

Stradbroke Neighbourhood Plan

2016-2036

Consultation Statement

March 2018

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1 CONSULTATION PROCESS

Introduction

- 1.1 This Consultation Statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012 in respect of the Stradbroke Neighbourhood Plan (SNP).
- 1.2 The legal basis of this Consultation Statement is provided by Section 15(2) of Part 5 of the 2012 Neighbourhood Planning Regulations (as amended), which requires that a consultation statement should:
- contain details of the persons and bodies who were consulted about the proposed neighbourhood plan;
 - explain how they were consulted;
 - summarise the main issues and concerns raised by the persons consulted; and
 - describes how these issues and concerns have been considered and, where relevant addressed in the proposed neighbourhood development plan.
- 1.3 The policies contained in the SNP are as a result of considerable interaction and consultation with the community and businesses within the parish. Work has involved community groups over approximately four years, as well as surveys, public meetings and events. This has been overseen and coordinated by Stradbroke Parish Council, and by the formation of a Neighbourhood Plan Working Party. In the latter stages of the SNP process a Consultant was employed to help put the Plan together, using the evidence we gathered from our consultations. Views and interactions from this entire process led to the Vision and Objectives in the SNP, and subsequently therefore form the basis for the key policies set out in the SNP.

Organisational structure of the SNP

- 1.4 The SNP has been prepared with extensive community involvement and engagement. The SNP has reflected the views of the community, expressly the need for a range of development to address local needs, along with the provision of community infrastructure. The supply of small family housing was a principle issue and this plan seeks to address this alongside the improvements to infrastructure that development will require. The traffic pinch point on Queen Street was a significant concern and mitigation of this was a prime consideration.
- 1.5 A Working Group was put in place comprising local residents and Parish Councillors, overseen by the Stradbroke Parish Council. It worked closely with Mid Suffolk District Council (MSDC), Suffolk County Council (SCC) and Locality, who all helped and advised at major points in the process. The Working Group was, periodically, split into smaller groups which looked at specific key areas such as housing, transport, amenities, heritage, and economy.
- 1.6 The Working Group changed somewhat over the period of time it took to complete the SNP. It originally comprised 36 volunteers from the community with a Steering Group of 4 members of the Parish Council plus 2 community representatives who co-ordinated the activities of the work streams set up with the remaining volunteers. The Steering Group oversaw the process

and met regularly. There is more detail about the Working Group on the Stradbroke Parish Council website, committees and working parties page including minutes of meetings held:

<https://www.stradbrokepc.org/committees-working-parties>

STRADBROKE NEIGHBOURHOOD PLAN TIMELINE

Date	Action	Notes
2014		
May	A public meeting was held. 120 attendees. 92 of those present voted to support the creation of a Neighbourhood Plan	36 volunteers came forward to help.
July	Consultation by MSDC took place on Designated Area.	Area approved September. Consultation responses Appendix A
August	Presentation by Community Action Suffolk to the working group on preparation of questionnaires and assistance available.	
December	Qualitative Research undertaken involving volunteers from various groups within the village.	Study released January 2015. Appendix B
December	Housing Needs Survey undertaken 478 individual responses representing 214 households	Executive Summary released March 2015 Appendix C
2015		
February	Volunteers invited to a meeting to establish working parties identified using results from Qualitative Research. 40 people attended.	Work streams met throughout remainder of 2015.
June	Letters sent to Landowners	
2016		
Jan – Apr	Work undertaken to prepare village wide questionnaires.	
Apr - May	Household/Business/Youth surveys undertaken Questionnaires could be completed online or hard copy.	Blank copies Appendix D
June	Analysis of survey results undertaken	
July	Neighbourhood Plan walkabout to identify green spaces.	
July	Highlights of survey results displayed at one the Village's festivals known as Festifull.	
November	Public meeting held to show results of survey. Approximately, 60 people attended.	Feedback received used to help draft a plan.
November	Decision reached to allocate sites within the plan.	Assessment process commenced.
December	Writing of draft plan & policies commenced.	
2017		
Jan-Mar	Enquiries made to find technical support for site assessments.	AECOM appointed and Locality funding secured.
April	Update to village at Annual Parish Meeting	Appendix L
July	Landowners who have put forward sites are	Copy letter Appendix E

