



Shipston on Stour Neighbourhood Plan 2016–2031

Consultation Statement

September 2017



Shipston's neighbourhood plan
Our town, our plan, our future.

Executive Summary

(CEF refers to the Community Evidence File in Appendix One to this document)

Phase 1:

Initial consultation about local issues, future vision and aims 2012

Phase 2:

Consultation on options and choices 2016–2017

Phase 3:

Consultation by referendum on adopting the plan 2017

Phase One 2012-15

The decision to proceed with a Neighbourhood Plan (NP) was taken by the Town Council at a launch event held on 24th October 2012, with approval by the District Council in April 2013. A Neighbourhood Plan team was set up consisting of volunteers from the community and representatives from the Town Council.

During the 3+ years that followed in phase one the views of local residents were obtained through a wide variety of exercises including survey questionnaires, public events, public meetings, presentations to community groups and written contributions notably in the town 'Forum', a monthly newsletter distributed to all households in the Town. The website www.shipstonnp.org/the-neighbourhood-plan.html was an important focus of all consultation information, which also has a link from the Town Council's website www.shipstontowncouncil.org (formerly www.shipstononline.org).

Younger age groups were further contacted by social media (Facebook and Twitter) and by direct consultation with pupils attending the High School.

Stratford-upon-Avon District Council (SDC), Shipston-on-Stour Town Council (STC), adjoining parishes and all statutory consultees were regularly consulted and contributed to the ongoing Plan development.

A Housing Needs Survey was undertaken by Warwickshire Rural Community Council in 2014 (CEF 009) supplemented by a review of recent growth and housing needs in 'Housing Audit and Issues Report 2015' (CEF 010).

Similarly, two surveys in 2014 established the needs and issues of local businesses (CEF 11 & 12).

In the Autumn of 2015 a set of emerging Draft Policies were grouped into five key topic areas: Housing, Environment, Infrastructure, Flooding and Economy (CEF 015).

The emerging draft policies were submitted to SDC for initial comment and in response housing policies were reworded to clarify objectives and how they would operate. Specific policies concerning water quality were deleted as they were covered by the ongoing SDC Core Strategy.

Two well publicised and successful Open Days (CEF 023) in December 2015 and January 2016 enabled all statutory consultees, local groups and the general public to make comments which, where relevant, were fed into the draft policies (CEF 025).

Phase Two 2015-17

By the latter part of 2015 the NP team had a clear understanding of the public perception of both the positive and negative aspects of Shipston, summarised in diagram 1 below. Draft policies were aligned to meet these criteria within the constraints of SDC Core Strategy and national policies, giving a vision for how Shipston will develop in the coming years.

A questionnaire delivered to all households in Shipston (CEF 031) achieved a 20% household response rate and demonstrated broad approval for the main thrust of the emerging NP and again focussed on key issues of concern to residents:

- A high value is placed on the landscape and landscape setting, public rights of way (PROWs) and access to the open countryside surrounding the town with better and additional recreational walks.
- The majority of the economically active work outside Shipston and travel a long way to get to work. Local employment opportunities need to be enhanced.
- A clear preference for small scale infilling rather than large scale housing development at the edge of the town, and for low cost market, affordable and extra care homes over further general market housing.
- Support for mixed use redevelopment of previously developed land in Tileman's Lane, mainly for employment uses.
- A clear preference for s106/CIL money being used to create a riverside walk, flood defence, improvements to the town centre and more public open space.

All submissions made to the NP team and relevant actions taken during the period 2012-16 are logged in CEF 036.

Pre-Submission Statutory Consultation Period 2016

After extensive publicity to the general public, known landowners and notification to all statutory bodies the Pre-Submission Statutory Consultation Period ran from November 7th to December 31st 2016.

Significant issues raised included an objection to a Proposed Local Nature Reserve (PLNR)

which was consequently removed from the NDP; the nature and extent of housing in the proposed Shoulderway development which subsequently failed to gain planning consent; the allocation of land for housing at the Ridgeway Development (HSG7); a proposal to include land north of Railway Crescent and Shipston Business Village in the development brief for the Tileman's Lane area and the extent of the proposed Local Green Space2 (LGS2). (See CEF files 042-056).

