the exhibition to provide themselves with means of recording comments and also taking photographs where possible.

g) Finance

HC stressed the importance of all expenditure, bills and VAT receipts, being passed to her in order that she can keep expenditure within the budget.

h) Attendance Rota

The intention is that a member of each Group be in attendance throughout the exhibition, in order to respond to any questions on their particular subject

ACTION: Each Group to set up a rota of attendance in advance of the exhibition.

i) Refreshments

MD is organising a rota of cake providers and tea servers

j) Setting Up

All agreed to set up the Exhibition on Friday 23rd February 1600 hours

ACTION: JAB to book the Hall for set up

4. Questionnaire Development:

All agreed it was too early to start on a discussion about the Questionnaire, and that this should be put back to the next meeting, with input from JD, KS, RJ and AL, following their earlier research, and in light of the examples issued by CD and with feedback from the Exhibition. It is to be hoped a Questionnaire could be distributed in early summer.

ACTION: all members of Group to look at examples issued by CD in preparation for discussion at next meeting.

5. A.O.B.

RT suggested, in order to introduce some fun into the process, that following the tours around the village, guided by CG and JDJ, there should be a picnic by the river. He suggested a date of 24th June. This was thought to be a great idea.

ACTION: the NP picnic by the river to be put as an item on the agenda for the next meeting.

6. Date of Next Meeting:

Wednesday 14th March 7.30 Wing Village Hall.

Wing Neighbourhood Steering Group Meeting

Wing Village Hall

Wednesday March 14th 2018, 7.30

Chair Nicky Lyttelton (NL)

Vice Chair Joanne Beaver (JAB)

Secretary Jonathan Beaver (JOB)

Minutes Secretary Rose Dejardin (RDJ)

In Attendance: Helen Cullen (HC), Robin Cullen (RC), Jane Daw (JD), John Dejardin (JDJ), Wendy Dalton (WD), Charles Gallimore (CG), Mick Rodgers (MR), David Seviour (DS), Ken Siddle (KS), Richard Tulloch (RT), Gloria Whight (GW) Observing, Robina Curley (RC) Observing

1. **Apologies:** Mark Dyas (MD), Colin Dunigan (CD) Rutland County Council Liaison Officer, , Angela Harding (AH), Rhiannon Jones (RJ), Andy Lawrence (AL), Jacqueline Straubinger (JS), Debbie Whight (DW)

2. **Minutes** of meeting on Wednesday 24th January 2018

Approved, no matters arising.

3. Information Weekend:

Comments on Feedback

NL thanked everyone involved in the Information Weekend which, with an attendance of over 100, was regarded as very successful in involving the villagers and obtaining their feedback. In particular, backed up by comments by CD, NL thanked WD for the very professional look of the display boards. (The efficacy in the drawing power of the cake was also commented on!)

Visitors spent time reading the information on display and posted useful comments. JD pointed out that the event failed to pull in sufficient families with young children and suggested there should be more incentive for them to attend in future. She suggested she organise a photography event for children, which will inevitably also involve parents. Hopefully the Village Walk and Lunch by the river, organised by RT will also attract families

ACTION: JD to organise a children's Photography event to take place in the future.

4. Questionnaire Development:

It was agreed that, on the strength of the feedback received over the Information Weekend and with the input from the team who researched other NP questionnaires (namely JD, RJ, AL and KS), it will be possible to compile a Wing NP Questionnaire. The research team pulled out examples of methodology and relevant areas to cover, which need to be looked at in light of the village feedback. It was agreed there should be introductory notes, to put questions into context and include current development policies, and NL suggested there should be six sections:

- 1) Environment,
- 2) Infrastructure

- 3) Housing
- 4) Work
- 5) Leisure
- 6) Free Text

4. Questionnaire cont.d.

JD stressed the importance of involving children in the process, and suggested there be a separate questionnaire for the young of the village.

There was discussion regarding the importance of spending time on getting the language right in order that the questions formulated are written in such a way as to obtain 'actionable' answers. Also discussed was the fact that issues not directly relating to the NP, but important as an addendum which will include local desirability on factors other than development, be covered within the questionnaire. This being key to the wording for implementation of a Community Action Plan in the future.

It was also suggested that reference be made to website

www.gov.uk/guidance/neighbourhood-planning, which links to other questionnaires, for best practice in compiling the Questionnaire.

It was agreed NL and JD liaise in the compilation of two draft questionnaires, to be presented to the steering group for comment, before a final draft is agreed for issue in early June with results by September.

A rough estimate was made as to the size of these two documents: for the adult

Questionnaire: 10-12 A4 sides and, for the under eighteen's Questionnaire: 4-6 sides

It was agreed villagers should be kept informed of the process and, therefore, a flyer should be delivered which refers to the village web-site for accessing feedback from the Information Weekend and giving information on the timeline for the Questionnaires.

All agreed it was essential to get a good response to the Questionnaires and this would be reliant on follow up and collection of the documents by the steering group.

ACTION: NL to compile the flyer above described, for distribution in early May to the village residents by the usual team.

NL and JD to liaise on compiling draft Questionnaire by next meeting

5. Work Programme for subgroups:

a) Environment

JDJ reported the Environment Group has a large work load, from spring onwards, involving fieldwork to assess the ecological value of hedgerows, woodland and green spaces within the parish plus visual assessment of the urban form, i.e. the setting of the buildings within the village, plus archaeological research into the history of the landscape (including, for example, ridge and furrow and finds within the parish). He stated there was a need now for the group to meet and set up a methodology and for permission to be gained for access from landowners.

ACTION: Environmental group to meet and set up methodology for research. JDJ to obtain landowner permission for access. Contact details held by MD

b) Housing

DS reported the Housing Group needs to be proceeding with photographic work from April, having obtained permission from property owners for access. He stated a need for this group to meet up and formulate an Action Plan for compiling a typology of building designs, both listed and otherwise, within the village. He stated that the

ambition for a Design Guide to evolve relies on the liaison of this group with the environmental group so as to take into account their landscape character assessment in suggesting which sites could take development without being detrimental to the village. It also relies on feedback from the questionnaire leading to proposals regarding the amount of development desirable, its size and siting. e.g. whether to infill or retain the existing open spaces in the village etc.

5b) Housing cont.d:

It was pointed out that the resultant proposals would not be presented to RDC as

demands ,but as points that should be considered in future planning.

ACTION: The Housing Group to meet and formulate an Action Plan

6. Village Walk:

24th June

RT reported JDJ and CG have agreed to host a guided walk along the Chater valley, lasting approximately 1.5 hours. After which those who have signed up will meet at on the banks of the river for lunch and fun and games. Details to follow.

ACTION: RT to firm up details for next meeting, to include requests for assistance on the day.

7. Finance:

HC stressed the importance of knowing in advance what funds will be required since, once application has been made and approved by RCC and the money received, this has to be spent within 6 months (or within the financial year if shorter). There is a total of £9,000 available, through three applications only, meaning it makes sense to apply for a substantial sum per application. HC proposes applying in April, obtaining the money in May and having six months to spend, therefore needs quotes upfront for anticipated expenditure. The publishing requirements for the Questionnaire have already been discussed (see Item 4). In addition it was suggested a consultant who would assist with the writing of the NP be involved within this period. CD has details of possible consultants and will be consulted in order to get an idea of costs.

ACTION:

NL to consult with CD regarding costs for taking on a consultant to assist with writing up the Wing NP for discussion at the next meeting, and will liaise with the sub groups as to their financial requirements.

8. A.O.B.

JDJ pointed out that no consideration had been made for local businesses within the NP. in particular Wing Water Treatment Works, Anglian Water and Severn Trent, plus self-employed villagers. Village opinion should be sought as to the pros and cons of these in the view of Wing villagers

ACTION: NL to put together a list of local businesses and ask for interest for formulating specific questions aimed at them within the Questionnaire.

