

**ROLVENDEN PARISH  
NEIGHBOURHOOD DEVELOPMENT PLAN  
TO 2030**

**CONSULTATION STATEMENT**



**COMPILED BY:**

**NEIGHBOURHOOD DEVELOPMENT PLAN STEERING COMMITTEE  
AND ROLVENDEN PARISH COUNCIL**

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## 1. INTRODUCTION

Neighbourhood planning regulations set out both the need for and the content of a Consultation Statement. This document seeks to meet the obligations of the current regulations. It outlines how engagement with the community has shaped the plan and details key concerns, the results of consultation, as well as aims and objectives.

With the help of a grant from the *Community Development Foundation* the NDP was initiated by Rolvenden Parish Council and responsibility for working on the Neighbourhood Plan was devolved to a group of volunteers from both Rolvenden and Rolvenden Layne who formed a Steering Committee. Approximately thirty people contributed during the process. In line with the village's demographics, most members are retired but those with specific strengths were drafted in as necessary, and younger members of the community have been actively encouraged to contribute, particularly with technical aspects. The school has been involved and participation of pupils encouraged. Parish Councillors have also been consulted at each stage of the process.

Residents, facilities users (including local groups and societies), land and business owners have been invited to contribute through interviews, workshops and public consultation.

Evidence to support the Plan (particularly the Housing Needs Survey and the Business Needs Survey) relied on input from residents, businesses, and local organisations. The assessment of Important Open Spaces, Important Public Views and Character Areas relied extensively on consultation with and input from residents.

The Plan also built on the priorities that emerged from the *Rolvenden The Future* workshops in 2010 and the resulting community led *Parish Plan 2012*, and referred to the *High Weald Joint Advisory Committee* sponsored historical study of Rolvenden – “Settlement Form, Character and Building design within the Parish of Rolvenden, Kent” by Dr Brendan Chester-Kadwell of Oldakre Associates, July 2013

Public engagement has been actively encouraged and has occurred throughout the process.

## 2. DESIGNATION

In April 2012 an initial announcement at the Parish AGM led to the establishment of the NDP Steering Committee.

On 02.10.12 formal notification to formulate a Neighbourhood Development Plan was sent to Ashford Borough Council following publication of the *National Planning Policy Framework 2012*.

On 10.05.13 consultation began on the designation of the whole of Rolvenden parish as the plan area and approval was confirmed by Ashford Borough Council by email on 12.07.13.

Notification was duly sent to neighbouring Councils and posted in the Parish magazine, Rolvenden Update email, in key locations around the village, at Tenterden Gateway and in the *Kentish Express*.

### 3. REASONING

Rolvenden Parish Council considered that there was merit in local residents being able to influence where potential new developments should go, what type of developments there should be and how new or redeveloped buildings should look in terms of design and materials used. For an historic Wealden village in the High Weald AONB the preservation of architectural and socio-economic heritage has been key, along with the protection of important green spaces and special views. Rolvenden’s rural charm and the individual, characterful pockets of development reflect the eras within which they were built and contribute positively to the sense of place. The need for housing, employment and community facilities is also recognised. The intention therefore is to embrace designs which complement Rolvenden’s distinctive character and facilitate development more appropriate to the needs of local people to thus improve sustainability.

### 4. CONSULTEES

Consultees included:

- Residents of the parish
- Principal landowners, as well as tenant farmers
- Small and large businesses
- Ashford Borough Council
- Adjoining District Councils
- Statutory Consultees

### 5. CONSULTATION

#### CONSULTATION WITH BOROUGH COUNCIL

Liaison with Ashford Borough Council has taken place regularly from 2013 onwards via telephone calls, emails and meetings. There have been open exchanges of information. Additional key events and meetings concerning Ashford Borough Council are listed below.

WHEN	WHO? WHAT? (number of attendees)	OUTCOME
11.03.13	ABC – Simon Cole (3)	Progress report
07.08.13	ABC – Ian Grundy/Carly Pettit (4)	Support to encourage site submissions before Sept 27 <sup>th</sup> Notification of wish to extend and merge the conservation areas Request for demographic and local business information
02.10.13	Working document sent to ABC	Help and advice given on areas under discussion
12 .11.13	Discussion with Ian Grundy and follow up conversations with relevant departments	Progress report -regulatory guidance, requests for residential parking and public green space information
21.08.14	Working document sent to ABC	Help and advice given on areas under discussion

