



Otley Neighbourhood Development Plan

Decision Statement

(The Neighbourhood Planning (General) Regulations 2012 – Regulation 18)

Date of Publication: 22 July 2025

Erratum 5th August 2025

The original version of the Decision Statement contained an omission, and the following changes have been made:

Additional modifications that were not set out in the original Decision Statement are necessary for Appendix K (Policies Map), Figure 4-1 Policies Map (Detail) and Appendix D (Map of distinct settlements across the Parish).

These modifications have now been included within Table 2 of this document.

1. Summary

- 1.1 Following an independent examination, East Suffolk Council now confirm that the Otley Neighbourhood Plan will proceed to a Neighbourhood Planning Referendum, subject to the modifications set out in section 3.

2. Background

- 2.1 Otley Parish Council, as the Qualifying Body, successfully applied for the Otley Parish to be designated as a Neighbourhood Area under The Neighbourhood Planning (General) Regulations 2012. The Neighbourhood Area was designated by East Suffolk Council on 26th April 2019.
- 2.2 The Otley Neighbourhood Plan was published by Otley Parish Council for pre-submission consultation (Regulation 14) between 8th January 2024 and 15th April 2024.

- 2.3 Following the submission of the Otley Neighbourhood Plan to East Suffolk Council the Plan was publicised, and comments invited over a six-week period from 26th February 2025 to 9th April 2025.
- 2.4 East Suffolk Council, with the agreement of Otley Parish Council appointed an independent examiner, John Slater to examine the Plan and consider whether it met the Basic Conditions required by legislation and whether it should proceed to Referendum.
- 2.5 The Examiner's Report received on 10th June 2025 concluded that subject to modifications identified in the Report, the Otley Neighbourhood Plan meets the basic conditions.
- 2.6 The Examiner recommends that subject to the modifications listed in the Report, the Otley Neighbourhood Plan should proceed to referendum. He further recommends that the referendum area should be the same as the designated neighbourhood area, with there being no substantive evidence to demonstrate otherwise.
- 2.7 Information on the Otley Neighbourhood Plan can be found at: [Otley neighbourhood area » East Suffolk Council](#)
- 2.8 Following receipt of the Examiner's Report, legislation requires that East Suffolk Council considers the modifications recommended, the reasons for them, and decide what action to take. This is set out in the table below. Ahead of this consideration, the Examiner's Report and its findings have been subject to discussion between East Suffolk Council and Otley Parish Council

3. Decision and Reasons

- 3.1 East Suffolk Council (using powers delegated to the Head of Planning and Coastal Management) has considered each of the modifications recommended and concur with the reasoning provided by the Examiner in his Report dated 10th June, 2025. With the Examiner's recommended modifications, East Suffolk Council has decided that the Otley Neighbourhood Plan meets the Basic Conditions as set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990, is compatible with the Convention rights and complies with provision made by or under Sections 38A and 38B of the Planning and Compulsory Purchase Act 2004.
- 3.2 As a consequence, the submission version of the Otley Neighbourhood Plan will be modified as recommended for it then to proceed to referendum.
- 3.3 East Suffolk Council has considered the referendum area as recommended by the Examiner and has decided there is no reason to extend the neighbourhood area for the purposes of referendum. The Referendum area will be the same as the designated Neighbourhood Area for the Otley Neighbourhood Plan.

- 3.4 The list of modifications and actions required are set out in the following table. As a consequence of these changes the Otley Neighbourhood Plan will be re-published and titled the Otley Neighbourhood Plan (Referendum Version).

Authorising Officer



Andrea McMillan BSc (Hons) MRTPI
Planning Manager (Policy and Delivery)

On behalf of



Ben Woolnough BSc, MSc, MRTPI
Head of Planning and Building Control

Dated: 22 July 2025

Table 1: Decisions and Actions by ESC in response to the Examiner’s recommended modifications