For convenience, submissions made in the pre-submission period are logged in two parts:- Part A all submissions excluding SDC in CEF 040 and Part B submissions from SDC in CEF 041 (Appendix 1)

Diagram 1

| Positive Attributes | Negative Attributes |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| The historic core of the Town is attractive | Recent rapid housing developments has put pressure on infrastructure especially on the schools and medical centre. |
| There is a range of small independent businesses in the Town centre | The Town lacks a nearby petrol station and a supermarket |
| The rural setting of the Town | Shortage of parking and traffic congestion in the Town centre |
| Shipston is a prosperous Town | Shortage of low cost housing and housing for the elderly |
| Shipston is a friendly, safe and socially active place with numerous clubs, groups and societies | Limited employment opportunities. Need for small 'starter' business units and high-speed broadband |
| Good primary and secondary schools | Liability to flooding |
| A Post Office and Bank | A shortage of open spaces/playing fields. Need for a riverside walk. |
| Popular street markets and festivals | Limited connectivity especially footpaths and bus services. |
| The attractive nature of the Town centre and its proximity to Stratford –upon-Avon and the Cotswolds affords the opportunity to develop tourism | A population pyramid skewed towards the elderly putting pressure on health and social services |
| | A restricted range of shops, sports and social facilities specifically for young people |

Shipston-on-Stour Consultation Statement

Consultation, Responses and Actions November 2012–September 2017

1.0 Compliance with Regulation 15 (Neighbourhood Planning Regulations 2012)

1.1 The aims of the Shipston-on-Stour Neighbourhood Plan consultation process were:

1.1.1 To involve as much of the community as possible throughout all consultation stages of Plan development so that the Plan was informed by the views of local people and other stakeholders from the start of the Neighbourhood Planning process;

1.1.2 To ensure that consultation events took place at critical points in the process where decisions needed to be taken;

1.1.3 To engage with as wide a range of people as possible, using a variety of approaches and communication and consultation techniques; and

1.1.4 To ensure that results of consultation were fed back to local people and available to read (in both hard copy and via the NP website) as soon as possible after the consultation events.

1.2 In preparing Shipston-on-Stour's NP the Team has consistently ensured that residents and other stakeholders including local authorities, interest groups, land owners, businesses and statutory bodies have regularly been consulted and that their comments have been noted and where appropriate incorporated into the plan as it evolved (CEF 036).

1.3 The recommended communications activities were split into the following three phases:

Phase 1: Initial consultation about local issues, future vision and aims 2012-2015.

Phase 2: Consultation on options and choices 2016-2017

Phase 3: Consultation by referendum on adopting the plan 2017

1.4 A greater level of consultation has been undertaken than the legislation requires and full details of all consultations are provided in the Consultation Evidence File (CEF) that supports this Consultation Statement (See Appendix 1).

1.5 A hard copy of the Consultation Statement and hard copies of digital documents, together with evidence documents in hard form only, may be viewed at New Clark House, Shipston-on-Stour, CV36 4HD, Monday to Friday, 9am to 1pm. The Consultation Statement and the accompanying Consultation Evidence File (CEF) may be accessed on the Shipston Neighbourhood Plan website: www.shipstonnp.org/the-neighbourhood-plan.html.

If hard copies of digital documents are required they may be obtained from the Town Clerk, New Clark House, Shipston-on-Stour CV36 4HD.

1.6 Especially useful is the complete record of progress and publicity concerning Shipston Neighbourhood Plan in the back copies of the community paper 'Shipston Forum' located at the Town Council Office (New Clark House) and digitally at Shipstontowncouncil.org (go to 'Town Council').

2.0 Phase One: Initial Launch and Surveys

2.1 In response to the then pro and anti-supermarket campaigns, a facilitated event organised by the Town Council was held to seek common ground on what was important to Shipston. Publicised through the Shipston Forum (CEF 037), local media and the Shipston Town Council website, the launch event on

24th October 2012 (CEF 003 & 005) in the Townsend Hall attracted approximately 80 people. Attendees received a presentation on the purpose and benefits, a booklet describing the Neighbourhood Plan process, a questionnaire asking for thoughts on the issues affecting the town, and an invitation to get involved. About 46 responses were received, and 30 volunteers offered support.

2.2 Although not officially part of the Neighbourhood Plan process (which was launched the following week), the event helped identify community views on town priorities, including:

2.3 The need for a stronger local economy with local employment opportunities

- Whether or not significant additional housing is a good thing
- Meeting local affordable housing needs
- Improved infrastructure, particularly highways and traffic management including parking, and flood defences
- Conserving and sustaining the vitality, functionality and heritage value of the town centre
- Better social and welfare facilities [including healthcare, schools, youth facilities, needs of an ageing population]
- An improved environment, specifically recreational and public open space, and access to it
- Making the town more suited to local needs and sustaining those changes

2.4 In January 2013 the Forum (CEF 037) carried a four-page special feature about the Neighbourhood Plan, distributed to over 2,000 households. The information included an issues questionnaire and advice on how to get involved.

