

Preston Parish Neighbourhood Plan

Our Parish – Our Future – Our Say

2011 - 2031

Draft Consultation Statement (Regulation 14)

January 2018

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1. Introduction

- 1.1** This consultation statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012 in respect of the Preston Parish Neighbourhood Plan 2011-2031.
- 1.2** The legal basis of the Statement is provided by Section 15(2) of Part 5 of the 2012 Neighbourhood Planning Regulations, which requires that a consultation statement should:
- Contain details of the people and bodies who were consulted about the proposed Neighbourhood Development Plan
 - Explain how they were consulted
 - Summarise the main issues and concerns that were raised
 - Describe how those issues and concerns have been considered and, where relevant, addressed in the proposed Neighbourhood Development Plan

2. Aims of the Consultation Process

- 2.1** The Preston Neighbourhood Plan Steering Group recognised that effective communication and community engagement were essential to informing and involving residents in the development of the Plan. Their aims were:
- To produce a community led plan
 - To provide the opportunity for the community to have a real say over local decision making
 - To engage with every household in the parish and to involve young people; to ensure that the Neighbourhood Plan is representative of the views of the whole community

3. People and Organisations Consulted

- 3.1** In addition to parish residents, landowners and businesses were consulted during the early stages of the Neighbourhood Plan preparation.
- 3.2** The Steering Group also engaged other local individuals, groups and organisations that made contributions to the Neighbourhood Plan. These included:
- Frances Drew (listed buildings)
 - Dr Jane Sears (natural environment)
 - Philip Wray (History of Preston)
 - Kate Harwood (Hertfordshire Gardens Trust)
 - North Hertfordshire Museum
 - Hertfordshire Historic Environment Record
 - Hertfordshire Environmental Records Centre
- 3.3** Throughout the development of the Neighbourhood Plan the Steering Group has kept in close communication with Officers and local Councillors from NHDC. A full list of statutory and non-statutory consultees can be found in the Regulation 14 Consultation section below.

4. Methods of Communication Used

- 4.1** The mechanisms used to achieve the extensive community engagement sought by the Steering Group are summarised below:
- Preston Parish Neighbourhood Plan Website www.preston-np.org.uk
 - A dedicated telephone line for residents to contact the Steering Group with queries
 - Updates in the monthly newsletter - Preston Church and Village News
 - Posters on village noticeboards
 - Flyers and a Neighbourhood Plan Questionnaire; delivered to every household
 - Drop-in sessions, village meetings and events
- 4.2** There were a number of organised consultation events to encourage face-to-face engagement. These were:
- Parish meeting, 26 June 2016
 - Drop-in session, 5 November 2016
 - Presentation of questionnaire findings to parishioners, 30 April 2017
 - Drop-in sessions, 5 & 7 October 2017
 - Meetings to support Regulation 14 process, 11 & 13 January and 8 & 10 February 2018

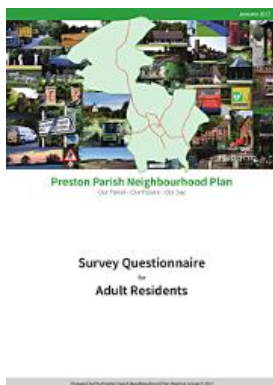
5. Background to Consultation

- 5.1 The application for a designated area for a neighbourhood plan for Preston parish was submitted to North Hertfordshire District Council on 14 March 2016. This was subject to consultation for a period of six weeks and resulted in a number of comments (see Appendix 1). The Preston Parish Neighbourhood Plan Area was approved at a North Hertfordshire District Council Cabinet meeting on 14 June 2016. An extract from the minutes of the Cabinet meeting are included in Appendix 2.
- 5.2 A parish meeting was held on 26 June 2016 at which six Parish Councillors, the Parish Clerk, two speakers and 28 members of the public were present (see minutes of the meeting on the Preston web site www.prestonvillageherts.com). Following the parish meeting the Parish Council asked residents to come forward if they were interested in being part of a Steering Group to guide and produce a neighbourhood plan. A Steering Group of local residents met for the first time on 14 July 2016 where they appointed officers and agreed an initial set of actions. Minutes of Steering Group meetings along with a Constitution and Code of Conduct can be found on the [Neighbourhood Plan website](#). They also produced a Project Plan, which is a working document and has been updated as the project progressed (see Appendix 3).
- 5.3 The Preston Parish Neighbourhood Plan Website has been central to the Neighbourhood Plan communication process. The website has kept residents and other interested parties informed during each phase of the development of the Plan. It contains up to date news, information on developing the plan, all Steering Group papers, Minutes of meetings, consultation results, all Neighbourhood Plan documents and contact information.
- 5.4 Updates on progress have also been provided in the free parish newsletter which is hand delivered monthly to all households in the parish, as well as being published on the village website.
- 5.5 The Steering Group has also used posters displayed on notice boards within the parish and flyers delivered to every household, updates at all Parish Council meetings, drop in sessions to share updates and garner opinions from parishioners and word of mouth to spread news of the emerging Neighbourhood Plan.
- 5.6 Throughout the development of the Neighbourhood Plan the Steering Group has kept in close communication with Officers and local Councillors from NHDC.

6. Community Consultation Process

Questionnaire (Survey)

- 6.1** Between August and December 2016 the main focus was on the development of a comprehensive questionnaire. During the drafting stage, five key themes emerged: Quality of Life, Amenities and Facilities, Housing and Development, Environment and Heritage and Transport and Communication.
- 6.2** In November 2016 the Insight Fountain was commissioned to review the bespoke questionnaire created by the Steering Group to collect the vital information needed about the things the community wanted to include in their Neighbourhood Plan. This included a Young Residents' Questionnaire. The survey was piloted with young residents and with adults. 21 adults attended the drop-in session.
- 6.3** The survey was hand delivered to every household in the parish in January 2017. Sufficient questionnaires were produced so that every adult 16 years and older and each young person aged 10-15 could fill in their own questionnaire if they wished. Those under 10 years old were invited to draw or write about something that depicted why they liked living in Preston. All three survey forms, are available to download on the Neighbourhood Plan website:



Survey Questionnaire for Adult Residents

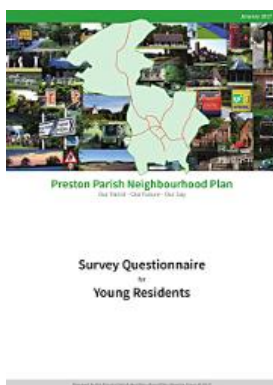
For residents aged 16 years and older.

A printed questionnaire structured into themes with contextual information, questions seeking adults residents' views and form fields to capture responses.

Format: 28 page A4 booklet

Filename: **Adult Resident Questionnaire v1a sample.pdf**

Web: [Adult Residents](#)



Survey Questionnaire for Young Residents

For residents aged 10 to 15 years.

A printed questionnaire structured into themes with contextual information, questions seeking young residents' views and form fields to capture responses.

Format: 12 page A4 booklet

Filename: **Young Resident Questionnaire v1a sample.pdf**

Web: [Young Residents](#)



Preston Parish for the Under 10's

For residents aged 9 years and younger.

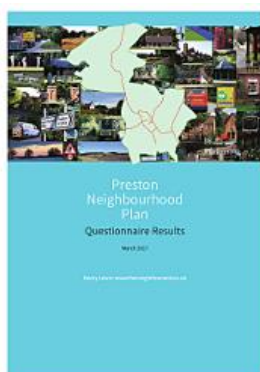
A one page activity sheet telling the youngest residents a little about the parish and asking them to draw or write what they like about “Living in Preston”. It included a “Spot the Difference” puzzle. Additional puzzles were also put up on the Neighbourhood Plan website.

Format: One page A4 single sided, additional sheets of blank A4 paper supplied for drawings and writing.

Filename: **Under 10 Questionnaire v1a sample.pdf**

Web: [Preston Parish for the Under 10's](#)

- 6.4 A great deal of effort was put into achieving the highest level of engagement possible in the survey. A poster and flier advertising the proposed delivery of the questionnaire (see Appendix 4) was followed up by a personal delivery by a team of volunteers to ensure the right number and type of questionnaires were distributed. The Delivery / Collection Record and the Fieldworkers Guide are included in Appendix 5 and 6 respectively. A ‘Sorry we missed you!’ follow-up flier was left where no one was at home (see Appendix 7).
- 6.5 A team of volunteers collected all questionnaires by 10 February 2017. 150 out of 165 Households took part with a 91% response rate. 302 out of 336 adults took part, giving a 90% individual adult response rate. 24 out of 28 young people took part giving an 86% individual youth response rate. An entry in the monthly newsletter acknowledged and thanked residents for their responses (see Appendix 8).
- 6.6 The results were analysed during February and March by The Insight Fountain who said “We can be confident that the data is robust and is based on a sample that is representative of the population of Preston in 2017 giving reliable and valid results.” In April 2017 the Report of the Questionnaire Results was completed and printed. This can be accessed on the Neighbourhood Plan website:



Questionnaire Results

One copy for each household and business resident in the parish.

The original report was provided as an Apple Mac presentation (not PowerPoint) that was then translated into an A4 print document.

Format: 36 page A4 booklet

Filename: **Preston-NP-report-v1c-web.pdf**

Web: [Questionnaire Results Report](#)

- 6.7** A meeting was arranged to update residents on the results of the survey and businesses in the parish were asked to express their views. This meeting was publicised online; in the newsletter item mentioned above; with a poster/flyer (see Appendix 9); and via the Parish Council email contact list (with over 100 email addresses) and an email list for the Preston News Service. The Questionnaire Results report was presented at a Village Meeting on 30 April 2017. This is included in Appendix 10.



Analysis Report Presentation

A4 document for viewing online, downloading and printing. This has slide contents and presenter notes from the presentation, excluding safety and comfort notices. There was a Questions and Answers session at the end, the minutes of which are also included.

Format: 13 pages A4

Filename: **Survey-Results-Meeting-Presentation-Word-v1a.pdf**

Web: [Presentation \(including Q and As\)](#)

- 6.8** Following the meeting every household in the parish was given a full copy of the report delivered in a special envelope (see Appendix 11). One of the purposes of the envelope was to expand the email contact list and residents were asked to provide their email address so that they could be sent a record of the Q & A session held at the end of the meeting. This is attached to the report of Questionnaire Results mentioned above.

Consultation Exercise October 2017

- 6.9** During the summer the Steering Group produced a Vision for the Neighbourhood Plan and a comprehensive list of Objectives. A consultation exercise was carried out in the first week of October 2017 to gain the views of residents and landowners on the Vision and Objectives. The drop-in sessions held on the 5 & 7 October (a weekday evening and a Saturday morning) were publicised using posters (see Appendix 12) and an entry in the monthly newsletter (see Appendix 13). An on-line form for replies was also set up on the Neighbourhood Plan website (see screen print Appendix 14) and a specific letter inviting landowners to attend was sent (see Appendix 15).
- 6.10** There were 22 attendees at the drop-in sessions including four members of a local landowning family. Five on-line responses were also received. The comments were collated (see Appendix 16) and a photographic record of the event is included in Appendix 17.
- 6.11** From the extensive consultation carried out above and all the other evidence gathered over the previous year, the Steering Group prepared a draft set of policies with explanatory text and reasoned justification. This draft was reviewed by a local planning consultant, experienced in guiding Town and Parish Councils in the preparation of Neighbourhood Plans (Govresources).

Regulation 14 Consultation

- 6.12** The revised draft of the Neighbourhood Plan together with a Basic Conditions Statement is the subject of the Statutory Regulation 14 Consultation, supported by this draft (work in progress) Consultation Statement. A list of consultees is included in Appendix 18. A sample letter sent to Consultees and the article in the monthly newsletter publicising the consultation are included in Appendices 19 and 20 respectively.

7. To be continued....

The draft of this Consultation Statement will be updated following the Regulation 14 Consultation

8. List of Appendices

Appendix 1	Representation on Preston Neighbourhood Plan Area Designation
Appendix 2	Extract from NHDC Cabinet Minutes re Designated Area
Appendix 3	Project Plan
Appendix 4	Flier advertising questionnaire
Appendix 5	Delivery – Collection Record for questionnaire
Appendix 6	Fieldworkers Guide
Appendix 7	‘Sorry we missed you!’ flier
Appendix 8	Newsletter entry acknowledging returned questionnaires
Appendix 9	Poster / Flier advertising Survey Results meeting 30 April 2017
Appendix 10	Presentation of Questionnaire Results
Appendix 11	Envelope for Report of Questionnaire Results
Appendix 12	Poster / Flier advertising drop-in sessions on Objectives: Oct 17
Appendix 13	Newsletter entry for drop-in sessions on Objectives: Oct 17
Appendix 14	Screen print of on-line consultation: Objectives Oct 2017
Appendix 15	Letter to landowners re drop-in sessions: Oct 2017
Appendix 16	Comments on Vision and Objectives
Appendix 17	Photographic record of drop-in event: Objectives Oct 2017
Appendix 18	List of Consultees for Regulation 14 Consultation
Appendix 19	Sample letter sent to consultees for Regulation 14 Consultation
Appendix 20	January Newsletter entry for Regulation 14 Consultation

The above appendices are all distinct documents that have been appended to follow this page. As such they may have different page sizes, their own page numbering or none at all. Click on an entry in the list to jump to the first page of that appendix.