Examiner’s Recommended Modification (Examiner’s modification in bold, tracked changes below)	Reason for Examiner’s Recommended Modification (summarised)	Decision and Action by East Suffolk Council
Front Cover That the title of the plan should be Otley Neighbourhood Plan 2019-36	This modification was recommended to indicate the time horizon for the Plan.	Agreed. Front cover has been amended as recommended.
Supporting text As a result of some of my recommendations there will need to be some consequential changes to the supporting text. It is important that the supporting text reflects the policy changes so that the plan still reads as a coherent statement of policy.	This modification was recommended to address the consequential changes required for clarity and accuracy.	Agreed. Consequential changes are set out within this table.
Policy OHNP1- Ecology and Biodiversity At the end of c) insert “namely ancient species rich hedgerows, lowland mixed deciduous woodland, lowland meadows, rivers and ponds” ‘Conserve and protect and, where appropriate, enhance the five priority habitats identified within the parish; <u>namely ancient species rich hedgerows, lowland mixed deciduous woodland, lowland meadows, rivers and ponds;</u> ’	This modification was recommended for clarity and accuracy.	Agreed. Policy OHNP1 has been amended as recommended.
Policy OHNP1- Ecology and Biodiversity Delete e) and replace with a new paragraph “Developments are expected to deliver a minimum of 10% net biodiversity gain in accordance with the statutory requirements and are encouraged to deliver a minimum 20% net biodiversity gain.”	This modification was recommended to ensure that the policy does not go beyond the statutory requirements.	Agreed. Policy OHNP1 has been amended as recommended.

Examiner's Recommended Modification (Examiner's modification in bold, tracked changes below)	Reason for Examiner's Recommended Modification (summarised)	Decision and Action by East Suffolk Council
'e) Provide at least a 20% net gain over baseline for biodiversity as measured by the most up to date Defra Biodiversity Matrix; Developments are expected to deliver a minimum of 10% net biodiversity gain in accordance with the statutory requirements and are encouraged to deliver a minimum 20% net biodiversity gain.'		
Policy OHNP1- Ecology and Biodiversity Replace the final paragraph with "All developments will be expected to avoid adverse impacts on biodiversity, or if it should mitigate those impacts or as a last resort, compensate for them. If any development that follows that hierarchy and still results in a significant degradation of biodiversity of the site, the application will be refused." 'Development which leads to the significant degradation of biodiversity within the parish or surrounding countryside will be resisted. Additionally, planning applications where site clearing has taken place prior to an application will be resisted- All developments will be expected to avoid adverse impacts on biodiversity, or if it should mitigate those impacts or as a last resort, compensate for them. If any development that follows that hierarchy and still results in a significant degradation of biodiversity of the site, the application will be refused.'	This modification was recommended to ensure that the policy follows the hierarchy set out in paragraph 186 a) of the NPPF.	Agree to amending the wording however the Examiner's wording has been modified to address a grammatical error. The word 'unavoidable' has been added to make the policy clearer but still remain in accordance with the Examiner's reasoning for requiring amendments. 'Development which leads to the significant degradation of biodiversity within the parish or surrounding countryside will be resisted. Additionally, planning applications where site clearing has taken place prior to an application will be resisted.' <u>'All developments will be expected to avoid adverse impacts on biodiversity, or if unavoidable, it should mitigate those impacts or as a last resort,</u>

Examiner's Recommended Modification (Examiner's modification in bold, tracked changes below)	Reason for Examiner's Recommended Modification (summarised)	Decision and Action by East Suffolk Council
		<u>compensate for them. If any development that follows that hierarchy and still results in a significant degradation of biodiversity of the site, the application will be refused.</u>
Policy ONHP2- Landscape and Amenity In the second paragraph, replace “must” with “should, where possible” ‘New development must <u>should, where possible</u>.’	This modification was recommended for clarity and accuracy.	Agreed. Policy OHNP2 has been amended as recommended.
Policy ONHP3- Conserving the setting of the Church That the policy be deleted. ‘Policy ONHP3 Conserving the setting of the church’ ‘The area outlined in Map figure 4-8 above is considered to be a special landscape crucial for understanding the historic value of the church. Development within this area will be discouraged and opposed.’	This modification was recommended to avoid conflict with the Secretary of State policy for how heritage assets are protected.	Agreed. The policy has been deleted as recommended by the Examiner; however, the supporting text has been retained, and additional text has been added to explain the evolution of this part of the Plan and provide context to the supporting map, in line with the Examiner's commentary around there being a role for the map. Reference to the deleted draft policy: ONHP3 Conserving the setting of the Church will therefore be retained within the supporting text and therefore

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		subsequent policies will not be re-numbered to avoid any confusion. 'Policy ONHP3 Conserving the setting of the church' 'The area outlined in Map figure 4-8 above is considered to be a special landscape crucial for understanding the historic value of the church. Development within this area will be discouraged and opposed.' Additional text in paragraph 4.3.5: <u>'St Mary's Church is already protected as a listed building, as is its setting including the open farmland to the South and West, which allows views particularly of the tower. That is already a significant planning consideration as set out by the Secretary of State in paragraphs 205 to 208 of the NPPF.'</u>