Date	Action	Notes
	written to.	
July	Site assessments take place	
August	Members of parish council and working group attend meeting with MSDC and SCC to plan way forward for rest of work on plan.	
Aug – Feb (2018)	Meetings and/or discussions took place with landowners who put sites forward.	
September	Site Assessment report received	Supporting Document 02
September	Landowners given opportunity to comment on assessment of their sites	Copy letter Appendix E
Oct – Nov	Masterplanning exercise undertaken by AECOM	
October	Site Allocation Consultation Events x 3. Questionnaire available to complete either hard copy or online via Survey Monkey. Over 150 people attended over the 3 events. 135 responses to the survey were received.	Blank copy of Questionnaire, photo of example board and Story Board of displays Appendix F
October	Appointment of Consultant to help with preparation of Draft Plan	
October	Members of working party meet with MSDC to give progress report.	
November	Analysis of responses to site allocation consultation and preparation of recommendations to Parish Council	
November	Site Allocation report accepted by Parish Council.	
November	Progress meeting takes place between members of the Working Party and representatives of MSDC, SCC and consultants involved.	
November	Members of the Parish Council and the working group attend training on the next stage of the Neighbourhood Plan process.	
December	Draft plan is sent to Parish Council for review.	
2018		
January	Parish Council approve draft plan and date for commencement of Regulation 14 consultation.	
January	Regulation 14 consultations take place on Draft Neighbourhood Plan. All documents available on Parish Council website or hard copy in village Library. Responses are requested via email or by post to the Clerk of the Parish Council.	Sample letters and emails sent to consultees can be seen in Appendix E
Jan – Feb	Additional site assessments were carried out. This included the additional site put forward after the site consultation event in October '17.	Supporting Document 02
March	Consultation closed – responses were reviewed and amendments made if necessary.	Responses and review Appendix G
April	Plan and documents are submitted to MSDC.	

1.7 Alongside the above events the following communications were included throughout the process:

- Regular reports and updates through Stradbroke Monthly Newsletter, which goes to every household once a month.
- Reports / updates to Parish Council through regular agenda item – minutes published on the Parish Council website.
- Leaflets sent to households.
- Emails sent to those who left contact details at various open events.
- Website with regular updates.
- Handouts / Displays at Fetes and updates at Annual Parish Meetings

Public events and other consultation activities

1.8 Below is a list of the main surveys and consultation activities undertaken:

- A Neighbourhood Plan Open Session, May 2014
- Qualitative Analysis 2014
- Housing Needs Survey 2014
- A Neighbourhood Plan Questionnaire to Households, Young People and Businesses, May 2016
- A Walkabout to identify green spaces (Appendix H)
- Initial results displayed at Festifull 2016
- Neighbourhood Plan Open Sessions, November 2016
- 3 Neighbourhood Plan Open Sessions, October 2017

1.9 The May 2014 Neighbourhood Plan Open Session was the first opportunity for the community to come and give its views about the future development of the parish. The event was advertised via the following methods:

- On village websites
- Front page of the village newsletter (Stradbroke Monthly) which is distributed to all households each month (Appendix I)
- Flyers to each household (Appendix H)
- Posters on the village noticeboards and around the village
- A presentation explaining what neighbourhood plan was and how it impacts on the decisions made within the parish.
- The purpose of the meeting was to gauge whether there was enough support for the production of a Neighbourhood Plan. There were 120 attendees. After an initial presentation (Appendix K), the attendees were split into 4 groups and each of the 4 Parish Councillors present led a group discussion alongside 2 village representatives. A vote took place at the end of the meeting and 92 of those present voted to support the creation of a Neighbourhood Plan.

