

# TIPTREE NEIGHBOURHOOD PLAN

## 2020-2033

### CONSULTATION STATEMENT



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# 1. CONSULTATION PROCESS

## Introduction

- 1.1. This Consultation Statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012 in respect of the Tiptree Neighbourhood Plan (the “Neighbourhood Plan”).
- 1.2. The legal basis of this Consultation Statement is provided by Section 15(2) of Part 5 of the 2012 Neighbourhood Planning Regulations (as amended), which requires that a consultation statement should:
  - contain details of the persons and bodies who were consulted about the proposed neighbourhood development plan;
  - explain how they were consulted;
  - summarise the main issues and concerns raised by the persons consulted; and
  - describe how these issues and concerns have been considered and, where relevant addressed in the proposed neighbourhood development plan.
- 1.3. A Letter of Application was made by Tiptree Parish Council to Colchester Borough Council on 10 October 2014 which resulted in the approval of the Tiptree Neighbourhood Plan Area Designation on 2 February 2015. A copy of the Letter of Application is at Appendix 1 and the approval is at Appendix 2.
- 1.4. The Neighbourhood Plan and the policies contained within it are the result of a comprehensive process of information gathering and consultation with the local community, businesses and other relevant stakeholders that started in 2014.
- 1.5. Working groups formed of local volunteers have been at the forefront of the development of the Neighbourhood Plan, undertaking surveys, preparing materials, collating and analysing the data collected and hosting a variety of local engagement events.
- 1.6. This effort has been overseen by the Neighbourhood Plan Steering Group which was formed to lead the process on behalf of Tiptree Parish Council.
- 1.7. Data gained from the various consultations, surveys and feedback from the local engagement events led to the Vision and Objectives contained in Section 5 of the Neighbourhood Plan. These subsequently formed the basis for the policies set out in Sections 6 to 13 of the Neighbourhood Plan.

## Organisational Structure

- 1.8. The development of the Neighbourhood Plan was coordinated by a Steering Group comprised of parish councillors, supported by a wider Working Group made up of volunteers from the local community. The Working Group was open to all interested participants and there was no limitation on membership.
- 1.9. Members of the working group were recruited initially from persons close to the activities of the parish council and over time via the regular published advertisements, local press updates, the community consultation events and by word of mouth and direct approaches by existing members of the Steering Group and Working Group.

Examples of the initial advertisements for volunteers are shown at Appendices 3 and 4. Ongoing regular invitations to new volunteers can also be found in Appendix 44.

- 1.10. The Working Group from time to time worked in smaller groups focused on specific tasks that were identified as being necessary to progress the draft Neighbourhood Plan. For example the preparation for open days and community consultation exhibitions, formulation of the questionnaire and the strategic housing land availability assessments.
- 1.11. The full Working Group typically met at least twice per month. Over the duration of the Plan development process approximately 50 people have been involved in the Working Group and with its associated task groups. The Parish Council also maintains a database of over 650 individuals and businesses who have asked to be kept informed of progress over the period of the development of the Neighbourhood Plan. Generally, press releases were either emailed or posted to persons on this database at the same time as publication.
- 1.12. Minutes of Working Group and Steering Group meetings can be found on The Tiptree Neighbourhood Plan Website.
- 1.13. A selection of the press and website updates and notices issued to the local community at regular points during the Neighbourhood Plan development process can be found at Appendix 44.

### **Consultation Activities**

1.14. The following consultation activities were undertaken:

1 <sup>st</sup> Community Open Exhibitions	January/February 2015
2 <sup>nd</sup> Community Open Exhibitions	November 2015
Tiptree Village Questionnaire	September 2016
Youth Survey	September 2016
Local Call for Sites	June 2017
RCCE Housing Needs Survey	June 2017
Questionnaire Feedback Exhibition	February 2018
Schools Survey	September 2018
Regulation 14 Pre-submission Consultation Exhibitions	June/July 2019

### **Community Open Exhibitions**

- 1.15. The Community Open Exhibitions were held at the local community centre and were used as opportunities for all interested parties to come and give their views on the future development of the village and the key issues and themes emerging from the process. The events were also used as opportunities to recruit new volunteers to the Working Group.
- 1.16. The Community Open Exhibitions were advertised in various ways including:
  - Tiptree Parish Council (TPC) website and Neighbourhood Plan website (which has now been amalgamated into one new site)

