

27th June 2018

Epping Forest District Council
Civic Offices
High Street
Epping, Essex
CM16 3BZ



Moreton, Bobbingworth and the Lavers Neighbourhood Development Plan

**Town & Country Planning Act and Localism Act 2012
Neighbourhood Planning Regulations, Part 5 s15**

Neighbourhood Development Plan Proposal: Consultation Statement

The Neighbourhood Development Plan area is encompassed by the boundaries of the Civil Parishes of Moreton, Bobbingworth, High Laver, Magdalen Laver and Little Laver as depicted on the map below. These combined parishes are administered by a single Parish Council under the title Moreton, Bobbingworth and the Lavers Parish Council.



Moreton, Bobbingworth and the Lavers NDP Boundary Map

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1 Introduction

Moreton, Bobbingworth & the Lavers PC, is a comparatively small group of 5 parishes comprising 1151 adults living in 491 homes, within a geographical area of 10 square miles. Moreton is the only parish that has a typical village construction, although some houses are scattered outside the village. Bobbingworth has effectively 3 small separate groups of houses, with the remaining population scattered within the parish boundary. The 3 Lavers parishes do not have any real centres and their populations are largely scattered throughout the respective parishes. While the population is effectively spread out over a large rural area, which makes communication difficult, the smaller number of people involved makes it possible to reach them, with a concerted effort.

2 Initial Consultation

On 29th November 2012 the Parish Council gave a presentation on the Localism Act at their Annual Christmas Parish Meeting, attended by approximately 80 residents. This informed residents that the act gave them the potential of having a greater input into local planning issues for their community. Subsequently the Parish Council set up a Forward Planning Committee, to review the process and to consider if it would be appropriate for our small community to undertake a Neighbourhood Development Plan (NDP). They concluded it would be of significant benefit and recommended the Parish Council should proceed.

On 26th November 2013 the Parish Council appointed a professional consultant, specialising in rural development, to give a presentation on the production of a Neighbourhood Development Plan at their annual Christmas Parish Meeting, attended by over 90 residents (8% of the electorate). Following a general discussion and questions, the Chairman asked the meeting to vote for or against the creation of a NDP. A majority voted in favour of a NDP. At their January meeting the PC agreed to undertake a NDP, made applications for grants and set up a Steering Group, comprising of 11 volunteer local residents and 5 Parish Councillors' and contracted our rural development consultant to advise the group. This Steering Group was supported by the Parish Clerk and all project accounting was carried out within the PC accounts and subject to PC Audit.

3 Formation of the Steering Group

The steering group was formed with two sub-committees – Evidence Base and Communications Group, each with a separate Chairman.

The Evidence Base task was to carry out research into the Government, County Council, European Policies and Local Planning Authorities strategies and policies, making sure that the NDP, when published, would conform to them and meet legal obligations. Further, to carry out necessary research in the plan area and to inform, support the plan and to consult with Stake Holders to obtain their views and opinions on the development of the NDP.

The Communications Groups' task was to plan the means to communicate and consult with the residents.

The Chairman of the Communications Group had, together with a team of volunteers, organised a major Litter Pick on Sunday 24th March 2013, on all of the roads throughout the plan area, excepting the A414 Trunk road. Over 100 local residents turned out, on a bitterly cold day and collected several lorryloads of rubbish. Leaflets inviting residents to participate

in the neighbourhood planning process were handed out. The Litter Pick finished in the village school hall with a free lunch. Our local MP Mr. Eric Pickles attended and congratulated the residents on their efforts. The community spirit engendered was palpable, and participants were invited to sign a register with phone numbers and email addresses, so they could be contacted for future community events. Over 40 signed in, many representing couples and families, so the potential volunteer number was much higher. The seeds were sown for enlisting volunteers for the NDP team (Communications Team Members).

4 Plan Area Consultation

On 11th April 2013 a formal letter was sent to Epping Forest District Council (EFDC) advising them of the decision to proceed with the development of our plan and to define the Plan Area boundaries. On 7th May 2013 EFDC launched a Public Consultation for 6 weeks on the definition of the plan area. On 13th May our Project Plan was agreed with EFDC. No comments were received from the 6-week public consultation and EFDC formally designated the plan area on 29th July 2014.

