Consultation Statement
1. Introduction
2. Who was involved?
3. The key phases
4. Regulation 14 consultation
5. The Submission Neighbourhood Plan
6. Summary

Appendix I: Regulation 14 consultees
Appendix II: Parish-Wide Consultation Survey
Appendix III: Summary and Guide
Appendix IV: Summary of Regulation 14 representations and changes made to the Neighbourhood Plan in response
Appendix V: Regulation 14 Consultation Survey comments
Appendix VI: Regulation 14 Consultation Survey key policy results
1. Introduction

Community engagement has been a prominent feature of this Neighbourhood Plan. From before the official designation of the Neighbourhood Plan area, residents were consulted on the initiative and asked for their support. In the early phases, community events focused on building an understanding of the Neighbourhood Plan process and trying to establish what residents truly valued about living in Effingham, what improvements they wanted to make to village life and their thoughts on the key challenges facing the village.

2. Who was involved?

A huge number of people have worked tirelessly on the plan. The Parish Council as the Qualifying Body has overseen every stage. A steering group consisting primarily of parish councillors was responsible for driving forward public awareness and hosting public events in the early stages of development.

Working groups were established on the Environment, Community, Housing, Local Economy, Design and the Built Environment. These teams built the evidence base and generated policy options for public events.

In 2015 a Community Consultation Group was established to feedback on key elements of the plan. This team consists of 189+ residents and other interested parties who participate in online surveys, polls and discussions. They have helped to shape and evaluate the policies and played a major role in site selection criteria.

The residents themselves have input into village wide surveys, public events which regularly attract 150+ people, planning workshops and drop-in sessions.

Latterly, a new group, Effingham Neighbourhood Plan Advisory Group, (ENPAG) was formed with residents and community organisations joining councillors to lead the final phase of carrying out the Regulation 14 consultation and revising the Plan for Regulation 15 submission.
3. The Key Phases

There have been 7 phases in the development of the plan up to Regulation 14 Consultation:

1. Pre-launch (December 2012).

Phase 1 Pre-launch

A presentation outlining the potential for a Neighbourhood Development Plan (NDP) was delivered on 14/12/2012 at KGV Hall at the monthly meeting of Effingham Parish Council (EPC). This gave residents the opportunity to understand the concept and volunteer to get involved. Participants were given a feedback form and asked:

- What do you like most about living in Effingham?
- What concerns do you have in the village?
- What makes Effingham Effingham?
- Any other thoughts?

A website was launched giving background information on Neighbourhood Planning, the project plan and timelines, along with contact information and details of how to get involved.

www.effinghamvillageplan.com

Notifications were also placed on the EPC website www.effinghamparishcouncil.gov.uk

- All the consultees were subsequently contacted by EPC to acknowledge comments, and all were placed on a consultation mailing list to be updated at key stages of the plan.
- Contact was made with Bookham Vanguard and Neighbourhood Plan groups in East and West Horsley – the nearest Neighbourhood Planning Groups. Regular contact followed.
Phase 2 Submission for designation

- A draft Submission was presented to the Parish Council for inspection of residents and posted to websites.
- A Press release was also issued indicating the intention to progress to submission and encouraging involvement of residents.
- The application to designate a Neighbourhood Area was formally submitted on 20 December 2012 to Guildford Borough Council (GBC). It was subsequently posted to websites and presented at the EPC meeting.
- The official consultation was led by GBC with joint press releases issued encouraging residents to get involved.
- All the consultees were subsequently contacted by EPC to acknowledge comments, and all were placed on a consultation mailing list to be updated at key stages of the plan.
- Guildford Borough Council approved the application and designated the Neighbourhood Area on 4 April 2013.

“A Social media campaign combined with Public events and workshops underpinned by information available on the website”
Phase 3 Launch and identification of issues

- **1st February 2013**, EPC contacted all community groups outlining the project and inviting them to a briefing in the Parish Rooms outlining the project, timings and seeking support and participation.

- **2nd February 2013** – Press release issued to all local news organisations highlighting the approval of the project by EPC and announcing the website with more information. This resulted in coverage in all local newspapers.

- **28th March**: A letter inviting all residents to participate in a Public Meeting was delivered to all households along with a leaflet giving information about Neighbourhood Planning and the project in Effingham.