May 2014 Neighbourhood
Plan Open Session

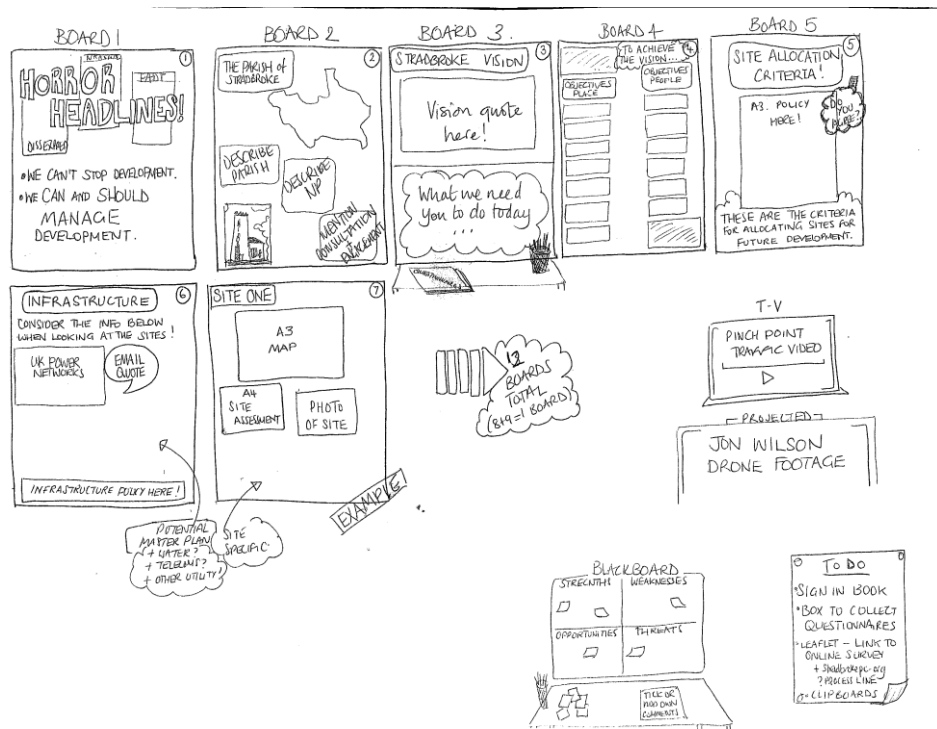


- 1.10 A qualitative research project was undertaken during December 2014. Leaflets (Appendix H) inviting volunteers to take part were distributed and groups representing all age ranges in the village were identified.
- 1.11 The researcher met with eight groups of five or six Stradbroke residents of all ages from teenager to retired people and told the small but interested hall that he was struck by the similarity of views expressed by residents. Unusually, the views unite the age groups and “life stages”.
- 1.12 The outcome of the research, (Appendix A), was used to formulate the structure of the work streams and were of interest to them for the working during 2015.
- 1.13 In late 2014 and early 2015, a housing needs survey was undertaken by Community Action Suffolk on behalf of the Parish Council. Questionnaires were posted to each household. Questionnaires could either be completed online or hard copies dropped off in the village. 213 household responded (478 individuals). The summary results can be seen in Appendix C. The outcomes of the Housing Needs Survey were used to formulate the policy on housing mix taking into account the needs expressed in the survey returns.
- 1.14 2015 was a slow year for the SNP and things were delayed from progressing due to changes in the steering group leading the work streams and overseeing the process.
- 1.15 During 2015 a call for sites to local landowners was made and sites to be included in the consultation were identified and included in maps in the questionnaires produced in 2016 (Appendix D). This was separate to a call for sites made by Mid Suffolk District Council.
- 1.16 Household, Business and Youth questionnaires were produced and distributed during April/May 2016 (Appendix D). The questionnaires were advertised as follows:
- On the front page of the monthly newsletter (see Appendix I) which is distributed to each household.
 - Posters in village noticeboards and around the village (see Appendix H).
 - “Clinics” held by members of the working party on the weekend before the launch.
 - Banner above the local convenience store.
- 1.17 There were:
- 350 responses received to the Household survey
 - 14 responses received to the Business survey
 - 163 responses received to the Youth survey
- 1.18 The responses to the questionnaires were analysed over the next few months and the outcomes were used to develop the skeleton first draft of the Neighbourhood Plan. The full responses to all questionnaires can be found on the Neighbourhood Plan pages of the Parish Council website: www.stradbrokepc.org
- 1.19 A display was made of the preliminary outcomes of the analysis of the questionnaires and made available at one of the village festivals, Festifull, during June 2016.
- 1.20 The Open Event held on 6th November 2016, contained display boards of the outcomes of the Household, Business and Youth questionnaires. The complete results were available on laptops set up in the room. All information presented on the day was also available online afterwards.

Members of the public were invited to comment on the data displayed.