9. Date of Next Meeting:

in order to include those who are unable to attend on a Wednesday:
Monday 30th April 7.30 Wing Village Hall.

Wing Neighbourhood Steering Group Meeting

Wing Village Hall

Wednesday April 30th 2018, 7.30

Chair Nicky Lyttelton (NL)

Vice Chair Joanne Beaver (JAB)

Secretary Jonathan Beaver (JOB)

Minutes Secretary Rose Dejardin (RDJ)

In Attendance: Helen Cullen (HC), Robin Cullen (RC), John Dejardin (JDJ), Wendy Dalton (WD), Colin Dunigan (CD) Rutland County Council Liaison Officer, Charles Gallimore (CG), Andy Lawrence (AL), David Seviour (DS), Ken Siddle (KS), Richard Tulloch (RT).

1. **Apologies:** Jane Daw (JD), Mark Dyas (MD), Angela Harding (AH), Rhiannon Jones (RJ), Mick Rodgers (MR), Jacqueline Straubinger (JS), Debbie Whight (DW)

2. **Minutes** of meeting on Wednesday 14th March 2018

Approved, up date on Actions minuted:

JD Child's photography and draft Questionnaire, will be circulated by email as JD not present.

NL Flyer has been circulated for comment.

Group reports to follow in today's meeting, DS already circulated Housing report for discussion.

RT Village Walk: plans ongoing, to be finalised nearer the time.

3. Update on Housing Group:

DS, with reference to 'Housing Theme Group. Brief, Objectives & Updated Work Plan' issued to NP Steering Group by email.

1.0 Wing Listed Buildings: this section under control, although still a lot to do, in particular carrying out a photographic survey of the 31 Listed Buildings. Following concerns that property owners may be concerned to observe photographs being taken of their properties, it was agreed a note should be added to the Flyer explaining the use to which the photographs were intended to be put and inviting anyone concerned to contact the Steering Group to discuss. It was also pointed out that permission should be obtained from owners in order to publish any image of their property.

ACTION: NL to add an explanatory note to the flyer before issue.

2.0 Character Assessment of Existing Buildings: this section more difficult to achieve

particularly for buildings within other time-scale developments within the village, in how to define what is 'good' or 'not so good'. Two critical points arising: i) resources to carry out the assessments, DS inviting interested persons to volunteer their time, and ii) what criteria to use in determining 'good' design. DS suggested JDJ, with reference to his work with OPUN, might be in a position to help formulate an assessment model.

ACTION: Anyone interested in assisting DS and MR in the above assessment to please contact DS. JDJ to meet with DS to discuss assessment criteria.

3.0 Age and Condition Survey: this section still needs refining.

4.0 Housing Developments and

5.0 Current Housing Needs/Demands (Conclusions to be considered for inclusion in the CREATIVE DESIGN GUIDE):

following discussion, it was agreed these sections relies on information gathered both from a) the Questionnaire which will establish, amongst other things, which land owners have submitted applications for development in the past and would still be interested in putting forward sites for development, along with what sites would be acceptable to the village community for development and b) results from the Landscape Assessment being carried out by the Environment Group, which will establish what sites within the Parish could be developed with no negative impact on the village from the point of view of their location within the setting of the village and surrounding landscape along with accessibility and services availability etc.

Timing is key, since the Questionnaire will hopefully throw up suggestions of potential sites which will then be evaluated with criteria resulting from the Landscape Assessment, resulting in potential sites which will be put to the community for discussion. The Questionnaire should be as effective as possible in gaining relevant responses concerning the above and should include an invitation to discuss the results since transparency and liaison with the community is crucial in developing the NP which, CD pointed out, should be parish wide.

CD also suggested some good existing design guides, which could be referenced, and named the following: The Chilterns, New Forest and South Oxfordshire.

It was re-stated that the Questionnaire should discover what type of development is required and which land owners would be willing to develop which, on application of the results of the landscape Evaluation, should tease out potential sites with the consensus of the village.

Also stressed was the importance of consideration of the future of potential development bearing in mind the Local Plan is applicable for 20 years.

4. Update on the Environment Group:

JDJ reported that letters had gone out to all landowners within the parish, including a request to access their property for survey work, a map of the relevant area of land and a reply slip. Of the 16 letters delivered only 4 had received a response but, since these cover about half the parish, it is possible to proceed with the survey as soon as the weather is suitable.

The group is currently looking at methodology for assessing the landscape. WD sent JDJ a 42 page document for reference which included a 12 page survey form which JDJ has reduced to a 2/3 page document which lists indicators for quality of habitat which can be used for a fairly broad walkover. JDJ requested volunteers to assist with this survey

ACTION: persons willing to assist with Landscape Evaluation survey to contact JDJ

5. Draft Questionnaire:

NL referred to the Draft Questionnaire she had issued to the Steering Group members by email.

She explained she had aimed to achieve a balance between brevity, gaining the requisite information and avoiding raising the hopes of the community. She also pointed

out that the draft document gives a list of questions to be included, the final Questionnaire will be in a format enabling ease of response.

NL requests comments from the members of the Steering Group within two weeks

ACTION: all comments on the Draft Questionnaire to be sent to NL by 14th May.

6. Children's Questionnaire:

JD was unable to attend this meeting and will issue her Draft Children's Questionnaire by email

ACTION: JD to issue Draft Children's Questionnaire to members of Steering Committee as soon as possible, for comment.

7. Draft Flyer

NL has issued Draft Flyer by email and invites comments please, as soon as possible since in the last meeting it was agreed the Flyer should be delivered in early May.

ACTION: NL to reissue Flyer, with addition agreed above, and comments to be received asap. Amendments and final issue to be handled electronically to save the need for a further meeting to discuss.

8. Finance:

HC suggested the cost of £60.00 for printing the Flyer be paid for from the money the Parish Council has donated to the NP. Alternatively, if the printer is willing to include invoicing of the Flyer along with printing of the Questionnaire, both costs can be applied for from Rutland CC.

The Grant Application form is on HC's system, waiting for final input before sending out. There has been a change of rules applying to Grant money, there is no longer a need to spend the money within 6 months but by the end of the financial year. If money granted is not entirely spent the remainder goes back into the pot.

Included in the present application is the costs for the 2 Questionnaires, both for printing and for fees for a consultant to assist with setting up the Questionnaires and analysing the results. This consultant needs to be qualified to carry out the work, e.g. a Marketing graduate, and there is a need to find someone suitable as soon as possible.

It was suggested a nominal sum of £50/day be inserted in the Application.

CD issued a plan showing key milestones needing financial support. The need to employ a professionally qualified consultant to assist with the writing up of the NP, estimated at a cost of approximately £2,000 can be include in the next Grant Application, for the purposes of which 3 quotations will be needed.

ACTION: NL to research availability of person to assist with Questionnaire, making enquiries initially to Leicester University.

9. AOB

No further business raised

10. Date of Next Meeting:

It was agreed to return to Wednesday evenings for further meetings, since this would appear to suit most members of the Steering Committee

Wednesday 4th July 7.30 Wing Village Hall.

Wing Neighbourhood Steering Group Meeting

Wing Village Hall

Wednesday July 4th 2018, 7.30

Chair Nicky Lyttelton (NL)

Secretary Jonathan Beaver (JOB)

Minutes Secretary Rose Dejardin (RDJ)

In Attendance: John Dejardin (JDJ), David Seviour (DS), Mick Rodgers (MR), Richard Tulloch (RT).

1. **Apologies:** Joanne Beaver (JAB) Vice Chair, Helen Cullen (HC), Robin Cullen (RC), Mark Dyas (MD), Charles Gallimore (CG), Angela Harding (AH), Rhiannon Jones (RJ), Roger Rawson (RR) Rutland County Council Liaison Officer, Ken Siddle (KS), Jacqueline Straubinger (JS),

2. **Minutes** of meeting on Wednesday 30th April 2018

Approved.