- **16th April 2013**: Public Meeting launching the project formally within the community and engaging with residents to identify key issues, ideas, and concerns. It included
  - A formal presentation on neighbourhood planning and what we hope to achieve through the project.
  - A plenary session with residents to identify
    - What do people value in Effingham?
    - What do they want to see more of?
    - What needs to change?
    - What should stay the same?
  - Exhibition stands outlining and collecting ideas and feedback on the key areas of the plan
    - Housing & The Built Environment
    - The Green Environment
    - Community Health & Wellbeing
    - The Local Economy
    - Infrastructure, Roads & Transport
    - Resilience Planning
  - Issue cards, information leaflets, feedback sheets, and volunteer sign-up sheets were handed out to all participants.
Over 100 people participated actively in the meeting, (57 recorded names) representing a wide spectrum of ages, life stages and areas of the village. A report was subsequently posted to the website highlighting the output from the event. This was also presented at the next EPC meeting. The output formed the basis of early drafts for the objectives and vision for the NDP and shaped the work programmes for the initial task groups.

23\textsuperscript{rd} April 2013: Presentation to Effingham Residents Association. An update covering output of the plan was given to Effingham Residents Association.

8\textsuperscript{th} June 2013: Participation in Effingham Village Day. Exhibition of results from Public Meeting, leaflets, and information about the project. Engagement with residents on key issues. Contact made with about 150 residents including families and young people. Further input gained in terms of scope, vision & objectives.

October – November 2013 A household survey incorporating a Housing Requirements Survey, and attitudes and usage of key community issues / services was undertaken. Survey forms were delivered and collected to / from all households in the village seeking feedback on housing requirements over the plan period, and including questions about householder concerns and requirements for future services.

The survey was delivered in paper format for accessibility by ALL residents, and also available on line. It was developed in consultation with Guildford Borough Council and utilised their on line survey analysis package. 1003 surveys were delivered and 605 completed (60.3%).

The findings of this survey were used to help inform subsequent targets for affordable and market housing, and to shape policies in all parts of the draft plan. The survey itself and the summary of results is included within the Evidence Base.

April 2014 – Analysis of the Housing Survey was posted to the website

June 2014: Participation in Annual Effingham Village Day. Results of the Housing survey were shared with residents. This was a further opportunity to supply information and leaflets about the emerging plan and obtain the views of residents. No record kept of contacts but leaflets were handed out to all who approached the exhibition stand.
Phase 4 to June 2014: Understanding & Analysis of the emerging evidence base.

At this stage the team were mostly involved with analysis of all the emerging evidence collected from public meetings, surveys, and the emerging Local Plan for the Borough. In the interim The Draft Local Plan was published and proved quite a challenge as it brought with it the possibility of a huge development project for Effingham. (300 houses and a new secondary school for 2000+ pupils) Residents were understandably concerned. Focus shifted to consultation on the Local Plan, and how we could use the evidence we were collecting to influence that plan.

Phase 5: Engagement with the Emerging Local Plan and stakeholder views on development of Effingham. (July 2014 – December 2014)

- 7th July: Public meeting with all residents to review proposals for Effingham within the Local Plan. Feedback from residents was used to feed into development of the vision and objectives for the NDP.

- A Public Meeting was held on 13th September outlining the findings of our review into the evidence supporting the planning application put forward by the Howard of Effingham School and Berkeley Homes and progress on the Neighbourhood Plan.

- Following further analysis, a new ‘Fairer Vision for Effingham,’ was proposed at a public meeting on December 9th 2014. This was to be developed within the framework of the NDP.

- The vision and approach was agreed by EPC at the meeting, taking into account views expressed by the 200+ residents who attended the meeting.

The overall vision agreed for the project is:

“To support the organic development of Effingham to meet the needs of its community regardless of age, race, religion, sexual orientation or disability. We aim to achieve this in a planned and measured approach, that improves the facilities and services for residents whilst enhancing and promoting the essential character and landscape of the village. We plan to improve the environment in which the village stands in a manner which respects the strategic role of the village in preventing urban sprawl and the loss of Green Belt, but provides for development appropriate to the objectively assessed needs of the community.”

The individual policies within the plan, are designed to deliver this overall vision in a manner consistent with National and Local Planning Frameworks.
Phase 6: Development of policies and the emerging plan

• With the Vision agreed, policy development began in earnest. A Parish newsletter was delivered to all households highlighting draft policies, and was also posted to the website in October 2014.