- 1.21 In June 2015 the Working Group wrote to landowners in the Parish asking if they wished to put forward sites for inclusion with the Neighbourhood Plan, this resulted in 10 sites coming forward which were included in the parish wide consultation in 2016. Further to a call for sites by MSDC a SHLAA was produced which included an additional 3 sites. In early 2017 a decision was reached to include site allocations within the plan and all 13 sites were included in an assessment process. In July 2017 letters were sent to all landowners and known land agents (see Appendix E). Responses were received for 12 of the 13 sites, with no response from site 12. Copies of all the correspondence with landowners up to the October 2017 consultation was made available at the event and online at: <https://www.stradbrokepc.org/np-consultation-events>
- 1.22 Following the decision in 2017 to include site allocations within the plan, site assessments were undertaken and the parishioners were consulted on the sites proposed. The consultation included the 3 additional sites that had not been previously consulted on. These were new sites proposed by landowners after the initial call for sites. At this time, it was also noted that two of the sites originally included as residential sites were in fact being proposed as potential commercial sites.
- 1.23 In addition, the responders were asked to vote on accepting the draft objectives, an outline infrastructure policy and a site allocation policy.
- 1.24 The consultation was undertaken in October 2017 and to enable many groups within the village to be reached the events took place as follows:
 - 17th October during the afternoon in the Court House & Library,
 - then at the Primary School in the evening to coincide with Parents' evening.
 - Finally, in the evening of 19th October at the Court House & Library.
 - Folders of all the evidence displayed were created and left in the Library for reference during the period the consultation was open.
 - All of the evidence plus the questionnaire and an aerial video of the sites proposed were published on the Parish Council website:
<https://www.stradbrokepc.org/np-consultation-events>



A leaflet was produced on the next steps of the process (Appendix H) it was given to all attendees and copies were placed in village notice boards, on the website and left in the Library and village shops.

The report (Appendix J) produced on the outcomes of the consultation were used to assist the working party in their site selection meeting and is used as an appendix to the Site Allocation Report submitted to the Parish Council for approval.

Stakeholder consultations

1.25 Throughout the process, the SNP working group have worked with MSDC. Meetings have been held at various intervals with MSDC to help progress the work on the SNP. SCC attended some of the meetings to assist with discussions on infrastructure requirements.

1.26 Other consultees included:

- SCC Highways Department
- Anglia Water
- UK Power Networks
- Local businesses
- Primary and Secondary Schools
- Landowners
- Developers

October 2017
consultation



Hard to reach groups

1.27 The village wide questionnaire undertaken in 2016 was delivered to each household by a member of the working group. Help was offered to residents who did not have access to the internet to enable them to complete a paper copy of the questionnaire.

- 1.28 To ensure that engagement reached all groups, an assembly was held at the Secondary School where the Youth Questionnaire was presented. Pupils were then given the opportunity to fill in the questionnaire and share their views.
- 1.29 Initial results of the questionnaires were displayed at the annual village fete, Festifull. This enabled all that attended to view the outcomes. This was followed up with a display in the community centre on a Sunday to allow as many people to access the material available.
- 1.30 The Parish Council hold a monthly clinic on a Tuesday afternoon which is regularly attended by elderly residents who do not have access to the internet or attend full Council meetings. The October 2017 consultation event was held on the date scheduled for the Parish Council clinic to enable the elderly residents to access the material. Refreshments were offered to encourage those residents to stay and complete a questionnaire during the event.
- 1.31 By holding one of the consultation events alongside the Primary School's parents' consultation evening, it gave parents with young children the opportunity to review all the evidence provided as well as enabling them to ask questions of members of the working party present. The primary school children were engaged with the aerial video of the sites.
- 1.32 The final event was held in the evening and members of the working party stayed until 9pm to enable those not available during the day to come along and view the displays and ask any questions they had.

Strategic Environmental Assessment (documentation Appendix M)

