

FELSTED PARISH COUNCIL

Felsted Neighbourhood Plan

Consultation Statement

Felsted Neighbourhood Plan Steering Group



This document has been prepared by Felsted Neighbourhood Plan Steering Group on behalf of Felsted Parish Council. It is submitted alongside the Felsted Neighbourhood Plan to meet the requirements of the Neighbourhood Planning (General) Regulations 2012 (as amended).

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1. Introduction: Compliance with Regulation 15 (Neighbourhood Planning Regulations 2012)

Felsted Parish Council submits its Neighbourhood Development Plan to Uttlesford District Council for independent examination. This Consultation Statement complies with requirements of Regulation 15 of the Neighbourhood Plan Regulations whilst also providing the reader an understanding of the story of the Felsted Neighbourhood Plan (NP).

It has been prepared by Felsted Neighbourhood Plan Steering Group (FNPSG) to fulfil the legal obligations of the Neighbourhood Planning (General) Regulations 2012 (as amended).

Section 15(2) of Part 5 of the Regulations sets out what a Consultation Statement should contain:

- (a) contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan;
- (b) explains how they were consulted;
- (c) summarises the main issues and concerns raised by the persons consulted;
- (d) describes how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.

This Consultation Statement summarises all statutory and non-statutory consultation undertaken with the community and other relevant statutory and non-statutory bodies and stakeholders in developing Felsted's Neighbourhood Development Plan. In particular it describes how concerns have been addressed and what changes have been made to the final NP as a result of the consultation and provides details of the statutory Pre-Submission Consultation in accordance with Regulation 14 of those same Regulations.

A Consultation Evidence File (Appendices) providing a record of all consultation exercises, comments and feedback accompanies this Consultation Statement.

2. Background to the Felsted Neighbourhood Plan and Early Consultation: Getting Started

In 2014 Felsted Parish Council declared its intention to develop a Neighbourhood Development Plan (NDP) building on the Parish Plan that had been developed and agreed in 2014. Discussions were held by the Parish Council to assemble a Steering Group to drive the progress of the Plan.

2.1 Felsted Neighbourhood Plan Steering Group

An inaugural meeting of the FNPSG was held in July 2014, 13 members of the community (including Parish Councillors) were present, along with two representatives from the Rural Community Council of Essex (RCCE) who provided advice and guidance on the NP process. Tasks to initiate the project were considered and agreed. Officers of the Steering Group were decided:

- Chairman: Roy Ramm
- Secretary: Diane Smith (Clerk to Felsted Parish Council)
- Treasurer: Richard Silcock
- Plan writing and evidence gathering: Marina Crofts
- All others present confirmed that they were happy to get involved in taking the project forward.

At its meeting on 10th September 2014, the FNPSG decided that John Moore would act as the official liaison between the Steering Group and Felsted Parish Council, Iain Crawford would be the Vice Chairman of the group and Marina Crofts would be asked to be the communications officer.

In order to build on the Parish Plan and to ensure appropriate connection with the Parish Council the Group included former members of the Parish Plan Steering Group and some Parish Councillors, alongside people who had no previous involvement. Members of the Steering Group brought with them a range of skills, interests and abilities, which has greatly contributed to the progress made on the Plan over the course of its preparation.

Because of the nature of the settlement of Felsted, with its 13 Greens and hamlets, an early decision of the Steering Group was to work with 'Green Champions', one from each Green. A coffee morning and briefing session was held with interested parties as well as with representatives of village organisations on 14th March 2015 to explain the Neighbourhood Planning process, establish lines of communication and to provide an opportunity for further participation and involvement in the Plan process ([see Appendix 1](#)).

A Constitution was drafted and agreed in November 2014, and one subsequent amendment was made to the Constitution in December 2015 to introduce a new policy regarding the disclosure of financial interests to match Felsted Parish Council procedural arrangements. ([See Appendix 1](#))

FNPSG has met monthly since July 2014. Full sets of minutes of the meetings have been made publicly available on the FNPSG website ([link](#)) along with regular updates from the Chairman.

Meetings were held between members of the Steering Group and neighbouring NP groups such as Great Dunmow. The Steering Group also adopted a project plan offered by the RCCE and agreed to regularly review the project plan. A copy of the project Plan has been regularly updated and made available on the website.

2.2 Felsted Neighbourhood Area

If an area is parished, it is considered standard practice for the neighbourhood area boundary to follow the parish boundary. Felsted Parish Council, the qualifying body for the purposes of neighbourhood planning, wrote to the Local Planning Authority, Uttlesford District Council (UDC) to

notify them of the intention to produce a neighbourhood plan under part 2 of the Neighbourhood Planning Regulations (2012). The Neighbourhood Area application was advertised and the publicity of such application closed on 11th November 2014. Uttlesford District Council duly designated the Felsted Neighbourhood Area (the parish boundary) on 4th December 2014. A copy of the Neighbourhood Area designation report and a boundary plan of the Felsted Neighbourhood Area is available at [Appendix 1](#).

2.3 Background to the Consultation

The aims of the Felsted Neighbourhood Plan consultation process were:

- To involve as much of the community as possible throughout all stages of the Plan's development so that the Plan was informed by Felsted residents and other stakeholders;
- To ensure that consultation events took place at critical points in the process;
- To engage with as wide a range of people as possible , using a variety of approaches and consultation communication and consultation methodologies; and
- To ensure that results of consultation were fed back to local people and available to read through the Steering Group's website and in hard copy as soon as possible after consultation events.

Full details of all consultations are provided in the Consultation Evidence File (Appendices) that supports this Consultation Statement. Where applicable, reference is provided to the specific Appendix within the text of this Consultation Statement. Owing to the amount of consultation work undertaken throughout the preparation of the Felsted Parish Plan, it was agreed to use the results as a basis for the consultation to be undertaken to support the Neighbourhood Plan. The Consultation Evidence File is also available to view on the Steering Group's website.

3. Building the Picture and Understanding the Issues

3.1 Setting the Agenda for Consultation

Once the process of producing a NP was underway, the Steering Group undertook outline visioning work in early 2015, which became the basis for an early questionnaire. The document 'Setting the Agenda for Consultation' was drafted and launched in March 2015 with the motto '*Respecting our Heritage – Defining our Future*' and with a draft vision:

"Felsted will sustain and grow a vibrant rural community by providing opportunities and amenities for 21st century living that respect, protect and enhance its historic heritage and environment."

The document provided further information on the neighbourhood planning process and the potential direction of travel and was distributed to identified Green Leaders and representatives of village organisations. The document was intended to provide the basis for the first parish-wide survey to be undertaken later in the spring. Comments were invited under 7 key themes and 12 responses to this initial questionnaire were received by the Steering Group, providing ideas and suggestions under each topic:

- *Planning to Protect the Historic Village Centre (HVC);*

Concerns were raised regarding the negative impacts of parking in the village centre and traffic flow through the village during school peak hours, with suggestions of an out-of-centre pick up and drop off zone for the schools. The FNPSG were asked to conduct a traffic survey to gather information on traffic issues. Concerns were raised over the viability of village centre amenities whilst stressing the importance of such amenities (in particular, the village shop).

