Neighbourhood Development Plan – Parish of Capel – 2016 - 2033
Statement of Community Involvement

Consultation Draft (Revised) October 2016
STATEMENT OF COMMUNITY INVOLVEMENT

6.1 A Neighbourhood Development Plan (NDP) is intended to streamline the planning process. Its soundness should be based upon a robust and credible evidence base. Its policies should include the impact on the use of land and should relate to geographic, physical and demographic characteristics of the area.

6.2 Local stakeholders and interested parties have an important role to play in ensuring that objective is achieved. The “Statement of Community Involvement” is therefore important demonstrating how the process of the Capel NDP) has involved community consultation.

6.3 This document provides a record of the publication that took place regarding the Capel (Village) Neighbourhood Plan. The main methods used to publicise the publication process are documented, along with the main findings from the publication.

6.4 The formal publication period provided members of the public and other key stakeholders an opportunity to submit comment on the proposed Neighbourhood Plan. The neighbourhood planning body is Capel Parish Council and the NDP Area comprises the Parish of Capel.

6.5 The Regulations provide for a specific area regarding publicising an application:-

- The name of the proposed area
- Details of how to respond to the publicity and make representations
- The deadline for the receipt of those responses and representations being six weeks following the date on which the application was published

6.6 The Department for Communities and Local Government (DCLG) also issued guidance on the Neighbourhood Plan process. Stage 1 was to indicate the need to define the neighbourhood or part of the neighbourhood planning process (The Town & Country Planning England Neighbourhood Planning (England) Regulations 2012).

**Publication Timescales**

6.7 The publication period for the process commenced on 1st June, 2015. The publication period was triggered by formal press notice issued by Mole Valley District Council. A copy of the application to designate the Capel Parish Neighbourhood Area was available to view at [www.molevalley.gov.uk/localplans](http://www.molevalley.gov.uk/localplans) with a hard copy of the application available at the District Council’s offices.

6.8 A mailshot/Email was sent by Mole Valley District Council to approximately 2,000 addresses.
Publication Period

6.9 On 17th July, 2015 Mole Valley District Council informed the Parish Council that:-

“Pursuant to the Localism Act 2011 and Neighbourhood (Planning) General Regulations 2012 MVDC has consulted all those living, working or doing business in the Parish.” They confirmed that the District Council considered the area proposed (the whole Parish) to be appropriate and “approved the application.”

Membership

6.10 The Parish Council, having resolved on 20th April, 2015 to establish a Neighbourhood Plan, agreed to create a steering group “The Neighbourhood Plan Steering Group” to comprise:-

• A Chairman
• A Parish Council representative for each of the three wards (Beare Green, Capel and Coldharbour)
• An independent representative from each of the three wards.

Publication Responses

6.11 In total 33 responses were received to the publication. The ‘low’ level of response rate was in keeping with what was to be expected for this process. The publication response raised a number of questions, in particular, the importance of the NDP having regard to each as the parish wards.

The NDP responded to the need to consider each of the three villages.

The Publicity Process

6.12 The NDP Steering Group created a bespoke website and Email address:-

www.parishplan.co.uk
feedback@parishplan.co.uk

6.13 The website was established to receive views from the community, to provide information and to provide newsletters with regular updates.

The schedule of publications was as follows:-

August 2015  Newsletter Issue 1 – Introduction and Public Meetings
September 2015  Information Leaflet
Public Meetings

6.14 The Steering Group has held 8 Public Meetings. Two meetings were held in each village dedicated to their respective village interests. Two meetings were then held common to the NDP Area. The meetings were held on:-

- 26th January at Beare Green to consider site options
- 22nd June at Capel to explain the draft NDP and the process to respond.
- 8th August at Beare Green Lunch Club
- 2nd and 4th August - ‘Pop in’ Sessions at Beare Green and Capel.

Public Consultation on the NDP

6.15 The Parish Council published its draft Neighbourhood Plan on 9th July, 2016 for a six weeks consultation. The plan was available on the website with a hard copy being sent to each parish householder.

Consideration of responses to the NDP

6.16 The Parish Council and Steering Group considered all of the responses made by the community taking into account issues raised.

Results of Consultation are detailed on a Data Base and are included in the revised submission to Mole Valley District Council October 2016.