- Tiptree Neighbourhood Plan Facebook page
- Tiptree Community Website.
- *Street Life* (a community oriented social media group which later became *Nextdoor* which allowed posts to all 360 degree neighbouring villages/parishes).
- Letters and emails advertising the Exhibitions were sent to local businesses and organisations.
- An article was provided for the Parish Church magazine.
- Posters in prominent locations around the village
- Banners outside the community centre and in other key locations around the village (e.g. Grove Lake, Grove Park, Tesco, etc.)
- Estate agent style boards outside properties around the village
- Flyer drops to all households and businesses in the village
- Flyer handouts at Kelvedon train station
- In local newspapers and free magazines including the Tribune, Look and Life, Colchester Gazette, Essex County Standard
- Local radio interviews held with members of the Parish Council advertising the delivery of the questionnaire as well as a “Youtube” posting explaining the questionnaire

1.17. The advertisements for the Community Open Exhibitions are shown in Appendices 5 and 10.

### **1st Community Consultation Exhibitions**

1.18. The 1<sup>st</sup> Community Open Exhibitions held in January and February 2015 were used as an opportunity to explain the basic principles of Neighbourhood Planning, why Tiptree Parish Council had decided to embark on the development of a Neighbourhood Plan, to invite comment from local people on the broad issues that mattered most to them and to recruit members to the Working Group.

1.19. The display boards and questionnaire used at the 1<sup>st</sup> Community Open Exhibitions are shown in Appendices 6 and 7.

1.20. An external consultant was used to assist the Working Group with the analysis of the information collected. The results of the analysis are shown in the reports at Appendices 8 and 9 and summarised in Section 2.1.

### **2<sup>nd</sup> Community Consultation Exhibitions**

1.21. At the 2<sup>nd</sup> Community Open Exhibitions held in November 2015, a series of display boards were presented covering the primary theme areas identified from the first round of consultation, such as the character of the village, housing needs, transport and traffic, green spaces and recreation, along with a map of Tiptree Parish showing the settlement boundaries and current land uses.

1.22. Attendees were invited to write their ideas and comments on comment cards and pin these on the display boards. Members of the Working Group were present to talk to attendees about the concept of the Neighbourhood Plan and to answer any questions on the information presented. Over 300 people attended the 2<sup>nd</sup> round of exhibitions.

1.23. The display boards, and feedback response forms used at the 2<sup>nd</sup> Community Open Exhibitions are shown in Appendices 11 and 12.

1.24. The same external consultant as was used after the 1<sup>st</sup> exhibitions again assisted the Working Group with the analysis of the information collected. The results of the analysis are shown in the report at Appendix 13 and summarised in Section 2.2.

### **Tiptree Village Questionnaire**

1.25. The Tiptree Village Questionnaire was produced by the Working Group following analysis of the feedback from the initial Community Open Events. A printed copy was distributed by hand to all households in the village with the option to complete the questionnaire online or on a hard copy. Respondents were given six weeks between 12 September 2016 and 23 October 2016 to complete and return the questionnaire.

1.26. The distribution of the Tiptree Village Questionnaire was publicised using similar methods to the Community Open Exhibitions. In addition, all respondents were able to enter into a prize draw with the chance of winning a £100 cash prize for online responses and £50 for paper responses.

1.27. The advertisements for the distribution of the Tiptree Village Questionnaire are shown in Appendix 14. The form of the Tiptree Village Questionnaire is shown at Appendix 15.

1.28. A total of 1,119 responses were received representing a 28% response rate. A significant number of the responses were submitted in hard copy and therefore a process was undertaken by working group members to input the information into electronic format to enable detailed analysis. An advertisement was put out for additional volunteers to come forward to help with this task. Over 40 residents came forward over the period of time with approximately 500 hours of volunteer time spent on this major task.

1.29. The results of the questionnaire analysis are shown in the report at Appendix 23 and are summarised in Section 2.3. A summary of the questionnaire results was published and is also at Appendix 23.

### **Youth Survey**

1.30. The Working Group produced a Youth Survey to try and reach secondary school age children, including sixth formers. Engagement with this age group in local community consultations was recognised as being a challenge and therefore to assist with the creation and promotion of the Youth Survey the Working Group enlisted the support of the local youth engagement officer.