- *Planning to Provide Village Amenities;*

Concerns were raised over the provision of village amenities and their long-term sustainability. Suggestions were made at this early stage for the provision of a new hub for the community to host all of the services in the village (doctor's surgery, village shop, village hall, community centre). Responses stated that the village would benefit from a new community or sports hall and a new village community hub. One response stated that there was a lack of facilities in the Greens and hamlets in the Parish.

- *Planning for Health Services;*

Responses suggested that new activities for younger and older residents should be encouraged, whilst expressing that the existing doctor's surgery is not suitable for the existing uses. Again, suggestions were made for a new Community Hub to prevent the loss of the surgery in future.

- *Planning for Educational Excellence;*

Responses encouraged increased participation by the schools in the wider community, through the potential sharing of facilities to reflect the social responsibility of the schools. Responses also recognised the positive reputations of both Felsted School and Felsted Primary School whilst recognising the problems caused by peak time traffic. Two responses supported the re-development of temporary buildings at the Primary School.

- *Planning for an Increased Number of Visitors;*

Responses encouraged the maintenance and enhancement of footpaths and cycleways in the Parish, as well as increased provision for horse riders, cyclists and dog walks, through the provision

of a circular route around the Parish. Responses also encouraged better signage and increased parking for visitors.

- *Planning to Meet Future Housing Needs; and*

Responses here all commented on the lack of affordable housing provision in the Parish. Suggestions were made to increase provision of affordable housing, starter homes and downsizing opportunities in the Parish to encourage residents to remain in Felsted in the long term. New provision should be accompanied by associated infrastructure, whilst suggestions were made for a village self-build scheme.

- *Planning to Protect the Integrity of the Parish.*

Responses here all expressed that the unique identity and character of each of the distinct aspects of the parish should be respected and preserved, whilst there should be no development outside or current development envelopes throughout the Parish. A comment was made supporting the re-development of redundant farm and agricultural buildings for appropriate commercial uses.

A copy of the initial consultation document and the full set of responses are available at [Appendix 2](#). Businesses operating in the Parish were identified through information held by the Parish Council and invitations to a stakeholder's event on 27th April 2015 as well as the '*Setting the Agenda for Consultation*' document were delivered to every registered business in the Parish. Unfortunately there was little participation in this event, although some good connections were made and provided a useful starting point for further consultation.

Responses to the initial consultation document helped the FNPSG formulate ideas for the village open day and provided important signifiers for the issues that were important to local residents. The responses received also formed the basis for the online Smart Survey launched as part of the early consultation.

3.2 Village Open Day, 9th May 2015

Following early discussions with key stakeholders, representatives of community organisations, and internal FNPSG discussions, it was decided to hold a public open day to gather early thoughts, ideas, and comments on what the Plan should try to achieve. It was agreed that the focus of the day should be to seek comments on the strengths and weaknesses of Felsted, as well as to build links and commence full engagement with residents of the Parish, which would enable the FNPSG to decide on the priorities and objectives of the Plan.

The event was advertised throughout the Parish via noticeboards and signs on each of the Greens. Large banners were placed outside key locations advertising the open day and emails sent to the established mailing list. A leaflet designed to spark an interest in the Plan and the '*Setting the Agenda for Consultation*' document was sent to every household in the Parish (over 1200).

The event took place 10am – 3pm in the United Reform Church hall in the centre of the village. Copies of advertising and marketing information are available at [Appendix 3](#). There were 7 stations around the room inviting comments and suggestions under the Key Themes (see 3.1 above). The open day was well-attended by over 175 people, and over 500 comments were received through the use of post-it-notes left. Transcripts of the comments left at each of the 7 stations are available at [Appendix 3](#). The comments were then collated into themed documents and a synopsis / summary of the comments was written. This was also published on the NP website ([see Appendix 3](#)). A summary is provided below.

- *Planning to Protect the Historic Village Centre;*

In total, there were 106 Post It notes left under this heading, however 2 of these were concerned with the Doctors' Surgery, 2 with cyclists, and 3 in Linsells and 36 of these responses related to parking at Felsted School. These will therefore be commented upon under their respective headings. Responses were, for the majority, concerned with traffic in the village centre as well as existing parking issues. Other concerns included: the local environment, public transport and the doctors' surgery. Increased parking restrictions on Braintree Road during peak times were seen to be beneficial to the traffic issues. For the reduction of parking in general in the village centre, residents have suggested that a mini roundabout at the Braintree Road/Chelmsford Road junction would help, as well as enforced gaps in parking along Braintree and Stebbing Road to allow for passing places. The introduction of a 20mph speed limit throughout the village centre was widely encouraged, as well as the potential for speed bumps or a chicane to slow the traffic. The extension of the double yellow lines along Stebbing Road was also supported. Residents also believed that the provision of extra parking in the village centre would be beneficial and that pedestrians should be given higher priority.

- *Planning to Provide Village Amenities;*

In total, there were 99 Post It notes left under this heading, however 48 of these were relating to the Doctors' Surgery so will be commented on under that heading. Residents on the whole commented on the fact that parking in the village centre, which ultimately enables residents to use the village amenities, is underprovided. They also felt that existing shops and businesses, in particular the tea rooms, Linsells and the pubs in the Village Centre should be supported and protected. Residents expressed that they would like increased bus services, although this isn't within the remit of the Neighbourhood Plan. The under provision of toilet facilities in the village was also an issue.

- *Planning for Health Services;*

In total, there were 87 Post It notes left under this heading, and 48 responses left under separate headings. Residents were largely concerned with appointment availability, opening hours and staff levels, which are not within the remit of the Neighbourhood Plan. Villagers seemed to be wholly supportive of the suggestion to move the Doctors' Surgery to larger premises, for example the former Edward's House site. It was believed that if the Surgery was able to move to larger premises, other issues, for example those mentioned above (appointments, opening hours and staff) would be solved in turn. Residents believe that this would allow the Surgery to improve and expand services also. For ease of access, some residents suggested that the Doctors' Surgery move away from the centre of the village entirely in order to ease traffic within the HVC. Parking issues at the Surgery were another issue, residents expressed that they would like to see more parking provision for the Surgery. Again, it was acknowledged that if the surgery were to move to larger premises, parking provision would also increase. Alternatively, some residents suggested that the green space outside the front of the Surgery be converted into extra parking spaces.