Submission to Mole Valley District Council

6.17 The Parish Council having agreed the revised draft Neighbourhood Plan made its formal submission to Mole Valley District Council in October 2016 for reporting to its Executive Committee in February 2017.

Public Consultation by Mole Valley District Council
6.18 Mole Valley District Council held a formal six weeks consultation of the Wards of Beare Green, Capel and Coldharbour following the draft Consultation and consideration of representations.

Copies of all publications are available as an Appendix to the Statement of Community Involvement together with the Data Base of Responses.

**District/Borough/County/Parish Councils**

Holmwood Parish Council holmwood.pc@btinternet.com
Horsham District Council strategic.planning@horsham.gov.uk
Leith Parish Council leighparishcouncil@googlemail.com
Newdigate Parish Council newdigatepc@btconnect.com
Ockley Parish Council
Rusper Parish Council kath.harrison@surreycc.gov.uk
sue.janota@surreycc.gov.uk
Warnham Parish Council strategic.planning@westsussex.gov.uk
jacqui.hackett.wottonpc@hotmail.co.uk
Guy.davies@molevalley.gov.uk
Alison.wilks@molevalley.gov.uk
Abinger Parish Council

Surrey County Council – Planning & Development
Surrey County Council – Heritage
West Sussex County Council

**Sent to Natural England/Environment Agency/National Trust/Historic England**

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southeast@HistoricEngland.org.uk
Rachel.Botcherby@nationaltrust.org.uk

Surrey Wildlife Trust

**Homes & Communities Agency**

Kate.mcbride@hca.gsi.gov.uk
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**Infrastructure and Utilities**

Elliot.Stamp@networkrail.co.uk
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sews@waterplc.com (Sutton & East Surrey Water)
thameswaterplanningpolicy@savills.com
Mark.Hodsoll@secamb.nhs.uk (SER Coast Ambulance)
mark.howells@surrey.pnn.police.uk (Surrey Police)
Samantha.Prior@sussex.pnn.police.uk (Sussex & Surrey Police)
andrew.mcfarlane@nhs.net (Leith Hill Practice)
Southern/Govia Thameslink Railway
Network Rail
Gatwick Airport Ltd

Voluntary Bodies

mike.waite@surreywt.org.uk (Surrey Wildlife)
clive.smith@surreycc.gov.uk (Surrey Hills Board)
gacc@btconnect.com (Gatwick Airport Conservation Camp)
Dorking & District Preservation Society
john.edwards@surreycc.gov.uk (Surrey Local Nature Partnership)
cpre.surrey@btconnect.com (CPRE Surrey)
keepbearegreengreen@gmail.com (Keep Beare Green Green)

Bodies representing Disabled

M.V.Access Group

Bodies representing the interests of different racial, ethnic &c., groups

fft@gypsy-traveller.org (Friends, Families Travellers)

Landowners/Developers/Consultants

paul.hicks@circle.org.uk (Circle Housing Mole Valley)
Rosemary Goddard
Brian.Chapman2@hanson.biz (sent again 15/7/16)
michael@mbsurveyors.co.uk
helensissons.planning@gmail.com
Morwenna.Taylor@croudace.co.uk (sent again 15/7/16)
helen.griffiths@fieldsintrust.org
andy.wells@wgg.com
alexa@cherringtonplanning.org (sent again 15/7/16)
barnett@romans.co.uk

Business Organisations

Forestry Commission
Crockers Farm and Stables
Groundscapes
The draft NDP was distributed to:

1) Every household in Capel Parish (approx. 2750 copies)
2) Statutory Consultees
3) Business in the parish of Capel

The responses are held as public documents by Capel Parish Council.
STATEMENT OF COMMUNITY INVOLVEMENT

1 The Process
   i. Identify the generic issues affecting the Parish village.
   ii. Identify specific village issues.
   iii. Identify site for consideration by the Steering Group and Parish Council.
   iv. Public meeting relating to submitted/nominated sites.
   v. Sites identified for including in the Neighbourhood Development Plan.
   vi. Preparing first draft Neighbourhood Development Plan.
   vii. Public consultation.
   viii. Consideration of representation.
   ix. Amended Plan submitted to Mole Valley District Council.

