

Ingatestone and Fryerning Neighbourhood Plan Consultation Statement

November 2021

1. Introduction

1. Ingatestone and Fryerning Parish was designated as a Neighbourhood Area for the purposes of producing a neighbourhood plan by Brentwood Borough Council (BBC) in October 2017. Following designation, a committee was established to oversee the production of the Ingatestone and Fryerning Neighbourhood Plan (IFNP), called the Neighbourhood Plan Advisory Committee (NPAC). During the production of the Neighbourhood Plan various engagement methods have been used by the NPAC to raise awareness and generate feedback on the content of the Plan.
2. Regulation 15 of the Neighbourhood Planning (General) Regulations 2012 (as amended) requires the submission of a Neighbourhood Plan to a Local Planning Authority to be accompanied by a Consultation Statement. The Regulations outline that the Consultation Statement should include the following information:
 - a) Details of the persons and bodies who were consulted about the proposed neighbourhood development plan;
 - b) An explanation of how they were consulted;
 - c) A summary of the main issues and concerns raised by the persons consulted; and
 - d) A description of how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.
3. In light of the social distancing restrictions introduced around COVID-19, alternative methods of engagement on Neighbourhood Plans are encouraged. Planning Practice Guidance¹ states that face-to-face public consultation and the availability of copies of documents in a physical location are not mandatory for Regulation 14 consultation. Where necessary, in person consultation and engagement on the IFNP was limited or adapted to online formats in accordance with national restrictions.
4. This Consultation Statement will outline how the NPAC have sought to engage and raise awareness of the production and emerging content of the IFNP. Consultation events have ranged from conversations at community events, to displays and questionnaires. The views of residents have been gathered and collated from written and spoken responses, online polls, and business and household questionnaires. These views have been used to inform the production of the IFNP.
5. Section 2 of this Statement provides details for each stage of consultation and engagement in order to demonstrate that effective public engagement has taken place throughout the production of the IFNP in accordance with the Regulations, and how this has shaped the IFNP. Section 3 provides a brief conclusion.

¹ PPG Paragraph 107, Reference ID: 41-107-20200925, Revision date: 25 09 2020.

2. Consultation and engagement stages

6. Table 1 presents a summary of the public consultation events and engagement which have taken place since the designation of the Parish as a Neighbourhood Area for the purposes of producing a Neighbourhood Plan in 2017.

Date	Consultation event / action
July 2017	Horticulture show display
January 2018	Business questionnaire
February 2018	Anglo European School discussion
February 2018	Roadshow event
June 2018	Household questionnaire
July 2018	'We want your opinion' event, Horticultural Show
September 2018	Fryerning Parish Rooms display
September 2018	Ingatestone Library display
May/June 2020	Social media polls
September 2020	Regulation 14 consultation
September/October 2020	Seymour Pavilion coffee mornings
October 2020	Leaflet drop

Table 1: Neighbourhood Plan consultation events and engagement

7. Since 2017, updates on the IFNP have regularly been shared in the Ingatestone and Fryerning Parish newsletter, which is circulated to every household two to four times a year. Updates were also shared on the Ingatestone and Fryerning Parish Council Facebook page², Twitter account and website³. Updates through these publications and websites ensured that the community has been kept informed on the progression of the Plan and have been able to support and engage in its production.
8. The NPAC produced the Ingatestone and Fryerning Neighbourhood Plan Community Engagement Strategy in November 2020 (see **Appendix 1**). The strategy sets out the proposed approach and aims to consultation, consultation methods, local resident groups and statutory bodies, a consultation timeline, and a Consultation Action Plan Template.
9. The following sections provide further details on the consultation events and engagement which have taken place to inform the production of the Neighbourhood Plan.

2.1 Horticulture show, July 2017

10. To raise awareness and interest in the Parish of neighbourhood planning, a neighbourhood planning display was presented at the Ingatestone and Fryerning Horticultural Show in July 2017. Posters and invitations for a Parish Council meeting were distributed at the event to members of the community. Interested residents were invited to sign up to contribute in the production of the Neighbourhood Plan.