- *Planning for Educational Excellence;*

In total, there were 49 Post It notes left under this heading, as well as 36 responses left under the HVC heading. Residents left a wide range of comments around education that centred mostly on parking issues, integration, expansion and communication. Focussing mainly on Felsted School parking, congestion, and speeding problems within the village, suggestions for improvement were varied. Respondents believed that a "park and walk" system for Felsted School pupils on the outer edges of the village would dramatically improve the traffic congestion within the village centre, and that Felsted School should provide more parking. In addition, communication between the various schools and organisations within the parish, for example the Parish Council could be improved. Any expansion to housing provision within the parish was understood to have an impact on the Primary School, and therefore it was believed by some residents that if housing were to increase, then the provision of school places should also be expanded. The use of Felsted School facilities by the wider public was also a reoccurring topic. Also, residents believed that the School could do more to improve relations between them and the rest of the village. Again, parking provision at Felsted School could

be increased and some residents suggested that there should be no right turns across Braintree Road into the School premises.

- *Planning for an Increased Number of Visitors;*

In total, there were 71 Post It notes left under this heading, and two from the HVC heading. By far the biggest concern of residents was that if visitors were to be encouraged, then parking provisions should be increased within the Parish. Many residents suggested that there be a hub/stop off point for cyclists in the village which provides cycle racks, a tea room and public toilet facilities. In terms of the footpath and bridleway networks, residents expressed that they should be better maintained and that signage for them could be improved. In particular, residents felt that the Flich Way was being underused, and access to this from within the Parish should be increased as this would then allow visitors to link up with Rayne and beyond. Some residents expressed that presentation of the HVC could be better and that litter picking should be encouraged.

- *Planning to Meet Future Housing Needs; and*

In total, 115 Post It notes were left under this heading; however 19 of these were concerned with Village Integrity and will be addressed below. 4 Post It notes from Parish Integrity have also been included in this synopsis. More affordable housing in the parish was a high priority for residents, who also believed that increased housing provision within the village should be for local people. Smaller houses, starter homes and provision of housing for the elderly, like flats and bungalows occurred frequently. Residents also felt that smaller housing developments of around 5 – 10 houses would be a better fit for the parish. Any increase in housing stock in the village should come hand-in-hand with increased provision of doctors' facilities and school places. Some residents also felt that there should be better protection of wildlife if housing stock were to increase. In addition, residents felt that development should be on the outskirts of the parish, and that building within the parish should address the needs of the residents. An increase in sheltered housing facilities for the elderly was also a priority.

- *Planning to Protect the Integrity of the Parish;*

In total, 78 Post It notes were left under this heading, however 4 of these related to Housing and have been addressed above. 19 Post It notes from Housing have also been included in the synopsis below. Overall, residents expressed that they would like to maintain the character of the Parish. Mostly the comments surrounded keeping the green spaces between each of the different hamlets/greens in the parish. Residents wanted to maintain the distinction between different areas of the parish as well as keeping the parish boundary very distinct. There were concerns over merging with neighbouring parishes and therefore keeping the green spaces around the edges of the parish was a high priority. The different greens were seen to be important to the rural character of Felsted and residents believed that these also prevented the village from becoming a small town. Residents also expressed that they wanted to protect the wildlife in the village. Green corridors surrounding the parish were supported. In addition, any new homes in the parish should be in keeping with the parish identity. Overall, Felsted's rural character and unique "Green" system was deemed to be very important to residents.

One aspect of the event was also to establish which of the Key Themes were most important to the Parish. To this end, a token voting system was introduced, where attendees received 2 x green tokens (somewhat important as an issue), and 1 x red token (most important as an issue) and were asked to place their tokens in boxes labelled with the 7 Key Themes. The results signified that Planning to Protect the Integrity of the Parish was the most important theme to the those that attended. Full details of the token voting system are available at [Appendix 3](#).

Following the Open Event on 9th May 2015, a Smart Survey was launched via the NP website, which asked further questions regarding the emerging issues. The Smart Survey was live between 9th May

and 23rd August 2015 and 25th January 2016 and 23rd August 2016. In total, **68** were received. The results and analysis can be found at [Appendix 3](#).

The online Smart Survey largely built on previous discussions had at the village open day as well as the wider set of comments made during the early consultation. Traffic and parking issues remained an important concern, whilst it was further re-iterated that facilities and services in the village were of huge importance and value to the community. Respondents to the Online Smart Survey also supported increased provision of community facilities and the enhancement of our footpaths and cycleways. The results also demonstrated that the Schools were important assets to the Parish.

3.3 Involvement of Key Stakeholders

The Parish Council, as the Qualifying Body for the purposes of neighbourhood planning, was kept updated via the members of FNPSG that were also Parish Councillors and also through the attendance of the Chairman at Parish Council meetings. The Chairman also presented at the Annual Parish Assembly 26th March 2015 ([link](#)), 28th April 2016 ([link](#)), 13th April 2017 ([link](#)), 26th April 2019 ([link](#)) and 21st March 2019 ([link](#)) to provide an update on the progress of the Plan.

Felsted is a unique Parish that benefits from high-quality educational and valued community facilities, something identified at an early stage in the Plan process. For example:

- Felsted School, an independent school for children between 4 and 18;
- FKS (since closed) provided private primary education;
- Felsted Primary School, rated by Ofsted as an 'Outstanding' School;

- Felsted Memorial Hall
- Holy Cross Church
- United Reform Church
- Felsted British Legion
- Felsted Doctors' Surgery

It was important for the Steering Group to have dialogue and conversations with key organisations at an early stage. Thus, they were invited to the FNPSG meeting of 9th February 2015 to discuss their active involvement in the NP project. The representatives in attendance all expressed interest in the project and pledged their ongoing support and involvement, see FNPSG Minutes 09/02/15 ([link](#))

3.3.1 Uttlesford District Council

The extant Local Plan for the purposes of the Basic Conditions remains the adopted UDC Local Plan of 2005 although the Felsted Neighbourhood Plan has been prepared within the framework of the Saved Local Plan policies from 2005 *and* the emerging strategic policies of the new Uttlesford Local Plan. UDC have been drafting their new Local Plan for some time (elements of the Plan were found unsound by an Inspector in 2014), but the Plan has yet to be adopted (Regulation 19 Stage (November 2018)). The Local Development Scheme for Uttlesford states that the new Uttlesford Local Plan is set to be adopted in spring 2019 following hearing sessions anticipated in the summer of 2018.

It is noted that, whilst the Felsted Neighbourhood Plan Steering Group (FNPSG) has continuously sought to work with Uttlesford District Council to ensure that its work aligns with the emerging UDC Local Plan, the lack of a formally adopted Local Plan has created some difficulties and uncertainty, though there have been continued discussions with UDC planning officers to seek their advice on the emerging Local Plan and to ensure that the draft Neighbourhood Plan is in general conformity. The Steering Group has sought to ensure that the Neighbourhood Plan, if made before the adoption of the Local Plan, does not become out of date, in line with Planning Practice Guidance and other

guidance issued by the Secretary of State¹. Further details of Felsted Neighbourhood Plan's general conformity with the strategic policies in the Local Plan are provided in the Basic Conditions Statement.