2 How the Process was Implemented.
   i. Meetings were held in each of the parish villages (Beare Green, Capel and Coldharbour). A website for the Neighbourhood Development Plan was created with the meetings publicised by the Parish Council.
   ii. Meetings were held in each of the villages specific to their issues. Findings were identified and published on the Neighbourhood Development Plan website.
   iii. Pursuant to publicity and the publication of a criteria 23 sites were submitted to the Neighbourhood Development Plan/Parish Council Steering Group.
   iv. A single public meeting was held attended by 230+ residents. Detailed plans and information was displayed. The information relating to each site was explained with questions/answers given for clarification. Comment forms were provided and included on the website with a deadline.
   v. The Neighbourhood Development Plan Steering Group and the Parish Council considered all the representations in details with sites being agreed for inclusion in the first draft of the plan.
      In relation to the major sites –
      - BG Breakspear Farm, Beare Green
      - BG Surrey Hills Hotel, Beare Green
      - CA Old Kiln Farm, Capel
      - CA Land at Brook Cottage, Capel
      Consultants were invited to meet the Steering Group to explain their proposals and to respond to question for clarification.
   vi. Agreed sites were confirmed for inclusion in the first draft plan by the Parish Council.
   vii. The structure of the draft Plan was agreed the document was prepared and agreed by the Steering Group and the Parish Council.
   viii. The Parish Council agreed to provide each household in the parish with a hard copy of the plan. These were delivered by hand to each household (2,750). Copies were provided electronically to the statutory organisations identified by the District Council, to businesses within the parish and businesses with interests in the parish. A six-week consultation period was set (extended by four days).
   ix. A response form was created facilitating submissions by hard copy or on line. A copy of the response form is attached.
2.10 Responses had regard to the following –
   i. Village issues
   ii. Identified sites
   iii. Draft plan policies
   iv. The Housing Needs/Village Survey
   v. The landscape and Visual Study

2.11 The Steering Group/Parish Council considered representation received from Mole Valley District Council, the residents, landowners and business.

2.12 Modifications were made to the plan having considered –
   i. The Mole Valley Local Plan and its Core Strategy.
   ii. National Planning Policy.
   iii. The Plan Period adopted for the plan 2016-2033 and the desire of the Parish to manage delivery of homes, employments and community benefits.
   iv. Issues relating to the Green Belt Boundaries, the AONB, countryside beyond the Green Belt, the village pattern and the need to provide a structural settlement boundary for the villages of Beare Green and Capel.
   v. The extension to Coldharbour Conservation Area.
   vi. Draft plan policies and structure of the Neighbourhood Development Plan.
   vii. The community were informed how the Steering Group considered all representation but this would not always result in changes.

2.13 A revised plan was submitted to Mole Valley prior to making a formal submission to the Council.

3 Response to Representation.
3.1 The response document was structured in sections to have regard to each policy section of the draft plan as follows:
   i. Housing Policies
   ii. Work and Shopping Policies
   iii. Getting Around Policies
   iv. Community, Housing and Wellbeing Policies
   v. Environment, Sustainability and Design
   vi. Beare Green Policies
   vii. Capel Policies
   viii. Coldharbour Policies
   ix. Other comments

3.2 In relation to the identified sites the plan responded to the following representations where made
   i. **BGO1 Land at Highland Road, Beare Green**
      Support (with no objections) for the land to be designated for recreation.
   ii. **BG02 North of Breakspear Farm**
      Objections – Land in Green Belt
      Land in the Surrey Hills AONB
      Provision of car park for station
      Site for medical facility
      Support - Need for housing, in particular affordable provision
      NDP - Retain site for plan which will provide housing, community open space, car park to resolve station car parking issues and reserve site for medical facility.
The site does not fall within the AONB. Development strategy will not impact upon the Green Belt
Responses received included a minor balance of objection 55%/45%.

iii. **BG03 Cluster at Breakspear Farm**
No objection to site which is adjacent to BG02. Site also in the Green Belt.

iv. **BG04 Surrey Hills Hotel, Beare Green**
No objection to Green Belt site.

v. **Settlement Boundary – Modification at Beare Green**
No objection to the inclusion of land north of railway along Old Horsham Road up to A.24 (land in the Green Belt).