Examiner's Recommended Modification (Examiner's modification in bold, tracked changes below)	Reason for Examiner's Recommended Modification (summarised)	Decision and Action by East Suffolk Council
		<u>'The independent examiner regards this as sufficient protection and that policy ONHP3 is surplus to requirements and should be deleted.'</u> The following text has been added to paragraph 4.3.4, before the last sentence: <u>'In planning terms this land is already classed as countryside.'</u>
Policy ONHP4-Local Green Space Replace the first paragraph with: "The following spaces, as shown in Appendix G are designated local green space" 'The following spaces, are given the status of Local Green Space as set out in paragraph 4.4.2. <u>as shown in Appendix G are designated local green space.'</u>	This modification was recommended for clarity and accuracy.	Agreed. Policy OHNP4 has been amended as recommended.
Policy ONHP4-Local Green Space Delete the second and third paragraphs and replace with "Proposals for managing development within the local green spaces should be consistent with paragraph 107 of the NPPF" 'See context Map in Appendix G.'	This modification was recommended to ensure consistency with the approach set out by the Secretary of State.	Agreed. Policy OHNP4 has been amended as recommended.

Examiner's Recommended Modification (Examiner's modification in bold, tracked changes below)	Reason for Examiner's Recommended Modification (summarised)	Decision and Action by East Suffolk Council
'Proposal for development with these spaces will only be supported in Very Special Circumstances, except where the development enhances the special status of the Local Green Space or where it is supported by Policy ONHP16.' <u>'Proposals for managing development within the local green spaces should be consistent with paragraph 107 of the NPPF.'</u>		
Policy ONHP5: Sustainable Construction In b) replace "shall" with "are encouraged to" 'New developments shall <u>are encouraged to</u> include proposals for...'	This modification was recommended for clarity and accuracy.	Agreed. Policy OHNP5 has been amended as recommended.
Policy ONHP5: Sustainable Construction Delete c) 'c) All applications for works to existing houses shall include energy reduction or efficiency measures wherever possible. Applications shall be accompanied by an Energy Impact Assessment demonstrating how these measures have been incorporated into the design.'	This modification was recommended to avoid duplication of matters that are dealt with by Part L of the Building Regulations.	Agreed. Policy OHNP5 has been amended as recommended.
Policy ONHP6: Green Gaps In a) replace "shall avoid" with "must not lead to the" and at the end of sentence "which are indicated on the map shown in Appendix D" 'a) New development shall avoid <u>must not lead to</u> coalescence of distinct settlement groups, preserving green gaps to ensure the parish remains	This modification was recommended for clarity and accuracy.	Agreed. Policy OHNP6 has been amended as recommended.

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characterised by scattered clusters, groupings, and farmsteads <u>which are indicated on the map shown in Appendix D.</u> and'		
Policy ONHP6: Green Gaps Delete the rest of the policy. 'b) New development shall also avoid the coalescence of the two distinct sections of the village within the Settlement Boundary, as set out in the East Suffolk (Suffolk Coastal Area) Local Plan Policies Map and SCLP3.3. An exception to the above would be allowed for the improvement and redevelopment of the Village Hall. See maps of Otley Village settlement boundary and distinctive settlements within the parish in Appendix D. Note that the outlined distinctive settlements in the parish distinctive settlements map do not constitute a settlement boundary for the purposes of the Local Plan (SCLP3.3) and are indicative only.'	This modification was recommended to ensure that all wording within the policy is an expression of policy.	Agreed. Policy OHNP6 has been amended as recommended.
New Development Consequential change Text moved from deleted policy text in ONHP6 into the supporting text. <u>'Note that the outlined distinctive settlements in the Parish Distinctive Settlements Map do not constitute a settlement boundary for the purposes of the Local Plan (SCLP3.3) and are indicative only.'</u>	This is a consequential change based on the Examiner's modification. This is no longer a policy requirement, but information retained in supporting text.	Agreed. Paragraph to be added after ONHP6.