5 Statement of Community Involvement (SCI)

The Draft SCI was approved on 20th May 2014 and stated the legal authority for the Council to inaugurate the preparation of an NDP. The objectives of the Draft SCI were to:

- To enhance and promote an inclusive society by engaging and consulting with residents, businesses and groups prior to and when making decisions concerning the Neighbourhood Development Plan which affect the economy, environment and social well-being of the parish.
- To ensure that the views and concerns of residents are given due consideration throughout the process of producing a NDP and to engage and represent residents in communicating with our Member of Parliament, Epping Forest District Council and Essex County Council through elected ward members and officers of those authorities.
- To engage with all other stakeholders including statutory and other service providers with a view to encouraging investment and to ensure best practice is afforded to those living and working in the parish.
- To use every means available to ensure all residents are given the opportunity to comment on all issues and to demonstrate a commitment to consult with the community at large.

This was put to public consultation on 24th May 2013 via the Parish Website and notice boards for a 6-week period. There were no responses to this Consultation.

6 Affordable Housing Consultation

House prices in our district are significantly above the national average making it very difficult for local people to buy or rent. Over 7 years ago, the PC tried to alleviate this by initiating a Housing Needs Survey for Affordable Housing. A need for 22 homes was established but despite searches and some negotiations, no suitable land could be acquired to build affordable houses.

The PC decided to update needs as originally established and to inform the NDP working group. They, in turn, contacted the Rural Community Council of Essex (RCCE), who had carried out the original survey and asked them to update their previous findings and to recommend the scale of need that should be considered in the NDP. The RCCE agreed and produced a separate Housing Need Survey to be enclosed within our resident's consultation pack. Because of the highly confidential information required by a Housing Need Survey, the forms were returned in a separate pre-paid envelope directly to RCCE.

Through this process we were able to cover two specific public consultations in parallel with a

commensurate cost saving.

Subsequently RCCE provided a detailed analysis of Affordable Housing needs on 9th September 2013. This confirmed the need for affordable houses and these requirements are included in the draft plan. Due to the confidential nature of housing need information (in a very small community), this data has not been made available on the website.

7 Residents Questionnaire and Database

Led by the communications group, the content and format for a resident's consultation questionnaire was produced. In support, 'Survey Monkey' database software was purchased, which would provide the input vehicle and analysis of the responses.

The content of the questionnaire was carefully constructed to gather resident's views and wishes. The objective was for residents to be free, in their responses, to express their objective opinions on the shape of their future.

8 Business Survey

Alongside the resident's survey the Steering group constructed a Business Survey. With the overriding theme of the Governments NDP policy being sustainability, the amount of local jobs, distance travelled to work etc, is of vital importance in planning for the future. While the businesses themselves would not be able to vote at the referendum; we hoped the data would provide valuable information for our plan. Apart from the numbers of employees, distances they travelled to work, there were questions on communications – such as mobile phone signal and internet broadband speeds and their projections for future growth.

9 Communications Group Training and Questionnaire Testing

The groups plan was to enlist team leaders from all round the plan area. They in turn would enlist the assistance of other local residents who would be trained to communicate directly with residents. Overall 34 Communications Team Members were enlisted.

The plan was for hand distribution of the questionnaires to every house in the plan area. Each Communications Team Member would be allocated around 14 houses in their locality for them to knock on each door, to present the questionnaire personally and encourage completion and return. Notably, due to the small number of residents in each parish, the Communications Team member was likely to know many of the residents/neighbours he/she would be calling on.

A database was set up, detailing each Communications Team Member's house allocation, which they would update with information gained on the doorstep: 'No one in', 'Persons willing to complete and send' or 'Persons not interested'. In the cases of no response to the knock the Communications Team Member would re- try at least twice more at different times. If there was still no response, the questionnaire would then be posted through the letterbox with a note. Through this method, it would be possible to monitor progress, identify lack of response from households who had said they would respond, so they could be reminded by another visit. The whole objective of this strategy was to get a very high response to ensure the NDP had a genuine input from residents, giving the eventual plan high credibility.

On 12th June 2013 the Steering group together with the Communications Team Members met in Moreton Village Hall. With a thorough and detailed presentation, the communication plan was outlined. Each person present was given a draft questionnaire to complete as a trial run. This was timed and observations were obtained regarding the comprehension of the questions asked, and the ease of completion.