² <https://www.facebook.com/IngFryPC/>

³ <https://www.ingatestone-fryerningpc.gov.uk/neighbourhood-plan/introduction>

11. Following the designation of the Neighbourhood Area by BBC, the Neighbourhood Plan Advisory Committee (NPAC) was formed with parish councillors and residents in November 2017.

2.2 Business questionnaire, January 2018

12. An online business questionnaire was published in January 2018, and the response deadline was extended until summer 2018 allowing fifty-five responses to be provided. Links to the questionnaire were circulated in the Parish newsletter and on the Parish Council's social media pages. The business questionnaire and summary of responses are presented in **Appendix 2**.
13. The questionnaire, designed by the Business Working Group, helped the NPAC assess the needs of the business community. Key issues identified through the questionnaire were as follows:
 - 71% of respondents highlighted concern with mobile phone coverage and 39% with broadband speed.
 - Insufficient parking provision, and its impact on staff recruitment and retention.
 - A skills deficit and its impact on staff recruitment.
 - Shortage of affordable local housing.
 - Interest in increased retail, office and start-up business space.
 - A desire for local business initiatives and village promotion.
14. The information gained from the questionnaire was used to inform the local business and infrastructure needs evidence base for the plan.

2.3 Anglo European School visit, February 2018

15. In February 2018, the NPAC held a discussion with pupils at the Anglo European School as to what they would like to see in the Parish. Pupils were generally happy with the facilities and range of clubs in the village, but would have liked a youth club and a hall where films could be shown. Seymour Pavilion has since been equipped with black out blinds, projection and sound equipment to show films, which will begin following the lockdown.
16. The production of the Neighbourhood Plan has been a catalyst for further joint working with the school, and the Parish Council has a 'liaison meeting' with the school every term. A group of sixth formers conducted a Disability Audit of the High Street, which recommended how access to shops and other premises could be improved. The outcomes of this work are informing the Parish Council's future work programme. Young people from the school are now also participating in the Parish Council's working groups, including the climate emergency working group in particular.

2.4 Roadshow event, February 2018

17. Brentwood Borough Council organised a roadshow event at the Community Club in February 2018 to support the consultation of the Brentwood Borough Local Development Plan. To assist the NPAC in preparing the evidence gathering stage of the Neighbourhood Plan, the NPAC had a table at this event to inform people about the Neighbourhood Plan and seek

participation in its production. This enabled the NPAC to inform residents in detail about proposed Local Development Plan allocations in the area, and to consider the need for more affordable housing and employment opportunities in the area.

2.5 Household questionnaire, June 2018

18. A household questionnaire was delivered along with the Parish newsletter to around 2,300 households in the Parish in June 2018, receiving 369 responses. Links to the online questionnaire were provided in the newsletter and on the Parish Council's website, Facebook and Twitter. Residents were invited to return the completed questionnaire at either the Parish Council offices or the local business Ingatestone Wines. The household questionnaire and summary of responses are presented in **Appendix 3**.
19. The questionnaire provided insight for the NPAC into the needs and issues of local residents. Key information identified through the questionnaire was as follows:
- 61% of respondents own a 3-4 bed property;
 - 45% of respondents travel for work or education in Ingatestone, while 33.6% travel to London for work or education;
 - 57% of respondents travel frequently by car, 55% by foot and 54% by train;
 - Over 75% of respondents rate the doctors surgery as an extremely important service to their quality of life and 58% respondents rate access to the countryside as an extremely important feature to their quality of life;
 - Issues identified through the survey included:
 - A need for a 3-4 bed property in the next five years;
 - Demand for affordable housing, housing for first time buyers and smaller dwellings for downsizing;
 - Support for new development to respect the existing vernacular;
 - Strong support for development on brownfield sites;
 - Concern that new housing would impact infrastructure capacity;
 - A need to conserve natural beauty and protect local wildlife and habitats;
 - Dissatisfaction with parking provision;
 - Dissatisfaction with broadband speeds and mobile telephone networks.
20. The information gained from the questionnaire was used to inform the local housing needs and infrastructure evidence base for the plan.
21. The NPAC worked with the Rural Community Council for Essex (RCCE) to analyse the responses received from both the household and business questionnaires. The RCCE subsequently collated the results and analysis in two separate reports presented in **Appendices 2 and 3**: the Neighbourhood Plan Business Questionnaire Results Report (December 2018) and the Neighbourhood Plan Household Questionnaire Results Report (February 2019). The analysis of responses helped in formulating the vision, aims, objectives and policies contained within the draft IFNP.