• Draft policies were based on input of residents from previous public meetings and the Housing Requirement Survey.

• In January 2015 a request was made for more volunteers to support development of plan policies. Working groups were established on housing and site allocation, and the environment.

• In February 2015, door to door leaflets were distributed to all households, and posters were placed around the village inviting all residents to a public meeting on March 14th to set out the emerging vision, objectives, and policies for the Neighbourhood Development Plan.

• March 14th 2015. Full day Public consultation at King George V Hall was held to review the first draft policies for the Emerging NDP. Over 200 people attended the meeting and participated in the event. Qualitative assessment of support for all areas of the plan was received. A formal presentation was given covering housing numbers, potential sites from the Borough Council’s Strategic Housing Land Availability Assessment (SHLAA), and policy suggestions. A call for known sites to be identified and put forward was also made.

• On April 21st, a review of feedback from the Public Meeting took place with Effingham Residents Association. (EFFRA). Some concerns had been raised regarding sites, because to this point the steering group had only included sites made available via the GBC SHLAA and known planning applications. EFFRA put forward 16 additional sites around the village for consideration. The steering team agreed to review all sites.

• In May 2015 we established the Effingham Consultation Group Forum: An online group of about 190 members with whom initial thoughts on policies and ideas have been tested. The group was asked initially to review approaches to the process of site selection and evaluation. Their feedback directly shaped the site selection process.

• May – June, the Steering Group evaluated all sites against the criteria agreed post-consultation with the online forum.

• June 2015 Village Day: We took a marquee to promote the emerging policies of the plan and in particular seek further exposure and feedback on potential site options.

• September 9th / 10th / 11th a series of public and stakeholder meetings took place to share the first formal draft of policies within a Neighbourhood Plan. Attended by 169 residents, this is the first time that the vision, objectives, and policies were all set out as part of a cohesive plan for review by residents. The output from this meeting / consultation was logged and used to shape the Draft Plan for submission to GBC for an informal review and a formal Examiner’s Health Check by Nigel McGurk, which was completed in October 2015.
Phase 7: From Health Check to Regulation 14 Consultation of the Draft Plan

Changes were proposed by the Health Check Examiner principally in ensuring the emerging plan was consistent with the strategic policies of the 2003 Local Plan. Policies were therefore revisited and the approach taken on housing, site allocations, and spatial plan was redrafted to be in general conformity to the 2003 Plan, in addition to the NPPF and emerging Local Plan.

A new consultation leadership group was formed to lead the final phase of development of the plan. The Effingham Neighbourhood Plan Advisory Group, (ENPAG) is an equal mix of councilors and residents drawn from all areas and organisations within the parish.

ENPAG have led a further phase of consultation with residents, across January – April 2016, to review in detail every area of policy.

- Housing workshops took place Feb 13th 2016. Two workshops with 40 resident participants, all volunteers, reviewed all potential sites. Residents were invited to review the site selection and scoring criteria, and score / evaluate all potential sites for themselves individually, and as part of a plenary group. The recommendations of this workshop were taken to ENPAG for final drafting and inclusion within the Emerging Draft Plan. The output directly shaped the 5 sites put forward for inclusion within the plan (reduced to 4 sites following Regulation 14 consultation).

- Drop in surgeries on Feb 18th, March 9th, and April 5th covering Environment, Community, Local Economy & Infrastructure, and General Policies, Design & Landscape, took place. These sessions were attended in smaller numbers (2-14) but still played a valuable role in capturing feedback from residents on the policies as we entered the final stage of drafting of the plan.

- The publication of the revised draft Local Plan on April 6th has also been taken into account. Following that publication, a new site was identified and a proposal to ‘inset’ the main built areas of the village was taken into account. ENPAG reviewed sites in the light of this change and in particular with reference to the location of sites within / outside of the new inset area. This resulted in a change in the 5th site being replaced by the new site, which occupies a central position within the inset area.