Uttlesford District Council, to support neighbourhood plan preparation across the district, appointed Rachel Hogger of Modicum Planning to act as a liaison between UDC and neighbourhood planning groups, as well as to provide planning advice and support in more general terms. Rachel has been instrumental in supporting the FNPSG to translate all of the views expressed to us throughout our consultation and engagement work into concrete planning policy.

3.3.2 Local Schools as Stakeholders

Through the consultation and engagement work in the early period of the Plan preparation, it was decided to conduct surveys to ascertain key intelligence from several of the key stakeholders. FNPSG decided to conduct surveys with each of the Parish's three schools (Felsted School, FKS, and Felsted Primary School) during 2015 to gather information on catchment areas for both staff and pupils, as well as travel patterns. Surveys were designed and sent to the administrative teams of each school. Due to the closure of FKS in 2015, it was recognised by the Steering Group that they were unlikely to receive a response from them. Copies of the data collected are detailed at [Appendix 4](#).

The surveys demonstrated that the schools are valuable assets which provide vital educational facilities but they are also major source of local employment, for example Felsted School employs over 150 people who live in the Parish. The data collected combined with comments expressed through early consultation work expressing strong support for the ongoing sustainability and provision of school facilities in the Parish meant that the FNPSG have sought to involve the schools in the drafting of the Plan, both as important key stakeholders and through the Policies in the Plan. The schools have also been kept informed of progress through meetings with the Steering Group and in writing. They have also kindly provided rooms and facilities for engagement events for the NP, for which the Steering Group is very grateful.

3.3.3 Doctors' Surgery

Similarly, through the identification of the doctors' surgery as a vital community facility and valued asset, a doctors' survey was designed to ascertain average usage of the surgery and dispensary. The data showed that over 2,500 people were registered as patients at the surgery being served by 4 GPs, 4 Nurses and 10 members of support staff. The services offered (GPs, Nurses, Reception and the Dispensary) were seeing over 200 patients per day. The data collected is provided at [Appendix 5](#).

To further understand the travel patterns and the opinion of patients, a survey was written and left at the reception desk of the surgery. Reception and dispensary staff were asked to encourage visitors/patients to complete the survey form whilst waiting for appointments. The survey was undertaken across a period of two weeks, 18th May – 31st May 2015 (one week being a "school" week, one being a "holiday" week to enable us to understand the impact of term time). The survey generated 195 responses, copies of the survey form and full details of the responses are detailed at [Appendix 5](#). The surveys again re-iterated comments made during early engagement work done for the NP in that the surgery was considered to be a vital asset to the local community. Issues were raised regarding parking provision outside of the surgery.

Throughout the early consultation and engagement period of preparing the NP, it became very clear that the community strongly wished to see the surgery and the associated services provided remain

¹ Neighbourhood Planning, Written Ministerial Statement December 2016 (<https://www.parliament.uk/business/publications/written-questions-answers-statements/written-statement/Commons/2016-12-12/HCWS346/>)

in the Parish. There were serious concerns raised about the long-term sustainability of the surgery and dispensary in the current premises. Similar to the local schools, the surgery was seen as an important local stakeholder, and again the FNPSG sought continued participation by the surgery in the preparation of the Plan. To this end, partners were kept informed of progress emerging ideas via letter and through meetings with the Steering Group.

3.4 Traffic Survey

Traffic issues in the Parish were identified in the early stages of the Plan preparation process. Traffic was also a significant issue raised through the public consultation undertaken to date, and comments on parking, peak-hour traffic and movement through the Parish were evidently a prime concern. To further our understanding of traffic and movement issues, the FNPSG devised a traffic survey. 20 volunteers were recruited to undertake the survey on 19th October 2015. The volunteers were briefed and supplied with information and survey sheets and were scheduled to conduct the survey at key locations considered to be “pinch points” in movement of traffic through the Parish. Results from previous traffic and travel surveys undertaken by UDC were used for comparative purposes.

Some conclusions from the traffic survey:

- 76% of inbound Chelmsford Road traffic turns right into the village centre and 73% of inbound Station Rd traffic continues into or through the village centre. Turning movements are impeded by parking on the north side of the Braintree Road, east of the bus stop.
- Comparison with earlier surveys suggests that traffic has increased by 25% since 2007.
- At Watch House Green 20% of outbound traffic used the restricted access slip-road to the North of the Green outside Felsted Primary School. Whilst an offence and unwelcome to residents, this does relieve pressure on the junction and bus stop area.

It seems that a major cause of the congestion in the Prep School / Stebbing Road area is cars parked in the vicinity of Bakers Deli, restricting the road to one half of the carriageway, and by inconsiderate parking in Stebbing Road. The resultant queueing impedes those exiting the Prep School and Stebbing Road leading to further queueing for entry to both.

- It has to be recognised that road traffic will increase over the period of the Plan and that parents and commuters will only be deterred from driving into the village if an easier alternative is available to them.

A survey of the village centre car park found at Bury Chase was undertaken on 22nd December 2015 and again on 11th February 2016 to determine availability of spaces and the impacts of this on on-street parking at the junction of Braintree Road, Chelmsford Road and Station Road. Conclusions drawn were:

- The survey of available public parking spaces and purpose of visit shows that there is little capacity at the top of Station Road for shoppers out of term time and often none during term time, but that some of the existing capacity is used for medium- and long-term parking. The availability of on-road parking, whilst convenient for shoppers, does contribute to reduced traffic flow at peak times but has little effect otherwise. If on-road parking were restricted, the main car park would be at capacity for much of a weekday (unless Linsells was to move). Space availability has improved as a result of FKS staff no longer taking places but at times shoppers were deterred from visiting Linsells by a lack of parking spaces.

The survey and results are detailed at Appendix 6.

For the Steering Group, it was important to take up traffic and transport issues as part of the Plan preparation process, as this was clearly a main cause for concern amongst residents. To allow us to fully consider how we might address such concerns, it was critical to fully understand what the issues were. The results of the traffic survey confirmed that when considering options for the Plan, the implications for traffic issues would have to form a central part of our thinking. Traffic has therefore been a critical component of the preparation of the Plan and the objectives that we have sought to meet.

3.5 Focused Workshops on Key Themes

To build on comments made through the engagement work undertaken so far. The Steering Group decided to host focused workshops on the 7 Key Themes to understand further the thoughts, concerns and ideas of local residents. Themes were divided up to make the sessions manageable, and dates were set for the workshops:

- 27th August 2015: Planning to Protect the Historic Village Centre, Planning to Provide Village Amenities
- 26th September 2015: Planning to Protect the Integrity of the Parish, Planning to Meet Future Housing Needs
- 24th October 2015: Planning for an Increased Number of Visitors, Planning for Health Services, Planning for Educational Excellence

The workshops were attended by over 200 people across all 3 dates, with attendees asked to sit in groups associated with where they lived in the Parish. The FNPSG presented the comments made to date on the emerging themes, including the results of the online Smart Survey and discussions were encouraged through the use of work sheets on each table. Comments were also invited through the use of post-it notes left on tables. A token survey was also used on the 26th September workshop to determine preferred types of housing provision in new developments which demonstrated that affordable housing, starter homes and opportunities for the elderly to downsize were most preferred (see [Appendix 7](#)).