vi. **BG02 North of Breakspear Farm**
Objections – access issues
Support - development to be contained within settlement boundary.

vii. **CA-O2 Brook Cottage, Capel**
Significant support from the community, no objections.

viii. **CAO3 Old Kiln Farm, Capel**
Comment – minor concern regarding potential flooding.
No objection to site and support for housing, open space and employment.

ix. **CAO4 Hurst, Vicarage Lane, Capel**
Support with no objections

x. **Settlement Boundary/Green Belt in Capel**
No objection to proposed changes to settlement boundary and no Green Belt objection relating to the development of the sites.

xi. **Conservation Area extension in Coldharbour**
Support for extending the Conservation area from community, Surrey County Council and Historic England.
Objection by Mole Valley District Council.

4 **Representation Received.**

i. 91 responses were received, several which detailed representations relating to the identified topics.

ii. Overall in relation to representation significant support for the plan proposals.

iii. One Freedom of Information request received.

iv. AONB objection not accurate. No site within the designated area.

v. Overall no objections received relating to the plan policies.
Dear Guy

Capel Neighbourhood Development Plan Draft Submission

I refer to your e-mail dated 21 December 2016 in which you set out the four criteria under the regulations which are to be met. You indicate that criteria (a) and (b) have been met in the Statement of Community Involvement but criteria (c) a summary of the issues and concerns and (d) how the concerns have been considered have not been addressed.

Turning first to criteria (c) a detailed schedule and breakdown of issues/topics has been addressed. In particular, in relation to the comments of Mole Valley District Council (Planning) the schedule identifies the comments of MVDC and summarises how the Mole Valley issues have been addressed (criteria (d)).

A separate schedule explains how other comments have been addressed.

Turning to the position taken by MVDC regarding the eight identified sites in the NDP this is our starting point in the percentage responses received from the community consultation in relation to the sites now included in the NDP. These were as follows:

<table>
<thead>
<tr>
<th>Site</th>
<th>Support</th>
<th>Against</th>
</tr>
</thead>
<tbody>
<tr>
<td>BG02</td>
<td>Land North of Breakspear Farm</td>
<td>37%</td>
</tr>
<tr>
<td>BG03</td>
<td>Breakspear Farm</td>
<td>47%</td>
</tr>
<tr>
<td>BG04</td>
<td>Surrey Hills Hotel</td>
<td>75%</td>
</tr>
<tr>
<td>CA1</td>
<td>Capel House Farm</td>
<td>20%</td>
</tr>
<tr>
<td>CA2</td>
<td>Brook Cottage</td>
<td>73%</td>
</tr>
</tbody>
</table>
The position of the Parish Council in relation to the above sites is one of absolute support. The Parish Council recognises that, except for CA1/2, the site falls within the Green Belt. In relation to CA02 (Brook Cottage) the site falls within the designation of Countryside Beyond the Green Belt.

Site CA02 is contained within a ribbon of development up to Clarks Green Roundabout. It should also be noted the strategy for this site proposes an extension of the adjacent Nature Reserve. The final point regarding CA02 is the significant support given to the site by the community and members when determining the planning application (refused). You will recall the main issue was one of prematurity in advance of the NDP.

Site BG02 (Breakspear Farm) has also been revised and amended (following the consultation) as set out in the schedule:

i. The medical facility has been deleted.
ii. The open space (to the north) is excluded from the change to the settlement boundary and would remain in the Green Belt.
iii. The number of dwellings have been reduced with a maximum number identified. This site, together with BG03 and land west of Old Horsham Road and Chorus Gardens will provide a close-knit envelope of housing and space well related to facilities and sustainable means of transport.

In Capel, the site CA04 (Hurst) although in the Green Belt (and therefore subject to your policy objection) is located on the central core of Capel village and meets the criteria test of sustainability.

Site CA03 (Old Kiln Farm) is substantially already in employment use by Boxhill Caravans (who will soon be relocating away from the village). Having lost an important employment site to development in 2011/12 (Laundry Way) to redress this loss the delivery of CA03 is important for three reasons:

i. The promise of employment in the village (sustainability).
ii. The provision of starter homes (to provide low cost market/affordable housing).
iii. To provide recreation space.