- On April 11th ENPAG voted formally on the preferred Draft of the Plan to be taken to the Parish Council on 19th April 2016, and this was agreed for Regulation 14 Consultation.
4. Regulation 14 Consultation: 23 May to 18 July 2016

The formal consultation under Regulation 14 ran for eight weeks from 23rd May to 18th July 2016. The draft Emerging Neighbourhood Plan and evidence base documents were published on the Parish Council and Village Plan websites and were available to read in hard copy in the Parish Room in Effingham. Statutory consultees (as set out in Regulation 14 (b) of The Regulations), local organisations and interested parties who had already participated in the Plan at an earlier stage were contacted by letter and/or email and asked to comment upon the Plan. The full list of named consultees is given in Appendix I, together with examples of notification emails.

Consultation Survey

ENPAG developed a Parish-wide Consultation Survey (Appendix II) inviting all residents and interested parties to participate and tell us what they thought of every element of the Plan and their level of agreement or disagreement with key policies. A ‘Summary and Guide’ was prepared which provided a brief description and explanation of the key policies of the Plan and an index and guide to all the policies (Appendix III). During June 2016, every household in the parish received:

- Two copies of the survey form (with extra copies available on request)
- ‘Summary and Guide’ booklet
- A covering letter from EPC outlining the Regulation 14 process and giving details of websites and Parish Room where full copies of the Neighbourhood Plan could be viewed.

Participation in the survey was extensive:

- 739 forms were returned from 1054 households
- 570 households participated in the survey with an additional 169 forms where multiple responses were received from different individuals within the same households.
- An overall household response rate of 54% of 1054 households was achieved.

Response to the Regulation 14 Consultation

Individual responses

The comments received from statutory consultees, other organisations, landowners and individual residents, together with EPC’s response, are summarized in Appendix IV.

Five statutory consultees responded:

- Environment Agency
- Guildford Borough Council
- Natural England
- Surrey County Council
- Surrey Wildlife Trust

Comments were received from Effingham Residents Association, The Howard Partnership Trust (Howard of Effingham School), two Effingham landowners and sixteen individual residents.

Consultation Survey

Support for the Plan in the survey responses was strong. All areas of the Plan were supported by a significant majority of respondents, and all key policies were supported by at least a 2/3 majority of participants. In addition, 3795 comments were made, and 13 sets of detailed comments were also received with the survey forms. All comments have been reviewed and considered, and an analysis of comments is given in Appendix V.

A full analysis of the responses to questions on the key policies in the Consultation Survey is included in Appendix VI.
‘Lyons Field’

The site known as ‘Lyons Field’ was initially allocated as a housing site at an early stage in the process. However following the publication of the draft Emerging Local Plan in April 2016, all potential sites were rescored to take account of the Local Plan strategy of protecting ‘high sensitivity’ Green Belt. This rescoreing resulted in the de-selection of Lyons Field, which is a greenfield site within high sensitivity Green Belt as defined in the Guildford Borough ‘Greenbelt and Countryside Study’.

The Regulation 14 Consultation Survey included a question to determine whether or not the use of this site for housing had strong community support. 520 responses were received to this question, of which 71% opposed development on Lyons Field, 5% were neutral, and 24% were in favour of development. Given the clear majority against development, Lyons Field has not been allocated for housing in the final Submission Neighbourhood Plan.
5. The Submission Neighbourhood Plan

Following the Regulation 14 Consultation, the Neighbourhood Plan was revised to take account of the comments received. It was then sent for a second Health Check, thought to be advisable since the Plan had changed significantly since the first Health Check in October 2015. The Examiner Rosemary Kidd completed the second Health Check in January 2017 and indicated some areas where minor changes or clarification were appropriate to ensure the Plan met the Basic Conditions.

The revisions to the Neighbourhood Plan made in response to the Regulation 14 Consultation and the second Health Check (HC) are summarized below. The consultees referred to include Guildford Borough Council (GBC), Surrey County Council (SCC), the Environment Agency (EA), Natural England (NE) and Surrey Wildlife Trust (SWT) as well as other organisations and individuals. Further details are given in Appendix IV.

**General**

Improvements have been made to various maps as suggested by consultees and the HC. The Neighbourhood Plan document shows clearly that the policies section constitutes the formal Neighbourhood Development Plan (HC recommendation). The policy wording has been revised where necessary to ensure that policies are entirely based on the 2003 Local Plan and the NPPF, with the Emerging Local Plan referenced in supporting text as appropriate (HC recommendation).

Policy H3 ‘Traveller Accommodation’ has been deleted in response to comment from GBC and the HC, since planning permission for the proposed pitches has now been given. Policies H4 and H5 have been renumbered. The supporting text of H1 explains that these pitches meet the current local need identified in the Traveller Accommodation Assessment.