Appendix 1

Representations for Preston Neighbourhood Plan

Applicant	Ref	Representation	Rep Type
Hertfordshire County Council - Spatial and Land Use Planning (Ms T Carter-Lyons)	808	<p>I am writing in response to Preston Parish Council's application for the designation of a Neighbourhood Plan Area and provide comments in relation to minerals and waste planning matters.☐</p> <p>With regards to planning history, records do not indicate that there are any minerals or waste planning applications within the proposed Neighbourhood Plan Area boundary. The nearest application site to be aware of is located approximately 57m east of the Neighbourhood Plan Area boundary. The site is known as Vicars Grove Pit. Records show that permission was initially granted in 1952 for the extraction of sand and gravel. Various planning applications have been received with permissions granted in relation to extraction and reclamation of landfill site with processing of buried inert waste. Further details relating to previous planning applications can be provided should this be necessary.☐</p> <p>In terms of waste matters, there are no operating waste facilities recorded by the county council within the proposed Neighbourhood Plan Area to be aware of at this present time.☐</p> <p>In terms of minerals matters, it should be noted that the proposed Neighbourhood Plan Area is not located within the sand and gravel belt, however it is partially covered to the west by the West of Stevenage - Preston mineral resource block, where there is potential for the extraction of sand and gravel. The extent of this mineral resource block and buffer is shown in the county council's adopted Mineral☐ Consultation Areas, Supplementary Planning Document. This is an area of the county where particular care is needed to prevent the unnecessary sterilisation of sand and gravel resources. In these areas, before planning applications are decided by the district or borough councils, the county council will be given the chance to consider whether the development proposed would lead to unacceptable sterilisation of mineral resources. Minerals Policy 5: Sterilisation, of the adopted Minerals Local Plan 2002-2016 addresses the need for prior extraction of minerals to ensure that the resource is not sterilised.☐</p> <p>In addition, it is worth pointing out that the buffer of an adjacent mineral resource block partially falls within the Neighbourhood Plan Area on the eastern boundary. This mineral resource block is known as West of Stevenage - Langley.☐</p> <p>It should be noted, when the Parish Council develops its vision and objectives for shaping development and growth within the neighbourhood, that minerals and waste matters will need to be taken into account as Minerals and Waste Local Plans form part of the Development Plan. These are as follows:☐</p> <ul style="list-style-type: none"> ☐, Waste Core Strategy and Development Management Policies document 2011-2026, adopted November 2012; ☐, Waste Site Allocations document 2011-2026, adopted July 2014; & ☐, Minerals Local Plan 2002-2016, adopted March 2007. <p>New development and growth of an area results in the generation of waste and this will be an important aspect needing consideration in due course, in addition to the need to avoid the sterilisation of minerals, as known to be present within the Mineral Resource Block.☐</p> <p>The county council as Minerals and Waste Planning Authority would like to be consulted at future stages in the production of the Neighbourhood Plan.</p>	Comment
Environment Agency (Ms Georgina Howell)	852	<p>Thank you for consulting us on the application for Knebworth's neighbourhood plan area. ☐</p> <p>☐</p> <p>As it relates to the area designation, we have no comments to make at this stage. ☐</p>	Comment
Mr and Mrs Andy and Jane Cole	5822	We are pleased to confirm that we fully support the Preston Parish Councils application for a Neighbourhood Plan for this Parish.	Support
Mr & Mrs Mike & Susan Kellard	5888	We fully support the decision of Preston Parish Council to engage in the Neighbourhood Planning process. We agree that the designated area chosen for the preparation of the Plan (by the Parish Council) is appropriate.	Support
Mrs Doreen M Sansom	5901	I support the application by Preston Parish Council for a Neighbourhood Plan Designated Area.	Support

Representations for Preston Neighbourhood Plan

Applicant	Ref	Representation	Rep Type
Miss Caroline Walford	6193	Please be kind enough to register my personal approval of this application.	Support
Mr Alexander Bierrum	6197	I support the Preston Parish Council's Neighbourhood Plan Designated Area delineating the whole Parish.	Support
Hertfordshire Gardens Trust (Mrs Kate Harwood)	6204	<p>Thank you for consulting Hertfordshire Gardens Trust on this application for the Preston Neighbourhood Area.☺</p> <p>HGT has researched many of the historic landscapes in the area, including the Grade II* Registered Temple Dinsley. There are two further sites, unregistered, which we have not researched but which may be of local historic interest. These surround 2 houses by Lucas, the well known Arts & Crafts architect. Plans for several of his houses include Arts and Crafts gardens. These two sites, Offley Holes and Poynders End both had small areas of parkland: Poynders End park appears on the 1922 Ordnance Survey map and the Offley Holes parkland is noted at 50 acres in 1821 by Hugh prince in his book Parks in Hertfordshire since 1500. ☺</p> <p>HGT would be happy to give any assistance required in assessing the heritage values of the historic designed landscape, parks and gardens, required during the preparation of a Neighbourhood Plan.</p>	Comment
Mr Robert Challans	6206	Please be advised that I support the Preston Neighbourhood Plan	Support
Mrs Ita C Leaver	6215	This is to let you know I support the application for a Neighbourhood Plan for Preston.	Support
Mr John Maude	6242	With reference to the proposed plan for the Preston Neighbourhood we would like to advise that we agree entirely with this proposal which indicates very clearly the area enclosed within the red line where no further development should take place in the future. This is to fully protect the integrity of the wild life and ensure no consequent damage to this area of outstanding natural beauty.	Support
Mrs Elizabeth Maude	6243	With reference to the proposed plan for the Preston Neighbourhood we would like to advise that we agree entirely with this proposal which indicates very clearly the area enclosed within the red line where no further development should take place in the future. This is to fully protect the integrity of the wild life and ensure no consequent damage to this area of outstanding natural beauty.	Support
The Preston Trust (Mr Richard Coles)	6248	I am writing on behalf of The Preston Trust which has a large number of Preston residents as members. The Preston Trust is a registered charity with the following objectives:☺	Support
St Ippolyts Parish Council (Mrs Susan Mears)	12728	St Ippolyts Parish Council agreed at 16th May Parish Council Meeting to support this application to designate the "Preston Neighbourhood Area" with view to developing a Neighbourhood Plan.	Support
Mr Robert Altham	13261	<p>I support Preston Parish Councils application.☺</p> <p>As a local landowner my family supports the local parish council making decisions about the future of this village.</p>	Support
Mr Robert Altham	13261	I agreed that the parish council should be looking at the whole parish when making neighbour hood plans. Preston is a desirable place to live but there has been too much in- filling and garden grabbing and the houses are becoming hemmed in and cramped with smaller and smaller spaces being built upon. Time for some new space with good access to be used for building.	Support
Mr Ken Anderson	13296	I fully support the local area plan for Preston	Support
Mrs Fay Higgin	13297	I wish to support the Parish Councils desire to create a Neighbourhood Plan	Support

Representations for Preston Neighbourhood Plan

Applicant	Ref	Representation	Rep Type
Ms Ann Kendall	13414	I support the introduction of a Neighbourhood Plan for the whole parish of Preston.	Support

Appendix 2

Extract from NHDC Cabinet Minutes

Date: Tuesday, 14th June, 2016

Time: 7.30pm

Place: Council Chamber, Council Offices, Gernon Road, Letchworth Garden City

KNEBWORTH AND PRESTON NEIGHBOURHOOD PLANNING AREAS

Report

Appendix 1 - Map of the area to be designated as the Knebworth Neighbourhood Planning Area

Appendix 2 - Map of the area to be designated as the Preston Neighbourhood Planning Area

Appendix 3.1 - Application Letter from Knebworth Parish Council

Appendix 3.2 - Map from Knebworth Parish Council

Appendix 4.1 - Application Letter from Preston Parish Council

Appendix 4.2 - Map from Preston Parish Council

Appendix 5 - Schedule of Representations from Knebworth

Appendix 6 - Schedule of Representations from Preston

The Executive Member for Planning and Enterprise presented a report of the Strategic Director of Planning, Housing and Enterprise in respect of the proposed Knebworth and Preston Neighbourhood Planning Areas. The following appendices were submitted with the report:

Appendix 1 - Map of the area to be designated as the Knebworth Neighbourhood Plan Area;

Appendix 2 - Map of the area to be designated as the Preston Neighbourhood Plan Area;

Appendix 3 - Application Letter and map from Knebworth Parish Council;

Appendix 4 - Application Letter and map from Preston Parish Council;

Appendix 5 - Schedule of representations for Knebworth; and

Appendix 6 - Schedule of representations for Preston.

The Executive Member for Planning and Enterprise explained that the Neighbourhood Planning (General) (Amendment) Regulations 2015 had amended the way in which the local planning authority must determine an application for the designation of a neighbourhood planning area. Once a local planning authority had received an application, it must publicise it for not less than four weeks after the application was publicised on its website and invite comments. Once the application had been publicised, the local planning authority must determine the application within eight weeks.

The Executive Member for Planning and Enterprise stated that the proposed Neighbourhood Plan Areas for Preston and Knebworth followed their respective Parish boundaries, and hence he recommended that the designations be approved.

RESOLVED: That, having regard to the representations made, the designation of the Neighbourhood Areas for Knebworth and Preston, as detailed in Paragraph 8.2 of the report and Appendices 1 (Knebworth) and 2 (Preston) respectively, be approved.

REASON FOR DECISION: To allow Knebworth and Preston Parish Councils to formally prepare a neighbourhood plan for their respective Parishes.

Appendix 3

Preston Parish Neighbourhood Plan

Project Plan

Version as file name: Project Plan v0e1.docx

This Project Plan is a living document - as such elements in future versions may refer to increasing numbers of activities in the past tense.

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Introduction

This is a living document reflecting the current understanding of the project plan (including high level schedule) as it evolves. The plan will be maintained and executed in compliance with the Constitution and Code of Conduct of the Preston Parish Neighbourhood Plan Steering Group

Key to Initials and Abbreviations used in this document

DD	Diane Day
MG	Malcolm Gomm
AH	Alexandra Higgin
FH	Fay Higgin
LH	Liz Hunter
RR	Rae Reynolds
MT	Margaret Trinder
WS	Wally Steele
BL	Becky Lewis – Insight Fountain
CS	Clare Skeels - NHDC Town Planning Department
HERC	Herts Environmental Records Centre
NHDC	Local Planning Authority – North Herts District Council
PC	Preston Parish Council
SG	Preston Parish Neighbourhood Plan Steering Group

Scope and Requirements

The Primary requirement is to produce a Neighbourhood Plan that reflects the needs and wants of the parishioners.

The scope has been defined and refined by the Survey and other consultations - within the constraints of our Neighbourhood Plan Designated Area, emerging Local Plan, NPPF and planning laws.

Roles & Responsibilities

<basically say who is doing or overseeing what>

Formal Roles

Chairman - Chair Meetings and act central co-ordination for team decision making

Vice-Chairman - To stand in for Chairman at need.

Parish Council Liason - Communicate progress and issues to Parish Council, advise on Parish Council requirements, interface with government bodies as a Parish Councilor on behalf of the Steering Group

Clerk - Keep the project archive and minutes.

Responsibilities

The roles were and are kept fluid and managed via steering group meetings and e-mail communication. See Steering Group Minutes.

The Steering Group

- Wally Steele (Chairman)
- Margaret Trinder (Parish Council Liaison)
- Di Day (Vice Chair)
- Fay Higgin (Clerk)
- Malcolm Gomm
- Alexandra Higgin
- Liz Hunter
- Rae Reynolds

The Working Groups

The scope of the Parish and necessary Neighbourhood Plan did not need any formal Working Groups. Dr. Jane Sears provided environmental research, while Frances Drew catalogued the Built Environment. Elizabeth Hunter with Malcolm Gomm are documenting the Natural and Built Environment Settings

Sub-ordinate Plans

The minutes of Steering Group meetings have been and still are proving sufficient for planning of sub-ordinate "mini-projects" such as the Survey and other consultations.

Communication Plan

Publicity has been and will be via:

- The Neighbourhood Plan website www.preston-np.org.uk
- Fliers delivered to the doorstep
- Posters displayed on notice boards in the Parish
- Parish Newsletter - delivered to every household in the parish
- Preston News Service - a free subscription e-mail list
- Parish Council e-mail distribution List - a free subscription e-mail list.

The Steering Group can be contacted via:

- a dedicated phone number (01462 434 403) - which can be diverted to team
- direct communication with any Steering Group member
- e-mail via a contact form on the Neighbourhood Plan website
- the Parish Council.