The response from the steering group and communications team members was a salutary experience. Completing the questionnaire demonstrated the need for a major re-working of the document to improve comprehension, avoid ambiguity, and to help ease of completion.

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We wanted to make it as easy as possible for our residents to complete the questionnaire.

Accordingly, each team worked together to construct a scenario for speaking to the residents. Extensive discussions took place to inform all volunteers about the scope and remit of neighbourhood planning. This included role playing to practice their approach to gain experience of what it would be like on the doorstep. Each team explained their own method, followed by a general discussion to consolidate the approach of our resident's houses to encourage participation the consultation.

As a result of this training session, each champion understood the project, could answer most of the questions likely to be asked on the doorstep and would be able to gain the confidence of residents that the whole process was being dealt with competently.

10 Revised Questionnaire

The initial questionnaire was rewritten to make it easier to understand and complete. To test its veracity the steering group contracted a registered NDP inspector to review the document and advise on any limitations or omissions. The inspector had no major problems with it and made some constructive suggestions. These were incorporated and the questionnaire was approved by the Steering Group and sent for printing.

The questionnaire offered residents the choice to fill in the form and post it in the reply-paid envelope or to complete the questions on-line on the Website setup with 'Survey Monkey'.

All returned forms were sent to the Parish Clerk who entered the details onto the database. She then advised the Communications Chairman so he could update his delivery database and keep his team members informed of their progress in gaining a response or the need to remind residents they had not yet provided their responses.

11 Data Protection

All members of the Steering Group involved in detailed data collection and data analysis, understood the data protection regulations, and all had signed a declaration accordingly. Great care has been taken to ensure the residents responses are kept confidential and only consolidated data has been expressed in any output documents or oral discussions.

12 Publicity

Our publicity was managed by a resident and Steering Group member, who was a Public Relations professional. He commenced publishing details of the development of the NDP. With articles in the local papers, Village Magazines, setting up Facebook and Twitter accounts and links to the NDP on the Parish Council Website. Posters were placed throughout the Parishes and in all public places like pubs, village halls and notice boards. This information flow continued throughout the process.

During the Communications Team's training, it was emphasised that word of mouth is the most effective means of communication. In a relatively small population - word gets around fast.

13 Initial Consultation

The Communications Team started their 'house knock' questionnaire deliveries and on 19th July, the residents' 6-weeks consultation commenced.

The business questionnaire was also hand delivered alongside the residential one with the Communications Team encouraging their return.

Two public meetings were arranged in Moreton and Magdalen Laver Village Halls, on 12th - 13th August. At these meetings display boards with information on various subjects in the consultation were displayed for residents to study, with Steering Group members on hand to answer questions. The Chairman presided over a question and answer session for the attending residents. Both these meetings were well attended and well received.

14 Consultation Response and Analysis

The amount of effort applied to the publicity and hand delivery of the questionnaire was rewarded by an unprecedented 55% household response.

The data was analysed in Excel spreadsheets and we were able to interrogate the raw data and deduce accurate values from it. This work was completed and the results thoroughly tested before publication of the analysis in data and graphical form.

As required by government regulation, there were several boxes in the survey that allowed residents to express an opinion or provide further explanation of their responses to the questions. Because of the random nature of these replies it was not possible to mechanically analyse them. However, because the raw data is held in the data base it is possible to read and compare these comments and to draw satisfactory conclusions from them. There were a few one-off comments but the vast majority were substantially the same and we were able to consolidate these into meaningful conclusions. As expected most of the free-form comments were related to Highways issues – complaints about pot holes, speeding traffic, too many heavy lorries and damage to Moreton's iconic bridge. These subjects are all regularly brought to the attention of the PC throughout the year.

Highways issues are not within the remit of the Parish Council nor in effect a Neighbourhood Plan. However, the Steering Group and PC recognised the need for these responses to be expressed in the Plan and for the PC to continue to work with the County Highways to get them resolved.

It is customary for our residents to join the Parish Council for the lighting of the Christmas Tree and a Parish Meeting, followed by seasonal refreshments. On 25th November 2013 we used this meeting at Moreton Village Hall, to present the results of the survey and consult our residents on the analysis of the questionnaire we had made and to answer their questions. Large displays with graphs and survey results were placed around the village hall. A further, similar consultation was held at Magdalen Laver village hall on 29th November 2013.