2.5 Based on feedback received from the questionnaire the main issues were again identified as limited local employment opportunities, future housing stock, improved

infrastructure especially concerning parking, traffic management, flooding, and meeting the increasing demand for healthcare, schools and an ageing population.

2.6 At this time the Shipston Neighbourhood Plan website and twitter feed were also set up and publicised.

2.7 On March 9th 2013 a Saturday morning drop-in workshop was held to give those who may have missed the launch an opportunity to have their say but attracted a low turnout.

2.8 After approval by Stratford-on-Avon District Council (SDC) of the plan-making proposal, the Town Council became in April 2013 the 'qualifying body' responsible for the plan. The plan-making was delegated by the Town Council to a team of community volunteers and Town Councillors. The Town Council, as the 'plan sponsor', provided oversight, funding and professional support including project management

2.9 In April 2013 a brief update on the Neighbourhood Plan was provided at the Town Council meeting which normally attracts in the region of 30 local residents, with leaflets 'Speak Up for Your Town' (CEF 006) handed out including a questionnaire to capture views on issues facing the town. A small number of questionnaires were returned.

2.10 Shipston is noted for a thriving public life, eminently demonstrated by an annual 'Wool Fair' and 'Victorian Evening' celebrating key aspects of the Town's history and the 'Shipston Prom' and Shipston Food Festival. These events attract in the region of 1000 people from the Town and surrounding areas and are an important opportunity to make a trawl of otherwise hard to reach public opinion.

2.11 Such a high impact consultation event was held at Shipston's annual Wool Fair in July 2013. Leaflets explaining the NP process were handed out, while initial feedback on issues facing the town was shared. Forty 'Wish List' Graffiti canvasses were completed by the public giving views on what they love about Shipston and what they felt the town needed (CEF 007). A fun questionnaire and quick poll designed to inform the vision for the plan was also undertaken.

2.12 Following the input from the Wool Fair, a Neighbourhood Plan stall at Shipston's 'Victorian Evening' in 2013 invited residents to make their 'Christmas wishes for Shipston' (CEF 008), while members of the NP team gave out leaflets and discussed the plan and local issues with residents. The top five issues to emerge were retail, healthcare, housing (especially affordable housing), employment and infrastructure.

2.13 A display charting some of the key changes in Shipston development over the years as well as some of the more recent suggestions for the town's future was on show from December 2013 for approximately 12 months in one of the main shop windows in the town.

2.14 During 2015 the NP team again undertook a series of significant consultations with members of the public attending three major events in the Town's calendar. In addition to the annual Wool Fair, Shipston Xfest is a free community family entertainment held biannually in the grounds of the High School, organised by Shipston Youth Club, attracting in the region of 300 parents, children and young people from the Town and surrounding villages. The third opportunity was the Shipston Primary School Fete. In all 99 people were interviewed and asked to identify significant attributes and issues relevant to Shipston.

2.15 There was general approval for the 'key inputs shaping the vision and objectives of the draft NP'. The Town centre was highly valued with a reluctance by some to consider change, but a need for additional disabled parking was identified and a proposal for oneway traffic had some support.

2.16 It was strongly felt that future housing development should be restricted to affordable housing and confined to the lower western slopes, away from the river. Both primary and secondary schools needed expansion. The Town needs economically revitalising with a business park for small businesses, high speed broadband and facilities for tourism.

2.17 Other concerns were flood prevention, more facilities for youth, connectivity via bus/train services, increase in green spaces and a riverside walk.

2.18 Warwickshire Rural Community Council conducted an independent survey into both affordable and market housing needs in Shipston, and reported in January 2014 (CEF 009). Seven hundred and forty-nine responses to a postal survey were received (30% response rate), identifying housing needs as well as some of the key issues of concern to the community.

2.19 The survey found a current need for approximately 50 houses of varying sizes to meet local demand, of which 24 would be local market housing, 24 housing association rented and two shared ownership.

2.20 Alongside this independent report the Housing Topic Group, having consulted local estate agents and researched the recent growth of Shipston, published a 'Housing Audit and Issues Report' in May 2015 (CEF 010). The recent rapid growth of Shipston's population had resulted in a median age older than those of the district, county and country with important implications for health and transport needs.

2.21 The report also demonstrated that the rate of housing growth in Shipston was much higher than in other areas, with over 100% growth in the period from 1981 to 2011.