Examiner's Recommended Modification (Examiner's modification in bold, tracked changes below)	Reason for Examiner's Recommended Modification (summarised)	Decision and Action by East Suffolk Council
Policy ONHP7: Design Quality In the first paragraph replace “shall only be supported” with “will be permitted” ‘Development proposals shall only be supported <u>will be permitted</u> where they are of high design quality.’	This modification was recommended for clarity and accuracy.	Agreed. Policy OHNP7 has been amended as recommended.
Policy ONHP7: Design Quality Delete the second paragraph ‘Developments which are not considered high quality design, shall not be supported.’	This modification was recommended for clarity and accuracy.	Agreed. Policy OHNP7 has been amended as recommended.
Policy ONHP7: Design Quality In the third paragraph replace “supported” with “approved” ‘Developments will be supported <u>approved</u> provided that the following criteria are respected:’	This modification was recommended for clarity and accuracy.	Agreed. Policy OHNP7 has been amended as recommended.
Policy ONHP7: Design Quality In c” insert “significant” before “overlooking” ‘Site layout shall protect existing and future dwellings from <u>significant</u> overlooking;’	This modification was recommended for clarity and accuracy.	Agreed. Policy OHNP7 has been amended as recommended.

Examiner's Recommended Modification (Examiner's modification in bold, tracked changes below)	Reason for Examiner's Recommended Modification (summarised)	Decision and Action by East Suffolk Council
Policy ONHP7: Design Quality Delete f) and the final paragraph 'f) Other criteria requested by the Parish Council are given due consideration during determination of planning applications by East Suffolk Council. New developments of 2 or more dwellings must demonstrate and ensure that existing provision and service levels for utilities such as water, sewerage and electricity in the Parish are maintained or are to be enhanced to meet any expected additional demand before construction commences. For example, this includes but is not limited to mains water pressure in the Parish.'	This modification was recommended to ensure that the policy provides a basis for consistent decision making.	Agreed. Policy OHNP7 has been amended as recommended.
New Development Consequential changeText moved from deleted policy into the supporting text. 'New developments of 2 or more dwellings must demonstrate and ensure that existing provision and service levels for utilities such as water, sewerage and electricity in the Parish are maintained or are to be enhanced to meet any expected or additional demand before construction commences in compliance with SCLP3.5 Infrastructure Provision.'	This is a consequential change based on the Examiner's modification. This is no longer a policy requirement, but information retained in supporting text.	Agreed. Paragraph to be added after ONHP7.
Policy ONHP8: Site and Plot Boundaries (Wildlife Corridors and Green Boundaries) In the first paragraph replace "shall" with "are encouraged to, unless otherwise stated" 'Development shall <u>are encouraged to, unless otherwise stated</u>, protect the verdant nature of the village'	This modification was recommended for clarity and accuracy.	Agree to amending the wording however the Examiner's wording has been modified to address a grammatical error. The word 'is' replaces 'are' to make the policy clearer but still remain in accordance with the Examiner's

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		reasoning for requiring amendments. 'Development shall <u>is encouraged to, unless otherwise stated,</u> protect the verdant nature of the village'
Policy ONHP8: Site and Plot Boundaries (Wildlife Corridors and Green Boundaries) In c) and d) insert "are expected to" before "provide" 'c) Where there are 10 dwellings or more, up to 19 dwellings, <u>are expected to</u> provide a wildlife corridor which shall be a minimum of 2m width;' 'd) Where there are 20 dwellings or more, <u>are expected to</u> provide a wildlife corridor which shall be a minimum of 5m width;'	This modification was recommended for clarity and accuracy.	Agreed. Policy OHNP8 has been amended as recommended.
Policy ONHP10: Housing Mix In the first paragraph replace "shall be supported where" with "are encouraged to include" 'New residential development shall be supported where <u>are encouraged to include:</u>	This modification was recommended for clarity and accuracy.	Agreed. Policy OHNP10 has been amended as recommended.
Policy ONHP10: Housing Mix In b) delete "family"	This modification was recommended for clarity and accuracy.	Agreed. Policy OHNP10 has been amended as recommended.