22. To provide additional information and context to the IFNP, a Neighbourhood Plan newsletter supplement was published and distributed to all households in the Parish in June. The newsletter is presented in **Appendix 4**. The newsletter provided links to the online versions of the business and household questionnaires, as well as key issues and evidence for the Neighbourhood Plan.

2.6 'We want your opinion event', Horticultural Show, July 2018

23. The NPAC had a tent at the Horticultural Show in July 2018, where displays on the village boundaries were presented, leaflets on the Neighbourhood Plan were circulated, and questionnaires were available for people to complete. A clip board was used for people to sign up to be informed about developments in the area.

2.7 Public display, September 2018

24. Public displays on the draft IFNP were held in the Fryerning Parish Rooms at the local community centre and Ingatestone Library in September 2018. The events provided the opportunity to discuss issues and themes emerging from an early analysis of the household and business questionnaires with residents.
25. Around 12 people attended during the 2 hour session on Saturday 8th September at Fryerning Parish Rooms. Attendees discussed parking arrangements at the Anglo European School, concern over poor broadband services and mobile connections in Fryering, and development management concerns regarding proposals for refurbishing/re-using some of the smaller properties in the village.
26. On Tuesday 11th September the event moved to the Library in Ingatestone, and was held in the evening. Over 20 people attended, providing views on the lack of affordable housing and bungalows, the management of Ingleton House sheltered housing units, speeding and the need for additional traffic speed management arrangements in the village, the need for safer pedestrian crossing areas, demand for a speed limit of 20 mph along the High Street to improve safety, and the width of pavements on the High Street particularly near the Star Public House.

2.8 Social media polls, May/June 2020

27. The NPAC conducted two polls on the Parish Council's Twitter page to gain targeted information to support the drafting of environmental policies in the IFNP. The two polls received 21 and 22 votes each. The results of the two polls were as follows:
- 95.2% of respondents do not own an electric vehicle; and
 - 54.4% of respondents plan on purchasing an electric or hybrid vehicle.

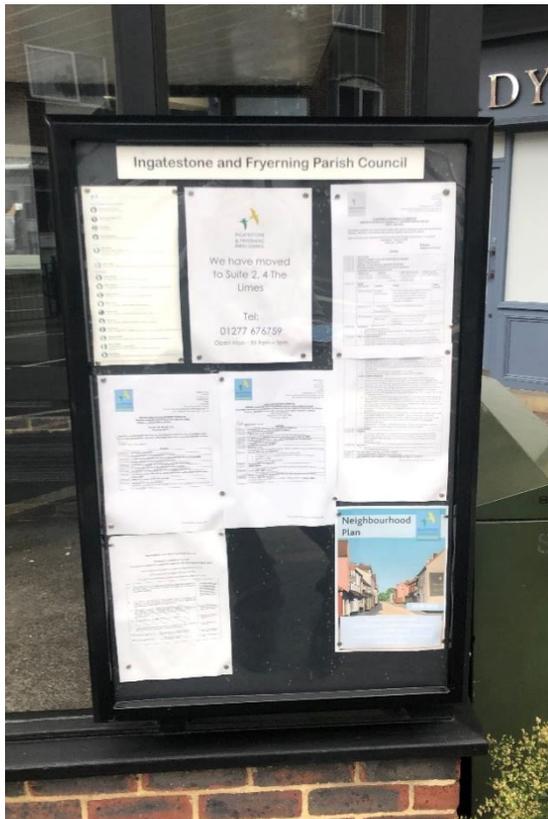
2.9 Regulation 14 consultation, September 2020

28. The Regulation 14 consultation was undertaken from 1st September 2020 to 31st October 2020.

29. The consultation was advertised through flyers on notice boards throughout the Parish. A leaflet with details on the consultation was distributed to every household and emailed to local business and statutory consultees in the Parish in October. Copies of the Regulation 14 IFNP were available on the Parish Council website, at Seymour Pavilion coffee mornings, Ingatestone library and other community sites prior to the lockdown.