2.22 Both the independent housing survey and the Housing Topic Team's research were reported in the November 2015 edition of Forum and via www.Shipstononline.org.

2.23 Two business surveys were completed in December 2014, one online, designed to reach homeworkers and small businesses. The second was a postal survey primarily targeting retail businesses or those with a town centre presence (CEF 011 & 12).

2.24 The online survey was advertised in the Shipston Forum and via the Stour Valley Businesses Networking Group. Thirty-five responses were received, providing a useful indication of some of the needs of small office and home offices in the town. The postal survey was sent to 141 businesses, of which 38 responded.

2.25 The findings showed a positive outlook for growth in the town, with a number of businesses looking to employ additional skilled personnel in the next 2-5 years. Future needs included better parking, skilled staff, retention of existing commercial property and additional small commercial premises for employment development. Tourism and the service and public sectors were identified as possible sources of future employment.

2.3 Consultation with key groups 2014/15

2.3.1 In addition to surveys, the NP Committee undertook a series of face to face meetings with key stakeholders within the community (CEF 036): Shipston Pre-School, Primary School, High School, Scouts, Youth Club, Rugby Club, Sheldon Bosley Hub, Shipston Medical Centre, Shipston Link, Stour Valley Lions, Shipston Senior Citizens Action Network (SCAN), Shipston Visually Impaired Group, Stour Valley Baptist Church, Mid Counties Coop, U3A, Lloyds bank, WCC Highways, WCC Recycling Centre, Townsend Hall.

2.3.2 There was clear confirmation of the emerging issues relating to the pressure on public resources and infrastructure as a consequence of the recent rapid expansion of the Town. The Medical Centre, Schools, Youth Club, Scouts were all working at near capacity; the Baptist Church urgently needed a building site. The small scale historic town centre was valued and any change would require great caution, yet parking, traffic congestion, economic growth, housing for the elderly and low-cost accommodation for local people, the need for a supermarket/petrol station, and the alleviation of flooding were clear and significant ongoing concerns. (CEF 036)

2.3.3 A meeting with 'Totally Locally', a group of local business people confirmed support for the emerging economic issues and policies at that time.

2.3.4 Together the range of public consultations was used by the NP team to produce, in the Autumn of 2015, a set of Draft Policies grouped into five key topic areas: Housing, Environment, Infrastructure, Flooding and Economy (CEF 015)

2.4 Statutory Consultees: Landowners, Developers and Public Bodies.

2.4.1 In 2015 an initial approach was made by mail to 13 local landowners informing of the NP and inviting contact, but with no response.

2.4.2 In January 2016 one hundred and thirty statutory consultees (CEF 028), including known landowners, were contacted by email or mail informing them of the development of an emerging Neighbourhood Plan for Shipston and inviting comment (CEF 029). Where email failed a letter was sent by mail. Thirty-seven responses or acknowledgments were received. Responses were passed on to the topic leads for possible incorporation into draft policies.

2.4.3 On 10th May 2016 a further reminder and invitation to communicate was sent by mail to 25 landowners and developers, stressing the fact that draft policies concerning land use within the parish had now been formulated (CEF 035).

2.5 Open Day December 2015.

2.5.1 A major public consultation exercise in the form of an Open Day was undertaken on Saturday December 12th 2015 at the Scout Hut, a central location in the Town with good parking facilities.

2.5.2 An exhaustive list of over eighty groups and societies were invited to attend, covering a wide range of interests including religion, politics, economics, health, age specific, gender, educational, environmental and charities (CEF 019 & 020).

2.5.3 Similarly, eighty-one businesses in the Town received an invitation hand delivered by a member of the NP committee (CEF 018).

2.5.4 Forty-four Parish Councils in the S. Warwickshire area were invited to send a representative.

2.5.5 Thirty-three residents who had requested to be kept informed of the NP progress were contacted by email, mail or hand delivered letter with invitations to attend. To further encourage participation, all who attended and completed a review form were entered into a prize draw.

2.5.6 Two thousand seven hundred leaflets were distributed to Shipston households via a local free newspaper, with the rest being left on the windscreens of the vehicles parked around the Town Centre on the Victorian Evening and at key community points such as the Library and Post Office (CEF 020).

2.5.7 A4 posters for display were distributed to local businesses and roadside poster boards erected. Press releases were sent to local newspapers and Shipston websites and social media sites informed.