RT Village Walk: took place on Sunday 24th June, was well attended and a great success.

3. Update on Housing Group:

DS: following the request in the last meeting, for assistance in recording and assessing existing buildings other than listed buildings, RC has volunteered to assist the Housing group in this work. On his return from holiday he will start with Reeves Lane, in liaison with Tony Clarke who has a good knowledge of the history of the Lane's development. DS recapped his comments from the last meeting, to state the difficulty the group will have in establishing criteria for assessing the character of buildings in other time scales, which will lead into creating a Design Guide. The plan is that once the Housing Group have put together all the necessary data, they will meet up with the Environment Group to map out a method to compile the Design Guide.

Good progress has been made on the photographic survey. 30 of the 31 listed buildings have been photographed. Each building will be shown from 3 perspectives with images of i) the frontage, ii) the street scene and iii) a particular detail mentioned in the listings.

Other than this there has not been much progress since further work relies on feedback from the Questionnaires and liaison with the Environment Group, as explained. In light of which NL stated the importance of this meeting to approve the questionnaires.

DS has compiled A Historical Walk around Wing (as requested by Wing WI) and intends to combine this with a map (drawn by Ian Newsham) which, with input from JDJ, he believes will assist the interconnectivity of the Housing and the Environment Group.

4. Update on the Environment Group:

JDJ reported on progress in gaining permission to access land in the parish in response to the letters which went out to all landowners within the parish. The majority of the land is now accessible, with the exception of Mr Lamb's farm (which is in probate) and lands belonging to Wing Grange, Anglian Water and Wing Hall.

The group has looked at methodology for assessing the landscape. WD sent JDJ a 42 page document from DEFRA for reference. This included a 12 page survey form which JDJ has reduced to a 3 page A4 document which lists indicators for quality of habitat which can be used to carry out a sufficiently detailed assessment. JDJ has successfully trialed this along Flintham's Lane. He was interested to observe that the specie rich hedges directly relate to the formation of old boundaries, an example of how the state of the vegetation reflects the history of the land.

It was pointed out that the location of springs should also be recorded and RT volunteered to assist with this.

CG has also made progress, but both he and JDJ will need some months to pull together and evaluate their findings.

5. Finance:

HC having sent her apologies, NL stated little to report on finances other than to confirm receipt of the grant, allowing NL to employ a consultant, Data Orchard, to assist with the questionnaires as agreed at the last meeting.

6. Questionnaires:

with reference to the draft questionnaires issued by NL to the members of the Wing NP Steering Group.

NL asked for, and received, confirmation from those distributing the questionnaires their willingness to deliver these and to assist where necessary with any questions from home owners in completing them.

NL then brought up for discussion comments she has received in response to the mail out.

In response to the question how many questionnaires should be distributed to each household it was agreed that this should be decided by each distributor following discussion with each householder as to how many adult and young person questionnaires they would like. Further discussion on the age limit of the young person's questionnaire led to the decision to categorise the 2 questionnaires as being for 'Voters' and 'Non-voters', the latter for anyone under the age of 18.

A. Adult/Voter:

Comments discussed/agreed amendments with reference to the adult/Voter questionnaire:

Filling in the questionnaire:

with regard to the comment 'Only one person per household needs to fill in this please' it was agreed that, since there were likely to be differences of opinion within a household, each person completing the questionnaire should complete the housing needs section. It was acknowledged there would need to be some weighting applied to the analysis of this data.

Q1:

It was agreed the term 'the historical context of Wing' would be widely understood. Also that each amenity requires its own section since they are too diverse to put in the same category. i.e. pub, church, village hall, campsite, shop etc.

Q2:

Safeguard views into and out of the village (f missing)

Agreed additional aspect: 'Using appropriate materials within the public realm/conservation area'

Q6:

It was agreed the same five answer options be used here as in Q1 and Q2. Also to add in an additional aspect 'Making it possible for people to stay in the village when downsizing'

Q8:

Church 'steeple' replaced by 'tower'

'Broadband' be relocated to Q5

G5 to be changed to 5G

Q9/10/11 and 12:

Graphics need to be amended (appropriate highlighting etc.)

Q14:

Needs to be an either/or response option

Q17:

Poor page break

Q19:

Agreed additional improvement to first section of this question: 'Maintenance of verges to facilitate wildlife'

HOUSING

It was decided not to expand this question to address opinion regarding acceptable overall growth over 10-15 years, as was suggested.

Q22:

There needs to be clarification of 'Infill' as this term may not be widely understood.

Q23:

It was agreed to replace 'Modern/One-off design' with 'Sympathetic/good quality contemporary design'

Q29-38 Housing Needs:

As stated above, it was agreed this section be completed by every adult compiler of the questionnaire. It was also decided not to change this section despite one comment that 'housing needs change at various times throughout peoples lives' rendering the question irrelevant

B. Young People/Non-voter:

It was agreed the age should be redefined as up to 18 years (voting age)
It was also agreed there was no need for a free prize draw to be offered to those young people filling in the questionnaire

Q12:

Agreed change from 'important to protect' to 'important to you' in order to personalise this section.

Concern was expressed that there was no consideration given to sensory perception (sounds, smells and images etc.) and it was agreed to make reference to this within the questions. It was also agreed to include a plan of the village within the questionnaire, inviting notes and drawings linked to young peoples 'special places'.

It was suggested further work could be done with children in particular within their schools further along in the process.

COVER GRAPHICS:

It was approved to use the same graphic image on the cover of the questionnaires as was used for the flyer, with the exclusion of the words dotted across the panorama of Wing in the landscape.

ACTION: NL to consult with Data Orchard regarding the number of people completing the Household Needs section, amend the draft as agreed at this meeting and proceed with processing.

7. A.O.B.

JDJ reported on a point arising from the recent Parish Council meeting where it was stated that NL as chairman of the Wing NP Steering Group, should present an up-date to the P.C. at their meetings.

ACTION: NL to compile report for next meeting of P.C. (dates to be found on Wing web-site)

8. Next Meeting:

Wednesday 29th August 7.30-9 p.m. Wing Village Hall

Wing Neighbourhood Steering Group Meeting

Wing Village Hall

Wednesday August 29th 2018, 7.30

Chair Nicky Lyttelton (NL)

Secretary Jonathan Beaver (JOB)

In Attendance: David Seviour (DS), Mick Rodgers (MR), Ken Siddle (KS), Mark Dyas (MD), Wendy Dalton (WD), Jacqueline Straubinger (JS),

1. **Apologies:** Joanne Beaver (JAB) Vice Chair, Helen Cullen (HC), Robin Cullen (RC), Charles Gallimore (CG), Angela Harding (AH), Rhiannon Jones (RJ), Roger Rawson (RR) Rutland County Council Liaison Officer, John Dejardin (JDJ), Rose Dejardin (RDJ), Richard Tulloch (RT)

2. **Minutes** of meeting on Wednesday 4th July 2018
Approved.

3. Update on Finance:

Helen Cullen is away however update provided by (NL), invoice for questionnaires will need to be paid.

4. Update on Questionnaire distribution and collection:

NL stated that information regarding distribution will be forwarded after conversation with JAB.

KS stated that we should aim to speak to homeowners when delivering with standard instruction agreed with JAB, MD and WD.

MD stated that this will help with getting the largest engagement with the parish.

NL stated that a box will be placed in the church porch for completed questionnaires.

5. Update on the Environment Group:

JDJ and GD having sent their apologies, WD stated that progress is being made regarding the hedgerow surveys. Minimal variety is being found however alot of individual oak trees have been found. The survey should produce an excellent base line for the future.

DS stated that there are detailed historic surveys which were carried out on the two railway eco-corridors. Rare species were found and suggested it would be interesting to find out if still in the area.