21.04.15	Carly Pettit telephone conversation and follow up email 22.04.15	Discussion on extension and merging of Conservation Areas. Informed 23.06.15 that ABC will be undertaking a borough wide review at some point in the future.
02.09.15	ABC meeting in Rolvenden Village Hall (8)	Progress report and discussion of housing needs survey results and design guidelines in reference to the new development
04.09.15	Emailed to Lucy Holloway	Draft character area assessment and design guidelines sent in reference to the new development
13.01.16	Meeting with ABC	Progress Report and support given
09.12.16	Meeting with ABC, planning consultant and Mike Bennett (5)	Development Planning Meeting to discuss proposed sites and design guidelines for future development (including Halden Field)
29.11.17	From ABC by email	SEA Screening Report received and published on Rolvenden's website
23.10.18	Meeting with ABC and Tony Fullwood	Discussion on the impact of policies HOU3 and HOU5 of the ABC Local Plan
29.11.18	Reg 15 Documents submitted to ABC	ABC informed us that due to the imminent adoption of their Local Plan 2030 we may need to amend our policy references to align with the Ashford Local Plan as they would not be processing our plan until the New Year.
18.02.19	Reg 15 documents resubmitted to ABC	Amendments to align our document with the Ashford Local Plan 2030. Request made for ABC to undertake a SEA/HRA screening
23.04.19	Email from ABC	Confirmation that SEA/HRA screening is not required
23.03.19	Email from ABC	Confirmation of commencement date for public consultation of May 10th
01.05.19	Email to ABC	Re-submission of Reg 15 documents to include updated Consultation Statement, Basic Conditions Statement and Appendix

## 6. PUBLIC CONSULTATION EVENTS

All public events have been widely publicised via posters, banners in key locations, *Rolvenden Update* emails, the Parish Magazine, Kentish Express, social media (Facebook x 2 accounts), Rolvenden Parish Council website, door to door flyers, door to door questionnaires, word of mouth and announcements made during Church Services and at the Parish AGMs.

### PUBLIC CONSULTATIONS:

#### A. January 2015 LOCAL HOUSING NEEDS SURVEY

A parish wide survey sent to every household was conducted and led to the establishment of an up-to-date local affordable housing needs list.

Key concerns expressed were:

- affordable housing for the youth of the village
- very few downsizing opportunities to enable release of larger housing stock

onto the market and enable local people to remain near friends and family networks

- Bungalows / retirement friendly properties
- Biggest need was for 1-2 bedroom houses

Results of the HNS 2015 are detailed in the draft plan evidence base.

#### B. 01.03.15-PUBLIC PRESENTATION

A presentation in the Village Hall on the proposed Sports Pavilion, and public consultation regarding the proposed parish-wide landscape, design and environmental character assessment.

This event included a presentation by Sir Terry Farrell on the character of the historic High Street.







Fifty-eight local people attended:

- 3.5% were aged 0-15 years,
- 10.3% were aged 25-44 years
- 27.5% were aged 45 – 64 years
- 51.7% were aged 65 – 84 years and
- 7% were 85 years +

Participants were given instructions and were asked to “Look at Rolvenden with ‘fresh eyes’ and ‘tell us about it’ ”

Colour co-ordinated Post-it notes were placed on a giant map of the parish, colour being dependent upon whether aspects were: ‘Valued’ and therefore to be protected; ‘Not to be encouraged’ in any future development, or ‘Suggestions for improvements’.

[See results **Appendix B**]

Results were analysed in two ways, by:

- i. Strengths and Sensitivities
- ii. Sensitivities by Character Area.

Key issues arising from the public consultation were:

- style, design and development
- landscaping
- parking
- views
- roads and footpaths
- signage, street clutter and street lighting

### C. Spring 2015 INTERVIEWS WITH BUSINESSES, LANDOWNERS AND TENANT FARMERS

Agriculture plays an important role in the local economy and environment and it became apparent that, due to the nature of agricultural work, there was little spare time for farmers to become involved with the Neighbourhood Development Plan. Informal interviews were therefore arranged at times and locations convenient to them, with four objectives in mind:

- i) to identify if any future developments were already being considered;
- ii) to identify land that may become available for future development opportunities (“call for sites”)
- iii) to establish where the Parish Council, via the NDP, might further support local landowners, farmers and business owners, and
- iv) to discuss the broader policy areas of Housing, Transport, Environment, Social issues and the Economy of Rolvenden with some of the parish’s long-established families.

Landowners/farmers marked their own land on a worksheet for accuracy and also helped identify neighbouring landowners. **[See Appendix C]** A number of sites were submitted for consideration for inclusion in the Neighbourhood Plan.