Configuration Management and Data Management Plan

The archive of physical documents (including printed copies of electronic documents) is kept by the Steering Group Clerk.

When the Neighbourhood Plan is made the archive will be transferred to the Parish Council.

Version control and configuration management is on a document by document basis by the lead author until published.

Risk & Issue Management Plan

Insurance for public liability is covered by the Parish Council.

Risks that might affect progress towards delivery of the Neighbourhood Plan have been amenable to informal management through Steering Group meetings and e-mail communication. This is expected to continue. Hence no formal plan is required.

Working Group Plans

Working groups have, so far, proved unnecessary hence there are no plans to reference.

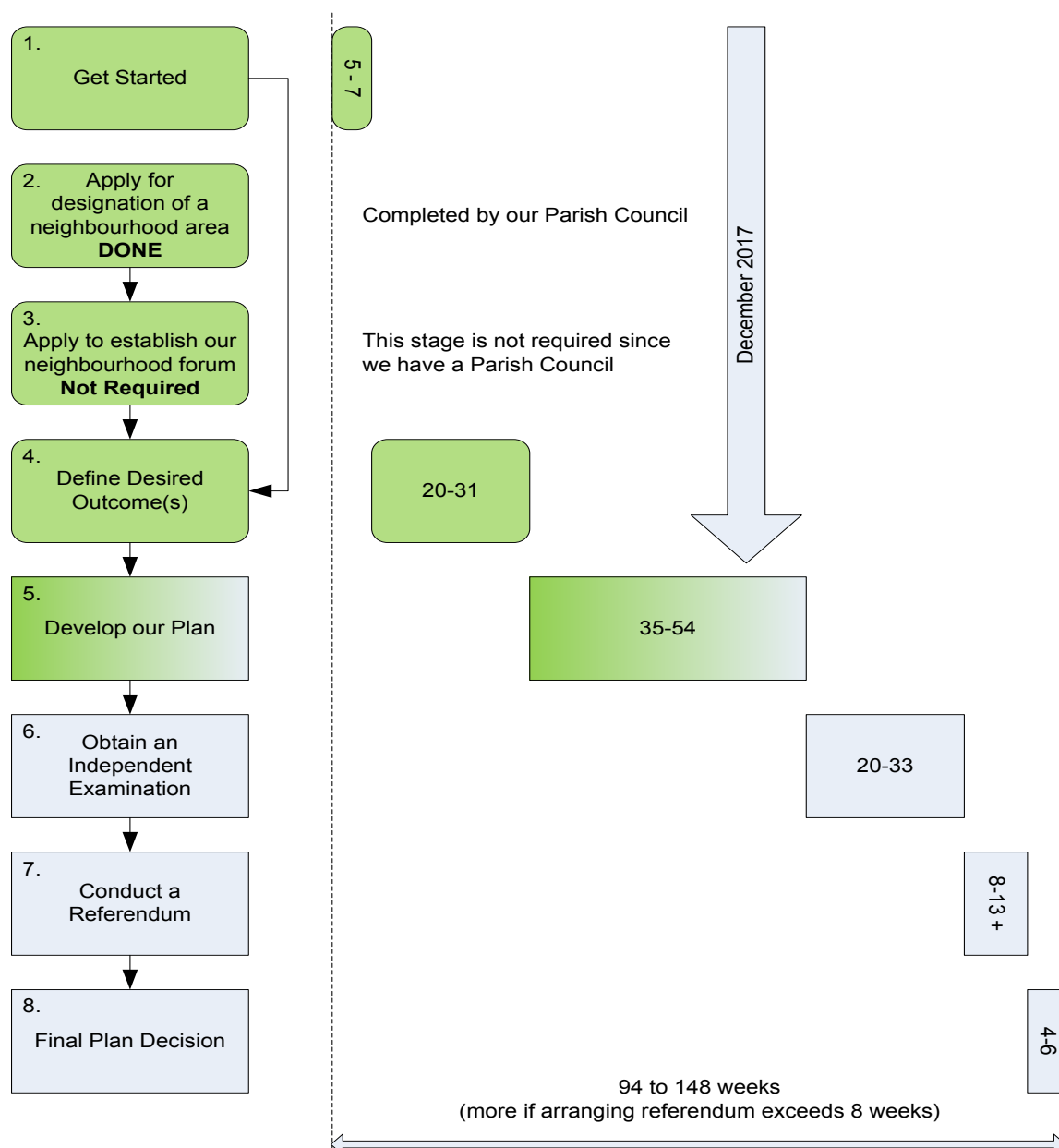
Timetable

This section indicates sequencing and duration estimates of the stages and high level activities. After researching various materials available on the internet the timetable was based on “The stages of a Neighbourhood Plan” from Chichester District Council, which had 7 stages. This was supplemented with information from the Cornwall Council’s “The stages of a Neighbourhood Plan” and Pirton’s Neighbourhood Plan website. Actions arising from the first Steering Group meeting minutes are incorporated in our “Stage 1. Get Started”.

Regulations refer to Neighbourhood Planning Regulations 2012 – There is a 2015 amendment which affects duration of some statutory phases that will be incorporated into a later version of this plan.

Flow Chart with Timeline

Inspired by a document from Brighton & Hove City Council, this is based on estimates (in separate Excel document) from our Steps and Stages detailed in this section. It gives a range estimate of the time required to complete each stage and the overall project.



Our Steps and Stages (with estimated duration of each stage)

Stage	Steps/Tasks and contextual information to consider	Action / Owner	Status
1. Get Started (5-7 weeks)			
	<ul style="list-style-type: none"> Involve the community in deciding if a Neighbourhood Plan is wanted 	Public consultation	Done
	<ul style="list-style-type: none"> Initiate Preston Neighbourhood Plan Project 		
	<ul style="list-style-type: none"> Establish a Neighbourhood Plan Steering Group, with initial roles and responsibilities 	Engage volunteers	Done
	<ul style="list-style-type: none"> Produce contact list for Volunteers and for SG 	MT	Done
	<ul style="list-style-type: none"> Produce skills list for Volunteers (including SG) 	MT	Done
	<ul style="list-style-type: none"> Produce a programme/ timetable for developing the Neighbourhood Plan 	RR + WS	Done
	<ul style="list-style-type: none"> Draw up a list of those to be consulted 		
	<ul style="list-style-type: none"> Implement communication and data management strategies to carry out the consultation Develop NP Website <ul style="list-style-type: none"> Investigate Domain Names (URL) and availability Investigate website hosting and development options Set up website (technology and graphic design) Create initial web content Implement Data Protection <ul style="list-style-type: none"> Enquire about data protection for the Steering Group Register for Data protection - <i>covered by PC</i> Set up Document Repository / Shared Workspace <ul style="list-style-type: none"> Investigate free or inexpensive technologies - <i>Wordpress is appropriate for both our website and document repository</i> 	WS WS WS SG MT MT WS	Done Done Done Done Done Done Done
	<ul style="list-style-type: none"> Provide number of dwellings in the Parish for the newsletter and future use 	MT	Done
	<ul style="list-style-type: none"> Create a flyer for September newsletter Draft Text <p><i>Survey and hence flier postponed as questionnaires needed significantly more work than estimated</i></p>	FH+LH	Done
	<ul style="list-style-type: none"> Design Survey for Preston <ul style="list-style-type: none"> Questionnaires Select and engage analyst Publicity Campaign 		Done Done Done
	<ul style="list-style-type: none"> Put Survey in the field <ul style="list-style-type: none"> Print Questionnaires Set up fieldworkers Manage fieldwork 		Done Done Done
	<ul style="list-style-type: none"> Analyse Survey and share initial results <ul style="list-style-type: none"> Analysis and draft report Publish and distribute report Present results 	BL+SG WS+RR DD+MT+WS	Done Done Done
	<ul style="list-style-type: none"> Create Project Governance Documents <ul style="list-style-type: none"> Constitution 	DD	Done

Project Plan for Development of the Preston Parish Neighbourhood Plan

Stage	Steps/Tasks <i>and contextual information to consider</i>	Action / Owner	Status
	<ul style="list-style-type: none"> • Code of Conduct • Vision Statement 	DD DD	Done Done
	<ul style="list-style-type: none"> • Look at how to fund the plan and manage finances ▪ Ask Parish Council to manage the Steering Group receipts and payments ▪ Apply to Parish Council for initial funding ▪ Preparation for Grant Application ▪ Investigate how to apply ▪ Estimate likely items and costs for grant funding 	DD DD RR RR	Done Done Done Done
	<ul style="list-style-type: none"> • Establish which Planning Authorities to submit our neighbourhood area application to. 	PC	Done
	<ul style="list-style-type: none"> • Preparation for Subsequent Stages ▪ Contact Di Burleigh about using Pirton's material and documents ▪ Produce initial list of names and associations who may be able to provide help on aspects of the plan ▪ Adapt Pirton Questionnaire 	MT MT LH	Done Done Done
	2. Apply for designation of a neighbourhood area		
	<ul style="list-style-type: none"> • Define the Neighbourhood Plan area and submit an application and map of the area to the Local Planning Authority (Regulation 5) In our case NHDC. <ul style="list-style-type: none"> a) <i>Application must include a map which identifies the area to which the neighbourhood area application relates</i> b) <i>Application must include a statement explaining why area is considered appropriate to be designated as a neighbourhood area</i> c) <i>Application must include a statement that body making area application is a relevant body in accordance with legislation (61G of 1990 Act* as amended by Localism Act 2011)</i> 	PC	Done
	<ul style="list-style-type: none"> • Submit details of the Neighbourhood area proposal to NHDC 	PC	Done
	<ul style="list-style-type: none"> • NHDC to publicise the following on their website and elsewhere as appropriate (Regulation 6) <ul style="list-style-type: none"> a) <i>a copy of area application</i> b) <i>details of how to make representations</i> c) <i>deadline for receipt of representations (minimum of 6 week period – note amended by 2015 regulation)</i> 	NHDC	Done
	<ul style="list-style-type: none"> • Approval or refusal of designation 		

Project Plan for Development of the Preston Parish Neighbourhood Plan

Stage	Steps/Tasks <i>and contextual information to consider</i>	Action / Owner	Status
	As soon as possible after designation, NHDC must publicise the following on website and elsewhere as appropriate (Regulation 7) <i>a) name of the neighbourhood area</i> <i>b) map identifying the area</i> <i>c) name of relevant body applying for designation</i>	NHDC	Approved in Cabinet June 2016
	As soon as possible, if refusing the designation, NHDC must publicise the following on their website and elsewhere as appropriate <i>(a) a decision document setting out statement of reasons for the decision</i> <i>(b) details of where and when decision document can be seen</i>	NHDC	N/A
	• If designation refused revisit this stage, otherwise continue to next stage.	SG	N/A
3. Apply to establish our neighbourhood forum (13-22 weeks)			
	• Apply for designation of a neighbourhood forum (Regulation 8) <i>Where a body submits a neighbourhood forum application to the local planning authority, it must include</i> <i>a) name of proposed neighbourhood forum</i> <i>b) a copy of written constitution of proposed neighbourhood forum</i> <i>c) name of neighbourhood area and a map identifying area</i> <i>d) contact details of at least one member of proposed neighbourhood forum</i> <i>e) statement of how proposed neighbourhood forum meets relevant legislation (61F of 1990 Act as amended by Localism Act 2011)</i>	PC Confirmed this stage not required as we have a Parish Council	N/A
	• Publicise the neighbourhood forum application (Regulation 9) <i>As soon as possible after receiving a neighbourhood forum application, the local planning authority must publicise the following on their website and elsewhere as appropriate</i> <i>a) a copy of application</i> <i>b) a statement that if a designation is made, no other body may be designated for that neighbourhood area until designation expires or is withdrawn</i> <i>c) details of how to make representations</i> <i>d) deadline for receipt of representations (minimum of 6 week period)</i>	NHDC	N/A