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'...proposed dwellings are smaller family homes, with 3 bedrooms or fewer;'		
Policy ONHP10: Housing Mix Delete c), d) and e) 'c) For major developments, proposals should offer a fair proportion of dwellings which meet Building Regulations Optional Standard M4(3) for disabled access; d) For major developments, support will be given to proposals which offer a fair proportion of single storey dwellings; e) It includes a range of affordable housing types, including but not limited to, First Homes, Homes for Affordable Rent, and/or Homes for Social Rent.'	This modification was recommended for clarity and accuracy.	Agreed. Policy OHNP10 has been amended as recommended.
Policy ONHP 11: Land adjacent to Swiss Cottage Farm In the second sentence, replace "application shall" with "development shall deliver approximately 60 dwellings and meet the requirements set down in Local Plan Policy SCLP 12.58 and in addition, where possible" '...Land adjacent to Swiss Cottage Farm is allocated for residential housing. Any future application <u>development shall deliver approximately 60 dwellings and meet the requirements set down in Local Plan Policy SCLP 12.58 and in addition, where possible.</u> '	This modification was recommended for clarity and accuracy.	Agreed. Policy OHNP11 has been amended as recommended.
Policy ONHP 11: Land adjacent to Swiss Cottage Farm	This modification was recommended for clarity and accuracy.	Agreed. Policy OHNP11 has been amended as recommended.

Examiner's Recommended Modification (Examiner's modification in bold, tracked changes below)	Reason for Examiner's Recommended Modification (summarised)	Decision and Action by East Suffolk Council
In a) after "Appendix F" or immediately adjacent to the boundary of the allocation site" 'Provide a native mixed hedge to screen the development as shown on map in Appendix F <u>or immediately adjacent to the boundary of the allocation site</u>, planted prior to commencement and...'		
Policy ONHP 11: Land adjacent to Swiss Cottage Farm At the end of h) "excluding rooms within the roofspace" 'Protect the character of the village by ensuring no buildings are more than 2 storeys in height <u>excluding rooms within the roofspace</u>.'	This modification was recommended for clarity and accuracy.	Agreed. Policy OHNP11 has been amended as recommended.
Land adjacent to Swiss Cottage Farm Consequential change New paragraph after 4.6.4.4. Text added '<u>The local plan states that the allocated site should deliver approximately 60 dwellings, and the neighbourhood plan policies must be in general conformity with this. Policy ONHP 11 sets out criteria identified during the preparation of the neighbourhood plan which aim to enhance development on the site.</u>'	This is a consequential change based on the Examiner's modification. Text clarifies that the Neighbourhood Plan must be in general conformity with the Local Plan.	Agreed. New paragraph added after 4.6.4.4.
Policy ONHP12: Business and Commercial In a) delete "of small scale" 'a) Business and commercial development should be of small scale, appropriate to the character...'	This modification was recommended for clarity and accuracy.	Agreed. Policy OHNP12 has been amended as recommended.

Examiner's Recommended Modification (Examiner's modification in bold, tracked changes below)	Reason for Examiner's Recommended Modification (summarised)	Decision and Action by East Suffolk Council
Policy ONHP12: Business and Commercial In c) after "service use" insert "which are likely to generate significant amounts of movement" 'c) Applications for new developments for business, commercial or services use <u>which are likely to generate significant amounts of movement</u> must take into account the impact...'	This modification was recommended for clarity and accuracy.	Agreed. Policy OHNP12 has been amended as recommended.
Policy ONHP13: Transport and Traffic In a) after "should" insert "where possible" 'a) Developments should <u>where possible</u> include provisions for improving accessible and sustainable transport;'	This modification was recommended for clarity and accuracy.	Agreed. Policy OHNP13 has been amended as recommended.
Policy ONHP13: Transport and Traffic Delete f) 'Suitably sited electric vehicle charging points must be provided for all new dwellings;'	This modification was recommended for clarity and accuracy.	Agreed. Policy OHNP13 has been amended as recommended.
Transport and Traffic Consequential change 4.8.8 Text added '<u>Paragraph 111 of the NPPF requires that when setting local parking standards the policy should take account of a range of factors, including local car ownership levels. It is the intention of the Parish Council to obtain this evidence in advance of a revision of the Neighbourhood Plan in order to develop a parking policy.</u>'	This is a consequential change based on the Examiner's recommended modification to delete ONHP14.	Additional text has been added to paragraph 4.8.8 to add clarity and accuracy.