15 Stakeholders

The Evidence team sent letters to all stakeholders potentially involved with our NDP. They were advised of the commencement of the NDP process and invited to review our Plan Area and detail on our website. There was no substantive response from the stake holders for input into the draft NDP (see appendix 1 below)

16 Evidence Base

Alongside the public consultation process, the Evidence base team had collated the necessary information to support and inform the production of the NDP. These documents were placed on the website so they were available for anyone who wanted to see them.

17 The Draft Plan

A very extensive and prolonged effort was applied by the team, to produce a draft plan based securely on the analysis of our residents' responses to the survey. We were very encouraged that there was a clear agreement of detail expressed by residents, with most answers providing a high percentage to specific choices. This makes the formation of policies to represent the larger majority view easier and less likely to offend those at the extremes of the responses. We were also encouraged that there was no apparent NIMBY response from residents. The majority favoured a spread of small developments throughout the parishes, rather than wanting to keep them at a distance.

Our over-riding concern in producing our draft plan was that it should be written in plain English, capable of being easily understood by our residents, who would be asked to vote on it in a referendum. However, we also acknowledged that we are dealing with a legal framework for future detailed developments in our Parish, and our policies need to conform to normal town planning language and legal accuracy.

To resolve this dilemma, we chose to produce an 'Executive Summary' of the draft plan in plain English, without the technical exactitudes. The Executive Summary was professionally produced and printed as an 8 page, coloured, document. This document was delivered to each household personally following exactly the same process as the questionnaire. The Executive Summary also directed readers to the website where residents were invited to read the detailed draft plan or contact the Parish Clerk for a hard copy of the document. The 6-weeks consultation took place in February ending on 24th March 2014.

As well as the Executive Summary, the main policy-oriented document, to satisfy the legal accuracy necessary in town planning, was placed on the Parish Website, for access by anyone who wanted to see the entire documentation. This is in accord with current practice for most government and other consultation processes.

Considerable interest was expressed and positive engagement by residents on the doorstep. Most evidently understood the project, asking questions about how it was going and were keen to review the plan. The personal touch of delivering documents individually to each household had clearly helped the consultation process and engaged our residents.

Following a number of alterations to the Draft Neighbourhood Plan, the decision was taken to complete a further Pre-Submission consultation which took place on 5th February 2015 through to the 19th March 2015. A number of responses were received, all of which were duly analysed and alterations made to the Draft Neighbourhood Plan if appropriate.

18 Draft NDP Consultation Response

There were 3 detailed, written, responses received by the Clerk.

One resident was concerned about the potential installation of a mobile phone mast near her home. While we understood her fear, we were satisfied that our policy MBL 4.1 as written, to prevent inappropriate location of communication masts was sufficiently robust. No action was taken to modify the plan. In fact, this resident's home is adjacent to a conservation area and as such would be protected from a mast installation.

The second response was a resident concerned by our policy MBL 2.5 on the development of redundant buildings for domestic use. He quite rightly pointed out that our policy, as written in the 1st draft could potentially allow a developer to erect an ancillary building for an agricultural use and then after the 10-year limitation our policy contained, would be able to convert it to housing, contrary to Green Belt Policies.

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We agreed this needed to be changed and after discussions we sought assistance from EFDC Planning department, who helped us rephrase the policy to be more robust in planning terms and we have modified the plan accordingly.

The third response was from Epping Forest District Council Planning Department. This comprised 12 detailed points but did not require any fundamental changes. Some suggested the wording of policies needed to be changed to make them clearer and to improve consistency. Other points called for minor word changes. We carried out re-wording where appropriate and with some discussion with EFDC changed those phrases they queried.

This may seem a very small response from our consultation but when you consider the scale of our project it is understandable. We had engaged and consulted with our residents extensively throughout all stages of the process, often on a face to face basis. We listened to them, the survey results were unambiguous and we reflected our resident's wishes in our draft plan.