#### D. October - November 2015 LOCAL BUSINESS NEEDS SURVEY 2015

An online survey was conducted amongst the parish's principally small scale businesses and home based operations to gauge the health and to understand the future needs of the business community.

- most offices were home based. whilst workshops were either in small business units or located within converted farm buildings.
- Road networks and good broadband/mobile networks were seen as important.
- There were no immediate needs shown for further expansion of industrial facilities at this stage.
- Agriculture and tourism, although clearly important aspects of the local economy, were not well represented in responses.

Results of the LBNS 2015 are detailed in the draft plan evidence base.

#### E. 01.12.17 EMAIL ANNOUNCING PUBLIC CONSULTATION EXHIBITION

Immediately prior to the opening of the Consultation exhibition a Rolvenden Update email was sent out. *These emails reach approx. 430 addresses.*





The Rolvenden Neighbourhood Plan Proposals will be on view for comment at Rolvenden Village Hall this  
**Saturday and Sunday**  
**2<sup>nd</sup>/3<sup>rd</sup> December between 10am and 4pm**  
All are welcome to view and comment  
The plan will also be on view at other locations in future weeks and please see below for details....

#### **IMPORTANT INFORMATION FOR ROLVENDEN RESIDENTS**

##### **Rolvenden Neighbourhood Plan Public Consultation and Publicity**

We are delighted to announce the Neighbourhood Development Plan for Rolvenden is ready for Pre-submission Public Consultation. This is a formal process to be undertaken prior to submission of the Plan to Ashford Borough Council and must meet certain requirements, described below. In accordance with Regulation 14 (Neighbourhood planning general planning regulations 2012).

*"before submitting a plan proposal to the planning authority, a qualifying body must - Publicise, in a manner that is likely to bring it to the attention of people who live, work or run on business in the area."*

The Proposals cover the following aspects:

- Landscaping and the Environment
- Local business Needs
- Health of the High Street (and facilities)
- Local Housing needs
- Proposed future development sites
- Important Open Spaces
- Important Views
- Transport And Parking
- Village Envelopes
- Tourism Study
- Character Area Assessments and Settings Of The Village
- Design Guidelines for Future Development

The Plan Proposals will be on view for comment at the following locations:

- The Village Hall - December 2nd - 3rd (10am-4pm)
- St Mary the Virgin Church - December 4th - January 7th
- Ewe and Lamb, Rolvenden Layne - January 8th - 13th
- The School - January 14th - 26th
- The Village Hall - January 27th - 28th(tbc)
- The Plan will also be available on the Parish Council Website during those dates  
[www.rolvendenparishcouncil.org.uk](http://www.rolvendenparishcouncil.org.uk)
- Copies of the Plan can be obtained by email request to [lynnw277@gmail.com](mailto:lynnw277@gmail.com)
- Hard copy of the plan can be viewed or obtained on request by calling 07966 372727.
- **Please note**, viewing at the school is for parents and carers only or by special arrangement.

**Representations:** Questionnaires to record your views of the proposals and for any representations will be available during the exhibitions and at the Village Hall, Church, Post Office or by email. A box for completed forms will be available at each exhibition site and at the Post Office. Out of hours, please post in the Village Hall letterbox or 33 Maytham Road, Rolvenden Layne.

**All comments forms must be received by 5 pm on Monday January 29th 2018.**

**The Public Consultation is important for all members of the community including those working within the area.** We shall also be inviting other statutory consultees, bordering parish councils, landowners and other organisations whose interests may be affected by the proposals to comment. Any other qualifying organisations or individuals who would like to be included, please contact [lynnw277@gmail.com](mailto:lynnw277@gmail.com).

**Rolvenden Neighbourhood Development Plan Steering Committee.**

F. 02.12.17 TO 27.01.18 BANNERS DISPLAYED OUTSIDE EACH EXHIBITION VENUE

Large yellow banners were displayed for the duration of the exhibition at each of the exhibition venues. A supersize banner was displayed throughout December 2017 and

January 2018 on the balcony of Church House, a spot highly visible to traffic travelling through the village along the main A28.