1.31. The Youth Survey was made available online by *Fieldwork – Marketing Assistance* and contained a condensed set of questions designed to solicit views on issues that were considered to be relevant to this target age group. To encourage uptake three prizes were offered in the form of gift vouchers with values of £50, £30 and £20.

1.32. The Youth Survey was promoted via direct announcements in tutor groups and assemblies at the local secondary school. A total of 93 responses were received.

1.33. The form of the Youth Survey is shown at Appendix 16.

1.34. The Youth Survey results analysis are shown at Appendix 17 and is summarised in Section 2.4.

## **Strategic Housing Land Availability Assessments**

- 1.35. In order to gather information on potential locations within and around the parish settlement boundary that may be suitable for housing development there were two calls for sites.
- 1.36. Colchester Borough Council held a borough wide call for sites in July 2014 and provided Tiptree Parish Council with the information relevant to Tiptree submitted as the result of that process.
- 1.37. To supplement and update the earlier Colchester Borough Council work, Tiptree Parish Council issued its own local call for sites in May 2017. The call for sites was advertised in the local press. The advertisements are shown at Appendix 18.
- 1.38. Previous respondents to the Colchester Borough Council call for sites were not required to make a further submission to Tiptree Parish Council, however in some cases landowners or promoters took the opportunity to do so to ensure that Tiptree Parish Council had all relevant information and to be assured that their site would not be inadvertently omitted from the process.
- 1.39. The pro-forma to be completed by respondents is shown at Appendix 19.
- 1.40. A total of 71 areas of land were put forward for consideration from the two calls for sites, 40 from the 2014 Colchester Borough Council and a further 31 sites from the 2017 Tiptree Parish Council call. The Tiptree Parish Council call elicited submissions from several larger potential development areas than had been identified previously. The overall submissions represent a wide range of locations and sizes of potential development land in and around the existing parish development boundary.
- 1.41. A map showing the land submitted for assessment pursuant to the two calls for sites is shown at Appendix 20.
- 1.42. All sites were assessed for suitability through a Strategic Housing Land Availability Assessment (SHLAA) which informed the final site selection process.

## **RCCE Housing Needs Survey**

- 1.43. A Housing Needs Survey was produced and distributed by the Rural Community Council of Essex ("RCCE") on behalf of Tiptree Parish Council in June 2017.
- 1.44. The aim of the survey was to better understand the existing and future levels of housing need for local people. The survey pack included a covering letter, a questionnaire and a freepost envelope for forms to be returned directly to RCCE at no cost to the respondent. There was also an online option for residents to complete the survey.
- 1.45. The survey form was divided into two sections. Part 1 of the survey form contained questions on household composition, postcode and also questions on whether anyone in the household planned to move in the next 5 years. This section was to be completed by everyone regardless of need.
- 1.46. Households which were experiencing or expecting to be in housing need in the future were asked to also complete Part 2 of the survey, which gave the opportunity to provide more detailed information.
- 1.47. A total of 1,157 responses were received representing a 28% response rate which is understood to be above the national average for this type of engagement exercise.



- 1.48. The form of the RCCE Housing Needs Survey is shown at Appendix 21.
- 1.49. The results of the survey analysis are shown in the report at Appendix 22 and are summarised in Section 2.5.

### **Questionnaire Feedback Exhibitions**

- 1.50. Following the analysis of the responses to the Tiptree Village Questionnaire and RCCE Housing Needs Survey two exhibitions were held to present the results and main conclusions to the community and other interested parties and to invite further comment. These exhibitions were generally advertised in the same way as the earlier Community Open Exhibitions with 312 people attending over the two exhibitions.
- 1.51. The advertisements for the Questionnaire Feedback Exhibitions are shown in Appendix 24.
- 1.52. The display boards, and feedback response form used at the Questionnaire Feedback Exhibitions are shown in Appendices 25 and 26.
- 1.53. The results of the feedback analysis are shown in the report at Appendix 27 and are summarised in Section 2.6.