To summarise -

- We have 1151 adult residents in 491 homes
- The whole of our plan area is in the Metropolitan Green Belt
- We are proposing a very small number of mainly affordable houses could be built.
- We have no major planning issues to contend
- Retention of our rural environment was one of the highest priorities for our residents, and this is reflected in our plan.
- Only 2 written responses were received from residents, 1 was covered by the policy proposals the other we responded by a fundamental change to our policy.
- The only Stake Holders to respond was Epping Forest District Council; We reviewed their comments, mainly minor changes and incorporated them in the draft plan.
- The most numerate vociferous free comments from our resident's, concerned traffic and Highway issues, which we do not have powers to deal with directly or in our NDP

19 Appendix 1

Stake Holders

Stake Holder	Date Sent	Acknowledged
Abness Roding PC	09/06/2013	
Affinity Water	08/06/2013	
Community Transport - ECC	04/07/2013	
CPRE	01/07/2013	
E.A.L.C.	08/06/2013	04/07/2013
Environment Agency	08/06/2013	
Essex County Council	08/06/2013	
Fyfield PC	08/06/2013	
Hastoe Housing Association	01/07/2013	
Homes & Communities Agency	12/07/2013	
Horticultural Society	04/07/2013	
Matching PC	08/06/2013	11/06/2013
North Weald Bassett PC	08/06/2013	09/06/2013
Ongar Town Council	08/06/2013	
Rural Development Programme for England	08/06/2013	
Stanford Rivers PC	08/06/2013	
Superfast Essex Broadband	12/07/2013	
Thames Water	12/07/2013	
Voluntary Action EFDC	01/07/2013	
W.I. Moreton & District	04/07/2013	
Magdalen Laver Village Hall	04/07/2013	
Moreton Village Hall	04/07/2013	
Stansted Airport	27/09/2013	
Civil Aviation Authority	27/09/2013	10/10/2013
Civic Trust	27/09/2013	
Essex Wildlife Trust	27/09/2013	
NHS Trust/Primary Care/Clinical Commissioning Group	27/09/2013	
Member of European Parliament	27/09/2013	
Country Land and Business Association	27/09/2013	
National Farmers Union	27/09/2013	
Chamber of Trade	27/09/2013	7/10/2013
Police & Crime Commissioner	27/09/2013	2/11/2013
English Heritage	27/09/2001	14/10/2013

20 Appendix 2

Neighbourhood Development Plan Chronology

Date	Event or Action
29 th Nov 11	Presentation of Localism Act by Colin Thompson at Parish Meeting
2012	
12 th March	Forward Planning Committee set up by PC
4 th May	Conceptual Plan written by C.N. Thompson for discussion for the PC Forward Planning Committee which is subsequently amended by the committee.
15 th May	PC ratifies the conceptual plan and agrees to proceed with a NDP project.
12 th Nov	Mr. David Gluck, Director of Ruralis appointed as the keynote speaker for Parish Meeting to present the procedure for a Neighbourhood Plan.
26 th Nov	Following presentation by David Gluck, to the Parish Meeting, a majority of residents present, voted for a NDP to be commenced.
2013	
11 th Jan	Parish Council makes decision to undertake a Neighbourhood Development Plan
28 th Jan	Dedicated web page setup www.essexinfo.net/mbllpc/neighbourhood-planning
12 th Feb	Joint meeting of the PC Forward Planning and Affordable Housing committees with David Gluck to form a NDP Steering Group. Non-PC members joining the Steering group were Michael Pether, Graeme Cooper, Glen Bengtson, Caroline Robins and Matt Wallis.
14 th Mar	Inaugural meeting of the Steering Group. 2 sub-groups formed – Communications & Evidence Base. The project plan was setup, with a target date of 22 nd May 2013 for the public referendum to be combined with the European Elections.
22 nd Mar	Meeting with EFDC Planning to agree extent of assistance to NDP.
	Briefing meeting with Member of Parliament
24 th Mar	At Parish Litter Pick, with over 100 residents attending, the Rt. Hon Mr Eric Pickles, Communities Secretary and local MP, gave his full support to the NDP and expressed his excitement about the project, stating “this is localism at it best”.
11 th Apr	Letter to Epping Forest District Council advising of decision to proceed with NDP and defining Plan Area.
7 th May	EFDC launch public consultation on definition of NP Area for 6 weeks.