Examiner's Recommended Modification (Examiner's modification in bold, tracked changes below)	Reason for Examiner's Recommended Modification (summarised)	Decision and Action by East Suffolk Council
Policy ONHP 14: Provision of Car Parking That the policy be deleted 'Policy ONHP14 Provision for Car Parking This policy is to apply to all developments of new dwellings or commercial premises. a) Residential development shall allow for off road car parking spaces and should as a minimum be calculated by reference to the number of bedrooms in a dwelling as follows: ———— 1. 1 and 2 bedrooms: 2 spaces ———— 2. 3 bedrooms: 3 spaces ———— 3. 4 and 5 bedrooms: 4 spaces b) Garages count as a parking space provided they meet minimum dimensions of: ———— 1. 7m x 3m or 6m x 3m plus 3.6 sq. m of storage space ———— 2. and minimum 6m x 3m clear space (internal dimensions) ———— 3. and doorway width of a minimum of 2.5 m c) Unallocated residents parking spaces should be included in developments by means of parking bays at the rate of 10 percent of the number of dwellings; d) Visitor parking is to be provided at the rate of 25 percent of the number of dwellings. For example, for 60 dwellings this gives a requirement of 15 visitor spaces;	This modification was recommended due to lack of justification and evidence.	Agreed. Policy OHNP14 has been amended as recommended.

Examiner's Recommended Modification (Examiner's modification in bold, tracked changes below)	Reason for Examiner's Recommended Modification (summarised)	Decision and Action by East Suffolk Council
e) Disabled visitor parking in larger bays is required if the development is of 10 dwellings or more; f) Commercial developments are required to have parking space provision for all anticipated staff members, parking for visitors including disabled parking and secure cycle storage commensurate with the size of the business; g) Parking spaces shall be well integrated into the layout of the dwellings with soft landscape incorporated to avoid creating a car dominated appearance. Parking courts of more than 8 spaces will not be supported; and h) A minimum of two cycle spaces are to be provided per dwelling. These must be covered or enclosed and can be included in garage space provided that they do not encroach on the minimum internal garage space required. i) Except as specified in policy ONHP14 points (a) to (h) the provisions of the Suffolk Parking Standards 2023 shall be deemed to be incorporated in Policy ONHP 14.'		
Policy Numbering Consequential change Policy ONHP154 – Further Education Policy ONHP165 – Community Services	This is a consequential change based on the Examiner's modification to remove Policy ONHP14 Provision for Car Parking.	The Policy numbering has been updated as recommended.
Policy ONHP15- Further Education In the second paragraph after "Suffolk Rural" insert "which are likely to result in a significant number of students attending the college or significant additional movements"	This modification was recommended for clarity and accuracy.	Alternative wording agreed. The words 'increase in the' have been added to make the policy clearer but still remain in accordance

Examiner's Recommended Modification (Examiner's modification in bold, tracked changes below)	Reason for Examiner's Recommended Modification (summarised)	Decision and Action by East Suffolk Council
'Development proposals for the expansion of Suffolk Rural <u>which are likely to result in a significant number of students attending the college or significant additional movements</u> should include a Green Transport Plan, to deliver sustainable transport. Proposals which...'		with the examiners reasoning for requiring amendments. 'Development proposals for the expansion of Suffolk Rural <u>which are likely to result in a significant increase in the number of students attending the college or significant additional traffic movements</u> should include a Green Transport Plan, to deliver sustainable transport. Proposals which...'
Policy ONHP16- Community Services In the final paragraph replace "ONHP14" with "the Suffolk Parking Guide" 'Proposals will need to demonstrate that sufficient parking is, or can be made, in accordance with ONHP14 <u>the Suffolk Parking Guide</u>. Proposals must be...'	This modification was recommended for clarity and accuracy, reflecting the deletion of ONHP14.	Agreed. Policy OHNP13 has been amended as recommended.

Table 2: Council's further modifications

Under section 12(6)(a) of Schedule 4B of the Town and Country Planning Act 1990, the Council considers that the following modifications are also needed in order that the Plan meets the basic conditions or for the correction of errors.

Policy/Supporting Text	Reason for change (summarised)	Action by ESC
Front Cover 'Otley Neighbourhood Plan Group Inspection Referendum Draft version 3.23'	To bring the plan up to date.	The front cover will be amended as recommended.
Header and Footer Amend as follows: 'Otley Neighbourhood Plan v3.2 v3.3 (Inspection Referendum Draft)'	To bring the plan up to date.	The header will be amended as recommended.
Introduction '1.1.1 The Otley Parish Council'	To correct an error	Paragraph 1.1.1 will be updated as recommended.
Local Plan '1.3.2 The Suffolk Mineral and Waste Local Plan'	Word added to correct error	Paragraph 1.3.2 will be updated as recommended.
The Otley Neighbourhood Plan Group '1.5.1 Order of names changed'	To cluster roles together and create more legible list.	Paragraph 1.5.1 will be updated as recommended.
Public Consultation 1.6.1 Text added: ' December 2024 - First submission of full documentation for plan inspection, with basic conditions statement to East Suffolk Council. February 2025 - Revised submission of full documentation for plan inspection, with basic conditions statement to East Suffolk Council. April 2025 - Regulation 16 responses received for inspection draft Neighbourhood Plan. April 2025 - Initial comments received from plan inspector.	To add the latest stages of the Neighbourhood reflecting where the plan sits in the Neighbourhood Plan process	Paragraph 1.6.1 will be updated as recommended.