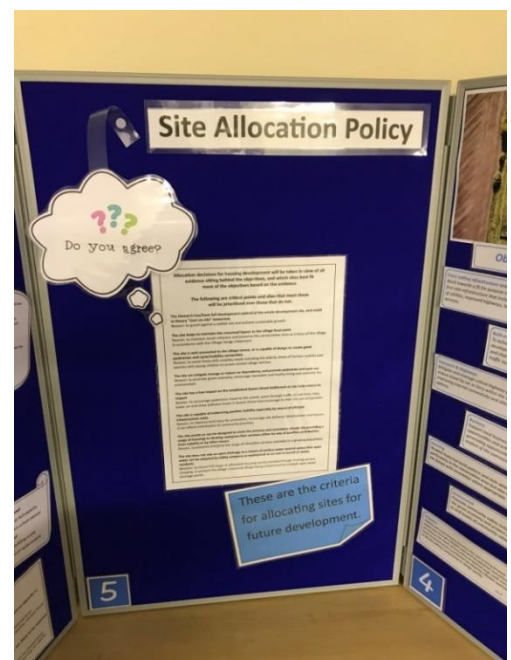
- 1.33 The SNP Group submitted a draft Scoping Report in respect of the Strategic Environmental Assessment (SEA) of the draft SNP in February 2018. The statutory bodies (Historic England, Natural England and Environment Agency) were consulted in January and February 2018. The responses informed the preparation of the SEA which was completed in April 2018.

Habitats Regulations Assessment (documentation Appendix M)

- 1.34 An HRA screening was undertaken and consulted on in January 2018. The results of the screening indicated that no HRA needed to be undertaken.



October 2017
consultation



2 KEY RESPONSES FROM CONSULTATIONS

2.1 2014 Qualitative Analysis

Key areas of agreement were:

- People are proud of Stradbroke and its facilities
- People want Stradbroke to remain a small friendly working village and not turn into a small town
- People wanted the views and rural character of the village retained and not to see all the open space in-filled
- Schools and shops were seen as critical to the village
- Most felt Stradbroke was "on the up" after a difficult period when the shop and post office closed
- Many supported new development if it was small, gradual and sympathetic to the existing character of the village
- Traffic, especially on Queen Street was seen as huge issue that needs to be addressed
- Divisions between individuals are distracting from sorting out issues on the Parish Council
- Poor mobile phone signals, broadband and public transport hamper development opportunities for Stradbroke and create a "perfect storm" especially for younger people

2016 Questionnaires:

Household & Business Questionnaire

Housing:

There was a strong preference for small scale developments both in terms of housing and businesses.

If new houses proved necessary then there was a strong preference for affordable and small (2-3 bedroom) properties.

Of the proposed development sites there was a wide range of opinions and site 3 was preferred overall.

Transport:

The majority of residents have sufficient parking at home either off-road or adjacent to their home.

The two main junctions at Wilby Rd/New St and Queen St/Church St are both causes of traffic congestion.

There is no off road parking for the Primary School on Queen Street and this can cause a pinch point.

Amenities:

85% of respondents said that local shops and the Post Office were very important.

More retail choice was required, together with additional parking

The Community Centre was the most important village amenity, followed by the Swim and Fitness Centre.

80% of respondents felt a dentist was very important.

Heritage:

98% of respondents felt off road parking was important or very important.

94% felt that vehicular access and parking should not dominate the frontage of housing.

84% of respondents considered the inclusion of suitable sized gardens important or very important.

85% of respondents considered traditional Suffolk architecture of importance or very important.

78% felt that renewable energy (solar panels and wind turbines) were important or very important.

Economy:

Over 50% respondents are retired / 35% travel over 10 miles to work /13% travel over 40 miles

60% would encourage new business development across all sectors

90%+ wanted to see more retail facilities

There was some concern that more employment could increase traffic, noise and smells.

Mobile phone coverage and broadband were rated as poor. Both of these presented problems for home working and are a barrier to business growth.

Youth Questionnaire

63% wanted a cinema in Stradbroke

50% wanted a zip-wire

68% voted positively for a Youth Council in Stradbroke

67% complained that broadband was poor or very poor

50% found mobile reception poor or very poor

94% of people find out what is going on in Stradbroke through the Stradbroke Monthly

Newsletter, with 75% through word of mouth

52% wanted the church building to be developed to provide space for leisure/entertainment activities

2.2 October 2017 – Site Allocation Consultation (full results are shown in Appendix K)

When asked if the evidence provided at the event (and subsequently online) support the inclusion of sites for residential use the following results in favour were noted:

Site 1: 50.8%	Site 2: 62.9%
Site 3: 55.3%	Site 4: 35.6%
Site 5: 47.7%	Site 6: 47.0%
Site 7: 43.2%	Site 8: 41.7%
Site 9: 36.4%	Site 10: 24.2%
Site 11: 22.7%	Site 12: 37.1%
Site 13: 37.9%	