KS stated that the drought caused because of the hot summer could affect the survey.

NL stated that endeavours have been made to gain access to the only area which permission has been refused to conduct the survey however they are still unwilling to grant that permission. JS and MD to approach the owners again and suggest WD and local botanist to conduct the survey.

6. Update on the Housing Group:

DS stated that JDJ, MR and DS have had one meeting regarding the collaboration of both environmental and housing surveys. DS has now nearly completed his report on LISTED buildings incorporating historic photos with over 100 new photos and importing them into one document.

He will now endeavour to produce a similar document for NON LISTED buildings using same methodology. He has received help from RC regarding construction dates of properties on Reeves Lane. DS is looking to approach the owners of LISTED properties with the information gathered and ask for their input.

DS has received an archaeological report document from Tom Roberts and is currently reviewing the information.

WD asked if there are any buildings that are currently UNLISTED that the Housing Group believe should or could be LISTED.

MR raised the point that design guides can be restrictive and could be difficult to produce with the variety of design styles within the parish.

KS stated that there is a pre 1900 core to the village however since then multiple types and styles and been used.

MR stated that the work done by the housing group when incorporated into the overall neighbourhood plan will help homebuilders in the future and also provide a defence to large scale development which could change the parish (eg. St Georges Barracks development).

7. A.O.B.

NL has contacted RCC regarding the recruitment of a replacement for Colin Duigan and received the reply that it is being looked into, an advert has been seen for the position. WD was thanked for her work regarding the logo developed.

8. Next Meeting:

Wednesday 24th October 2018 7.30-9 p.m. Wing Village Hall

Wing Neighbourhood Steering Group Meeting

Wing Village Hall

Wednesday 9th January 2019, 7.30

Chair Nicky Lyttelton (NL)

Vice Chair Joanne Beaver (JAB)

Secretary Jonathan Beaver (JOB)

Minutes Secretary Rose Dejardin (RDJ)

In Attendance: Helen Cullen (HC), Robin Cullen (RC), John Dejardin (JDJ), Wendy Dalton (WD), Mick Rodgers (MR), David Seviour (DS), Ken Siddle (KS), Jacqueline Straubinger (JS), Richard Tulloch (RT).

Newcomers: Jon Roberts (JR) and Linda Clark (LC).

1. **Apologies:** Mark Dyas (MD), Charles Gallimore (CG), Rhiannon Jones (RJ), Andy Lawrence (AL).

NL welcomed newcomers(see above) to the Steering Group

2. **Minutes** of meeting on Tuesday 27th November 2018

JAB requested an addition to Item 5, Next Steps, stating that Quality Control would be carried out by herself and NL

Otherwise approved.

3. **Additional comments from Questionnaire feedback meetings:**

JAB explained her write up on the 2 open meetings, held on Sunday 2nd and Wednesday 5th December is ongoing but summarised the response to these meetings as follows: attendance at the Sunday meeting was 35, the Wednesday meeting 6.

The presentation was well received, although some present misunderstood the purpose of the meetings, which was purely to present the feedback from the Questionnaires which would be used to formulate policy making as a next step. Presentation of decision making and funding will take place at a future date.

A positive outcome of the meetings was the volunteering of the two newcomers to the Steering Group, which will surely introduce fresh ideas.

As an aside NL pointed out she had brought along to the meeting a number of examples of Neighbourhood Plans (NP) in order to remind the Group of the format we are working towards and aid in the compilation of our own NP.

The Birdham NP in particular shows this clearly in its presentation of

1) Objectives and

2) Policies resulting from these.

4. **Work Plan from Housing Group:**

DS gave a summary of the 10 page report he has compiled and issued before the meeting.

The report is presented in 3 parts,

the first part is a review of the objectives of the Housing Group, from survey to formulation of policies,

the second part gives an update of what the group has achieved to date and what they still have to do and

the third part attempts to unravel the complexities of the bearing upon Wing's NP of Rutland County Councils (RCC) Local Plan (LP).

Our NP is required to reflect the Local Plan but, at this time, it is unclear what this means.

RCC developed a LP in 2016/2017, which didn't mention the possible development of St George's Barracks (SGB). When news broke of this development of possibly 3,000 homes on the barracks site, there was a public outcry and RCC were required to add a clause to their LP 'Notice of Amendments' following consultation. In parallel there is the SGB proposals. Therefore there are 3 documents (namely the LP, the Amendments and the SGB proposals), the implications of which in regard to Wing, and housing in particular, DS is attempting to understand.

The information from RCC is unclear since the Amendments include a settlement hierarchy, from urban down to 'Small Service Centres' which latter category applies to Wing and permits only low key infill development within the village boundary i.e. 4-10 units would receive support from RCC. This, in fact, coincides with the feedback from the Questionnaire (the results of which in regard to Housing DS has included in his report).

But the SGB document overrides both the LP and the Amendments and has squeezed out the Small Services Centres category thereby raising the question of how RCC now views proposals for development in Wing.

It was agreed that the Steering Group continues with the development of proposals as planned, to follow the work programme first decided upon, thereby arriving at evidence based criteria for future development in the parish. These criteria will be recorded in the NP as 'Future Wishes', and will define with which housing proposals put forward by private developers we would be sympathetic.

DS circulated the 'Listed Buildings Document' that he has compiled, and was thanked by NL for all his hard work in producing this. Owing to its size DS will not email copies to those wishing for one, but will happily download it onto a provided memory stick.

5. Work Plan from Environmental Group:

(with reference to handout 'Objectives and Programme-review for discussion)

JDJ reported on a meeting recently held by the Environment Group, the results of which have been issued as a report setting out the Groups objectives and Programme of Work.

It focuses on work to date in cataloguing the environmental assets of the parish. Owing to the unusually hot summer this work has progressed slowly and it was decided in the meeting to concentrate on target sampling of identifiable areas, with survey teams visiting and assessing specific areas such as rivers, wetlands and woodlands with a completion date of June.

The base line survey will continue meanwhile, collecting data to inform policy making, the deadline for this Sept 2020

LC will join KS in researching records, as listed in handout, for completion June 2019.

Formal thanks was given to CG, who has resigned from the Steering Group, but will continue to assist with collection of wildlife data.

JS reported on footpaths , this information also to be complete by June.

The report lists the Group's objectives including identification of opportunities to enhance and enrich the natural and historic assets of the parish (target June 2019), a character assessment of the parish, identification of views into and out of the village and assessment of the village's interrelationship with the surrounding landscape, identifying both positive and negative attributes. Target mid Feb 2019
Also an assessment of the Urban Fabric of the village i.e. the identification of features and spaces which give Wing its distinctive character, those qualities which enhance or detract.
Item 7 in the Questionnaire and the listed and non listed building survey will inform this assessment. Target June/July 2019.

DS pointed out there will be a need for the Environment Group and the Housing Group to meet up, combine their gathered information and meld these to formulate policies and create Community Action Policies.

JDJ requested RT, in his role as head of Transport, Rural Economy and Infrastructure, to approach Anglian Water, initially to gain permission to access their site for survey work to be carried out and also to establish a contact for discussion of possible future site development and funding.

6. Updated Project Plan:

Both the Environment and the Housing Group have submitted Timelines and JAB and NL will update the Project Plan in accordance.

7. Finance:

HC reported that all bills to date have been paid without spending all of the grant moneys.

The remainder must be returned to RCC along with a Return. The clerk of the Parish Council holds the information needed to complete the Return and JDJ and DS will ensure that he provides HC with this information.

It was agreed it is not possible to know at the moment when the next grant application should be made and JAB and NL will build this into the Project Plan.