Where specific facilities or stakeholders were likely to be part of the discussions taking place, representatives were invited to the relevant workshops. Two representatives from the doctor's surgery and a representative of NHS England attended the Planning for Health Services workshop, and representatives from the schools attended the Planning for Educational Excellence workshop.

The comments left under the "Planning to Meet Future Housing Needs" theme demonstrated the need for further technical work to be undertaken by the FNPSG to provide objective evidence for the Plan and to inform the Policies in the Plan at a later date. To this end, the Steering Group commissioned the RCCE to undertake a Housing Needs Survey (see 3.7, below).

The workshops facilitated some useful and insightful comments about the direction of travel of the FNPSG and summaries of the comments made at the workshops are provided at [Appendix 7](#). The Steering Group felt that following the extensive amount of consultation done in 2015 and 2016, they understood the opinions of residents regarding the 7 Key Themes. We also felt that we were beginning to get a clear idea of the direction of travel for the Plan and the priorities that it should seek to address. All of the data and comments collected so far became the basis for the Policy Options documents, see section '5. Drafting the Plan', below.

3.6 Estate Agents Survey

In order for the FNPSG to understand local housing market conditions, a survey of local estate agents known to be marketing properties in Felsted or to have strong local connections with the area was designed. This work was undertaken in March 2016 to support the Housing Needs Survey work being undertaken by the RCCE. Questions were asked about demand for properties for sale and

rent, the size, range and types of properties in demand, who the prospective purchasers were, and where they came from, and what particular characteristics of Felsted were attractive to prospective buyers. The survey was sent to 16 estate agents in Felsted, Great Dunmow and Chelmsford. Due to a low response rate, follow up phone calls were made to those agents who hadn't responded, and the questionnaire used as a script.

Responses demonstrated that demand for housing in the Parish far outstrips supply, with the primary demand being for 3 – 4 bedroom family homes. There is also strong demand for downsizing properties (which, in turn, would free up some of the larger houses). The high-quality education provision (both Felsted School and Felsted Primary School having outstanding reputations), combined with the attractiveness of village life and provision of local amenities were deemed to be key drivers of demand. There was also a reputational driver of there being “kudos” behind having an address in Felsted, due to its reputation.

A copy of the results are available at [Appendix 8](#).

3.7 Housing Needs Survey (RCCE)

Following discussions through the workshops and earlier consultation about the level of housing development in Felsted and how we might address that in the NP, the FNPSG commissioned the Rural Community Council of Essex to conduct an objective and independent Housing Needs Survey. The FNPSG worked closely with the RCCE to produce the survey so that it reflected the particular characteristics of the Parish as a whole. The aim of the survey was to assess the existing and projected housing needs of local people.

Surveys were sent to every dwelling in the Parish in January 2016. The survey pack included a covering letter, a questionnaire and a freepost return envelope to make it as easy as possible for respondents to return their forms. The closing date for the survey was 21st February 2016.

In total, 1085 anonymous Housing Needs Surveys were distributed, 347 were completed or partially completed and returned to the RCCE, showing a response rate of 32%, 7% higher than the county-wide response rate. The results demonstrated a **local need** (as opposed to wider market demand, discussed at 3.6, above) for:

- 12 units for the open market;
- 3 units for shared ownership;
- 14 units for affordable housing; and
- 1 starter home

Copies of the original Housing Needs Survey, covering letter and results are available at [Appendix 9](#). The Housing Needs Survey forms a key part of the NP Evidence Base and has been used to inform and provide evidence for the housing policies of the Plan.

3.8 Youth Survey

It was recognised by the Steering Group that the life of the Plan could be up to 20 years, and that engagement with younger people in the process was crucial. After all, the content of the Plan would affect young people and would have ramifications for their life in the parish in the long term. One of the issues from initial consultation was that many of the parish's younger people were being priced out of feasibly remaining in the village through their early adulthood. The affordability of Felsted compared to the surrounding areas was well-known colloquially, and addressed further through the Estate Agent's Survey (see 3.6, above). The FNPSG decided to try to engage with younger people through a Youth Survey.

This was based on the Youth Survey undertaken through the preparation of the Felsted Parish Plan (NP Evidence Base document, [link](#)).

The Youth Survey was conducted by mail out alongside the RCCE Housing Needs survey, and further copies were made available on the website should households with more than one child wish to send further responses. 56 responses were received, 19 of the respondents expressed an interest in potentially becoming involved in a Youth Council project with the Parish Council. Full details of the survey and responses are provided at [Appendix 10](#). The survey demonstrated that respondents liked the countryside setting of Felsted and enjoyed the accessibility of local amenities which are well used. Issues raised were regarding the lack of opportunities and volume of traffic. Respondees stated that they would like an increase in provision of local sports facilities and other amenities in the Parish, as well as the opportunity to live and work in the Parish in future. The Steering Group has used the views expressed in the Youth Survey to inform the long-term strategic thinking behind the NP, with recognition that the Plan period will cover 20 years.

3.9 Presentation of Results: The Story So Far

To keep the local community “in the loop” with the progress being made on the Plan, and all of the evidence gathered to date, the Steering Group hosted a presentation day on 14th May 2016 to give an overview of the results gathered so far. It was important for our local residents and other stakeholders to see that although the neighbourhood planning process is a long process, good progress was being made and the Steering Group was starting to build up a robust evidence base to act as a solid foundation for the Plan.

The results of the Housing Needs Survey, the Youth Survey, Estate Agents Survey and a discussion of the emerging Community Hub project were presented to attendees through a power point presentation.

Following the UDC consultation on SHLAA sites and housing need at a district-wide level, the Chairman wrote to the Chairman of Felsted Parish Council to provide an update on the progress of the Plan, as well as to provide a summary of consultation and engagement work undertaken to date. A copy of the letter can be viewed at [Appendix 11](#).

3.10 Heritage and Character Assessment

Although Felsted is a single Parish, it is made up of the historic village centre (HVC) and 13 Greens and hamlets of varying sizes. Each of these areas has a distinct character, which was recognised early in the Plan’s preparation through the Green Leaders network. In order for the Plan to fully represent these distinct areas, the FNPSG decided to undertake a heritage and character assessment of the whole Parish. To facilitate this, it invited the participation of the Green Leaders to take responsibility for the early work on this piece of evidence.

Over the course of 2016 Green Leaders were briefed on the principles of a character assessment and were tasked with preparing individual assessments of each of the areas of the Parish. These are detailed at [Appendix 12](#). A key opportunity for parish-wide participation in the preparation of the Heritage and Character Assessment was the drop-in session held on 14th January 2017. The FNPSG sourced maps of the parish dating back to 1838 and invited local residents to view and comment on the ways in which the parish has changed over time. Residents helped to identify old buildings integral to the heritage of Felsted and changes to routes and roads throughout the parish. The maps have been adopted by the Parish Council and now contribute to the historic record of the Parish.