2.5.8 A total of 217 members of the public attended the Open Day from 11.30 to 4.00pm representing 20% of the total households in the parish. Completed feedback forms indicated over 90% of attendees lived in Shipston, with others from neighbouring parishes. All aspects of the exhibition were rated favourably by those who attended. Eighteen comments were received which, where relevant, were fed into the draft policies.

2.6 Second Open Day January 14th 2016.

2.6.1 The period before Xmas/New Year is a busy one, especially for local business people, hence the NP team created an additional opportunity for consultation on January 14th specifically for three key groups: local business people, councillors from Shipston and adjoining councils and for representatives of local activity groups, giving them the further opportunity for extended discussions with the leaders of the five policy areas.

2.6.2 Initial notification of this second opportunity to view draft policies and supporting documents had been made to all businesses in the Town, neighbouring parish councillors and local groups in December 2015. A reminder was issued by email during the first week of January 2016. In addition, at least 60 businesses were personally invited by a member of the team and personal contact was made with some of the parish councillors.

2.6.3 In the case of businesses the time allocation was 5.30 to 7.00 pm when it was hoped that most business people would be able to attend. As a further attraction, those who attended and left contact details were entered in a prize draw.

2.6.4 A total of seventeen people attended with eight local parishes represented, five businesses, one landowner and the head of Shipston Primary School.

2.6.5 Eight feedback forms were returned with a strongly positive feedback for all five sections of draft policies. Although attendance had been limited, some very useful comments were made, in particular stimulating further possibilities for the expansion of the primary school.

2.6.6 An assessment of age distribution of those attending the Open Day showed a weighting markedly in favour of the 60+ age range (70%) which reflects the population pyramid of Shipston but with virtually no representation from those under 40yrs. However, some balance had already been achieved through earlier extensive contact with local people at public events such as the Wool Fair, Primary School Fete and Xfest, most of which are in the younger age category.

2.7 Consultation with Youth Club and High School.

2.7.1 During evaluation of the Open Day the NP team considered ways of greater involvement of younger members of the community. It was decided to approach the Youth Club and the High School, who both readily agreed for members of the NP team to work with young people (CEF 026).

2.7.2 During February 2016 a member of the NP team devised two simple exercises designed to stimulate some awareness by the Youth Club members of local issues and to attempt some assessment of their perceptions of their Town.

2.7.3 The forty-four young people who took part clearly valued the rural environment and access to open space. The local shops were also highly valued, although many thought they did not cater for the interests of young people. Dislikes included not enough relevant shops, too many houses and not enough open space. It was clear that broadly speaking the young people agreed with the values and concerns of the adult population and these have been incorporated in the evolving NP.

2.7.4 Following the brief contact with members of the Youth Club the NP team approached Shipston High School, again with the aim of publicising the NP and obtaining feedback on young people's perspectives. The school was highly supportive and an initial workshop was arranged with the School Council, from which a questionnaire was devised focussing on the specific aspects raised by the students.

2.7.5 Twelve statements concerning the local environment and economy required an agree/disagree response together with three open ended questions concerning their likes/dislikes and suggestions for improvements for Shipston. All participants were entered into a prize draw as an encouragement to take part.

2.7.6 The questionnaire was administered by form tutors to the whole school and 375 responses (76% of the school student population) were received. Fifty percent of the students were from outside Shipston but, with one exception, they all recognised and valued the role Shipston plays as a local service centre.

2.7.7 All twelve statements were positively supported. Again, the youth of the area highly valued the rural setting of the town, the small independent shops and special markets. As with the adult population, opposition to further housing development figured strongly, with support for additional greenspaces and footpaths.

2.7.8 Although supported by a majority, pedestrianisation of the High St had least support, once more reflecting adult comments.

2.7.9 The need for improved transport figured strongly, reflecting the 50% of students who travel in from the surrounding area as well as those resident in Shipston.

2.7.10 There was a demand for more facilities for the young such as teen relevant shops, drop-in centre, sports facilities, and an extended skate park. Concern about traffic congestion, parking and the lack of a supermarket/petrol station mirrored recent well publicised adult campaigns in the area.

2.7.11 Although this was not a scientific research exercise it had the value of involving a large number of young people in the NP process and does provide an insight into the broad concerns of those who will be adult citizens during the lifetime of the NP.

2.8 Consultation with Stratford District Council (SDC)

2.8.1 The NP team were careful throughout to consult at all stages with SDC and coordinate Shipston Neighbourhood Plan with the emerging Core Strategy. However, this proved to present some difficulty and delay due to the protracted progress of SDC Core Strategy, which was not finalised until July 2016.