3 basic cost items were identified:

Printing

Consultative demands

Professional Input

8. AOB:

None

9. Date of Next Meeting:

Wednesday 20th March 2019 7.30 p.m. Wing Village Hall

Wing Neighbourhood Steering Group Meeting

Wing Village Hall

Wednesday 20th March 2019, 1930hrs

Chair Nicky Lyttelton (NL)

Vice Chair Joanne Beaver (JAB)

Secretary Jonathan Beaver (JOB)

Minutes Secretary Jonathan Beaver (JOB)

In Attendance: Helen Cullen (HC), Robin Cullen (RC), Wendy Dalton (WD), Mick Rodgers (MR), David Seviour (DS), Ken Siddle (KS), Richard Tulloch (RT), Mark Dyas (MD), Jon Roberts (JR), Joanne Beaver (JAB)

1. **Apologies:** John Dejardin (JDJ), Rose Dejardin (MD), Charles Gallimore (CG), Rhiannon Jones (RJ), Andy Lawrence (AL), Angela Harding (AH). Debbie Wright (DW), Linda Clarke (LC), Jacqueline Straubinger (JS)

2. **Minutes** of meeting on Wednesday 9th January 2019 approved.

3. Update & Discussion

a: Infrastructure, Business & Transport

JAB expressed an interest in working with this brief and thought an approach to Andy Lawrence (AL) would be useful to take advantage of his experience. JAB highlighted that questionnaires had been hand delivered to all landowners and if not possible to hand deliver an email had been sent.

DS queried that there now appeared only to be three Theme/Policy Groups and queried the existence of the Communications Group because work needed to start on creating a detailed 'Storyline' of the processes undertaken by the NP Steering Group ready for the 'Examination' process that will take place and by way of example highlighted that a detailed storyline of interactions/communications/consultations referred to as having taken place by JAB would be beneficial as JAB has documented evidence of those approaches. (Spires Homes, Anglia Water, Jane Micklethwaite, Ashima, etc)

KS pointed out that a request should be made to the businesses within the parish for any information required to produce the neighbourhood plan, asking them if they have any specific issues and JAB mentioned that it may need explaining how the NP could help them in the long term.

DS highlighted with regard to the growing importance of Neighbourhood Plans to third party stakeholders that there is growing evidence that other local authorities are turning down planning applications if they do not adhere to a strong detailed neighbourhood plan. DS to forward additional information of examples.

RT brought up the loading of the water tankers by Severn Trent and the concern regarding overweight vehicles travelling through the village. JAB mentioned that an agreement had been made during construction of the treatment works that HGV's would access via Morcott or Glaston. JR highlighted a concern regarding the chlorine deliveries and possible environmental impact.

b: Housing

DS wished to thank JR on the excellent report produced by translating the housing data from the consultant's questionnaire results and analysis. JR pointed out that it was a first draft with amendments from MR and DS/the Housing Policy Group. He asked for any comments from the Steering Group as a whole.

JAB and NL both reminded SG Members that there could be inflation of housing need because of multiple adults making returns within a property.

KS mentioned that it would be exceedingly unlikely that everyone surveyed would be staying in Wing forever because of downsizing closer to facilities particularly older residents. RT also said that several people would want to downsize within the parish if there was suitable housing available.

MD wanted to highlight his disagreement with the inclusion of

"The campsite is seen to have a detrimental impact on village life in terms of noise, peacefulness and litter, and an impact on the environment in terms of sewage and views. Further development of the campsite must take these aspects into consideration."

MD expressed concern that a personal grievance might be included in a report produced by the Neighbourhood Plan Steering Group.

JR responded that the report is produced on the actual responses from the questionnaires and they are sourced within the appendix.

NL mentioned that there are 8 positive comments regarding the campsite as well as two negative.

DS cautioned that removing only negative comments could be an issue in terms of undermining the report as an accurate reflection of resident's views.

JR wished to get confirmation that the group were happy with the Draft Housing Position Statement and the approach adopted.

The majority of the meeting members were happy with the draft statement.

DS said that the next steps for the housing group would be to update the work program for the upcoming year.

c: Environment

NL provided an update in JDJ's absence. First draft of the Landscape Characterization Statement was to be finished soon with the help of Charles Gallimore.

KS mentioned that with regard to history and archaeology (leaving aside the Listed Buildings covered elsewhere by the Housing Group) we are not rich in artefacts however that suggested that we must look after what we do have. The original Parish Enclosure Award documents were sent to the Leicestershire County Records Office, then at New Walk in Leicester (now in Wigston), at some point in the past. The current Statement will provide a baseline for the future.

4. Next steps

NL said that we needed to complete the policy statements for each identified Group.

DS said that the housing group, having had their Draft Housing Policy Statement approved this evening, and having completed the Listed Buildings Directory, which was on the Village Website, will continue with work on the Non-Listed Buildings Directory;

the photography, non-listed citations (descriptions/materials used etc), and then begin to compile the Village Design Guide visual elements from the two Directories. In JD's absence DS also confirmed that JD would be moving on from the LCS to compile a Characterization of the village urban form to feed into the Design Guide.

5. Any other business

NL mention that there is no funding for Colin Dunigan's replacement. HC asked if that is for all neighbourhood plans in Rutland or just ours. NL to follow up with RCC.

6. Date of Next Meeting

Wednesday 15th May 2019 at 1930hrs, Wing Village Hall.

Wing Neighbourhood Steering Group Meeting

Wing Village Hall

Wednesday 15th May 2019, 7.30

Chair Nicky Lyttelton (NL)

Vice Chair Joanne Beaver (JAB)

Secretary Jonathan Beaver (JOB)

Minutes Secretary Rose Dejardin (RDJ)

In Attendance: Helen Cullen (HC), Robin Cullen (RC), John Dejardin (JDJ), Jon Roberts (JR), David Seviour (DS), Ken Siddle (KS), Richard Tulloch (RT).

1. **Apologies:** Wendy Dalton (WD), Rhiannon Jones (RJ), Mick Rodgers (MR), Jacqueline Straubinger (JS),

2. **Minutes** of meeting on Wednesday 20th March 2019

DS pointed out the need for some slight alterations in the account of his presentation at this meeting

ACTION: DS and NL to amend minutes for reissue

3. Comments on Landscape Characterisation Report:

JDJ reported that he had not added to the first draft of the above report following its issue, and that he was surprised that he had not received any comments subsequently. JB stated that the report says what needs to be said and it was agreed by the group that the report raises big issues which need to be discussed and agreed by the group before taking them through to policies. Some members of the group pointed out they had not seen the report.

ACTION: JDJ will send the report, as a pdf, to NL who will circulate it to the Group and invite comments.

4. Business and Infrastructure Group:

It had been decided that this Group would be formed by JB and NL, with input from RT. JB referenced her handout listing the information the Group would be gathering and went on to describe the methodology she and NL would use to gather relevant data. In order to comply with required 'Access and Opportunity' all local businesses/third party stakeholders (landowners) would be issued with reports compiled by the Steering group to date prior to being interviewed. It was agreed it would be useful for the Group as a whole to have view of the list of questions to be put to the interviewees.

ACTION: JB and NL to update and circulate list of questions

There was some discussion as to who would be included in the survey. NL pointed out that self-employed businesses filled in the Questionnaire and would not be approached again. Those business operating in the area, but based elsewhere (e.g. Spire Homes), would also be included since they have an economic implication within the Parish. It

was reported to the meeting that, during her survey work for the Environmental Group, WD had discovered the existence within Anglian Water of an 'Environmental Champions' and it was agreed that it was important to contact this person.

ACTION: WD to follow up on making contact with the relevant personnel within Anglian Water and possibly Severn Trent. JDJ to accompany JB and NL (and possibly WD) to meetings with these contacts.

NL and JB are also researching how others are solving transport issues, since it is not within the interest of bus companies to assist, in order to discover best practice elsewhere. Finally JB stated that although she and NL were happy to continue with this research, they would be happy for any other members of the Steering Group to join them.