The Green Belt Issues
Sajid Javid, the Communication Secretary, has given his strong support for building on Green Belt land if local communities have a desire to do so.

In Capel Parish, the village is constrained by village settlement boundaries which provide little opportunity for a flexible approval to secure development for the NDP 2016-2033.

Careful thought and consideration has been given to the proposed sites. No proposal will compromise the quality of the Green Belt; indeed, all are well contained relating well to the settlements of Beare Green and Capel without any harm whatsoever.

The addendum to Section 5 of the NDP ‘the Allocated Sites’ provides a flexible approach if seen appropriate by the Examiner.

Our starting point is to see the sites allocated now for housing which will ensure the delivery of 160 homes (9.4 per year) through the plan period up to 2033.
The alternative is for the Examiner to recommend the following:

i. Sites BG02, 03 and 04 (in Beare Green) and CA01, 02 and 04 (in Capel) to be allocated by MVDC in its local plan review

ii. Sites BD02 – 04 and CA01, 03 – 04 be deleted from the Green Belt on the Mole Valley Local Plan Review and that CA02 be removed from the countryside beyond the Green Belt designation.

iii. Site CA02 (Brook Cottage) is designated now through the NDP. This site will provide a balance mix of housing (affordable 40% and market housing).

As regarding conformity with the Development Plan, it is inevitable that in a process where the timing of the MVLP is out of cinque with the NDP ‘conflict may arise’. The consequences may be perceived by Mole Valley as a risk but an application of the Localism Act, strategic planning policy changes and the absolute need to provide homes in the southern section of the district should override the issue of conflict.

It would be regrettable if sites for housing could not be included in a Neighbourhood Plan since the location of housing is the single most important planning issue for a neighbourhood.

The power to enable Capel Parish Council to influence the location of housing in its area is directly related to the objection of localism.

National policy in relation to the Green Belt is not absolute requiring very special circumstances to apply. It is the opinion of Capel Parish Council that such circumstances prevail if the Neighbourhood Plan for the Parish is to be recognised over the next years.

Finally, in the opinion of the Parish Council, there will be an absolute need for an open inquiry to enable the Parish Council to explain and justify to the Examiner its case for support and delivery through a referendum.

Yours sincerely

Paul Garber

Paul Garber
Chairman
Capel Parish Council Planning Committee
Responses to Capel Parish Council Neighbourhood Development Plan Representation (Overview)

1. Mole Valley District Council
   The Parish Council/Steering Group have had regard to the detailed advice and recommendations.

2. Area of Outstanding Natural Beauty
   No sites fall with the Surrey Hills Area of Outstanding Natural Beauty.

3. Coldharbour Conservation Area Extension
   Capel Parish Council does not support the position of Mole Valley. Surrey County Council (Heritage) and English Heritage (Historic England) support proposals to extend to Coldharbour Conservation Area to include the ‘Fort’.

4. Settlement Boundaries
   Capel Parish Council consider modest changes to settlement boundaries can be made through the plan (letter from Mole Valley refers). The changes will not compromise the present planning designation but have been adjusted to have regard to Mole Valley’s comments.

5. The Green Belt
   The Parish Council will seek amendments to the Green Belt boundaries insofar as they relate to sites. The sites subject to a Green Belt objection are:
   - BG02/03 – BG02 now retains land to the north in the Green Belt.
   - BG04 and CA03 are in effect PDL.
   - BG03 comprises existing dwellings.
   - CA01 land in the Green Belt for private gardens only.
   - CA04 contained within a development framework.

Housing
Policies revised now H1 - H5.

Employment/Shopping (WS1-WS7)
If required additional shops will not compromise villages.
New shop now in Coldharbour.
Clockhouse now deleted.

10  Community, Leisure, Well Being  Policies revised to GA1 – GA3

11  Environment/Sustainability  Three policies only now responding to provision and protection of open space/playing fields.

12  Village Policies  Significant policy/text changes now ESDO1 -14 which responds to drainage, design, visual open space and parking comments.

13  Affordable Housing  These all respond to comments and are specific to bespoke village comments.

NDP/Policies make positive need for provision on all sites.

Paul Garber
Chairman
Cape Parish Council Planning Committee