### **Business Consultation Evening**

- 1.54. A Business Consultation Evening was held on the 21<sup>st</sup> February 2018. An invitation letter was sent and two working group members visited local businesses to encourage attendance. Eight local businesses attended representing a cross section of the local business community, from smaller independent retailers to larger companies that employ significant numbers of people locally. The invitation letter is at Appendix 28.
- 1.55. The event was publicised by direct approach to all available local businesses. The event was used as an opportunity to collect comments and feedback from local business owners and managers that had not already had the opportunity to engage via the Community Open Exhibitions.
- 1.56. The information shown at the event was the display boards from the Questionnaire Feedback Exhibitions held earlier in February 2018 with information collected via the feedback response form from the same event.
- 1.57. This feedback was collated with the data collected at the Questionnaire Feedback Exhibitions and is included within results of the feedback analysis shown in the report at Appendix 27.

### **Schools Survey**

- 1.58. The Working Group also attempted to reach primary school age children by issuing a School Survey pack to each of the four local primary schools and one Brownie group. The intention of the School Survey was to raise awareness amongst younger children and encourage interaction amongst parents and the schools themselves in future community engagement events.
- 1.59. The School Survey pack is shown at Appendix 29.

1.60. The School Survey results analysis is shown at Appendix 30 and is summarised in Section 2.7.

### **Liaison with the local planning authority and other organisations**

- 1.61. Throughout the process, the Steering Group and Working Group have worked closely with Colchester Borough Council (CBC). CBC planning policy officers regularly attended Working Group meetings up until April 2018 to provide guidance and input to the process and to share best practice from other neighbourhood planning groups.
- 1.62. A number of Engagement meetings were held with County Councillors, Essex Highways and prospective developers to assess the deliverability of the emerging plan. Notes of these meetings are at Appendix 31.
- 1.63. Guidance was also sought on regular occasions from RCCE, including with respect to the Housing Needs Survey and general training on the elements of the Neighbourhood Planning process.
- 1.64. Members of the Working Group regularly attended regional workshops and coffee mornings hosted by RCCE to share experiences and to discuss emerging best practice with representatives of other neighbourhood planning groups.

### **Strategic Environmental Assessment**

- 1.65. Since Tiptree lies within an Essex Coast RAMS Zone of Influence the Tiptree Neighbourhood Plan needs to consider appropriate avoidance mitigation measures through an Appropriate Assessment. The SEA directive states that SEA is mandatory if an appropriate assessment is required, therefore a scoping report was prepared. The Scoping Report is at Appendix 32.
- 1.66. The Scoping Report was sent to Natural England, The Environment Agency and Historic England for consultation over the five weeks ending 18th April 2019.
- 1.67. Following responses to the Scoping Report the Regulation 14 draft Strategic Environmental Assessment (SEA) was produced by Colchester Borough Council and was consulted on at Regulation 14 Pre-submission Consultation stage. The draft SEA is at Appendix 34.

### **Habitat Regulations Assessment**

- 1.68. There are a number of Special Protection Areas (SPAs), Special Areas of Conservation (SACs) and Ramsar sites within or adjacent to Colchester Borough therefore an Appropriate Assessment was required to determine whether the Tiptree Neighbourhood Plan would have a significant adverse effect on the integrity of these Habitat sites. A screening process excluded all sources of impact from further consideration with the exception of Recreational Disturbance. The Habitat Regulations Assessment (HRA) concluded that the Neighbourhood Plan included adequate mitigation measures and would not adversely affect the Habitats sites. The draft HRA report is at Appendix 43.
- 1.69. Natural England was consulted on the draft Habitat Regulations Assessment report (Appropriate Assessment) in October-November 2019.

## **Engaging with hard-to-reach groups**

- 1.70. Throughout the process, the Working Group recognised the need to gather information in a variety of ways to ensure input was received from a broad cross section of the community as possible.
- 1.71. The Working Group considered the feedback from the initial Community Consultation Exhibitions, including the age profile of attendees and respondents. In the early stages of consultation the Working Group observed that participation was predominantly by older age respondents partly reflective of the local population demographic and the tendency of younger members of the community to be reluctant to engage in consultation processes.
- 1.72. To address this the Working Group adopted methods including:
- publicising future consultation events by handing out flyers at locations likely to encourage participation by working age adults such as local supermarkets and Kelvedon train station
  - undertaking the Youth Survey
  - undertaking the Schools Survey
  - holding exhibitions and consultation events on multiple days and at range of times including evenings and weekends
  - using a variety of media channels to issue updates to the local community
- 1.73. Whilst generally the age profile of respondents in all stages of consultation remained biased towards older age groups, the Working Group was satisfied that opportunity had been presented to residents of all ages to participate in the process, as can be demonstrated by the wide advertisement of the consultation events and variety of engagement channels used. Examples of the regular community updates are contained in Appendix 44.