To support the work on the local Heritage and Character Assessment, FNPSG applied for technical support through the Locality Neighbourhood Planning programme. Locality provided support through planning consultants AECOM which produced a fully-comprehensive and detailed Heritage and

Character Assessment, which is a fundamental aspect of the Evidence Base supporting the Neighbourhood Plan.

The AECOM Heritage and Character Assessment was adopted by the FNPSG as part of the evidence base and has been used to underpin the Integrity, Character and Heritage chapter and policies of the Plan. This was a valued piece of technical work and has provided a critical piece of evidence, as well as providing a thorough contextual analysis of Felsted's rich history. The Heritage and Character Assessment and is found at [link](#).

3.11 Communications and Participation

It was important for the group to keep in regular contact with residents through the lengthy preparation of all of the evidence to support the Plan. To this end, regular updates on progress were provided on the NP website, articles in the regular Felsted News produced and distributed by Felsted Parish Council and the newsletter distributed by Holy Cross Church. The FNPSG "Lines of Communication" diagram was also designed at an early stage and made available on the website.

See Appendix 13.

Through consultation events, concerns were raised by local residents about their ability to participate in the function and work of the Steering Group. To address these issues and to demonstrate the open nature of the Steering Group, the format of Steering Group meetings was altered to provide time at the start of each monthly Steering Group meeting for residents to participate in a public forum. This change in protocol was enacted in January 2016 and since then residents have been able to actively participate in Steering Group meetings.

Interested parties have also been able to submit comments via the Felsted Neighbourhood Plan website and we have received and responded to individual comments as appropriate. These have been discussed at the monthly Steering Group meetings under a specific Agenda Item "Correspondence".

A Reference Forum for the NP was established in September 2017 to provide a critical eye to the ongoing work on the Plan, and to provide the opportunity for members of our community to be more heavily involved in the Community Hub project (Felsted NPSG Minutes 17/108 [link](#)). A meeting to commence the Reference Forum was held on 29th September 2017 with 6 people in attendance. There was a general discussion of the progress of the NP so far, and it was resolved to keep in regular contact.

4. Community Hub

Throughout the extensive consultation work undertaken between 2014 and 2016, it became increasingly clear that some of our most valued assets in Felsted could potentially be lost due to becoming unviable in current premises. Through ongoing discussions with the Doctors Surgery and Dispensary, the Memorial Hall and the Village Shop, it became clear that a combination of factors, including the impact of traffic in the HVC, overstretched resources and uncertainty, threatened the ongoing viability of the range service provision in Felsted.

It became evident through informal discussions with key stakeholders that there was an opportunity for the Felsted Neighbourhood Plan to deliver a solution to help to ensure the long-term sustainability of the services that are evidently so dear to our community. The consultation undertaken demonstrated that the local community were in favour of potentially re-locating some of the facilities in Felsted to an alternative location which would serve to solve identified issues of traffic management, the doctors surgery being stretched to capacity in current premises, the threat of closure of the dispensary attached to the surgery, and the village shop and Post Office being constrained by location (in a Listed Building) and the level of parking in the centre of the village at the junction of Braintree Road, Station Road and Chelmsford Road.

This idea quickly gathered momentum, and resulted in the idea of a new **Community Hub** for the parish, incorporating a new community hall, doctors' surgery, community pharmacy, village shop and post office, and some affordable housing or starter homes. The Steering Group opted to take this up as being one of the defining aspects of the Felsted Neighbourhood Plan. Over the course of 2016 and 2017, meetings and discussions were had with the key stakeholders (the West Essex Clinical Commissioning Group, John Tasker House Felsted Surgery, the dispensary, the Memorial Hall Committee and Linsell's of Felsted).

To establish potential options for the re-location of services into a new "Community Hub", the Steering Group commissioned the Strutt and Parker consultancy to investigate possible sites and make recommendations. The resultant report and details of preferred options are part of the Evidence Base for the Neighbourhood Plan and available [at Appendix 14](#). Submissions were invited from the landowners of the identified options for consideration by the Steering Group.

Whilst the Steering Group went about compiling evidence, options and further technical work to progress this project, updates were provided to local residents via the website in 2016 and 2017 ([link](#)). The Chair of the Steering Group also produced a video to explain the Community Hub idea to the local community: ([link](#)). It was recognised by the FNPSG that a project such as this would necessitate significant financial backing from a variety of sources, and it was important to be realistic with the community about ways in which the project could be funded.

The Steering Group considered the evidence provided by the Strutt and Parker report and also local knowledge of the merits of the potential options as well as thinking beyond the NP to the delivery of such a project by looking at funding options for the new Community Hub.

The preferred site for the new Community Hub was behind the existing Memorial Hall as this would provide a sustainable central location for the development and had scored well in the Strutt and Parker report. However, attempts to make contact and build a relationship with key stakeholders proved difficult and ongoing conversations with the Surgery had indicated that they were involved in informal conversations with the landowner of an alternative site in the parish. Although the delivery of a Community Hub has been the core goal of the Steering Group, our efforts were quickly overtaken by changing circumstances and we were unable to secure sufficient support for key stakeholders. It may have been the case that if the SG had had more time, we may have been able to secure a suitable site, however proposals for new housing development continued to be submitted and the SG considered that the Community Hub proposals would have to be reluctantly abandoned. Focus then shifted to progressing the Plan through the process as quickly as possible

to give certainty to residents and ensure that we had as much say over future developments as we could. This was communicated to residents by an update to the website and by two village meetings on 13th and 14th April 2018. The [slides](#) and [speaking notes](#) were also made available online.

5. Drafting the Plan

Following the 3 workshops held in 2015 (see 3.5), the Steering Group established a weekly working group to begin turning all of the views expressed and issues raised by the local community into robust policies for inclusion in the Neighbourhood Plan. It was recognised that the monthly formal Steering Group meetings were providing a good structure for the group, but did not offer enough scope to make significant progress. As the agenda of the group became more complex, the weekly (and sometimes twice-weekly) meetings provided a useful way for the group to make progress on the NP itself. Owing to the sensitive nature of some of the proposals, two members of the FNPSG recused themselves from the working group in September 2017 to avoid any potential conflict of interests. This was communicated widely to the local community via the website, with an update provided by the Chairman.

To commence work on comprehensive policy documents, evidence reports were prepared to summarise all of the comments made throughout the consultation undertaken (see Appendix 15). By using the evidence reports which provided all comments made, it ensured that the feedback from our community to all of our consultation became the starting point for drafting the Plan. To address the significant volume of comments and suggestions made for inclusion in the NP, Policy Options documents were prepared, with help by Rachel Hogger, where the group identified whether or not the Felsted NP could address the issues raised, potential sources of evidence, and successful examples of neighbourhood plan policies elsewhere. Work on the Policy Options documents continued throughout 2016 and 2017 in parallel with work done to progress the Community Hub. Early drafts of these Policy Options documents are provided for reference at Appendix 15.