Project Plan for Development of the Preston Parish Neighbourhood Plan

Stage	Steps/Tasks <i>and contextual information to consider</i>	Action / Owner	Status
	<ul style="list-style-type: none"> Publicise the designation of our neighbourhood forum (Regulation 10) <ol style="list-style-type: none"> <i>As soon as possible after designating a neighbourhood forum, a local planning authority must publicise the following on their website and elsewhere as appropriate</i> <ol style="list-style-type: none"> <i>the name of the neighbourhood forum</i> <i>a copy of the written constitution of the neighbourhood forum</i> <i>the name of the neighbourhood area to which designation relates</i> <i>contact details of at least one member of the neighbourhood forum</i> <i>As soon as possible after deciding to refuse a designation, local planning authority must publicise the following on their website and elsewhere as appropriate</i> <ol style="list-style-type: none"> <i>a refusal statement setting out decision and reasons for the decision</i> <i>details of where and when refusal statement can be seen</i> 	NHDC	N/A
4. Define Desired Outcome(s) (20-31 weeks)			
	<ul style="list-style-type: none"> Gather available evidence (e.g from NHDC and other organisations) 		Done
	<ul style="list-style-type: none"> Build our own evidence base 		Done
	<ul style="list-style-type: none"> Questionnaire – Issue, collect and analyse 		Done
	<ul style="list-style-type: none"> Local Knowledge Interviews 		Done
	<ul style="list-style-type: none"> Other working group activities 		Done
	<ul style="list-style-type: none"> 		
	<ul style="list-style-type: none"> Draft high level outcomes our community wants from the Neighbourhood Plan 		Done
	<ul style="list-style-type: none"> Draft character assessment, to hold analysis of Preston Parish, from our evidence base 		Done
	<ul style="list-style-type: none"> Check for conformity with National and District level policy 		Done
	<ul style="list-style-type: none"> Consult the community on the draft documents, noting feedback 		Done
	<ul style="list-style-type: none"> Revisit this stage if needed to address feedback and issues 		Done
	<ul style="list-style-type: none"> Check with NHDC if we need a Sustainability Appraisal scoping report? 		Done

Project Plan for Development of the Preston Parish Neighbourhood Plan

Stage	Steps/Tasks <i>and contextual information to consider</i>	Action / Owner	Status
5. Develop our Plan (35-54 weeks)			
	<ul style="list-style-type: none"> From the desired outcomes define the issues and develop the objectives that the plan will address 		Done
	<ul style="list-style-type: none"> Begin preparation of a Sustainability Appraisal (if required) in conjunction with the draft Neighbourhood Plan 		N/A
	<ul style="list-style-type: none"> Develop draft planning policies to deliver objectives 		Done
	<ul style="list-style-type: none"> Begin writing our consultation statement 		Done
	<ul style="list-style-type: none"> Consult the community and stakeholders on the draft Neighbourhood Plan 	Based on response to Objectives proceeding to Regulation 14 consultation	
	<ul style="list-style-type: none"> Amend the draft Neighbourhood Plan in response to consultation 		
	<ul style="list-style-type: none"> Formal pre submission consultation. (Regulation 14) <i>Before submitting a plan proposal to the local planning authority, the qualifying body must</i> <ul style="list-style-type: none"> a) <i>publicise in an appropriate manner in the neighbourhood area</i> <ul style="list-style-type: none"> (i) <i>details of the proposals in a neighbourhood development plan</i> (ii) <i>details of where and when proposals for neighbourhood development plan can be seen</i> (iii) <i>details of how to make representations</i> (iv) <i>deadline for receipt of representations (minimum of 6 week period)</i> b) <i>consult relevant consultation bodies that may be affected by neighbourhood development plan</i> c) <i>send a copy of proposals for neighbourhood development plan to local planning authority</i> 	SG	

Project Plan for Development of the Preston Parish Neighbourhood Plan

Stage	Steps/Tasks and contextual information to consider	Action / Owner	Status
	<ul style="list-style-type: none"> • Submit the proposed plan to NHDC (Regulation 15) <ol style="list-style-type: none"> 1. <i>Where a qualifying body submits a plan proposal to the local planning authority, it must include</i> <ol style="list-style-type: none"> a) <i>a map or statement identifying the proposed neighbourhood plan area</i> b) <i>a consultation statement</i> c) <i>the proposed neighbourhood development plan; and</i> d) <i>a statement explaining how the proposed neighbourhood development plan meets the relevant legislation (para 8 of SCHEDULE 4B of 1990 Act as inserted Localism Act, set out in schedule 10)</i> 2. <i>A consultation statement means a document that</i> <ol style="list-style-type: none"> a) <i>contains details of persons and bodies consulted about plan</i> b) <i>explains how they were consulted</i> c) <i>summarises main issues raised by consultees</i> d) <i>describes how issues have been considered and where relevant addressed in proposed neighbourhood development plan</i> 	SG	
	<ul style="list-style-type: none"> • NHDC publish and consult draft Neighbourhood Plan with community and stakeholders for a minimum of six weeks (Regulation 16) <ol style="list-style-type: none"> 1. <i>As soon as possible after receiving a plan proposal that includes all of the relevant documents, the local planning authority must</i> <ol style="list-style-type: none"> a) <i>publicise the following on their website and elsewhere as appropriate</i> <ol style="list-style-type: none"> (i) details of the plan proposal (ii) details of where and when the plan proposal can be seen (iii) details of how to make representations (iv) a statement that representations may include a request to be notified of local planning authority's decision under Regulation 19 below (v) deadline for receipt of representations (minimum 6 week period) b) <i>notify any consultation body referred to in the consultation statement that the plan proposal has been received</i> 	NHDC	

Stage	Steps/Tasks <i>and contextual information to consider</i>	Action / Owner	Status
6. Obtain an Independent Examination (20-33 weeks)			
	<ul style="list-style-type: none"> • Agree selection of independent examiner with NHDC 		
	<ul style="list-style-type: none"> • Appoint an independent examiner and submit the Neighbourhood Plan (Regulation 17) <p>As soon as possible after appointment of a person to carry out an examination, the local planning authority must send the following to the person appointed</p> <ol style="list-style-type: none"> <i>the plan proposal</i> <i>the other plan proposal documents referred to in Regulation 15(1) submitted to the local planning authority</i> <i>information relating to Conservation of Habitats and Species Regulations if relevant</i> <i>a copy of any representations made (Regulation 16)</i> 		
	<ul style="list-style-type: none"> • Examination <p><i>The examination can take approximately 1 to 2 months, with an extra additional month if a hearing is required.</i></p>		
	<ul style="list-style-type: none"> • Publication of the examiner's report and plan proposal decisions (Regulation 18) <p>Independent Examiner's report published (e.g. on NHDC website) and decision statement sent to the Parish Council and anyone who has previously made a representation</p>		
	<ul style="list-style-type: none"> • NHDC considers Independent Examiner's report who have asked to be notified of the decision. (Regulation 18) <ol style="list-style-type: none"> <i>Local planning authority can decide</i> <ol style="list-style-type: none"> <i>to decline to consider a plan proposal</i> <i>to refuse a plan proposal</i> <i>what action to take in response to the recommendations of an examiner regarding a neighbourhood plan</i> <i>what modifications if any they are to make to the draft plan</i> <i>whether to extend the area to which a referendum is to take place</i> <i>that they are not satisfied with the plan proposal</i> <i>As soon as possible after making a decision referred to above, a local planning authority must publish on their website and elsewhere as appropriate</i> <ol style="list-style-type: none"> <i>the decision and their reasons (the decision statement)</i> <i>details of where and when the decision statement may be inspected</i> <i>the report made by the examiner</i> 		

Stage	Steps/Tasks <i>and contextual information to consider</i>	Action / Owner	Status
7. Conduct a Referendum (8-13 weeks or more if arranging exceeds 8 weeks)			
	<ul style="list-style-type: none"> NHDC will co-ordinate and pay for the referendum which will normally be open to any individual registered to vote in the parish. The referendum will be organised by NHDC's electoral team in much the same way as a Local Election. <p><i>The referendum itself will be a one day event however the regulations stipulate that 28 days' notice needs to be given for the referendum.</i></p>		
8. Final Plan Decision			
	<ul style="list-style-type: none"> Decision on a plan proposal (Regulation 19) <p><i>As soon as possible after deciding to make a neighbourhood development plan (or refusing to make a plan), a local planning authority must</i></p> <ol style="list-style-type: none"> <i>publish on their website and elsewhere as appropriate</i> <ol style="list-style-type: none"> <i>a statement setting out the decision and their reasons (the decision statement)</i> <i>details of where and when the decision statement may be inspected</i> <i>send a copy of the decision statement to</i> <ol style="list-style-type: none"> <i>the qualifying body</i> <i>any person who asked to be notified of the decision</i> 	NHDC	
	<ul style="list-style-type: none"> Publicising a neighbourhood development plan (Regulation 19) <p><i>As soon as possible after making a neighbourhood development plan, a local planning authority must</i></p> <ol style="list-style-type: none"> <i>publish on their website and elsewhere as appropriate</i> <ol style="list-style-type: none"> <i>the neighbourhood development plan</i> <i>details of where and when the neighbourhood development plan may be inspected</i> <i>notify any persons who asked to be notified of the making of the neighbourhood development plan that it has been made and where and when it may be inspected</i> 	NHDC	

Document History

First Draft – version 0b3, circulated 01-08-16

Second Draft – version 0c1, circulated 18-08-16

The version executed from before the first Drop in Session up to and including preparing the Draft Neighbourhood Plan for review and advice by the Steering Group's selected Independent Consultant.

Revisions:

- Clarified definition of Parishioners under “Scope and Requirements”
- Confirmed Stage 2 done as designation of a neighbourhood area was approved in Cabinet June 2016
- Confirmed Stage 3 not required since we have a Parish Council
- Updated Flow Chart to reflect that Stage 3 not required

Working Draft – v0d, minor changes – not circulated

Third Draft – version 0e0, circulated <td>

Updated to reflect changes in the plan, composition of the steering group and aspects from the previous version which were unnecessary or simpler than originally estimated.

Appendices

Information Referenced

Cornwall Council - Neighbourhood Planning Process Timetable

Doc Name: NP-Process-Timetable.pdf

URL: <http://www.cornwall.gov.uk/media/3632474/NP-Process-Timetable.pdf>

Chichester District Council - The stages of a Neighbourhood Plan

Doc Name: Guide_to_producing_a_Neighbourhood_Plan.pdf

URL: <http://www.chichester.gov.uk/CHttpHandler.ashx?id=21951&p=0>

Brighton&Hove City Council - Indicative Neighbourhood Plan Timetable Flow Chart

Doc Name: Neighbourhood Plan Indictv Timetable Flow Chrt v1.pdf

URL: <https://www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/Neighbourhood%20Plan%20Indictv%20Timetable%20Flow%20Chrt%20v1.pdf>

East Northamptonshire Council –

Neighbourhood Planning Protocol

Doc Name: Final_Neighbourhood_Planning_Protocol.pdf

URL: http://www.east-northamptonshire.gov.uk/downloads/file/5708/neighbourhood_planning_protocol

Neighbourhood Planning Timetable

Doc Name: Final_Neighbourhood_Planning_Protocol.pdf

URL: http://www.east-northamptonshire.gov.uk/download/downloads/id/7309/neighbourhood_planning_timetable.pdf

House of Commons Library – Briefing Paper 05838

Doc Name: SN05838.pdf

URL: <http://www.parliament.uk/briefing-papers/SN05838.pdf>

Pirton's Neighbourhood Plan Website

URL: <http://pirtonneighbourhoodplan.org.uk/>

The Neighbourhood Planning (General) (Amendment) Regulations 2015

Doc Name: ukxi_20150020_en.pdf

URL: http://www.legislation.gov.uk/ukxi/2015/20/pdfs/ukxi_20150020_en.pdf

Preston Parish Neighbourhood Plan

Our Parish - Our Future - Our Say

**The New Year has arrived and your
Preston Parish Neighbourhood Plan Questionnaire
is on its way...**

**We would like to bring your questionnaire
to you during the weekend of
14th/15th of January.**




The 2012 Localism Act gives all communities the legal right and opportunity to prepare their own Neighbourhood Plan. Such a plan sets out policies to guide development and the use of land in a parish or a neighbourhood. It can also cover: transport, traffic and communications - community facilities - business - our environment and heritage.

The Neighbourhood Plan is your chance to shape how our parish evolves. Once approved by our local authority, NHDC, the plan becomes part of the statutory planning process.

That's why our Neighbourhood Plan is so important!

find out more on our website at www.preston-np.org.uk



The Parish of Preston has seen history made within its boundaries. From John Bunyan preaching, in Wain Wood, in the dead of night to avoid detection, the Knights Templar being resident at Temple Dinsley (now Princess Helena College) to being the proud owners of the first ever community pub and changing BT's model for Rural Broad Band.

During the weekend of 14th/15th January we would like to bring you The Neighbourhood Plan Questionnaire. Your answers will create a sound evidence base from which to develop and justify the plan. This will help shape the future of our Parish, in time becoming another part of Preston's rich history!

A representative of the Steering Group will supply your household with Adult and Young Resident Questionnaires. There will also be a sheet for our 'under 10s' if they would like to be involved. The representative will call back at the end of January to collect completed questionnaires.

If you are not available, for either delivery or collection, a representative will call back during the following week. Alternatively you can contact the Steering Group on 01462 434 403, or via the enquiry form on our website at www.preston-np.org.uk, to arrange a convenient time.

There are a number of businesses in the Parish. The questionnaire is for residents, but we are also interested in the views you may hold from a business perspective. Please contact us (as above) to have your say or arrange to meet a member of the Steering Group.

We would also like to invite you to a 'Drop In' Session on Saturday 21st of January at The Village Hall from 10am to 11am. Members of the Steering Group will be there to answer any queries you have on the questionnaire or to chat about the Neighbourhood Plan in general.