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May	Stakeholders identified and letters sent to advise them of the NDP
13 th May	Project Plan agreed with EFDC
14 th May	Meeting With EFDC Director of Housing to agree Affordable Housing Needs Survey Update procedure.
20 th May	PC agrees Steering Groups Terms of Reference. Draft Statement of Community Involvement approved. NDP Project Budget approved & funding Sourced
23 rd May	Meeting with Rural Community Council of Essex to initiate a Housing Need Survey for NDP
24 th May	Awards for All grant received - £10,000
June	Consultation Questionnaire drafted and Survey Monkey Data Analysis software purchased and setup.
12 th June	Communications Group– Members Training and test run of questionnaire which was rejected
June	Revision of Consultation Questionnaire and Business Survey
June>>	Evidence Base Group ongoing collection and analysis of evidence to support the NDP
20 th June	Lottery Fund grant received for £7,000
4 th July	Steering Group meeting
14 th July	Steering Group meeting approve Questionnaire and agree printing costs
17 th July	Final Briefing of Communications Team Members before distribution of Questionnaire
18 th July	Distribution of questionnaire to all houses in Plan Area via planned Knock process. Business Questionnaires distributed.
July/Aug	Consultation launched 19 th July until 31 st August
12 th Aug	Public Meeting in Moreton Village Hall to promote participation and answer residents' questions.
13 th Aug	Public Meeting in Magdalen Laver Village Hall to promote participation and answer residents' questions.
5 th Sep	Steering Group meeting
Set/Oct	Receive completed questionnaires and business responses, input to Database and commence analysis
7 th Nov	Steering Group Meeting

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11 th Nov	Parish Council meeting
25 th Nov	Parish Meeting after formal business, meeting dedicated to presenting initial analysis of NDP consultation and answering residents' questions.
Nov/Dec	Produce Draft Plan for approval – a long process for the team, drafting and re-drafting format, content, policies and print layouts.
2014	
9 th Jan	Steering Group Meeting agreed the Draft Plan is adopted for publication.
13 th Jan	Parish Council meeting. Ratified the Draft Plan is to go to public consultation.
14 th Jan	Print Proofs accepted.
16 th Jan	Web Site Loaded with Draft Neighbourhood Development Plan for Consultation.
4 th Feb	Draft Plan consultation commenced for 6 weeks till 24 th March
25 th Mar	Review resident's responses to consultation & respond to them where relevant
26 th Mar to 6 th May	Evidence Base team revise and refine draft Neighbourhood Plan and proof read print drafts for publication
6 th to 12 th May	Print/Web designers convert plan for uploading on PC Website.
13 th May	Advise Christopher Butcher EFDC, the Revised Plan is available on the PC Website for review for next Consultation Stage.
15 th May	Christopher Butcher advises that the revised plan needs to be accompanied with a 'Consultation Statement' detailing the Steering Groups consultation with our residents.
15 th – 17 th May	Colin Thompson draws up draft 'Consultation Statement' for review by Evidence Base team.
9 th June	Consultation Statement approved for issue with Revised Plan
2015	
5 th Feb - 19 th Mar	Second pre-submission consultation
March	Meetings with Epping Forest District Council and the Neighbourhood Plan Steering Group take place to discuss a number of issues, at which time EFDC advise that the 6-week pre-submission consultation should take place again due to the Coal Authority (a statutory stakeholder) not being advised of the consultation. Coal Authority contacted and given 6 weeks to respond to consultation.
March-May	Five consultation responses were received, all of which were considered a number of amendments made to the Draft Plan.

17 th June	Letter received from EFDC that confirms responses have been received from the Environment Agency, Historic England and Natural England, confirming that SEA is not required
10 th Sep	Draft Neighbourhood Plan was submitted to Epping Forest District Council for its formal Consultation.
2016	
12 th Feb to 29 March	Epping Forest District Council completed its 6-week Regulation 16 Consultation, after which the Draft Plan was forward to the Examiner for formal Examination in public.
12 th May	Court of Appeal issued its decision to restore a government policy on affordable homes following a two-year period of flux.
18 th May	Examiner provides his report direct to Epping Forest District Council – a copy is forwarded to Moreton, Bobbingworth and the Lavers Parish Council.
21 st June	Meeting takes place between Epping Forest District Council and members of both the Steering Group and Parish Council to discuss the findings of the Examiner.
30 th June	Letter sent by Clerk to Council setting out the reasons why the District Council should progress to referendum stage.
11 th July	Moreton, Bobbingworth and the Lavers Parish Council agrees that no further action should take place on the Neighbourhood Plan until such time as the District Councils Draft Local Plan is published.
21 st July	Epping Forest District Council, at its Cabinet Meeting, notes the finding of the Examination of the Local Plan, and agreed the plan should be refused and not proceed to referendum.
28 th Sep	Epping Forest District Council published its Draft Local Plan.
29 th Nov	Steering Group agree that the majority of the proposed changes recommended by the Examiner should be made
2017	
February	Draft Neighbourhood Plan is updated to reflect the majority of recommendations made by the Examiner.
July	Letter received from Epping Forest District Council stating they have secured the services of the Rural Community Council of Essex to take on their duty to support those bodies completing a Neighbourhood Plan.
Sep	Clerk to the Parish Council writes to RCCE asking for their support with reviewing the updated Draft Neighbourhood Plan.
21 st Sep	Clerk to the Parish Council and representative of RCCE meet to review the revised Draft Neighbourhood Plan. Advice received to complete a further Regulation 14 consultation due to the changes in the plan, mainly involving the removal of a policy.