2.8.2 The draft policies formulated in 2015 (CEF 015) were submitted to SDC for initial comment. In response to comments by SDC, housing policies were reworded to clarify objectives and how they would operate. In the case of policy INF 2 concerning water quality it was considered redundant and deleted as it was now covered by the ongoing Core Strategy.

3.0 Phase Two: Consultation on Options and Choices

3.1 Household Questionnaire

3.1.1 By the latter part of 2015 the NP team had distilled a series of draft policies expressing a vision for how Shipston will develop in the coming years. The policies were grouped into five topic areas: Housing, Environment, Infrastructure, Flooding and Economy which had been presented to the community at the Open Day. It was now appropriate to further define the level of support and explore the views of residents for certain choices.

3.1.2 This was achieved in February 2016 in the form of a questionnaire delivered to all households in Shipston (CEF 031). The questionnaire was produced by the then chair of the NP team with professional guidance in survey methodology, question design, analysis and reporting from a retired market research professional.

3.1.3 Two thousand seven hundred copies of the questionnaire were delivered with the Mid-Week Herald, a local free newspaper, on or about 15th February. Additional copies were available from the Town Council Offices. Publicity via the Shipston Forum, the NP website and social media encouraged local people to participate and a prize draw was an additional incentive to take part.

3.1.4 An impressive 548 responses were received representing 20% of households in the Parish.

3.1.5 The results reinforced key issues: the medical centre, supermarket, petrol station, riverside walk, town centre traffic improvement, housing, flooding and open space.

3.1.6 The first three of these are beyond the remit of the NP but the others reinforced the main thrust of the draft policies and possible projects, notably a clear preference for a oneway system in the town centre over the other options of pedestrianisation, shared space or retaining the status quo (CEF 032).

3.1.7 The responses confirmed that residents attached high value to landscape and landscape setting; the extent of use of Public Rights of Way (PROW) and access to the open landscape surrounding the town; support for creating better and additional recreational walks; confirmation that most of the economically active work outside Shipston and travel a long way to get to work; the desire to see more local employment opportunities; the preference for small scale infilling rather than large scale housing development at the edge of the town, and for low cost market, affordable and extra care homes over further general market housing; support for mixed use redevelopment of previously developed land in Tileman's Lane, mainly for employment uses; a clear preference for s106/CIL money being used to create a riverside walk, flood defences improvements to the town centre and more public open space (CEF 032).

3.1.8 In all over 3,000 individual comments were collated and considered along with the main findings and where appropriate incorporated into the plan, notably additional material on the assessment of potential new housing sites to the Housing Issues & Audit Report by way of an Addendum (CEF 010).

3.1.9 Following discussions with SDC as to the necessity of a Strategic Environment Assessment, an Npiers report plus further comments from SDC, a draft plan was formulated to be presented for formal pre-submission consultation in November-December 2016 (CEF 039).

4.0 Pre-Submission Statutory Consultation Period 7th November to 31st December 2016

4.1 In compliance with the provisions of Regulation 14 of the Neighbourhood Planning Regulations 2012 early in November 2016 Shipston Parish Council issued a formal notice that it had prepared a 'Shipston-on-Stour Neighbourhood Development Plan', together with an explanatory letter from the Mayor (CEF 038), setting out a vision for the future of the parish and containing planning policies that would be used to determine future planning applications.

4.2 A Link was provided to the NP website www.shipstonnp.org/the-neighbourhoodplan.html containing the draft Neighbourhood Plan and a comment sheet together with a Consequent Projects Document and mandatory supporting documents (CEF 039).

4.3 The formal notification was publicised in the November edition of Forum, which is delivered to all the households in the town, and on both the Town Council website and the NP website together with publicity on Facebook which encouraged residents to look at the plan on the NP website. The December edition of Forum also encouraged townspeople to view and comment on the draft plan.

4.4 Statutory bodies and known land owners were informed by email or post.

4.5 All businesses and known groups, clubs and societies, adjoining and area parish councils/ward members were informed by email.

4.6 Notification of the draft plan were hand delivered by a member of the NP team to all retail and businesses in Shipston Town.

4.7 Posters were distributed at key points in the Town. Hard copies of the draft plan and comment forms were made available in Shipston Post Office, the Town Council Offices (New Clark House) and Shipston Library.

4.8 Four 'drop-in' sessions at the Town Council Offices (New Clark House) were arranged at a variety of times and days to enable as many residents as possible to discuss the draft plan with members of the team and to make written representation.

4.9 Due to the detailed submissions received the feedback from the pre-submission period was recorded in two parts: one excluding the submission by SDC (CEF 040) and one from Stratford District Council (CEF 041).