The two sites proposed as commercial sites received the following results in favour:

Site 4: 59.1%	Site 12: 47.7%
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61.4% of respondents agreed with the draft objectives

55.3% of respondents agreed with the draft infrastructure policy

52.5% of respondents agreed with Site Allocation Policy

2.3 General comments received:

2016 Questionnaires

"I think it's very important to the long-term viability of Stradbroke as a community to do everything possible to encourage young people to stay here"

"Let the village grow as a workaday village with a happy mix of houses, leisure facilities and shops"

"Getting everyone and all groups working together for the good of the village as a whole so we are all proud of our community"

"The single biggest issue affecting my business is lack of a decent mobile phone signal"

"A most wonderful village – so friendly – a great place to live!"

2017 Consultation

Comments regarding development were generally negative.

7 respondents identified congestion on Queen St as an issue.

There were 4 comments made specifically about the increase in commercial traffic.

Concerns were raised about development near the conservation area.

A small number of respondents mentioned affordable housing and housing for young families.

General comments note that the chosen proposed sites encourage a 'crossroads' element to the village but also that they will change the landscape of the village if developed.



October 2017
consultation

3 REGULATION 14 PRE-SUBMISSION CONSULTATION

3.1 The Neighbourhood Plan working group finalised the Draft SNP in January 2018. The Regulation 14 Pre-Submission Consultation ran for an initial six-week period from - 20th January 2018 to 2nd March 2018. Paper copies of the draft SNP were made available at Stradbroke Library, and on request. The document could also be read on the website www.stradbrokepc.org. Representations were requested by either using the dialogue box provided on the website, or via email or post to the Parish Clerk. Leaflets advertising the consultation were delivered to every household and business in the Parish (see Appendix H), this leaflet was reproduced on the front page of the Stradbroke Monthly (see Appendix I) which is delivered to every household in the parish. The consultation was publicized on the news section of the Parish Council website and on the Stradbroke Village Facebook page.

Distribution to statutory and non-statutory consultees

- 3.2 In accordance with requirements of the Neighbourhood Planning Regulations, relevant statutory consultees were notified by letter (Appendix E). In addition, a range of parties that the Working Group considered were likely to have an interest in the plan were also written to. All parties were advised how to download a copy of the plan.
- 3.3 The full list of statutory consultees that were written to is as follows:

Consultee
Statutory
Homes and Communities Agency (HCA)
Natural England
Environment Agency
Historic England
National Trust
Network Rail Infrastructure Limited
Highways England
Marine Management Organisation
Vodafone and O2 – EMF enquiries
EE
Three
NHS England Midlands & East (East)
NHS East Anglia Area Team
Transco – National Grid
UK Power Networks
Anglian Water
National Federation of Gypsy Liaison Groups
Diocese of St Edmundsbury & Ipswich
Suffolk Chamber of Commerce
Babergh Disability Forum
Suffolk VASP for Mental Health
RSPB
Sport England (East)

Consultee
Suffolk Constabulary
Suffolk Wildlife Trust
Suffolk Preservation Society
Community Action Suffolk
Local
All Saints School Federation
Stradbroke High School
Neighbouring Parishes
Wingfield
Fressingfield
Laxfield
Brundish
Wilby
Horham
Hoxne
Local and Adjacent Councillors / Ward Members /MP
Dr Dan Poulter MP
CLlr Guy McGregor
CLlr Matthew Hicks
CLlr Julie Flatman
CLlr Lavinia Hadingham
CLlr Elizabeth Gibson-Harries

- 3.4 In addition, all land owners and their agents that have been engaged in respect of potential allocations were written to.
- 3.5 All attendees at open meetings and consultation events were sent an email explaining the regulation 14 consultation process.
- 3.6 A leaflet (Appendix H) was delivered to every household and business in the Parish, this leaflet was replicated on the front page of the Stradbroke Monthly (Appendix I) a copy of which is delivered to every household and available in the Library, the Medical Centre and local businesses.

Responses

- 3.7 In total there were representations:
- 9 letters
 - 20 emails
- 3.8 The representations and the responses are shown in Appendix G.
- 3.9 After reviewing the representations made during the Regulation 14 consultation it became apparent that there were some recurring questions. The working group decided to produce some FAQs to be published in the Stradbroke Monthly and on the Parish Council website.