27 th Nov	Members of the community advised at the Open Parish meeting that a further regulation 14 consultation had started.
14 Dec	EFDC completes its Regulation 19 Consultation on the Submission Version of the Local Plan.
Nov 17 - Jan 18	Regulation 14 Consultation on the Revised Draft Neighbourhood Plan takes place. Details placed in local Parish Magazine, Notice Boards and on Parish Councils website.
March	Responses considered, and some alterations made to the Draft Plan.

Between August 2014 and February 2018, the Parish Council and Neighbourhood Plan Steering Group have been in constant dialogue with Epping Forest District Council discussing the content of the Neighbourhood Plan, its relationship to both local and National Policy, and the process itself. In addition, the Parish residents have been kept informed by way of regular updates at Parish Council meetings, updates on the Parish Councils website, notices in the local Parish Magazines and on notice boards, and at the Annual Parish Meeting.

21 Appendix 3

Steering Group

Jerry	Alexander		
Charmain	Alexander		
Glenn	Bengtson		
Joe	Brennan		
Chris	Brett		
Angela	Busch	Chairman	Steering Group
Graeme	Cooper	Chairman	Communications Group
Tim	Dickinson	to Jan 2014	
Carol	Foulser		
Rosemary	Padfield		
Michael	Pether	Chairman to Aug 2013	Evidence Base
Caroline	Robins		
Rev Vernon	Ross		
Colin	Thompson	Chairman from Aug 2013	Evidence Base
Matt	Wallis		

Parish Councillors

Angela	Busch
Richard	Chiverrell
Graeme	Cooper
Jim	Collins
John	Collins
John	Devereux
Carol	Foulser
Dee	Harris
Andy	Mangan
Rosemary	Padfield
Robert	Radbourne
Robert	Schwier
David	Silk

22 Appendix 4 Photographs

Communications Team Training

12th June 2013

Graeme Cooper Introducing Knock Procedure



Tim Dickenson addressing Communications Team



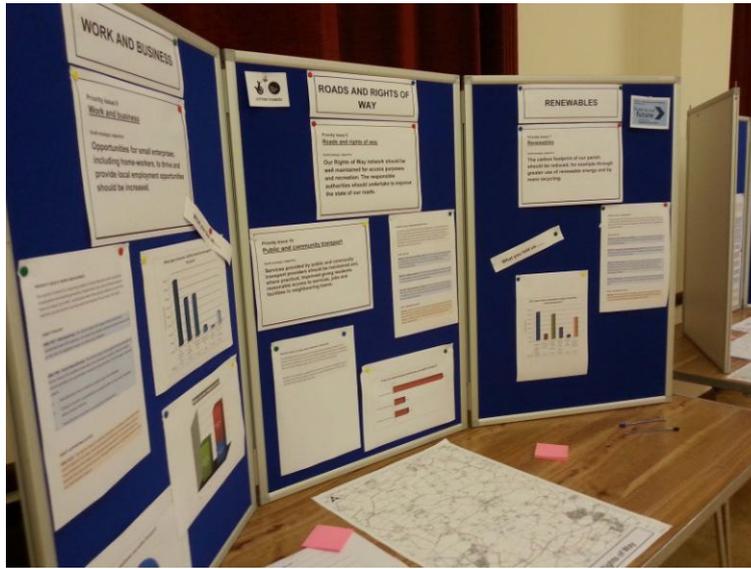
Trialing the Questionnaire



Planning the Knock Strategy

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Display Boards at Magdalen Laver Village Hall



Public Discussions in Magdalen Laver Village Hall