We look forward to working with you all and wish you a happy 2017,

Alexandra, Di, Fay, Liz, Margaret, Rae and Wal

your Neighbourhood Plan Steering Group

find out more on our website at www.preston-np.org.uk

Appendix 5

Survey Area:

[illegible]

Appendix 6

Additional information to help answer questions

Introduction and a guide to the Questionnaire - The adult resident questionnaire has an Introduction to Neighbourhood Plans on page 4 and a guide to the survey process on page 5.

Survey Help – is available to answer any queries:

- Come to the drop in session at the Village Hall on Saturday 21st January between 10 - 11 am
- Phone our helpline on 01462 434 403
- E-mail us at survey-help@preston-np.org.uk
- Visit the website at www.preston-np.org.uk and follow the link for survey help.

This is also shown on the back of both adult and young resident questionnaires.

Is what I say confidential? (From page 5 of the Adult Questionnaire)

What you say will be analysed statistically for multiple choice and some open (free text) questions. Who said what to these questions will be treated in confidence.

Other open questions will be read to identify themes and issues – useful phrases may be taken from answers to illustrate a theme or issue in the report. The research team will not identify who said what, but it is always possible that the identity of somebody can be guessed because of what they wrote.

Your completed questionnaire will be seen only by the research team - with the following two exceptions:

1. If you have any issues you would like to discuss with the Steering Group please email or fill in the inside back sheet (page 27). The Steering Group will read what you have said on that sheet (page 27) in full.
2. If you mark up the map in Question E4 (page 18) with any additional views, page 18 may be copied to the Steering Group for additional analysis

The research team will not identify who filled in pages 18 and 27 to the Steering Group.

We are asking for your postcode and other demographic details (such as gender and age) so that we can check we have spoken to people from across the community. Where we report on sub groups (such as women or people who work at home) it will only be if it applies to several people in the parish and no one person is identifiable.

The Insight Fountain and We Work With Data are members of the Market Research Society (MRS) and abide by the MRS code of conduct. They are both registered as a data controller with the Information Commissioners Office (ICO) and have carried out Neighbourhood Plan Surveys previously.

Notes for Delivering Questionnaires

This is a quick reference and reminder of what you should have, the process for delivering questionnaires and some supporting information in case of questions.

What you should have

- This set of Notes
- Adult, Young Resident and Under 10's questionnaires.
- One or more forms for recording delivery/collection for your area and a couple of pens
- Numbered envelopes – with numbers matching those on your delivery/collection form(s) - Shortened to D/C Forms throughout
- Blank envelopes
- Calling cards to say “We tried to deliver your questionnaire(s)...”

What to say to residents when you call

Please explain (as appropriate) that:

- There are different questionnaires for different age groups and that everyone who lives in the parish – including lodgers, temporary residents and those working or studying away from home – is allowed to have a questionnaire.
- Participating in the survey is completely voluntary.
- Adult and Young Residents' answers are anonymous. This is stated on page 2 of both questionnaires and explained on page 5 of the adult questionnaire. See extract from page 5 for this text and details of the possible exceptions.
- Any under 10 who wants their writing or drawing on the website has the choice of whether they want to be anonymous or sign their work (subject to parental/guardian consent).
- We plan to collect the weekend of the 28th/29th January. Alternatively:
 - You can make a note on the D/C form of any special requirements
 - Residents can contact survey-help to make other arrangements
 - They can also return questionnaires at the drop in session on 21st January.
 - Residents can post their envelopes (at their own cost) to:

Becky Lewis
The Insight Fountain
101 Longcroft Lane
Welwyn Garden City
AL8 6EL

What to do (the process for delivering)

If there is a resident (16 or over) available

CONFIRM how many of each questionnaire to leave:

- One adult questionnaire for each resident aged 16 years and over (including any lodgers, temporary residents, etc.)
- One young resident questionnaire for each resident aged 10 to 15 years
- An Under 10 sheet and a blank sheet of paper (already paper clipped together) for each resident aged 9 years or younger in case they would like to be involved

CHECK if there are any adults who are studying or working away from home. If this is the case, for each adult who is away:

- ask the person you are talking to, if they would address one of your blank envelopes for us to post a questionnaire
- offer to return with a questionnaire pack ready for them to address and post themselves (*Note we are saying this since not everyone will want to hand out another person's address*)

In either case we will pay the postage and provide a stamped addressed envelope for return of the questionnaire.

GIVE the resident the numbered envelope allocated to their address as well as the appropriate questionnaires.

If there are too many questionnaires to fit in one envelope, put the same envelope number on as many blank envelopes as needed. *See the Ready Reckoner for number of envelopes needed*

Note down on your delivery/collection form:

- how many of each questionnaire you have left (excluding ones to post)
- if we have to return with questionnaire packs or they have addressed envelopes for us (and how many)
- the number of envelopes supplied
- the date
- If they intend to post their completed questionnaires or any other special requirements

Envelope Ready Reckoner

		Number of Adult Residents										
		0	1	2	3	4	5	6	7	8	9	10
Number of Young Residents	0	0	1	1	1	2	2	2	3	3	3	4
	1	1	1	1	2	2	2	2	3	3	3	4
	2	1	1	1	2	2	2	3	3	3	3	4
	3	1	1	1	2	2	2	3	3	3	4	4
	4	1	1	2	2	2	3	3	3	3	4	4
	5	1	1	2	2	2	3	3	3	4	4	4
	6	1	2	2	2	2	3	3	3	4	4	4
	7	1	2	2	2	3	3	3	4	4	4	4
	8	2	2	2	2	3	3	3	4	4	4	5
	9	2	2	2	3	3	3	3	4	4	4	5
	10	2	2	2	3	3	3	4	4	4	5	5

The number of envelopes needed is shown where the column for number of adult residents meets the row for number of young residents.

If no resident is home

On your first visit leave a "We tried to deliver..." card and record it on your D/C Form. If you/we have tried several times and still nobody is home write an "N" and the number of visits in the "Other" column on your D/C Form.

If the residents do not want to take part

Write a "D" in the "Other" column on your D/C Form.

If the Property is Empty

Write an "E" in the "Other" column on your D/C Form.

Preston Parish Neighbourhood Plan

Our Parish – Our Future – Our Say

We tried to deliver your Survey Questionnaire(s) Today

In order to deliver the right number of each type of questionnaire our volunteers need to speak to you, so they will call back. Alternatively, please contact us if you would like to:

- arrange a mutually convenient time for a volunteer to visit, or
- discuss how many of each type you need and a safe place where you would like them left – the questionnaires are A4 size so they may not fit through some letter boxes.

Phone: 01462 434 403

e-mail: survey-help@preston-np.org.uk

Web contact form: www.preston-np.org.uk and follow the “Contact the Steering Group” link.



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In order to deliver the right number of each type of questionnaire our volunteers need to speak to you, so they will call back. Alternatively, please contact us if you would like to:

- arrange a mutually convenient time for a volunteer to visit, or
- discuss how many of each type you need and a safe place where you would like them left – the questionnaires are A4 size so they may not fit through some letter boxes.

Phone: 01462 434 403

e-mail: survey-help@preston-np.org.uk

Web contact form: www.preston-np.org.uk and follow the “Contact the Steering Group” link.



Appendix 8

Extract from Preston Parish Newsletter: March 2017

NEIGHBOURHOOD PLAN QUESTIONNAIRES

The Neighbourhood Plan Steering Group would like to thank Preston residents most sincerely for completing and returning their questionnaires. There has been a remarkable return of 98.1% of envelopes which shows how much all of us care about our parish and our future. The Steering Group would also like to thank everyone who helped to deliver and collect questionnaires, as well as the newsletter team who provided valuable help in organising the rounds. The help of these volunteers made the delivery and collection of questionnaires much easier and quicker.

The questionnaires have now gone to the market researcher for detailed analysis. The outcomes will be presented to local residents as soon as possible. Please look out for a flier with the April newsletter giving details of when this will take place.

Survey Results Meeting - Sunday Morning 30th April

91 % of households completed questionnaires

92% of adult and 86% of young residents say they are satisfied overall living in Preston

We are worried about development, and changes forced on us

What shall we do about traffic and our environment?

“ I love the tranquility of the village, the beautiful walks and the people of Preston”

We want our parish to stay the same - to control any change for the better!



Come and hear what you have said, ask questions and discuss the implications.

Join us at **Princess Helena College**

analysis reports available from 10:30, **meeting starts 11:15**

The Steering Group will present an overview of the analysis results. A printed copy of the analysis report will be available for each household in the parish. The report will also be published online.

Preston Parish Neighbourhood Plan

Our Parish - Our Future - Our Say

Thank you for your help in completing the questionnaires. The quality and numbers of your responses will provide the support needed to write a robust neighbourhood plan that is more easily defended if challenged.

There is still a long way to go in both time and in effort. The next steps for developing the plan include:

- consulting other interested parties in our parish
- gathering information from various agencies
- discussing the survey results with you

With what we learn from these, we can draft objectives for a neighbourhood plan that represents our planning related interests as a community.

Do you run a business, charity, society or other organisation from or in the parish?

If you do, the steering group would like to talk to you. Your views from a business /non-residential perspective are important for us to consider as part of our neighbourhood planning. Please contact the steering group at sg@preston-np.org.uk or on 01462 434 403 to arrange a meeting so you can have your say.

You can find out more about the process of developing a plan via our website. For those of you who prefer more traditional communication give us a call and we can arrange to have a chat or supply printed materials.

Preston Parish Neighbourhood Plan

Our Parish – Our Future – Our Say

Survey Results Meeting

30 April 2017



Agenda

- Welcome
 - Apologies for absence
 - Facilities and Safety Notices
 - Thank You To...
 - Background
 - What is a Neighbourhood Plan
 - Our Journey So Far
 - Sample and Response Rates
 - Survey Results
 - Next Steps
 - Any Questions?
-

Thank You To...

- Princess Helena College for letting us host the meeting here
 - The Primary School and The Church Committee for agreeing to let us host future meetings there
 - The Insight Fountain and We Work With Data
 - Colin Kendall (Creamers Printers)
 - The Delivery / Collection Team Members
 - Those who have volunteered other help – if we haven't been in touch yet we will shortly
 - **Everyone who took part in the survey!**
-

Background: What is a Neighbourhood Plan

- Once made, a Neighbourhood Plan has statutory effect which the local authority must follow when determining planning policy and planning applications.
- It should have a vision and priorities up until 2031.
- These are some of the possible issues:
 - Housing: number, design, mix, location
 - Transport and rural roads – including traffic calming, footpaths, bridleways and access for visitors
 - Support for local businesses: development, connectivity, sustainability, building use
 - Community facilities for all age groups in the Parish, including green spaces and play areas
 - Long term growth in the village



Background: Our Journey So Far

June 14	Designated Area approved
June 26	Village Meeting decision to produce a Neighbourhood Plan
July 14	Steering Group Inaugural Meeting
November 5	Drop in session – draft of Adult Questionnaire piloted
November 6	The Insight Fountain engaged
December	Young Residents Questionnaire piloted
December	Questionnaires designed and printing commissioned
January 12 to 15	Main delivery phase of questionnaires
Jan 28 to Feb 10	Collected completed questionnaires
February 13	Analysis begun
March 6	Initial analysis results review with The Insight Fountain
March 9	Additional analysis of open questions
April	Report completed and printed

.....

The survey has been an opportunity none of us has ever had before.

We have reached this stage very quickly.

The survey has produced a body of evidence that will be of value to the whole Parish and its future endeavours.

Sample and Response Rate

Households

176 households in Preston
7 empty and 3 removed as out of scope

165 Households in study
plus Princess Helena College

8 declined / unable to take part
7 no answer

150 Households took part *plus PHC*

91% Household response rate

Individuals - Adults

336 adults aged 16+ in Preston
302 took part

90% Individual adult response rate

Individuals - Young Residents (Youth)

28 Young people aged 10-15
24 took part

86% Individual youth response rate

*Plus Princess Helena College approx 30
young residents aged 11-15 of whom 7
took part*

This is an excellent response rate and exceeds most Neighbourhood Plans.

**We can be confident that the data is robust and is based on a sample
that is representative of the population of Preston in 2017
giving reliable and valid results.**

.....

Whilst we were still doing the fieldwork (collecting questionnaires and delivering some late copies) our Market Researchers told us that we were getting an extraordinarily good response rate. Of the households who took questionnaires to complete about 98% returned an envelope – we were told “THIS IS ALMOST UNHEARD OF IN MODERN MARKET RESEARCH”.





Well the great news is that there is a very high satisfaction rate with living in Preston.

You will see that 92% of adults are satisfied or very satisfied with living in Preston. Interestingly, those with children are notably more likely than those without to be very satisfied.

91% of adults and 69% of young people say it is very or quite important for Preston to have a Neighbourhood Plan.