## **2. KEY RESPONSES FROM CONSULTATION**

### **2.1 1st Community Open Events (January-February 2015)**

The Parish Council had initially developed three potential strategies focused on the village centre, including sketched plans showing how Tiptree might be developed to increase its attractiveness as a shopping destination for both local residents and visitors.

An exhibition was held to explain to local businesses and residents the concept behind the embryonic plans. A letter outlining the background to the strategy was sent to all businesses in the centre of the village. Those attending the exhibitions were provided with a questionnaire.

As well as completed questionnaires, the Parish Council received a number of letters both directly and via the local Member of Parliament. A petition from residents of Morley Road was also received. A total of 65 individual responses were received and analysed with the assistance of specialist consultants "Marketing Assistance".

There was strong opposition to the three outline options presented. The reasons centred on the unsuitability of certain local roads to accommodate extra traffic.

Several respondents recognised the need for more parking in the centre of the village but expressed little support for additional retail space. Reasons given included the close proximity of national retail chains at Tollgate, Colchester, the uptake of empty retail space by charity shops and demise of earlier plans for additional retail space in the village.

There appeared to be little appetite for any major changes to the centre of the village and a strong desire to retain the existing character of the village.

When asked about new housing, the majority of responses expressed a preference for this to be restricted to the outskirts of the village rather than placing it in the centre where it may cause more congestion.

The results indicated concerns about the adverse impact on residential property values in the village centre and potential vested interests of individual councillors in the development of the outline plans.

Given the significant negative reaction to this early stage of consultation, the Parish Council spent the next months reassessing its approach to engagement with the local community leading to a wider scope of consultation later in 2015.

## **2.2 2nd Community Open Events (November 2015)**

The Working Group spent the period between May and October 2015 preparing for a second round of community consultation based on a wider range of topics and expanding the areas of analysis to include the following core elements:

- Employment
- Environment
- Facilities
- Homes
- Village Identity
- Traffic

The Working Group developed information boards for the exhibitions setting out the current status of each main topic area in the locality and inviting those attending to give their comments on index cards and pin them on the boards. The focus was on obtaining feedback on what people liked about Tiptree, what they would like to change and what were their main concerns.

Several members of the Working Group and Parish Councillors were in attendance throughout the days of the exhibitions to answer questions and guide attendees on how best to engage with the information gathering exercise.

By pinning comment cards to the boards, subsequent attendees could tick or cross the cards to indicate where they agreed or disagreed with the comments made by others.

Attendees were also asked to fill in other handout survey forms covering information including:

- Attendance data (demographic questions)
- Cycling and walking

- Visiting the village centre
- Your work
- “And Finally” (asking for any other relevant views on Tiptree)

The analysis of the information collected was again undertaken with the support of “Marketing Assistance”.

The key findings were as follows:

- Strong support for remaining a village
- Current community feel is strongly liked
- An underlying acceptance that there is a need for more housing in the village
- Major concerns about the ability of the local infrastructure to cope with any more housing
- Key infrastructure requirements identified were more doctor and dentist services, adequate school places and leisure facilities
- Better public transport services and links
- Concerns related to the general condition and suitability of the road network
- Concern about the style and type of housing with a desire for open spaces, appropriate style of housing and suitability for both younger and older buyers
- Appreciation of the local countryside and open spaces and a desire to include more open space in any new developments

The data and analysis was then used by the Working Group to develop the detailed topics and questions within the Tiptree Village Questionnaire.

### **2.3 Tiptree Village Questionnaire (September-October 2016)**

With 1,119 responses to the questionnaire, the collation of the data and subsequent analysis presented a major logistical challenge for the Working Group. In the first instance the paper copies of the response form had to be manually input online by the team of Working Group volunteers which was a process that took over eight months to complete.

Once all of the data existed in an online format the detailed analysis commenced leading to a detailed analysis report which is at Appendix 23.