5. Wing Design Guide:

DS defined the sources of input required to inform the compilation of the Design Guide as being the Questionnaire, The Listed Buildings Directory, The Non-Listed Buildings Directory (two thirds complete, DS inputting photographs as final step), The Landscape Character Assessment and The Housing Policy Paper. It will require a number of working sessions based on the information from these sources to create a draft Design Guide, which will be submitted to the Steering Group for further discussion and amendment to result in the Wing Design Guide. Two working group days were decided on for the Environment and Housing Groups, these being the 18th June and the 16th July.

ACTION: members of the Housing and Environment Groups to meet on these working group days for initial discussions on the Design Guide.

There was further discussion on the difficulties of language used to describe non-listed buildings.

The question arose as to at what point could the emerging Local Plan be referenced. JDJ stated it was legitimate to point out to the Local Authority the conflict with the emerging Neighbourhood Plan, the difficulty being that there was no liaison officer within the RCC and nothing on their web-site to refer.

6. Next Steps and Draft Plan:

There followed a discussion as to how the policies should be written up, and whether a consultant should be employed to handle this. NL referenced an email from Richard Ransome, that she had circulated to the Group, which suggested 2 possible consultants, and DS can supply 3 or 4 more who could be approached to get an idea of cost. **ACTION:** NL to gather this information, with input from DS.

NL questioned the need for application for a grant to finance this step. HC pointed out there were two remaining attempts possible, having already claimed one of the three possible. £6,000 of our possible £9,000 remaining. There was some worry as to whether or not the government department was in a position to process grant applications owing to staff shortages.

ACTION: DS to chase up grant processing situation

It was agreed it was crucial to keep on track with showing our method of evident based decision making throughout the NP process. We should be able to provide information showing detailed planning statements and all steps of the process (using Langhams Consultation Document as reference. NL already working on this.

ACTION: NL to continue working on this

7. Finance:

HC confirmed the first grant had been signed off and we are in line to apply for the second.

8. AOB:

None

9. Date of Next Meeting:

Wednesday 3rd July 2019 7.30 p.m. Wing Village Hall

Wing Neighbourhood Steering Group Meeting

Wing Village Hall

Monday 2nd September 2019, 7.30

Chair Nicky Lyttelton (NL)

Secretary Jonathan Beaver (JOB)

Minutes Secretary Rose Dejardin (RDJ)

In Attendance: Helen Cullen (HC), Robin Cullen (RC), Jon Roberts (JR), Mick Rodgers (MR), Ken Siddle (KS), Richard Tulloch (RT).

1. **Apologies:** Joanne Beaver (JAB), John Dejardin (JDJ), Rhiannon Jones (RJ), David Seviour (DS).

2. **Minutes** of meeting on Wednesday 15th May 2019

Passed as read.

3. Membership:

NL reported the resignation of Jacqueline Straubinger and thanked her for her contribution to the Steering Group's work to date.

She also suggested those members who had not attended meetings on a regular basis be contacted and asked if they wished to continue to be included in the Group

ACTION: NL to draft a letter to be circulated to non-attending members to confirm whether or not they wish to continue as members going forward.

4. Liaison with Rutland County Council:

MR reported that one of the important points to have come out of the conference at Market Harborough, that he attended on behalf of the NPSG, was the importance of liaison with the local council, and the providing of evidence of this liaison, in acquiring a positive outcome in the production of a Neighbourhood Plan (NP).

There followed a discussion as to how and with whom Wing NP should liaise with Rutland County Council (RCC). NL has been contacted by Gordon Brown (GB), of RCC and 'NP Champion', who has offered assistance to Wing. NL stated she intends to wait until a timeline has been put together before meeting up with GB, hopefully in the autumn. It was agreed any liaison be recorded in the drafting of the NP, as this evidence will be considered by the judges of the NP

ACTION: NL to finalise a timeline for the production of Wing NP and arrange a meeting with GB to discuss. Outcome of any liaison with RCC to be recorded for inclusion in drafting of NP

5. Report from Housing Group:

In his absence, DS issued an email to NL, which she will circulate to all members. This email lays out the current position of the Housing Group's work regarding the compilation of the Non-Listed Buildings Directory and includes the number of properties contacted and their subsequent responses. A number of respondents requested not to be included and their wishes will be respected. It also states the intention of DS, on his return from holiday, to move onto editing/data transfer from the two Directories into a draft 'Wing

Design Guide' following discussion on various potential approaches to this process.

The hope is to produce this draft for discussion by October end. He also raise the 'potentially thorny question of potential development sites' which needs to be agreed by the NPSG. There was discussion of this last point at the meeting and MR stressed the importance of provision in the NP for future development/the long-term view and therefore a 'Strategy for Change'

He also reported that another useful point to arise from the Market Harborough conference was the fact that it is possible to apply for further grants in order to update the NP in the future.

ACTION: members of the Housing and Environment Groups to meet for discussions on the approach to be adopted in compiling the draft Design Guide for discussion by the NPSG.

6. Report from the Environment Group:

In his absence, JD sent an email to be read at the meeting.

This included a summary of the wildlife audit of key sites within the parish, including the north boundary along the river Chater and the southern boundary, which includes the Local Wildlife site. Audit of other key areas will now spill into next year.

Regarding the Landscape Character Assessment, no further comments on the draft have been received but the completion of this has been delayed by illness. The hope is to complete this by the end of the year. Likewise for the Streetscape Assessment.

7. Report from Business & Infrastructure Group:

NL reported little progress has been made as, although most local businesses have been contacted, there has been very poor response. Most have not been in touch and although Anglian Water have acknowledged receipt of contact, they have given no feedback. NL and JAB intend to talk to AHIMSA on their open day as they seem ready to liaise. Otherwise it is a problem as to how to obtain meaningful data for this group. Business cannot be forced to respond therefore the only sources of information are the answers to relevant questions in the Questionnaire.

Regarding public transport, there is seen to be a need to improve this beyond looking at the bus provision which is unsatisfactory. There is a possibility that the Uppingham Hopper service may be extended to villages for one day a week, and this is one line being followed.

RCC have adopted a drive for better Broadband and there is a possibility Wing may become a 'Trial Site'.

8. Timeline for Draft Plan:

NL stated the need for deadlines in order to know when to apply for grants, in particular for the employment of a consultant to write up the NP.

(HC pointed out Wing could apply for the next grant in April)

NL pointed out the need for each group to define its policies, which need to be evidence based, and to write a draft plan. She suggested referencing other NPs as a guideline. There followed discussion on how to select a consultant and also the importance of the briefing of the consultant and this should include the question as to what advice they would give based on the our policies (which need to be defined). NL has received a list of possible consultants from GB.

ACTION: NL to work up timeline and also issue ideas for policies, based on successful NPs

9. Finance:

Nothing to report

10. AOB:

KS brought up the subject of the Local Plan, and questioned how the NP should reflect this. At the moment the Local Plan is being rewritten by RCC and, as such, doesn't exist. When it does appear the NP will need to reflect it

MR raised the issue of community involvement. It was agreed there should be some communication updating the community as to current progress

ACTION: JAB to compile a message to put in the Parish magazine. NL to brief JAB

11. Date of Next Meeting:

TO DISCUSS POLICIES FORMULATED BY THE VARIOUS GROUPS

Wednesday 30th October, 7.30. Wing Village Hall.

Wing Neighbourhood Steering Group Meeting

Wing Village Hall

Thursday 14th November 2019, 7.30

Chair Nicky Lyttelton (NL)

Vice Chair Joanne Beaver (JAB)

Secretary Jonathan Beaver (JOB)

Minutes Secretary Rose Dejardin (RDJ)

In Attendance: Wendy Dalton (WD), John Dejardin (JDJ), Jon Roberts (JR), David Seviour (DS), Ken Siddle (KS), Richard Tulloch (RT).