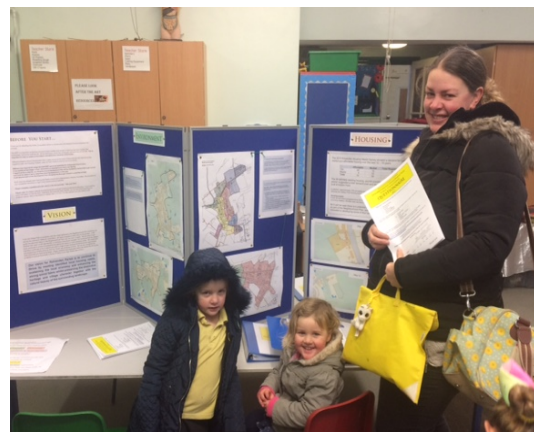
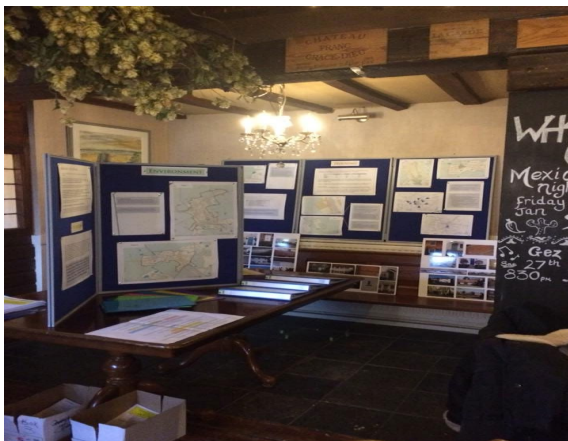


#### G. 02.12.17 to 27.01.18 REGULATION 14 PUBLIC CONSULTATION EXHIBITION

An exhibition of the draft Neighbourhood Development Plan proposed policies was prepared with large copies of maps, photographs, with coloured string linking the relevant proposals. There were also explanatory introductions and colour co-ordinated files of supporting evidence. Questionnaires were available either to complete on site or to take away.

The exhibition was fully staffed by members of the Steering Group whilst at the Village Hall and staffed for some of its duration at the other venues.

*Regulation 14 Public Consultation material  
on display at the Ewe & Lamb, and at the Primary School*



#### H. 1-10.12.17 FLYER

A flyer reminding residents about the exhibition was hand delivered to all houses

in Rolvenden and Rolvenden Layne.



**Rolvenden Parish Council**  
**Neighbourhood Development Plan**  
**HAVE YOUR SAY**

*A Public Exhibition of the Draft Development Proposals will be at the following locations*

<b>December 2nd-3rd</b>	<b>Village Hall</b>
<b>Dec 4th - January 7th</b>	<b>St.Mary's Parish Church</b>
<b>January 8th-13th</b>	<b>Ewe &amp; Lamb PH</b>
<b>January 14th-18th</b>	<b>Rolvenden Primary School</b>

It can also be seen at: [www.rolvendenparishcouncil.org.uk](http://www.rolvendenparishcouncil.org.uk)

*Make sure your views are known either on the Questionnaire provided or on the Web*

\* The exhibition was subsequently extended for a further week at the School and then reverted to the Village Hall on January 27<sup>th</sup> for an additional day.

#### I. 07.02.18 – 28.03.18 REGULATION 14 CONSULTATION ON THE DRAFT PLAN PROPOSALS - STATUTORY CONSULTEES

Due to a clerical error, the emails destined for Statutory Consultees were not sent. This was not discovered until after the end of the public consultation period. The statutory consultees were therefore immediately emailed and given an extended 7-week period (to March 28<sup>th</sup>) in which to make representations.

The Email sent to the Statutory Consultees on 7th February is shown below.

Dear Sirs,

##### **ROLVENDEN NEIGHBOURHOOD PLAN – REGULATION 14 CONSULTATION**

As part of the requirements of the Localism Act 2011, Rolvenden Parish Council is undertaking consultation with Statutory Consultees on its Regulation 14 Draft Neighbourhood Development Plan.

The plan and appendix are attached to this email or can be viewed along with full supporting evidence here:

<http://www.rolvendenparishcouncil.org.uk/community/rolvenden-parish-council-10423/neighbourhood-development/>

This section of the Regulation 14 consultation runs for a period of 7 weeks and the closing date for representations from Statutory Consultees is 5 pm on Wednesday March 28th. They may either be emailed to [councillordenisecurtain@rolvendenparishcouncil.org.uk](mailto:councillordenisecurtain@rolvendenparishcouncil.org.uk) or sent by post to

**The Parish Clerk**  
**Rolvenden Parish Council**  
**Rolvenden Village Hall**  
**Maytham Road**  
**Rolvenden**  
**Kent TN17 4ND**

The Parish Council look forward to receiving any comments you have by the closing date.  
Yours faithfully,

Duncan Murray  
Chairman Rolvenden Parish Council

2 Attachments



A total of 186 paper and 29 on-line questionnaires were returned. Two letters and two additional email comments were also received and 7 Statutory Consultees responded.

All comments made are shown, together with the Parish Council's considered response, in the Analysis. ***[Appendix A]***