We also asked what people liked most about living in Preston and 81% said green spaces and 60% said the community. Then we have the wonderful writing and pictures from the Under 10s. We asked them to say what they liked about living in Preston – and their work seems to sum up that it is the rural setting and things you can enjoy in it that we all say we like.

It will probably not be a surprise to anyone, that the biggest concern is traffic, transport and travel. Noise from Luton Airport, a poor bus service and badly maintained roads are concerns for residents of all ages.

As well as safety on the roads and transport, it is the lack of activities that our young people highlighted.

People are concerned about speeding traffic especially on certain roads and heavy traffic at certain times of the day.

A third of respondents said they would like a shop, and improving public transport and a reduction in traffic were the next most requested items.

Looking at what we have said we want to improve can add clarity and will help shape the objectives for our plan.



2. Amenities and Facilities

You've provided a lot of quality information about what is important, use and improvements you would like, if the money (time and people) became available. From a neighbourhood planning perspective we can develop policies that:

1. **Protect** the things which are important to us. Looking at usage and importance together, we can see that it is important to maintain each of these things even to those who seldom use them.

For example: typical usage of green spaces, footpaths and the Red Lion ranges from three times a month to once a year - yet 80% of us think it very important these are maintained.

The questions for the Young Residents are different in this section but the results indicate that the green spaces and facilities are important from the activities they support.

This gives strength to policies that protect assets, even in the face of criticism of low usage. The statistics are also supported by the comments you gave in the open questions.

2. **Facilitate enhancements** to and creation of new amenities and facilities. A neighbourhood plan can set policies to support these enhancements, but it is outside the remit and capability of a Neighbourhood Plan to provide or make them happen.

A note about interpreting the frequency of use collected in question A1. The results have not been normalised to reflect how many can use each of the things. The bus to secondary school is an example - low usage does not indicate lack of importance, all those who need it may be using it.

In some cases the usage can show things are well used when it might seem not. You can go for a walk on the footpaths and hardly meet another person - so it is great to see that so many of us regularly use the paths.

Participation in leisure activities and the requests for more to do are interesting from a planning perspective only in as much as shaping policies for the places and assets used (now and future).

That an activity is fairly niche is not negative - being able to see (and demonstrate) the diversity of activities may be significant in shaping (and defending) our policies.

Outside of planning the questions and your answers to this (and the previous) section have great value. For example:

- Annual events are clearly well supported – the results are a "thank you" to the organisers.
- If you want to organise extra activities, the survey results are a great place to see if there are other like minded residents in the parish you could collaborate with. Don't forget our Young Residents have also provided a comprehensive list.
- Some residents commented they didn't know there was so much available until the survey - a useful side effect. The News Letter, Preston News Service and Parish Council mail shots are all available (as appropriate) communication channels to promote and discover what's on, issues and opportunities.





3. Housing and Development

A lot of information was provided on current housing situations and views for development.

The main points from the questionnaires are that overall the preference is for:

- Small developments
- Two & three bedroom houses with gardens, off road parking, bicycle and scooter storage and low carbon footprint running
- Houses for families, local people, first time buyers and retirement dwellings.

The Steering Group will endeavour to include these points in the Neighbourhood Plan. We need to remember that the Neighbourhood Plan has to reflect the policies of the North Herts Local Plan.

A Neighbourhood Plan enhances our control of planning and does not remove any of our existing rights. We still have the usual mechanisms to support or object to any development.

Once the Local Plan and the Neighbourhood Plan are in place, they have a life span of 15 years until 2031.

Any developers wishing to build in Preston have to adhere to both plans and go through the usual planning application procedure with North Herts District Council. It is at this point that local residents can make their views known.

If planning permission is granted and the development goes ahead, it is managed by the contractor. As with all new build, the NHDC building inspector will visit at strategic points and all building regulations must be followed.

The Parish Council and the Steering Group have no part to play in the construction process.



Not surprisingly it is very important for residents to protect the green spaces and views that they have. The rural setting is why many people choose to live in the Parish. Walking in the countryside is a very popular activity.

98% of people agree that it is important to have green space such as woodlands and fields between Preston and neighbouring villages and towns.

95% agree it is important to minimise the impact of development on woodland, hedges, footpaths, bridleways, green lanes, ponds, streams, verges and geological features.

93% agree that it is very important or quite important to minimise the impact of development on historic buildings and the Conservation Area.

Environmental issues in the Parish include 58% of respondents who are concerned about dog fouling and 52% about litter.

By far the most concern is about fly tipping, with 86% saying they are very concerned or quite concerned about this.

Whilst we can't use the Neighbourhood Plan to protect the views in and around the Parish on average people identified 7 views. The impact on Wain Wood, which is a site of special scientific interest, is a consideration for the District Council when a planning application is determined.





5. Transport and Communication

54% of replies would like 20mph speed limits in selected locations.

This is something the Parish Council are going to look at when they have the evidence from this report. Reducing speed limits is a very involved process and could take up to 5 years.

The Speed Indicator Device coming into Preston from Luton has been successful. The Parish Council have decided to ask for another one to be installed on entry to the village from Hitchin.

The Steering Group has noted that overall people feel **a good mobile phone signal is more important than having a landline.**

Planning permission has been granted for a phone mast at Preston Reservoir.

The Parish Council have recently been in contact with Waldon Telecom who put in the application about when they were likely to start and were informed that:

- At this stage they do not have a forecast date of when the site will be built, they are at least 3 months away, possibly longer.

As with all planning applications, they have 3 years in which to complete the work.

The improved broadband has clearly been a game changer for those who have a good service.

However, the survey shows that it is not the universal success we had hoped. There are a variety of reasons for why this is not the case so issues have to be addressed on an individual basis.

6. About You

(based on individuals)

7. Household Questions

(based on households not individuals)



A key issue in getting a Neighbourhood Plan made (into planning law) is showing that everyone [in the designated area] has had the opportunity to have their say and that those who have spoken are a representative sample. For this survey this is supported by the high response rate and that:

- The demographic data for individuals and households from the survey matches the composition of the population from the 2011 Census - so in that respect we are representative.
- The Collection records show that every geographic area in the parish has been sufficiently represented. There is no cluster of households which have not taken part.



8. Other Comments

All the comments, of which there were many, have been noted. The Steering Group and the Parish Council will be looking at them at future meetings and addressing issues, as appropriate, in the short, medium and long term and within their remit.



Next Steps

Short Term

- **Stage 2**
 - Deeper analysis of results
 - Gather other information
 - Define the objectives of the Neighbourhood Plan
 - Engage volunteers for specific projects
 - Draft Plan based on objectives
 - Review and refine objectives and draft plan
 - Informal consultation

Until our Plan is “Made”

- **Stage 3** – Conduct formal round of public consultation
- **Stage 4** – Examination of the Neighbourhood Plan by an independent examiner - to ensure it meets all statutory obligations.
- **Stage 5** – Referendum conducted and paid for by NHDC – assuming the examiner recommends that our draft plan can proceed.

We’ve made a great start but there’s a long way to go.

We need to get deeper into analysing the results and begin to gather other information.

The Neighbourhood Plan will set out the community’s overall vision for the Parish and should include overall aims for any future development. These can relate to a wide range of planning and regeneration matters – social, economic and environmental. The vision and aims of the plan can then be translated into detailed policies, guidance and proposals.

We will need an overview of the Parish which will provide a useful context for the policies including key evidence – social, economic and environmental data.

As you have heard, we need to include Planning policies as once made the Neighbourhood Plan will form part of the statutory local development plan and can contain policies against which development proposals will be considered.

We need to establish key themes and issues and help from volunteers will be very important to moving the plan forward, possibly with working groups tasked with exploring a particular issue or idea in more depth.

Once the draft plan has been produced we will need to conduct an informal consultation and then review the plan.

Stage 3 will be to conduct a formal round of public consultation followed by an examination of the Plan by an independent examiner.

Once the plan has been recommended to proceed, a referendum is held, paid for by NHDC. The Neighbourhood Plan needs a simple majority of more than 50% of people voting in favour to be adopted.



Any Questions?

Here is the set of questions from the attendees with the presenters' answers:

- Q *Having done this process, are there any questions you wish you'd asked?*
- A Perhaps on the school question, we could have phrased it slightly differently.
- We might have clarified the difference between dog walking v. ordinary walking.
- The process is not closed, tell us if we have missed anything.
- Q *Regarding broadband speeds, as I am completely non-technical I couldn't find the answer to this?*
- A Only about 64% people managed to answer this one, but gave a fairly consistent answer. Yes it was technical but the data we got was good, it enables us to work with BT going forward. Problems with the copper line to the village are being progressed with BT.
- Q *How much has all this cost?*
- A We have spent just under £7000 so far. We had a Government grant for £5088 and can apply for another £3912 to be spent by the end of the year. We have recently received a grant of £400 from NHDC to be spent on publicity materials. The flier advertising this meeting was paid for from that grant. The remainder has been paid by the Parish Council.
- Q *What has happened to the promised mobile phone mast?*
- A Planning permission was granted last October, valid for 3 years. The Preston Parish Council (PPC) has enquired when they intend to start work and have been told that at this stage they do not have a forecast date of when the site will be built, they are at least 3 months away, possibly longer.
- Q *With reference to the question on reducing speed limits, why does it take so long?*
- A Because we have to go through Herts County Council and the Police. PPC are doing all they can to progress through. We now have strong data from the questionnaire to back up our request for speed reductions.
- Q *Can we use some of the data in the meantime to help the parish? Eg speeds near the school.*
- A PPC can consult the school regarding speed limits around the school. Anything the PPC can use the data for, we will.
- Q *The questions on dog fouling, fly tipping, crime etc. I wasn't concerned at the time of the questionnaire but I am now, given that some crimes have occurred. What happens now?*
- A We can incorporate views at any time until the document [Neighbourhood Plan] is ready.



Q *Regarding development, what can we do in respect of the proposed 21 houses at Castlefield, to slow it down or control it?*

A The NHDC has allocated a maximum of 21 houses to Preston Village as a whole, this does not mean all 21 have to be built.

The Neighbourhood Plan has to mirror what has been put in the Local Plan, which has been agreed by Councillors. This Autumn an Inspector will examine the proposed Local Plan.

There is nothing we can do at present until a developer puts in a proposal. However as individuals we can all put forward our views at that point.

The Neighbourhood Plan will help control the development as it gives us important evidence about what should and shouldn't happen.

Q *Regarding the Local Plan, Preston has been designated as a Category A village – why? Did we fight that?*

A Yes, PPC tried hard to fight it over several years but was unable to succeed.

Q *If before the development proposed at Castlefield there's infill, does this reduce the total?*

A A. Yes it does, they will be deducted from the 21 allocated to the village. Infill is preferred by village residents. This squeezes out development opportunity.

Q *The main footpath in the village from Butchers Lane to Chequers Lane was missed off the questionnaire. Why?*

A At first it was an oversight, accidentally missed off, but once realised its inclusion would have affected print layout of the questionnaire making it more expensive to print.

Q *Why was Hitchwood footpath included if it's outside the parish?*

A It was felt necessary to include this as it is well used by residents and considered a village resource.