4.10 The majority of the thirty-nine submissions received concerned housing and the environment with some further comments on the need for parking, a one-way system in the Town centre, light industrial units and permissive footpaths. Five comments were supportive of the plan or specific aspects of the plan.

4.11 The team and individual topic leaders convened a series of meetings during January-March 2017 to decide on any valid modifications to be made to the draft plan (CEF 042). In two cases meeting with land owners/ developers were arranged to clarify proposals. The case for enhanced flood prevention measures was reinforced (CEF 057).

4.12 The proposed Local Nature Reserve was excluded from the plan as requested by the landowner.

4.13 Objections were also received from two developers on behalf of landowners concerning the extent of the proposed Local Green Space (LGS2). LGS2 is retained in view of the detailed case given in the Infrastructure Audit and Issues Report (see section 6: Addendum notes on Open Spaces, Recreation and Sports Facilities) also additional evidence in CEF's No 043-45 including support from a landowner.

4.14 Warwickshire County Council also expressed concerns about the northern Wellbeing Zone.

4.15 In the case of the land at Ridgeway the plan was amended (HSG7) to allocate land for eighteen dwellings to include six affordable homes and three local market homes and to reinstate the Local Green Space (LGS). Subsequently confirmation was received from Warwickshire County Highways that access to this site met their requirements (CEF 046).

4.16 Land north of Railway Crescent and Shipston Business Park was included in the development brief for the Tileman's Lane area. An independent technical note from Warwickshire County Development Team informed that land beyond the business park was feasible for development (CEF 056). Meetings with SDC and representatives from a potential developer resulted in two new policies (HSG8 and EC1) concerning mixed use of the area and a potential site for additional housing (CEF 056).

4.17 The submission by SDC and a subsequent meeting with officers clarified the approach to housing and related environment policies and enabled the team to better comply with the adopted Core Strategy policies and definitions particularly CS.18. (CEF 041)

4.18 Provision for reserve housing allocation is made in HSG6. An analysis of all suggested housing development sites and the case for reserve housing is given in detail in the Housing Audit and Issues Report of 2015 with an Addenda in 2016 (CEF 010). A summary of housing completed or permitted since 1st April 2011 is included as supporting evidence.

Additional evidence concerning aspects of allocation of housing sites is at CEF 051-053.

4.19 The Draft Neighbourhood Plan, Consultation Statement and Basic Condition Statement were submitted to Shipston Town Council for adoption on 09/10/17.

5.0 Phase Three: Consultation by Referendum

To be completed

APPENDIX 1

Shipston-on-Stour Neighbourhood Plan Consultation Evidence File (CEF)

| CEF Ref. No | Document Title | Document Location (NCH indicates hard copies available, which may be viewed at New Clark House, Shipston-on-Stour, CV36 4HD, Monday to Friday, 9am to 1pm. Hard copies of digital documents may be viewed at the same address and times. |
|-------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CEF 001 | Producing a neighbourhood Plan: A scoping report. November 2012 | http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 002 | Shipston Town Design Statement 2012, Revised 2014 | http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 003 | Letter of invitation to Launch Event from Town Council Oct. 2012 & contact list. | http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 004 | Publicity and contacts for Plan launch | NCH |
| CEF 005 | Launch booklet describing NP process 24/10/12. Leaflet 'Why prepare a neighbourhood Plan'. Copy of Survey Sheet at launch. | NCH |
| CEF 006 | Leaflet 'Speak Up for Your Town' April 2013 | http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 007 | Information Sheet, Quiz sheets and 'Wish list cards' Wool Fair 2013 | NCH |
| CEF 008 | Christmas 'Wish List' Victorian Evening 2013 | NCH |
| CEF 009 | Shipston on Stour Housing Needs Survey January 2014 | http://www.shipstonnp.org/the-neighbourhood-plan.html |

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| CEF 010 | <p>Housing Audit and Issues Report May 2015 with Addenda. Economy Audit and Issues Report. Environment Audit and Issues Report with Addenda. Infrastructure Audit and Issues Report.</p> <p>Housing completed or permitted since 1st April 2011 (net increase)</p> <p>Issues & Opportunities Matrix</p> | http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 011 | Shipston Business Survey Report Autumn 2014 | http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 012 | Homeworkers Business Survey Report August 2014 | http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 013 | Letter to stakeholders 2015 | NCH |
| CEF 014 | Xfest, Primary School Fete and Wool Fair Questionnaires 2015 | NCH |
| CEF 015 | Draft Plans and Policies 2015 | http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 016 | Set of Options for Town Centre from Open Day December 2015 | http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 017 | Advert for Open Day December 2015 | NCH http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 018 | Contact List of Businesses, Open Day Dec. 2015 | NCH |
| CEF 019 | Contact List of Societies and Groups, Open Day Dec 2015 | NCH http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 020 | Invitation to Community Groups for Open Day Dec. 2015 by email/post | NCH |
| CEF 021 | Letter of invitation to Open Day for Interested Public | NCH |
| CEF 022 | Leaflet/Poster Advertising Open Day | NCH |