The questionnaire contained 179 questions and the results were grouped into the following main topic areas:

- Village Identity and Community
- Countryside and Green Spaces
- Homes & Housing
- Traffic & Transport
- Village Centre

- Business & Employment

The data analysis and results were used to formulate the Vision and Objectives for inclusion in the emerging Plan and to develop the detailed display boards for the Questionnaire Feedback Exhibitions which were held in February 2018.

The amount of information collected was vast and therefore the Working Group at this stage needed to start to identify those areas that would be relevant to objectives and policies within the draft Plan and matters that would be important to the community but were not strictly within the remit of planning policy.

## 2.4 Youth Survey (September 2016)

The Youth Survey was conducted exclusively online using *Fieldwork – Marketing Assistance* with a total of 93 responses. The number of respondents completing all questions was limited although the responses received did give a useful representation of what young people perceive about the village and the services currently available both within Tiptree and areas reasonably accessible.

Unsurprisingly, the main observations related to the availability of things to do, with 78% of responses saying that there was not enough for young people to do in Tiptree. Whilst a lot of the responses were on topics that are not strictly planning policy matters, the exercise collected a substantial amount of data that may be of wider use to the Parish Council going forward in forming the basis for wider projects and uses of funding that may become available.

## 2.5 RCCE Housing Needs Survey (June 2017)

1,157 households completed Part 1 of the survey and 149 indicated a need for alternative accommodation. Of these, 35 respondents stated that they required accommodation outside of the parish and 96 either wanted to stay in the parish or didn't state a preference. All of these respondents completed Part 2 of the survey, therefore RCCE analysed the data provided by the 131 respondents who expressed a housing need inside or outside the parish, and for the purposes of assessing need within Tiptree the number of respondents was 96.

The tables below provide a summary of expressed need for those respondents with a desire to stay in the parish. The first table sets out data divided into the home that respondents have stated they require (aspiration) and the second column is the RCCE "assessed need" based on respondents stated need and affordability. When assessing "need" various factors were considered by RCCE; actual requirements, affordability and savings. This means that aspiration can differ to assessed need.

	<b>Aspiration</b>	<b>Assessed Need</b>
<b>Open Market</b>	<b>58</b>	<b>52</b>
<b>Shared Ownership</b>	<b>6</b>	<b>4</b>
<b>HA/Council rented</b>	<b>28</b>	<b>19</b>
<b>Private rental</b>	<b>0</b>	<b>20</b>
<b>Other</b>	<b>4</b>	<b>9</b>
<b>TOTAL</b>	<b>96</b>	<b>96</b>

RCCE conducted a detailed analysis of respondents' "aspiration" to remain in Parish (96) by type of ownership and type of property as shown in the following table:

<b>TENURE</b>	<b>Open Market</b>	<b>Shared Ownership</b>	<b>HA / Council Rented</b>	<b>Other</b>
Identified No. of units	58	6	28	4
<b>TIMESCALE</b>				
0-2 Years	1 x 1 bed house 6 x 2 bed house 11 x 3 bed house 3 x 4 bed house 2 x 2 bed bungalow 2 x 3 bed bungalow 4 x 2 bed flats	1 x 2 bed flat	7 x 2 bed house 1 x 3 bed house 2 x 1 bed bungalow 1 x 2 bed bungalow 5 x 1 bed flat 1 x 1 bed retirement 2 x 2 bed retirement	/
2-5 Years	10 x 2 bed house 3 x 3 bed house 1 x 4 bed house 4 x 2 bed bungalow 1 x 2 bed flat 1 x 1 bed retirement 1 x not stated	3 x 2 bed house	1 x 2 bed house 1 x 1 bed retirement	/
Over 5 Years	2 x 2 bed house 2 x 2 bed bungalow 1 x 2 bed retirement	1 x 2 bed house 1 x 2 bed bungalow	1 x 3 bed house 1 x 2 bed bungalow 2 x 2 bed flat	/
Not stated	2 x not stated	0 x not stated	2 x not stated	3 x not stated

Analysis was also considered by RCCE taking into account “assessed need” as summarised in the following table.