Here is your household's copy of the

Survey Result Report

Please let us have your e-mail address so we can send you you a copy of the questions and answers from the meeting and keep you updated.
Or let us know if you need a paper copy.

e-mail: sg@preston-np.org.uk
call: 01462 434 403



Here is your household's copy of the

Survey Result Report

Please let us have your e-mail address so we can send you you a copy of the questions and answers from the meeting and keep you updated.
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Here is your household's copy of the

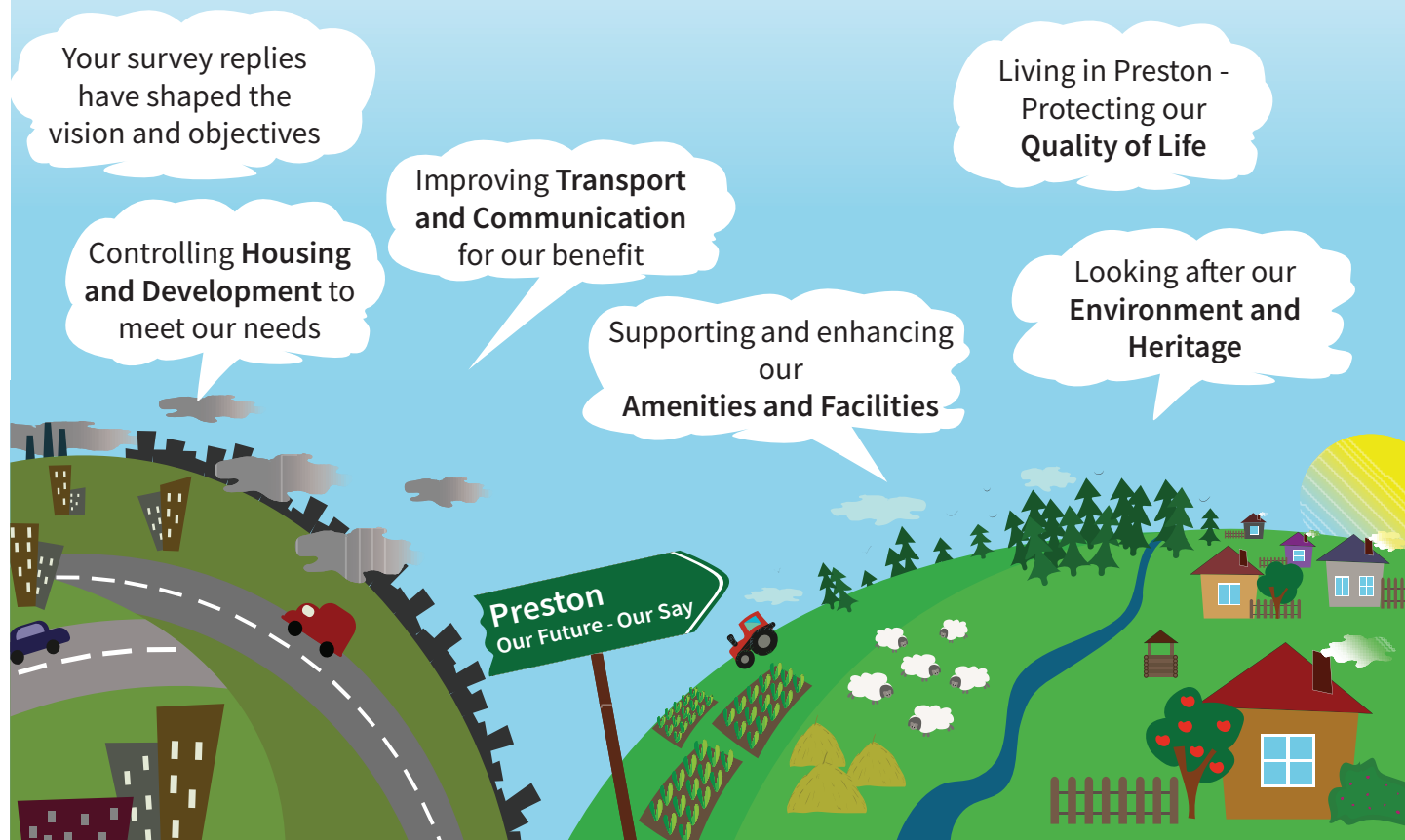
Survey Result Report

Please let us have your e-mail address so we can send you you a copy of the questions and answers from the meeting and keep you updated.
Or let us know if you need a paper copy.

e-mail: sg@preston-np.org.uk
call: 01462 434 403



Your Vision and Objectives for the Preston Parish Neighbourhood Plan



You Are Invited to a “Drop In Session”

in the
Village Hall

on
Thursday 5th October ~ 5.00 pm – 8.00pm

and
Saturday 7th October ~ 10.00am – 12.00 noon

Please join members of the Steering Group for an update on either or both of these days. You will be able to view the progress so far and add your opinions and comments on any aspect of the Neighbourhood Plan

Appendix 13

Extract from Preston Parish Newsletter; October 2017

NEIGHBOURHOOD PLAN UPDATE

The Steering Group have arranged two drop-in sessions to update local residents on the progress of the Neighbourhood Plan. These are being held on Thursday 5 October from 5p.m to 8p.m and on Saturday 7 October from 10 a.m to 12 noon. Both sessions are being held in the Village Hall. Please come along to view and comment on the proposed vision and objectives for the Neighbourhood Plan. The Steering Group will look forward to seeing you there.

Appendix 14

Vision and Objectives ~ 5 October 2017 – Preston Parish Neighbourhood Plan

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Preston Parish Neighbourhood Plan

Our Parish - Our Future - Our Say

Vision and Objectives ~ 5 October 2017

Dear Resident,

Please use this form to read and comment on the first draft of the Vision and Objectives for our Neighbourhood Plan. To demonstrate that genuine residents and stakeholders had participated, everyone attending a "Drop in Session" at the Village Hall was asked to sign in. For the same reason there is a similar request on this form.

When you have finished reviewing and commenting, please click the "Done" button at the bottom of the form to send us your feedback.

Many Thanks,
Alexandra, Di, Fay, Liz, Malcolm, Margaret, Rae and Wal

Please Sign In to this online "Drop in Session"

Your Name *

e-mail

This is optional, if you give us your e-mail the Parish Council will ensure you are on their mailing list and the Steering Group will send you confirmation that we have received your feedback.

The Vision for Preston Parish to 2031

Preston Parish thrives socially, economically and environmentally as a safe, tranquil, rural community where any development should be sustainable and of good, intelligent design to enhance its distinctive character. The heritage, biodiversity and position in the landscape should be respected and enhanced.

We will do this by:

- Encouraging a thriving and prosperous
- Promoting a distinctive and flourishing
- Supporting measured, proportionate, timely and sustainable development to meet the requirements of both the village and the Parish.
- Endorsing policies that have a positive effect on the environment, including those that mitigate climate change and reduce our carbon footprint.
- Maintaining the high quality natural environment with its protected wildlife interests.

Any comments? (optional)

Objectives

Living in Preston (Quality of Life)

Objective QL1 To encourage the provision of opportunities for social interaction through cultural, leisure, sport and commercial activities for all members of the community.

Agree Disagree Neither

Objective QL2 To promote a thriving and prosperous community that delivers a high quality of life for all its residents.

Agree Disagree Neither

Objective QL3 To strengthen the local economy that exhibits vitality and dynamism.

Agree Disagree Neither

Objective QL4 To sustain and enhance the local economy that exhibits vitality and dynamism.

Agree Disagree Neither

Online Consultation

The format of the Drop In Session comment posters was replicated in an online form on the Neighbourhood Plan web site. See screenshot left.

The website is built using Wordpress and the form was set up and maintained using the Caldera Forms plugin. See screenshot below.

Appendix 15

Sample letter to landowners about Drop in sessions on objectives

Wednesday 6 September 2017

Dear

Preston Neighbourhood Plan

I am writing on behalf of the Steering Group to let you, as a landowner in the Parish, know that we are in the process of producing a Neighbourhood Plan for Preston.

At a village meeting in June 2016, with significant support from residents, a decision was taken to produce a Neighbourhood Plan for the Parish. The Parish Council delegated responsibility for this to a Steering Group.

In January 2017, questionnaires were delivered to every household in the Parish. These were collected in February and the data was analysed and collated by professional organisations. The resulting report was distributed to all households in April following a village meeting to explain and discuss it. A copy of the report are enclosed which I hope you will find interesting.

The Steering Group are now working on the production of the Neighbourhood Plan. The next step is to share the vision and objectives with local residents at two drop in sessions. These are being held in Preston Village Hall from 5 – 8 pm on Thursday 5 October 2017 and from 10 am to 12 noon on Saturday 7 October 2017. We would like to invite you and your representatives to attend one of these sessions. Members of the Steering Group will be present to discuss the Neighbourhood Plan and its progress so far.

In the meantime, if you have any queries about Preston Neighbourhood Plan and its production, please feel free to contact me.

Yours sincerely

Margaret Trinder
Parish Council Representative
Neighbourhood Plan Steering Group

Appendix 16

Preston Neighbourhood Plan

Objectives: Agreement and comments by Local Residents following online consultation and two drop in sessions October 2017

Living in Preston (Quality of Life)

QL1: To encourage the provision of opportunities for social interaction through cultural, leisure, sport and commercial activities for all members of the community.

31 in favour, 0 against

QL2: To promote a community quality of life including clean air and water, enjoyment of unfettered open spaces, conservation of wildlife and natural resources, security from crime and protection from toxic substances.

25 in favour, 0 against

- This objective seems to cover a lot of issues. Might be better dividing it.
- What about aircraft noise and noise from the airport itself, especially at night? Light pollution from airport?"
- I agree with this (arrow to noise from the airport itself, especially at night)
- I agree re airport noise. And path they fly? Seems to be wide path moving closer to Preston
- I wonder about dog walking/paths etc.
- Controlling dogs is important for conserving wildlife-so perhaps rephrase the word unfettered
- Unfettered open spaces' what does it mean? Hope it is not a licence to trespass! – 1 in agreement

QL3: To strengthen and support economic activity.

24 in favour 0 against

- Needs qualification (on a scale compatible with Preston's character) – 2 in agreement
- Utilise/make most of the high cyclist traffic-currently don't really serve them or benefit from them economically
- How could this be achieved?

Note: This comment was written under comment 2 but it is not clear whether it pertains to the comment or the Objective.

QL4: To sustain and improve excellent local facilities for existing and new residents.

28 in favour, 0 against

- Why only 'excellent' local facilities?
- To sustain excellent local facilities and improve ones that aren't excellent(!)
- Including not only the Red Lion, St Martin's church and Preston Primary School, but also when appropriate and possible a village shop.

QL5: To prioritise local distinctiveness in every element of change and growth.

26 in favour, 0 against

- add 'where appropriate' – 2 in agreement

Amenities and Facilities

AF1: To support all existing amenities, facilities and services available in the parish and all new ventures where possible for the benefit of the community.

28 in favour, 0 against

- Remove 2nd 'all' change to 'where appropriate (not possible)' – an extra tick if changes made. Amended comment received 2 ticks of agreement
- See QL4 above

AF 2: To support existing businesses and promote businesses and employment opportunities on a scale compatible with Preston Parish's rural character.

29 in favour, 0 against

Housing and Development

HD1: To ensure that any development is sensitively planned and phased over the period of the Plan, protecting and enriching the landscape and built setting.

26 in favour, 0 against

- Do not think any planning aspect should be above and beyond rest of North Herts
- Not to just accept that we will have the number of houses as defined by the NHDC Plan (41?) but to resist and reduce number where possible
- Any development should respect the need for rights of way that link different areas within the village. New pathways that encourage these links should integrate with existing rights of way.

HD2: To ensure that any development delivers a range of housing to meet local needs.

28 in favour, 0 against, 1 neither

- Would be good to have some specific support/ consideration for some (limited) additional affordable housing (but on a different basis to previous and ensure it's truly affordable)
- For affordable houses they should be 1 and 2 bedrooms and NOT 3 bedrooms.
- Be specific about the size of affordable houses eg 1 and 2 bedrooms.
1 agreement with comments
- Establishing local 'needs' is a doubtful exercise. Such surveys in the past have merely introduced nebulous 'wish lists' without a sound basis that has any bearing on an established 'need'. Demand is far better assessed by assessing either economic market conditions, or clearly established hardship.

HD3: To support developments which are of a high quality design with a low carbon footprint, eco-friendly and of a scale that reinforces local character.

23 in favour, 0 against

- Add “where appropriate”
- Provided they remain affordable where appropriate
- 'High quality design' can be clearly illustrated. I commend to the group to obtain and see the Supplementary Planning Guidance Vols. 13 'Historic buildings; Repairs, Alterations & extensions and SPG Vol 7: The Location and Design of Small Residential Developments published in the Suffolk Coastal Local Plan.

Most of the principles described in these documents relate to the character of this area, and while there are distinctions - these could easily be introduced in a similar format to suit our circumstances. I hold a copy of both these documents if you wish to examine them.

- Older residents may wish to downsize and there are very few smaller properties available.

HD4: To support the provision of solar panels, electric car charging points and bicycle and mobility scooter stores for all new homes.

16 in favour, 10 against, 1 neither

- At present solar panels on roofs detract entirely with the image of the rural village we aim to retain.
- We should encourage where appropriate but not support
- Encourage where appropriate and where they don't detract from the rural nature of village.
- DEF electric car charging points
- Electric charging points not necessary
- I do not favour roof level solar panels - nor solar parks created on farmland. This technology is only supported by artificial tax benefits, and they do not contribute to the character of the rural built environment and landscape. Not all homes need mobility scooters - but proper provision for access for the disabled should be considered essential.
- I think solar panels are unsightly and of limited household savings. Building eco/thermally efficient housing is in my opinion the way forward. Electric car charging points, the technology still in infancy. Definitely agree that stores for bicycles & mobility scooters are a good thing

HD5: To support developments which enable residents to work from home.

23 in favour, 0 against, 1 neither

- Depends what kind of work – 2 in agreement
- What does this mean?
- Eg high speed broad band and mobile phone signal
- Why is this a neighbourhood/local planning issue? I do feel improved access to better communications is vital for all communities - but this should be a matter of basic infrastructure planning to be part of the Local Plan itself.
- We already have fibre optic broadband to most of the village, what other developments do you propose?

HD6: To ensure that any development includes provision for off road parking for a minimum of 2 cars and each property should have the benefit of a garden.

26 in favour, 1 against

HD7: To deliver a housing growth strategy tailored to the needs and context of Preston.

29 in favour, 0 against

- Preston has seen a lot of growth over the decades, as much through on-off houses. The larger developments have worked less well. Not sure how a strategy can be tailored to influence / control this.