1. Apologies: Helen Cullen (HC), Robin Cullen (RC), Mick Rodgers (MR).

2. Minutes of meeting on Monday 2nd September 2019:

Passed as read with the inclusion of the following points noted by

MR: 4. Liaison with Rutland County Council:

In the interest of a successful outcome for the WNP, Nicky to request a positive response from the RCC on how best they propose 'working together' with the WNP steering group (the rationale behind this is to provide evidence to the inspector that a future adopted plan co-ordinates the Local Community ideals with those of the Local Authority). In addition to this Nicky to arrange a meeting with Gordon Brown to discuss (as recorded in the minutes)

8. Timeline for Draft Plan:

Re consultants, for the sake of any misunderstanding the minutes should clarify by stating 'timing, scope of work, briefing, selection and appointment of consultants' to be agreed.

3. Membership:

As NL's intention stated at the last meeting, she has approached those members who had not attended meetings on a regular basis and asked if they wished to continue to be included in the Group. This resulted in positive comments regarding the work being done but also the withdrawal of those who felt they were unable to continue for one reason or another.

4. Update from Environmental Group:

JDJ confirmed that surveys had been carried out to the Northern and Southern boundaries of the parish, along with the churchyard, the results showing the Parish to be species rich in common varieties. He stated they indicated the potential for management regimes to be put in place in certain locations which would encourage biodiversity (e.g. along the Chater and in pockets of land not accessible or suitable for farming). The Group's intention is to carry out a further survey in spring, with the aim

of identifying the best areas to target for management and setting a Community Action Plan.

5. Report from Business & Infrastructure Group (attached):

NL referred the meeting to the attached report and stated that, further to progress to date, there is a meeting planned with Wing Campsite.

There was discussion around AHIMSA and in particular their planning application for a series of buildings related to their organic milk production. It was agreed the NP avoid being involved in the politics surrounding AHIMSA, but only consider their aspirations and desires as a business within the Parish as it affects the NP.

5a. Report on meeting with GB (RCC):

Since the last meeting NL had met with Gordon Brown (GB) in particular to discuss Housing Allocation for Wing.

GB informed her that, in the compilation of the new Local Plan (which has not been passed as yet) Wing has been downgraded from being to a Small Service Centre (as in the current Local Plan) to having no Housing allocation at all. The dilemma arising from this information is whether or not to wait for the new Local Plan, since the NP should reflect this document. After discussion it was agreed to continue with reference to the existing Plan since the date of completion of the new Plan is an unknown. It was also thought that if the WNP policies were strong enough they might influence the Local Plan. NL reported the discussion she had with GB regarding other local village NPs and their policies on Housing Development. Langham put forward sites with potential for development, Cottesmore didn't want further development and the Langtons didn't suggest sites, but stated they would welcome applications for development. Barrowden didn't want development other than a Low Cost Housing site. The question arose as to whether or not development of certain sites were sustainable for development, owing to provision or not of services, and it was agreed checklists for the Wing Parish should be researched.

There was much discussion within the Steering Group about Affordable Housing and the possibility of forecasting need. It was pointed out by DS that applying to the Local Authorities was not helpful in this respect since their records are infrequently updated and the pattern of need changes fairly quickly owing to, among other things, population mobility. It was agreed this data can only provide a short term picture of the situation and is not useful as a forecast of future needs.

Referring back to NL's meeting with GB, the latter told NL that Colin Dunigan's advice to the WNP had been sound in that the NP should state its objectives, collect data and use this as evidence to support its policies.

6. Housing (Design Guide, Site Allocation & Housing Directories): To

summarise the progress of the Housing Group, DS reported the Listed Buildings Report had been up-dated and posted on the web site.

The consultation period for the Non-Listed Buildings Report had now expired and the Report is now complete and ready to be posted. It includes the information that 6 owners of properties within the Parish had requested their properties be omitted from the Report. It was agreed the Non Listed Buildings Report be posted on the web site

ACTION: DS to post Non-Listed Buildings Directory on web site

DESIGN GUIDE DRAFT:

as issued to members of Steering Group

DS keen for this also to be posted, with the proviso that it is a draft only, based on defined vernacular architecture for Rutland and surrounding Counties(generally) and Wing (specifically).

It includes a photographic log which is illustrative of specific building details including stonework, roofing materials, brickwork, fenestration and doors for example. NL pointed out that some NP Design Guides stipulate Design Policies but DS stressed the information in the Design Guide for Wing presents examples of the existing vernacular palette for each element of Housing Design but still allows leeway to architectural style. The Steering group agreed the Design Guide Draft be posted on the website. NL and JDJ thanked DS for this substantial contribution to the WNP and reported to the Group that DS had agreed to produce a more concise publication or Digest of the Design Guide. He also pointed out the final Design Guide will include input from the Environmental Group's Landscape Character Assessment which is currently being prepared and that this be stated in the posted Draft.

ACTION: DS to post Draft Design Guide on web-site with note that is a draft guide requiring further input.

SITE ALLOCATION:

DS stated the need to do some analysis with reference to process used elsewhere. He has records of applications for development received by RCC in the past but this was decided to not be relevant to the NP. Data collected by the NP process should indicate suitable sites for evidence based proposals. After some discussion it was agreed that the likely outcome would be either the identification of land suitable for future development or the identification of land not suitable for development

7. Finance:

NL asked if the Group were happy for her and JAB to ask HC to apply for funding for a consultant in the new financial year.

DS requested we agree an outline process for acquiring a consultant. He suggested we place an advert, make a shortlist from the applicants and request quotations from those shortlisted. He also suggested we delegate this process to a panel of members from the group to handle this process.

Not everyone was happy with advertising the post, preferring to approach a number of possible consultants based on recommendation

ACTION: NL to ask GB's advice on how best to proceed.

8. AOB:

None

9. Date of Next Meeting:

To be decided

Wing Neighbourhood Steering Group Meeting

Wing Village Hall

Wednesday 8th December 2021

Chair Nicky Lyttelton (NL)

Secretary Jonathan Beaver (JOB)

Minutes Secretary Rose Dejardin (RD)

In Attendance:

STEERING GROUP MEMBERS: Robin Cullen (RC), John Dejardin (JD), Jon Roberts (JR), Ken Siddle (KS).

YOURLOCALE: Gary Kirk (GK), John Martin (JM).

1. Apologies: Joanne Beaver (JAB) Vice Chair, Wendy Dalton (WD), Mick Rogers (MR), David Seviour (DS), Richard Tulloch (RT).

2. Declaration of Interest:

None declared (Refer to Record Book).

3. Minutes of meeting on Wednesday 29th September 2021 1700 hrs
Passed as read.

4. Village Boundary Changes:

With reference to plan of village, issued by NL to members of steering group, showing suggested changes to line of village boundary.

These changes showed the inclusion of Mill Close as a separate 'island' and the continuation of the western boundary at Reeves Lane, consistent with the rear boundaries of the properties No 6 and No 6B Reeves Lane.

These changes were approved.

5. Revised Draft Neighbourhood Plan (WNP):

GK ran through changes in the latest draft WNP and outlined places within the draft that still required input. Pointing out the first few sections were pretty standard, he feels Section 5, dealing with the consultation process, to be very strong but requires more detail to be input on the Summary

DESIGN GUIDE SECTION: GK referenced the large body of work carried out by DS and said he had worked on this to focus it down and clarify direction to potential users of the NP. There followed a discussion on what should be included in the Design

Principles section: JD pointed out that currently the draft does not address the issue of energy efficiency. Although GK pointed out it is addressed in the Environment Section it was generally felt it should also be included in the Housing Section since performance is

as important as aesthetics. GK pointed out the NP must not be too prescriptive, but can express aspirations regarding this matter.

ACTION: JDJ to draft something on this subject, discuss it with DS and circulate additions.

ENVIRONMENT SECTION: JM distributed a handout showing examples of items that should be considered for inclusion, such as policies on flood risk and low carbon energy generation (including wind turbine development and solar farms).