<b>SIZE</b>	<b>Open Market</b>	<b>Shared Ownership</b>	<b>HA / Council Rented</b>	<b>Private Rental</b>	<b>Other</b>
Identified No. of units	52	4	19	20	9
Size Breakdown	4 x 1 bed 32 x 2 bed 13 x 3 bed 4 x 4 bed	3 x 2 bed 1 x 3 bed	6 x 1 bed 10 x 2 bed 3 x 3 bed	9 x 1 bed 9 x 2 bed 1 x 3 bed 1 x 4 bed	1 x 2 bed alms house

The greatest desire and assessed need was for 2 bedroom properties across all the tenure types, with a high proportion (90%) of private rental assessed need for 1 and 2 bed properties.

## **2.6 Questionnaire Feedback Exhibitions (February 2018)**

Over the course of 2017 the questionnaire data was extensively analysed. The results are summarised in Appendix 27. As a result of this process the Working Group established a clear understanding of the key local priorities and was able to draft what the Working Group believed to be core Vision and Objectives.

The process culminated with the presentation of the results to the local community in February 2018 and the opportunity was taken to promote the emerging Vision and Objectives. A feedback form was provided and the 256 attendees were invited to give their responses on an “Agree / Disagree” basis to the proposed Vision and Objectives as well as provide any additional comments.

The level of “Agree” responses was strong showing high level of support for the Vision and Objectives and identifying the detail that would comprise the Plan policies.

## **2.7 Schools Survey (September 2018)**

The Schools Survey was conducted exclusively on paper using a pack delivered to each of the four primary schools in the village. There were 54 responses.

As with the Youth Survey, the majority of responses were on topics that are not strictly planning policy matters. However, the exercise collected data that may be of wider use to the Parish Council going forward in forming the basis for wider projects and uses of funding that may become available.

# **3. REGULATION 14 PRE-SUBMISSION CONSULTATION**

- 3.1. The Neighbourhood Plan Steering Group finalised the draft Neighbourhood Plan in March 2019.
- 3.2. The draft Neighbourhood Plan was approved for Regulation 14 Pre-submission Consultation by Tiptree Parish Council and is at Appendix 33.
- 3.3. Regulation 14 Pre-submission Consultation was held between 8 June 2019 and 21 July 2019.
- 3.4. Formal written notice of Regulation 14 Pre-submission Consultation was issued to statutory and other relevant consultees the week beginning 3<sup>rd</sup> June 19. The list of parties notified is at Appendix 35. The form of the notification is at Appendix 36.
- 3.5. The draft Neighbourhood Plan and Pre-submission Consultation Response Form were available online at *Survey Monkey* via the Parish Council and Neighbourhood Plan website. Hard copies were available to collect from the Parish Council office, Tiptree Library and Staines hardware store in the village centre.
- 3.6. The Pre-submission Consultation Response Form is at Appendix 37.
- 3.7. Pre-submission Consultation Exhibitions were held during the consultation period on 8<sup>th</sup> June 2020, 12<sup>th</sup> June 2020, 10<sup>th</sup> July 20.



- 3.8. The Pre-submission Consultation Exhibitions were advertised locally in the same way as previous community events. The advertisements are shown in Appendix 38.
- 3.9. At the Pre-submission Consultation Exhibitions, display boards were used to provide a summary of each draft policy. People were then invited to provide their comments using the Pre-submission Consultation Response Form. The display boards used at the Pre-submission Consultation Exhibitions are shown in Appendix 39.

## **Responses**

- 3.10. There were 316 responses to the Regulation 14 Pre-Submission Consultation. This reflected a mixture of local residents, landowners, agents, businesses and other stakeholders. In addition 399 people attended Pre-submission Consultation Exhibitions.
- 3.11. The schedule of responses received pursuant to the Regulation 14 Pre-Submission Consultation are shown in Appendix 40.
- 3.12. Engagement meetings were held with certain respondents, in particular prospective developers of the preferred sites and Essex Highways. Details of these meetings are contained in Appendix 41.
- 3.13. **The Consultation Comments Analysis is at Appendix 42.** Here, Neighbourhood Plan responses to each significant comment have been drafted. The number of significant comments was very large so separate documents have been created for each section and policy of the plan. There is also a more generalised analysis of all the online comments received, again divided into policies, pages or general and non-policy comments.
- 3.14. As a result of the Consultation responses the Neighbourhood Plan, Strategic Environmental Assessment and the Habitat Regulation Assessment have been adjusted prior to Regulation 15 submission.