Through continued consideration of the issues raised throughout 3 years of consultation and engagement work, it became evident to the FNPSG that the work streams pursued to date on the 7 Key Themes had the potential to become repetitive as they were very much intertwined. To address this, the 7 Key Themes were revised into 5 new work streams to underpin the Plan and provide structure:

- *Planning for the Historic Village Centre*
- *Planning a New Community Hub (incorporating the Planning for Health and Village Amenities themes)*
- *Planning to Meet Housing Need*
- *Planning to Support Education*
- *Planning to Protect the Integrity of the Parish and the Environment*

This revised structure was communicated to the village via an update in March 2017 ([link](#)).

In order to progress the Plan, Rachel Hogger provided direct support through this critical stage, and helped with the preparation of the Felsted Policy Intentions. The Policy Intentions work represented the first set of concrete proposals for the Felsted NP and reflected over 3 years' of work to progress a neighbourhood plan for our parish.

The Policy Intentions were presented over the course of a weekend at Felsted Primary School on 7th and 8th July 2017. Over 150 people attended the event which represents the level of interest sustained in the Plan throughout the course of its preparation. The Chairman presented the Policy Intentions, and comments were invited on the direction of travel.

The presentation slides from the event, alongside speaking notes, a presentation summary and a summary of the key points made, were provided via the website (see Appendix 16). Comments made regarding our direction of travel were invited through the use of post-it notes and through discussions with members of the Steering Group. To gather wider views on the Policy Intentions a second survey monkey was launched which received only 26 responses, see Appendix 16 for a copy of the survey and analysis of the results. The results of the survey show broad agreement for the direction of

travel, and the SG were given comfort that the emerging neighbourhood plan was on the right track. Open text comments made through the survey were addressed by the re-drafting of the Plan. Following the event, the FNPSG then set about addressing issues raised by re-drafting the Plan in preparation for the launch of the formal Pre-Submission Consultation.

6. Housing Development Proposals

Over the past 20 years there have been over 200 new dwellings built in the Parish and additional dwellings on the edges of the Parish. We have always been clear that saying no to new development is not an option. In the same way that our emerging ideas for the development of a new Community Hub were overtaken by circumstances, circumstances regarding the Local Plan and housing targets for the whole district have given rise to the need for us to address new housing development in the Parish through the preparation of the Neighbourhood Plan.

In October 2017, Central Government published a consultation document entitled “Planning for the Right Homes in the Right Places”. This document set out a new methodology for calculating Objectively Assessed Need (OAN) and established new housing targets for every Local Planning Authority in the country. The figures for Uttlesford projected an OAN figure considerably higher than had been anticipated and led to a re-consideration of the Local Plan allocations and housing distribution across the district. Before this, Felsted had been categorized as a Type A Village and therefore no new housing developments were being proposed in the draft Local Plan. However, the new higher target caused UDC to re-consider this approach and revisit the Strategic Housing Land Availability Assessment (SHLAA) in order to find further sites to meet the higher target.

In order to maximize the benefits for Felsted and enable the local community to have a greater say in how new housing is delivered in the Parish, the Steering Group set about including housing allocations in the Felsted Neighbourhood Plan. It was agreed with UDC that in the absence of providing a housing target for Felsted, the Neighbourhood Plan would be the driving force in identifying sites for new housing development in the Parish. Sites were considered based on SHLAA Submissions and additional assessment by the Steering Group. Ongoing informal consultation with UDC regarding an indicative target and work undertaken by Rachel Hogger on rationale and methodology resulted in agreed figure for the plan period of 63 new dwellings. Details of the site assessment and selection process are provided in the submission for the Plan and available on the Neighbourhood Plan website.

In addition to Local Plan assessment criteria, it has been critical for the Steering Group to secure community benefit through any new development in order for developments to secure the support of the local community. In this regard, positive working relationships have been established between the Steering Group and landowners/agents for the preferred sites in order to work collaboratively to bring forward proposals that benefit the Parish as well as new housing. Support for development of the 2 sites has been conditional on community benefit being delivered in line with the development. Two of the biggest concerns, highlighted throughout all of the consultation and engagement undertaken in preparing the Neighbourhood Plan have been the traffic congestion around the Primary School and ensuring that there continues to be a Doctors’ Surgery in the Parish.

Both of the sites proposed for allocation are capable of solving two of the major concerns in the Parish, as well as delivering continued community benefit as the assets will be owned by the Felsted Community Trust. Both sites also offer a partial solution to the issue of being able to deliver a new Community Hub for the Parish. It is in this way that the Steering Group has sought to address many of the concerns raised throughout the preparation of the Neighbourhood Plan. At the village meetings in April 2018, this change of direction was communicated to the Parish. It was highlighted to residents that although new housing development is largely unpopular, the Plan must contribute to the achievement of sustainable development and cannot be used to stop development from taking place. The proposals that have been drafted provide significant opportunities to improve the sustainability of the Parish, secure continued community benefit whilst also meeting housing needs. Ongoing consultation with landowners/agents and with UDC fed into the preparation of the Pre-Submission Draft Felsted Neighbourhood Plan.

7. Pre-Submission Consultation (Regulation 14)

The Steering Group were keen to have a robust yet ambitious Plan which would clearly articulate the ways in which our community would continue to enjoy our highly valued environment and heritage, but also supported future sustainable development to suit the needs of our community and to deliver on our vision to secure the future of our valued community facilities, alleviate traffic issues surrounding the Primary School and protect our heritage.

7.1 The Consultation Period

The Pre-Submission Consultation, to meet the requirements of Regulation 14 of the Neighbourhood Planning (General) Regulations (2012) (as amended), took place between Monday 23rd July and Friday 21st September 2018. The Plan and supporting documents from the Evidence Base were made available on the website and copies provided in Linsell's, the Parish Council Office, the Chequers Public House and Andersons Estate Agents for viewing.

A summary note covering the headlines of the Plan, details of where to find further information, and a questionnaire were sent to every address in the Parish. Notification was sent to our mailing list and posters placed on notice boards and the Greens throughout the Parish, including details of how to comment. An advertisement was also published in local newspapers. The Pre-Submission draft Plan, summary note, questionnaire and marketing material are available at [Appendix 17](#). The opportunity to comment online was also provided via Survey Monkey which resulted in 33 responses.

To support the Pre-Submission Consultation, 7 open events were held on throughout August and September to provide the opportunity for residents and businesses to gather further information or ask questions to the FNPSG before submitting comments. Approximately 85 people attended across the all of the drop in events and overall feedback on our proposals was positive. There was understandably some concern expressed regarding the proposals for new housing development.

The Plan was also sent via email, where possible, post where not, to statutory consultees and the wider group of identified stakeholders, including UDC as the Local Planning Authority. Uttlesford District Council also posted the information relating to the Pre-Submission Consultation on their website: <https://www.uttlesford.gov.uk/felstednp>

See [Appendix 17](#) for the full list of stakeholders and recipients of the Pre-Submission Plan.