HD8: To ensure that any new development does not create problems with sewage, surface water drainage or water pressure, nor does it have a negative impact on the infrastructure, services and utilities of existing houses, while at the same time ensuring that any existing problems are not exacerbated.

28 in favour, 0 against

- Add “amenities” after services and utilities
- AND ROADS 1 agreement with comments
- Also to ensure that adequate provision for water supply, power, & telecommunications can be provided without disruption to existing services.

HD9: To ensure that individual extensions do not lead to over-development of any site, nor to any reduction in village amenities.

24 in favour, 1 against

- It is essential that extensions do not lead to 'cramming' within the built environment that detract from the character of the locality.
- This has already happened. Especially the new extension width wise in Butchers lane

HD10: To ensure any infill development is sustainable and does not detract from the character of the village.

31 in favour, 0 against

- ...and the limitations in
- and includes the limitations set out in HD9
- See my notes earlier - re: Objective HD3

HD11: To ensure that all development meets the requirements of the relevant Housing and Development Policies contained within this Plan in order to reduce the impact of building construction for local residents, surrounding properties and the narrow lanes within the village.

27 in favour, 0 against

Environment and Heritage

EH1: To protect and enhance the unique rural environment of the parish, and its varied landscapes.

27 in favour 0 against

- Why only the unique rural environment?
- Yes why only the 'unique'?
- We need a better appreciation of the natural landscape with the village environs. It was undertaken about 35 years ago - with considerable consideration of trees, tree belts, hedgerows, enclosures including fencing etc., the character of open spaces, skylines, wind belts etc.. I feel this should form part of our assessment in completing the Neighbourhood Plan.

EH2: To support wildlife conservation, and to maintain and enhance the different habitats and their distinctive species.

26 in support 1 in support of comment 0 against

- To support the conservation of flora and fauna and to enhance the distinctive and varied species
- Hopefully we won't be invaded by boars - as in the Forest of Dean - but we do have problems with fallow deer and muntjacs that cause a considerable nuisance.

EH3: To maintain and protect good access to the countryside by means of footpaths and bridleways, and by safety on the lanes.

26 in support 0 against

- Omit "safely on the lanes" as this could mean safety measures incompatible with rural lanes.

EH4: To protect 'greenspace' e.g The Green and all verges, within and around the village, so as to maintain and enhance the open and spacious appearance of this rural settlement.

26 in support 2 against

- Omit "open and spacious"
- Verges do suffer with the number of large vehicles using the lanes

EH5: To recognize the visual merits of the built environment across the parish, and to seek to protect this architectural heritage, especially that of the many Listed Buildings.

24 in support 0 against, 1 neither

- Recognise **all** merits not just the visual ones. 5 people in support of the amendment
- In principal I agree partly, but we should not lose sight of the fact that there is technology available nowadays that allow for sensible modernisation of listed buildings without losing the aesthetic, i.e. modern double glazing etc. Also having an ultra-modern addition to a listed building can enhance said building. Unfortunately the 'Heritage' department of planning often fail to recognise that fact and seem to have a very negative view. After all these are often peoples' homes and not museums.

EH6: To take special care of the Conservation Area, and to raise awareness of the legislation relevant to it.

29 in support 0 against

- Rephrase: "awareness of the relevant legislation"

EH7: To ensure new developments do not create flood risk and problems with the sewerage system and surface water drainage, while at the same time ensuring that any existing problems are not exacerbated.

27 in support 0 against

- 6 extra dwellings have already created sewage problems in the village.
- "or change existing roads and lanes"
- Is this the same as HD8?

Transport and Communication

TC 1: To support and encourage safe and sustainable transport, including walking, and cycling.

31 in favour 0 against

- Consider introducing a communal taxi type service – domestic uber? Could link in with St Pauls Walden.

TC2: To support and encourage safe use of roads, paths and bridleways for all users: walkers, joggers, cyclists and horse riders, as well as being safe for motorised vehicles.

27 in favour 0 against

- A 20 mph speed limit in the Village would be welcomed 3 agree to this comment
- 20 mph speed limited **not** necessary
- Please ensure they respect criteria of different routes – BOAT, Bridleway, Footpath, Cyclists and Riders in particular.
- Not too many signs plse. The number of signs cluttering up the built environment are an eyesore.

TC3: To support the development of efficient and effective broadband and mobile connectivity throughout the Parish, meeting the domestic, social and business needs of the community.

28 in favour 0 against

- While maintaining a good landline service

TC 4: To support the maintenance of the rural character of the lanes in the Parish.

29 in favour 0 against

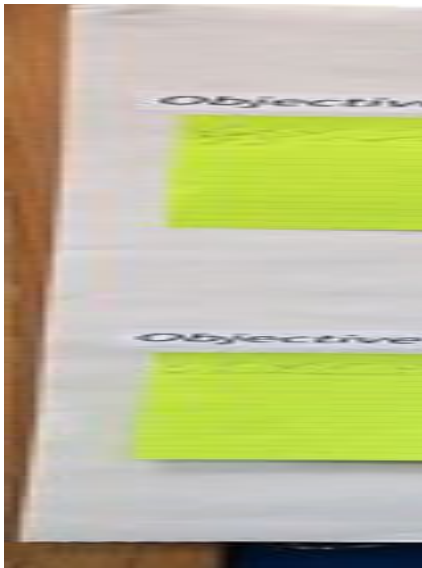
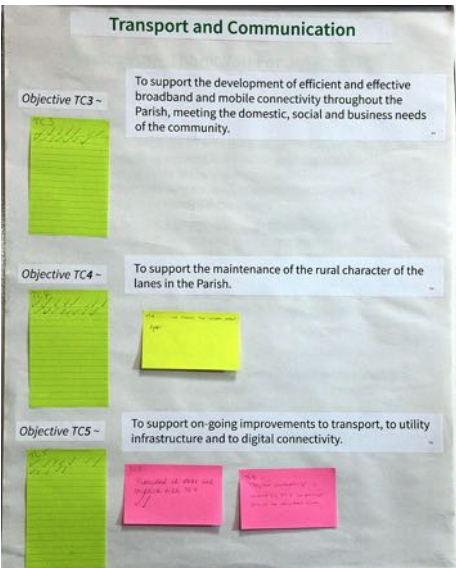
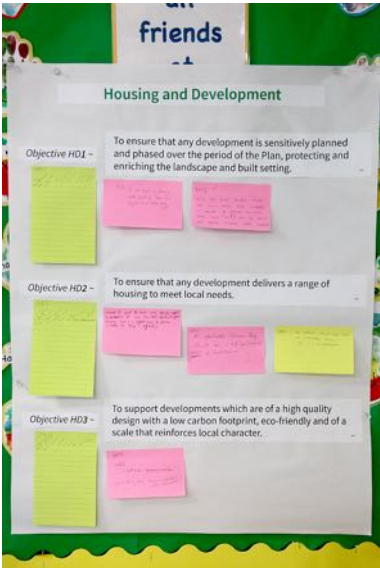
- And preserve the natural hedges 1 in favour of this comment
- No street lamps

TC5: To support on-going improvements to transport, to utility infrastructure and to digital connectivity.

25 in favour 0 against

- Provided it does not conflict with TC4 2 in favour of this comment
- "Digital connectivity" is covered by TC3 so perhaps should be omitted here
- The key improvement we really need is for the roads to be maintained so that broken surfaces and potholes are swiftly repaired. These are now very dangerous when cyclists have to suddenly swerve and pedestrians are hindered so that vehicles face uncertain behaviour on our narrow lanes.

Appendix: 17
Vision and Objectives
Drop-In



Appendix 18

Preston Neighbourhood Plan

Consultees for Regulation 14 Consultation

Consultation Body Name	Consultation Body Type
Pilkington Farm Partnership	Landowner
St Paul's Walden Estate	Landowner
Princess Helena College	Landowner
Mr R Taylor	Landowner
Mr P Boyle	Landowner
Derek Prince Ministries	Landowner
Preston Nursery School	A school in our Neighbourhood Area
Preston Primary School	A school in our Neighbourhood Area
Princess Helena College	A school in our Neighbourhood Area
Redmayne Bentley	Local business, not resident or landowner
Preston Trust	Village organisation, a registered charity with the remit of preserving the history and character of Preston
Langley Parish Meeting	Adjoining Parish
Offley Parish Council	Adjoining Parish
St Ippolyts Parish Council	Adjoining Parish
St Paul's Walden Parish Council	Adjoining Parish
Kings Walden Parish Council	Adjoining Parish
Bim Afolami	Local MP
David Barnard	District Councillor
Faye Frost	District Councillor
Clare Strong	District Councillor
Clare Skeels	Senior Planning Officer, NHDC
David Charlton	Senior Estates Manager, NHDC
Chairman of the Council	NHDC
Environment Agency	Consultation Body under Schedule 1, para 1(f) the Neighbourhood Planning (General) Regulations 2012
Historic England	Consultation Body under Schedule 1, para 1(g) the Neighbourhood Planning (General) Regulations 2012
Natural England	Consultation Body under Schedule 1, para 1(e) the Neighbourhood Planning (General) Regulations 2012
Homes and Communities Agency	Consultation Body under Schedule 1, para 1(d) the Neighbourhood Planning (General) Regulations 2012
Hertfordshire Community NHS Trust	Consultation Body under Schedule 1, para 1(l)(i) the Neighbourhood Planning (General) Regulations 2012
The Highways Agency	Consultation Body under Schedule 1, para 1(i) the Neighbourhood Planning (General) Regulations 2012
Chief Executive and Director of Environment, Herts County Council	Consultation Body under Schedule 1, para 1(l)(i) the Neighbourhood Planning (General)

	Regulations 2012
Hertfordshire Environmental Records Centre	Environmental Information Management
Herts and Middlesex Wildlife Trust	Wildlife Charity
CPRE Hertfordshire	Charity Protecting the Countryside
Chief Fire Officer (Herts CC)	Fire and Rescue Service
PC Matt Jenkins	Preston's Police officer
PCSO Heather Burrows	Preston's PCSO
Hertfordshire Highways	Service Provider in our Neighbourhood Area
Thames Water	Service Provider in our Neighbourhood Area
Affinity Water	Service Provider in our Neighbourhood Area
Anglian Water	Service Provider in our Neighbourhood Area
UK Power Networks	Service Provider in our Neighbourhood Area
Open Reach (BT)	Service Provider in our Neighbourhood Area
Waldon Telecom	Planned service provider in our Neighbourhood Area
Vodafone	Planned user of phone mast, when installed

Appendix 19

PRESTON PARISH NEIGHBOURHOOD PLAN STEERING GROUP

Friday 5 January 2018

Dear

Preston Neighbourhood Plan Regulation 14 Consultation

I am writing to you, as landowner/ NHDC representative/ business/ statutory body/, to inform you that the Regulation 14 Consultation on Preston's Draft Neighbourhood Plan will be open from Monday 8 January to Sunday 18 February 2018.

The purpose of this consultation is to seek representations from statutory consultees and others whose interests may be affected by the draft proposals made.

This is an online consultation and will be accessible via the Neighbourhood Plan website: **www.preston-np.org.uk**, and by following the link to **Your Say**. Other documents that are referenced within the plan are also held on the web site for you to view.

To support this process the Steering Group are holding meetings in the village hall on the following dates where both online and hard copies of the draft Plan will be available to view:

- Thursday 11 January: 6.30 – 8.30 p.m
- Saturday 13 January: 10.00 - 12.00
- Thursday 8 February: 6.30 – 8.30 p.m
- Saturday 10 February: 10.00 - 12.00

If you have any questions about the consultation please come along on one of these dates and the Steering Group will be very pleased to offer their assistance. Alternatively, you are welcome to contact the Steering Group: tel: 01462 434403 at any time during the consultation period.

All responses to this consultation will be taken into account and the draft plan amended where appropriate.

We will look forward to receiving your response to our Neighbourhood Plan.

Yours sincerely

M Trinder

Margaret Trinder
Parish Council Representative
Neighbourhood Plan Steering Group

Appendix 20

NEIGHBOURHOOD PLAN REGULATION 14 CONSULTATION

The next stage in the Neighbourhood Plan process is the Regulation 14 consultation which will take place from Monday 8 January to Sunday 18 February. This is an online consultation and will be accessible via the Neighbourhood Plan website: **www.preston-np.org.uk**, then follow the link to **Your Say**.

To support this process the Steering Group are holding consultations in the village hall on the following dates:

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- Saturday 13 January: 10.00 - 12.00
- Thursday 8 February: 6.30 – 8.30 p.m
- Saturday 10 February: 10.00- 12.00

If you have any questions about the consultation or you do not have access to online facilities, please come along on one of these dates and the Steering Group will be very pleased to offer their assistance.

A paper copy of the draft plan will be available on loan for anyone without online facilities and who cannot attend on one of the above dates. Please phone: 434403 to organise this. A paper copy will also be available in the Red Lion.

Anyone who has any queries about the draft plan at any time during the consultation period is welcome to contact the Steering Group: tel: 434403.