Following general discussion it was agreed there should be policies on Renewables and whether or not to include Flood Risk should be discussed further.

The results from the Questionnaire indicate that local residents would accept solar farms but were not in favour of wind turbines. Thus it was agreed possible sites for solar panels should be identified, led by the conclusions of the Landscape Character Assessment. It was agreed that the subject of wind turbines should be put to the next Public Consultation with examples of types and sizes of wind turbines available, in order to gauge reaction in the light of recent research and potential options.

Regarding ongoing progress JD gave the following report:

Important Open Spaces-inventory draft with photos and captions has been circulated for comment and additions. JDJ to complete frontages and verges to circulate to the group, final draft to go to JM shortly.

Landscape Character Areas-draft notes on development constraints for each area has been circulated within group and JM.

Important Views- JDJ to schedule views with photos and captions and circulate before the end of the month

Village Character Assessment-JDJ to complete once above items complete.

Biodiversity Plan- WD coordinating all the registered data along with local surveys to establish a biodiversity baseline for the Parish, considerable amount of data to compute, draft to be circulated within the group, early January.

SUSTAINABILITY SECTION: GK felt this was progressing well and JD stated that he had certain points that he would like to discuss with JAB and feedback to the Group.

ACTION: Design Guide/environment design criteria to be reviewed by JD and DS

ACTION: Sustainability- JDJ to pass comments to Joanne

6. Update on Call for Sites:

Following the approach to landowners within the parish asking if they would like their land to be considered for development, as proposed and agreed at the last meeting, NL presented to the meeting a plan of the Parish showing those sites that had been put forward.

These include 7 sites earmarked by 2 landowners for consideration. Derek Doran, of Your Locale, recommended including Bob Jeynes current Planning Application and this was agreed.

KS voiced his worry, shared by other members of the group, as to how the process of site selection might be viewed by members of the parish and his reluctance to comment on site suitability. There was some discussion around this point and GK reassured the

group that the various steps followed leading up to site selection distanced any one individual from responsibility.

JOB noted that some of the sites showed poor access and that some included public rights of way, and enquired whether this would incur a red score on the Sustainable Site Assessment (SSA) scoring matrix.

GK said that, in the case of the Public Right of Way, this could be the case although, if there was a possibility of relocating the right of way, this could become an amber score. JM pointed out the importance of the Steering Groups local knowledge on this point. It was also noted that Bob Jeynes original Planning Application had been refused by Rutland County Council (RCC) owing to poor access., as an indication of its importance as one of the factors to be taken into account.

GK noted that the initial response from RCC regarding Development Sites was their requirement for a Strategic Environmental Assessment (SEA). GK thought this excessive and not in the spirit of Nps. He hoped they would back down on this as such a requirement could add six months to the process and be expensive.

NL referring to the draft SSA (circulated to the Steering group for comment prior to the meeting) voiced her concerns about how to score on proposed site area and capacity. Following discussion it was agreed as a guide that up to 10 no. of houses should be scored green and 11 or more scored red. GK pointed out that the an upper limit of house numbers could be specified, as well as what should happen to the rest of the site e.g. 5 houses plus a landscaped area or the allocation of a reserve site for future development i.e. phased development agreed with the landowner. In terms of phased development this should run up to 2026

7. Grant Applications:

GK had commented that one factor that might negatively affect the acceptance of the WNP was accessibility, which led to the perceived necessity of updating the website of Wing parish Council, in order that the workings of the WNP would be accessible to all. To facilitate this it was agreed a grant of £1,000 should be applied for and this application is pending. JR is obtaining quotations from firms offering a website building services.

8. AOB:

No matters arising.

9. Date of Next Meeting:

Tuesday 8th February 1922 17.00 hrs at Wing Village Hall
An Open Meeting planned for mid March 2022

Wing Neighbourhood Steering Group Meeting

Zoom meeting

Thursday 1st December 2022 at 2 p.m.

Chair Nicky Lyttelton (NL)

Vice Chair Joanne Beaver (JAB)

Secretary Jonathan Beaver (JOB)

Minutes Secretary Rose Dejardin (RD)

In Attendance:

STEERING GROUP MEMBERS: Wendy Dalton (WD), John Dejardin (JD), Mick Rogers (MR), David Seviour (DS), Ken Siddle (KS).

YOURLOCALE: Gary Kirk (GK).

1. Apologies:

Robin Cullen (RC), Jon Roberts (JR),

2. Declaration of Interest:

None declared.

3. Settlement Boundary:

With reference to recent email correspondence between GK and Kerry Andrews (KA) of RCC dated from 13 October 2022 to current date.

GK summarised the above in stating that, following the above correspondence and a meeting held between members of RCC and representatives of the WNP Steering Group along with GK, RCC are standing firm on their view that the planned limits of development in the County as a whole, and Wing specifically, are a strategic matter and should be respected by the WNP.

GK was asked to outline the process of submission of the WNP, in order to clarify if and at what points in the process RCC could reject the Plan. GK explained that from here on the WNP will go out, under Regulation 14, to a range of consultants, including representatives

of RCC, for perusal and comments, a process which will take around six weeks. These comments will be sent to the Parish Council (WPC) and WNP Steering Group for consideration and any reaction deemed necessary by them. At this point the decision will be made whether or not to amend the Plan.

The Plan, in its completed form will then be submitted to an appointed Examiner under Regulation 16.

The appointed examiner will check the Plan for conformity with local, National and EU Planning Policies and, following examination of the Plan, will make recommendations. These recommendations may or may not be upheld by the local Planning Authority. i.e. RCC.

Following formal approval by the Qualifying Body (Wing PC) the WNP will then go out to the Parish for a referendum.

In GK's opinion this whole process should take about six months.

The primary issue to be considered by the Steering Group at this meeting was whether or not to submit the WNP including its proposed development sites, bearing in mind the firm standpoint of RCC on the planned limits of development being a strategic policy. A discussion followed on this point. GK pointed out there was no certainty on how the examiner will decide on this matter, although the worst outcome would be that the development proposal be rejected.

It was felt that RCC had a weak case in its reliance on Planning Policies dating from 2001. It was also felt that since at Stage 14 RCC will comment and the Steering group will react to their comments, the examiner will be able to see both sides of the argument with hopefully a positive outcome.

The decision was unanimously made to continue with the Plan as at present.

Incidentally KS pointed out that Wing PC should have view of the completed submission before it is issued under Regulation 14.

4. Website:

The website in question being the Parish Council (PC) website.

NL reported that information was being uploaded following a number of meetings to discuss the structure of the website and how to make this user friendly. The WNP in its entire final draft form is the first thing to be seen, with separate Appendices to follow. NL asked members of the Steering Group to look at the site and let her have any feedback.

GK stated that he was happy with this but pointed out that, despite the information on the website being for public access, its primary function should be to present the information to the examiner and all the Appendices should be present below the WNP itself. **ACTION:** all members of the Steering Group to have a look at the website and feed back to NL with comments.

5. Next Steps:

NL and JB are to continue updating the website, taking on board feedback from the Steering Group. On completion of the update, the WNP will be ready to submit. GK pointed out it was important to stress, for the benefit of the examiner, that although the current PC website is new, information on the ongoing progress of the development of the WNP has been available throughout the process.

KS informed the meeting that he will be informing the Parish that the website is available and that the WNP is about to go out to formal consultation, pointing out that although comments would be welcomed at this stage they would be recorded and considered for later modification of the Plan.

Prior to this meeting RCC sent WPC a questionnaire as part of a plan to obtain from Town and Parish Councils their views on the settlement hierarchy methodology to be used in the preparation of the next stages of the Local Plan.

ACTION: KS to liaise with GK to discuss this.

6.AOB:

no other business arising

7. Date of Next

Meeting: TBD