30. Councillors attended public gatherings during the consultation period with copies of the draft Plan, including coffee mornings at Seymour Pavilion on the 23rd and 30th of September, and the 7th of October.

31. No set questionnaire or consultation questions were included within the Regulation 14 version of the Neighbourhood Plan, instead representations were invited on all parts of the Plan. Representations could be submitted online, on the Parish Council website, by email to the Parish Council clerk, or by post to the Parish Office. A phone number was also provided on the Parish Council website to address any queries.



Flyers displayed in the Parish notifying the public of Regulation 14 consultation.



Seymour Pavilion coffee morning with residents reading copies of the draft plan, 2020

32. The list of statutory organisations directly consulted for the Regulation 14 consultation are provided in **Appendix 5**. 15 responses were received from residents to the Regulation 14 consultation. Statutory and key stakeholders were notified and informed directly about the consultation by email in a letter presented in **Appendix 6**. Responses were received from the following statutory consultees:
- Chelmsford City Council
 - Anglian Water
 - Natural England
 - Essex County Council
 - Brentwood Borough Council.
33. A summary of the responses to the Regulation 14 consultation, and an assessment of each consultation comment by the NPAC is presented in **Appendix 7**. The assessment of consultation responses produced by the NPAC considered if a change was required to the Plan as a result of the consultation comments provided.
34. No changes were required to the Plan as a result of consultation comments provided in order to meet the requirements of the neighbourhood plan basic conditions. Where the need for a change to the Plan was identified, the table within **Appendix 7** outlines the

amendments made. The most common issues raised within consultation representations related to:

- Speed limit, speed bumps and traffic signage
- Parking provision
- High Street pavements
- Supporting sustainable and active travel and the provision of pedestrian and cycle paths
- Infrastructure capacity and provision
- Affordable housing need
- Protecting and maintaining the Conservation Area
- Changes to Permitted Development Rights
- Flooding, water drainage and the provision of sustainable urban drainage
- The viability of development
- Accessible and adaptable homes
- Supporting / encouraging homeworking

35. A focused consultation with the environmental bodies, consisting of Natural England, the Environment Agency, and Historic England, was undertaken in September 2021 on the SEA-SA Screening Opinion Report. This evidence had not been produced prior to the Regulation 14 consultation, and is required prior to submitting the Neighbourhood Plan to the Borough Council under Regulation 15. All the environmental bodies responded confirming they agreed with the conclusion of the report as outlined in appendix 8.

3. Conclusion

36. Throughout all of the consultation and engagement undertaken to inform the production of the draft IFNP, the aim has been to establish:
- What the community values and wants to preserve;
 - What the community is concerned about and wants to improve;
 - How the community wants to grow; and
 - How the community wants to achieve these outcomes.
37. Approximately 132 comments were received to the Regulation 14 public consultation on the draft IFNP. As outlined in section 2.9 above and in **Appendix 7**, changes have been made to the draft IFNP to reflect the consultation comments received.
38. The residents of Ingatestone and Fryerning Parish have been provided opportunities since 2017 to participate in and formulate the content of the IFNP. The Neighbourhood Plan has been produced using the extensive information gained through the consultation events and engagement outlined within this Statement and accompanying appendices. This has resulted in the production of a Plan which has been amended and refined throughout the production process as a result of consultation and engagement.
39. This Statement demonstrates that the NPAC has, in accordance with the Neighbourhood Planning (General) Regulations 2012 (as amended) and Government guidance, sought the views of residents of the Parish and beyond through effective public consultation and engagement. Through this process, the production of the IFNP has comprehensively taken account of the views of stakeholders within the Parish and beyond.

Appendices

Appendix 1: Ingatestone and Fryerning Neighbourhood Plan Community Engagement Strategy, November 2020

Appendix 2: Business questionnaire and summary of responses, January 2018

Appendix 3: Household questionnaire and summary of responses, June 2018

Appendix 4: Neighbourhood Plan newsletter supplement, June 2018

Appendix 5: List of Statutory Consultees consulted on the Regulation 14 Consultation

Appendix 6: Regulation 14 Statutory Consultee Consultation Letter

Appendix 7: Review of Regulation 14 Representations

Appendix 8: Environmental Bodies Consultation Responses to SEA Screening Opinion Report Focused Consultation