7.2 Feedback from the Pre-Submission Consultation

From residents and local businesses approximately 50 responses were received via the questionnaire, the Survey Monkey and by written submission. The results demonstrated an overall support for the Plan with each of the policies receiving a “strongly agree” and “agree” response by the majority of survey respondents. A full breakdown of the results in relation to each policy is available at [Appendix 18](#). The Survey Monkey also provided the opportunity for comments to be made on each policy. These comments have been considered by the Steering Group and responded to as appropriate. This is available at [Appendix 18](#). Overall, there were over 250 individual comments left as part of the Survey Monkey form. The comments can be summarised as follows:

- General support for the Plan and the policies
- Concerns over the level of traffic
- Concerns over the proposals for new housing development and the relationship to the Local Plan
- Concerns regarding the impact of development, in particular regarding the doctors' surgery and the village shop

In response, the Steering Group have consolidated the evidence to support the proposed housing land allocations into one document, setting out the reasons for allocating sites for housing development and how the proposals relate to the Local Plan and the long-term future of our parish. The majority of the comments made through the Survey Monkey are considered as observations on the Plan rather than requests for changes to be made to the document.

From the wider group of stakeholders, we received 11 more detailed representations. In order to address these, the FNPSG prepared a grid to break down the comments made, the response of the FNPSG to such comments, and resultant actions and modifications made to the Neighbourhood Plan. This is provided at [Appendix 18](#). The comments from the detailed representations focused largely on making improvements to the clarity, consistency and accuracy of policy wording. In respect of representations made by Uttlesford District Council and Essex County Council, the SG took all of the comments on board and made changes as appropriate. Additionally, representations were received by the developers of the two housing sites. The comments of both developers were taken on board and changes made as appropriate. The SG were keen to maintain a parity across both allocations so the wording has been kept similar for each proposed housing site as far as is possible.

In summary, the Pre-Submission Consultation demonstrated an overall support for the Neighbourhood Plan. The consultation helped us to consider where further work was required and modifications to make to the Plan. We have sought to address all of the concerns raised. There was a clear acceptance of our direction of travel and overall support for the proposals in the Plan.

8. Conclusions

In preparing Felsted's NP, the Steering Group has consistently ensured that residents and other stakeholders have regularly been consulted, their comments noted and, where appropriate, incorporated into the Plan as it evolved. Our consultation efforts have been extensive, inclusive and open towards the views of our community and the wider group of stakeholders.

We believe we have delivered a Plan that successfully addresses many local concerns and issues whilst ambitiously trying to achieve a long-term legacy and sustainability for our Parish. It is a Plan that we are immensely proud of, and meets our initial motto of '*respecting our heritage*' whilst '*defining our future*'. It could not have been achieved without the active participation of and engagement with our local community and without the tireless efforts of the Steering Group.

9. Consultation Statement Evidence File

Appendix 1 – Getting Started

1. Green Leaders NP Briefing
2. Felsted NP Constitution
3. Felsted Neighbourhood Area Designation Report
4. Felsted Neighbourhood Area Map

Appendix 2 – Setting the Agenda for Consultation

1. Setting the Agenda for Consultation Document
2. Setting the Agenda for Consultation Results

Appendix 3 – Public Meeting 9th May 2015

1. Leaflet 9th May Event
2. Poster 9th May Event
3. Post It Notes – Historic Village Centre
4. Post It Notes – Amenities
5. Post It Notes – Health
6. Post It Notes – Education
7. Post It Notes – Visitors
8. Post It Notes – Housing
9. Post It Notes – Integrity
10. 9th May Event – Summary
11. 9th May Token Survey – Results
12. Smart Survey Results 2015
13. Smart Survey Results 2015 Commentary
14. Smart Survey Results 2016

Appendix 4 - Schools

1. Felsted Primary School Data Collection
2. Felsted School Data Collection

Appendix 5 – Doctors Surgery

1. Poster – Surgery Use Survey
2. Felsted Surgery – Data Collection
3. Surgery Use Data – 9th August 2015
4. Surgery Use Data – 30th July 2015
5. Surgery Use Summary

Appendix 6 - Traffic

1. Traffic and Parking Survey

Appendix 7 – Focused Workshops on Key Themes

1. Housing Token Survey
2. 27th August 2015 – Synopsis
3. 27th August 2015 – Workshop Comments

4. 26th September 2015 – Synopsis
5. Parish Integrity Synopsis
6. Visitors Workshop Synopsis
7. Education Workshop Synopsis
8. Health Workshop
9. 27th August Slides
10. 26th September Slides
11. 24th October Slides
12. 26th September Poster
13. 24th October Poster

Appendix 8 – Estate Agents

1. Estate Agents Survey Results

Appendix 9 – Housing Needs Survey

1. HNS Poster
2. Housing Needs Survey Results

Appendix 10 – Youth Survey

1. Youth Survey Report

Appendix 11 – Presentation of Results

1. Presentation Slides 14th May 2016
2. UDC and FPC Letter

Appendix 12 – Character Assessments

1. Character Assessments Progress Schedule
2. Bartholomew Green Character Assessment
3. Cobblers Green Character Assessment
4. Crix Green Character Assessment
5. Hartford End Character Assessment
6. Willows Green Character Assessment

Appendix 13 – Communication and Participation

1. Lines of Communication

Appendix 14 – Community Hub

1. Strutt and Parker Report

Appendix 15 – Drafting the Plan

1. Consultation Report – Planning to Protect the Historic Village Centre
2. Consultation Report – Planning to Provide Amenities
3. Consultation Report – Planning for Health Services
4. Consultation Report – Planning for Educational Excellence
5. Consultation Report – Planning for an Increased Number of Visitors
6. Consultation Report – Planning to Meet Future Housing Needs

7. Consultation Report – Planning to Protect the Integrity of the Parish
8. Early Policy Options Draft
9. PI – Planning to Protect the HVC
10. PI – Planning to Provide Amenities
11. PI – Planning for Health Services
12. PI – Planning for Educational Excellence
13. PI – Planning for an Increased Number of Visitors
14. PI – Planning to Meet Future Housing Needs
15. PI – Planning to Protect the Integrity of the Parish

Appendix 16 – Policy Intentions Presentation

1. Policy Intentions Presentation Speech
2. Policy Intentions Presentation
3. Policy Intentions Presentation Summary
4. Smart Survey Results

Appendix 17 – Pre-Submission Consultation

1. Leaflet / Summary advertising the Pre-Submission Consultation
2. Poster advertising open day events
3. Material from Open Days
4. Article placed in local newspapers
5. List of Consultees
6. Pre-Submission Draft Plan
7. Pre-Submission Draft Maps

Appendix 18 – Pre-Submission Consultation Results

1. Survey Monkey data summary
2. Residents' comments grid
3. Statutory Consultees grid