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| CEF 023 | Copy of Display Boards Open Day December 2015 Draft Proposals Map Potential Mixed Use Site Advert for Town Questionnaire Letter to Clubs and Societies | NCH/ http://www.shipstonnp.org/the-neighbourhood-plan.html http://www.shipstonnp.org/the-neighbourhood-plan.html http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 024 | Second Open Day: Completed Feedback Forms January 2016 | NCH |
| CEF 025 | Open Day: Completed Questionnaires and Record of Responses and Comments 2015. | NCH See also CEF 036 'Record of Public Consultation and Actions 2012-2016'. |
| CEF 026 | Youth Consultation Dec 2015 – Feb 2016. High School Summary of responses | NCH http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 027 | Reminder: Invitation to Second Open Day 14 th January 2016 | NCH |
| CEF 028 | Landowners Consultation List January 2016 | NCH |
| CEF 029 | Letter to Statutory Consultants January 2016 | NCH |
| CEF 030 | Letter ref. Town Questionnaire to all households | NCH |
| CEF 031 | Community Questionnaire Feb 2016 | http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 032 | Community Questionnaire: Report Feb. 2016 | http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 033 | Town Questionnaire: All comments by Respondents | http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 034 | Advice from SDC concerning Draft Policy INF2 | NCH |
| CEF 035 | Letter to Landowners and Developers May 2016 | NCH |
| CEF 036 | Public Consultation Responses and Relevant Actions 2012-2016 | http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 037 | Shipston Forum, Community Newsletter 2012 -2016 | NCH www.shipstontowncouncil.org |
| CEF 038 | Statutory consultation notification November 2016 and explanatory letter from the mayor | http://www.shipstonnp.org/the-neighbourhood-plan.html |

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| CEF 039 | Draft Pre-Submission Neighbourhood Plan November 2016 and supporting documents | http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 040 | Pre-submission Consultation: Responses and Actions Part A, excluding SDC | http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 041 | Pre-submission Consultation: responses and Actions Part B (SDC) | http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 042 | Meeting notes on assessment of representations to the pre-submission draft NDP | http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 043 | Summary of Evidence for LGS2 Background evidence for Policies ENV 1 and 2 | http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 044 | Correspondence from landowner concerning Hanson Hill slopes | http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 045 | EDP Report and Site Map. Hanson Hill | http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 046 | Report on Land at Ridgeway 15/02/17 | http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 047 | Notes on a development brief for Tileman's Lane Area | http://www.shipstonnp.org/the-neighbourhood-plan.html |
| CEF 048 | Advice from Warwickshire Rural Housing concerning affordable small - scale housing developments | www.shipstonnp.org/documents.html |
| CEF 049 | Correspondence: Views of Bromford on affordable housing and small sites | www.shipstonnp.org/documents.html |
| CEF 050 | List landowners contacted ref. development sites (Redacted) | www.shipstonnp.org/documents.html |
| CEF 051 | Correspondence with WRCC ref. provision of local needs mixed tenure housing 15/03/17 | www.shipstonnp.org/documents.html |
| CEF 052 | Correspondence with WCC concerning three potential housing sites 04/05/16 | www.shipstonnp.org/documents.html |
| CEF 053 | Correspondence with Warwickshire Highways concerning access to housing sites 1,2 &3. 06/06/16 | www.shipstonnp.org/documents.html |
| CEF 054 | Pre-Submission Health check SDC (RGS) July 2017 | www.shipstonnp.org/documents.html |

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| CEF 055 | Pre-submission Health check SDC (RW) July 2017 | www.shipstonnp.org/documents.html |
| CEF 056 | Correspondence with SDC concerning policy HSG8: Tileman's Lane/Rosconn site September 2017 Correspondence: WCC ref. access to land N. of Railway Crescent. | www.shipstonnp.org/documents.html |
| CEF 057 | Audit and Issues additional report on Flooding | www.shipstonnp.org/documents.html |