Policy/Supporting Text	Reason for change (summarised)	Action by ESC
June 2025 - Final Inspectors report received with recommendations and approval to take the plan to referendum.		
Habitats Regulation Assessment -1.9.1 Habitats Regulation Assessment'	's' added to both references to Habitats Regulation Assessment to correct an error.	Paragraph 1.9.1 will be updated as recommended.
Reviewing the Plan '1.11.1 years,'	To correct an error.	Paragraph 1.11.1 will be updated as recommended.
Built and Below Ground Heritage Amend figure references to follow the following format: 'Figure 2-1 Parish Summary / Context-1 ' 'Figure 2-2 Parish Summary / Context-2 ' 'Figure 2-3 Parish Summary / Context-3 ' 'Figure 2-4 Parish Summary / Context-4 '	Figure titles changed to be more descriptive.	Figure labels will be updated as recommended.
Objectives of plan Amend figure references to follow the following format: 'Figure 4.1 Policies-5... '	Figure titles changed to be more descriptive.	Figure labels will be updated as recommended.
Landscape Ecology and Biodiversity Amend figure references to follow the following format: 'Figure 4.2 Policies-6... ' 'Figure 4.3 Policies-7... ' 'Figure 4.4 Policies-8... ' 'Figure 4.5 Policies-9... ' 'Figure 4.6 Policies-10... ' 'Figure 4.7 Policies-11... '	Figure titles changed to be more descriptive.	Figure labels will be updated as recommended.

Policy/Supporting Text	Reason for change (summarised)	Action by ESC
Protection of Built and Below Ground Heritage 4.3.4 Space added 'South_West' Amend figure references to follow the following format: 'Figure 4.8 Policies-12... ' 'Figure 4.9 Policies-13... ' 'Figure 4.10 Policies-14... '	To correct double spacing error. Figure titles changed to be more descriptive.	Paragraph 4.3.4 will be updated as recommended. Figure labels will be updated as recommended.
Local Green Spaces 4.4.5 Spelling error corrected 'tranquillity'	To correct an error	Paragraph 4.4.5 will be updated as recommended.
Policy ONHP5 - Sustainable construction Spelling error corrected 'minimizsing'	To correct an error	Policy ONHP5 will be updated as recommended.
Land adjacent to Swiss Cottage Farm Amend figure references to follow the following format: 'Figure 4.11 Policies-15... ' 'Figure 4.12 Policies-16... ' 'Figure 4.13 Policies-17... ' 'Figure 4.14 Policies-18... '	Figure titles changed to be more descriptive.	Figure labels will be updated as recommended.
Appendix A - Neighbourhood Area 'Figure A-1 A-19 ' 'Figure B-1 B-20 '	Updated figure references.	Text added as recommended.
Appendix C – Views Map 1	Updated visual quality of the map.	Map will be updated as recommended.

Policy/Supporting Text	Reason for change (summarised)	Action by ESC
Appendix C – Views map 2	Updated visual quality of the map.	Map will be updated as recommended.
Appendix D – Map of distinct settlements across the Parish	To update the visual quality of the map and to ensure the map and references in the map key are consistent with the Neighbourhood Plan policies.	Map will be updated as recommended.
Appendix G – Local Green Spaces in Context	Updated visual quality of the map.	Map will be updated as recommended.
Appendix K – Policies Map	To update the visual quality of the map and to ensure the map and references in the map key are consistent with the Neighbourhood Plan policies.	Map will be updated as recommended.
Figure 2-1 – Listed Buildings	Updated visual quality of the map.	Map will be updated as recommended.
Figure 4-1 – Policies Map (Detail)	To update the visual quality of the map and to ensure the map and references in the map key are consistent with the Neighbourhood Plan policies.	Map will be updated as recommended.