Site Allocation SA5 has been deleted as planning permission now given. The site is now listed as a Commitment in the supporting text of H1.

Extra wording has been added to clarify that the Neighbourhood Plan has due regard to sustainability and the strategic planning context has been clarified.

The prefix ‘ENP-’ has been inserted before each policy number to avoid confusion with Local Plan policy numbering.

**G1 A Spatial Plan for Effingham**

80% of survey respondents agreed or strongly agreed with this key policy. The policy wording has been clarified and extended as recommended by consultees including Guildford Borough Council and the HC. Reference to the Emerging Local Plan have been removed from the policy wording, and ‘windfall’ sites possible under the new policy G5 are now included.

**G2 Landscape, Heritage, Character and Design**

93% of survey respondents agreed or strongly agreed with this key policy. The wording has been clarified as recommended by GBC, SCC and the HC.

The British Legion Building has been deleted from the Effingham Local List in response to several comments from consultees and survey respondents.

**G3 Archeology and the Historic Environment**

No adverse comments were received from survey respondents.

The scope of policy has been extended to all heritage assets, designated and non-designated, in response to GBC recommendations.
G4 Flooding
Survey respondents’ comments were in general support of this policy; flooding is of great concern to local residents.

The wording has been slightly revised in response to supportive comments and suggestions from the Environment Agency.

G5 ‘Assessing suitability of sites for residential development’
G5 is a new policy added on the recommendation of the HC. This incorporates the criteria already used for the selection of allocated sites into a policy to allow similar assessment of windfall sites which may come forward during the period of the Plan, especially if the Emerging Local Plan is adopted.

H1 New Homes in Effingham
73% of survey respondents agreed or strongly agreed with this key policy, with a housing target of 62.

Following HC advice, the target has been reduced to a minimum of 52 to meet local needs identified in Housing Requirement Survey, and the supporting text clarified to make clear this target can be met through a combination of allocated sites, commitments to sites where planning permission has already been given, and windfall sites. The concerns indicated in the GBC response have also been addressed in the rewording of the supporting text.

The HC examiner commented “The justification to Policy H1 is clear and it is supported by robust evidence. The policy sets a minimum figure and there is recognition of the scope for additional windfall sites to be provided under Policy H1.”

H2 Mix of Housing
78% of survey respondents agreed or strongly agreed with this key policy.

The wording and supporting text have been slightly revised following comments from GBC and the HC.

The HC Examiner commented “The policy sets a very high target for 1 and 2 bedroomed dwellings, however this is supported by robust evidence.”

H3 Specialist Housing (formerly H4)
There were many supporting comments and no adverse comments from survey respondents, and GBC expressed support.

H4 Home Farm estate, western area (formerly H5)
There were several supporting comments and only two adverse comments from survey respondents.

The supporting text has been expanded in response to a comment from GBC, to clarify that legally established residential use of mobile homes in this area is not restricted to Gypsy or Traveller occupiers.

ENV1 Local Green Spaces (formerly EN1)
95% of survey respondents agreed or strongly agreed with this key policy.

An assessment table has been added as an appendix to the Plan, setting out the reasons for designating these as Local Green Space (LGS), in response to comments from GBC and HC. The HC Examiner commented “The assessment of the sites has been carried out in a clear and robust manner.” SWT welcomed the LGS designation of Effingham Common and Banks Common, given they do not have an SNCI designation.

ENV2 Wildlife Corridors and Stepping Stones (formerly EN2)
96% of survey respondents agreed or strongly agreed with this key policy.
Surrey Wildlife Trust commented “We welcome and support this innovative and precedent approach to the identification of wildlife corridors for purposes of protection in the planning system.”

Natural England confirmed their agreement to the supporting text which refers to advice given by them when policy was being developed.

Some changes have been made to the detailed wording as recommended by SWT and GBC.

**ENV3 Shared Spaces, ENV4 Dark Skies, ENV5 Air Quality (formerly EN3, EN4, EN5)**

Many supporting comments to all these policies and very few adverse comments were received from survey respondents.

Minor wording changes were made to supporting text for ENV4 in response to comments from SWT.

**C1 Sites of Community Importance**

94% of survey respondents agreed or strongly agreed with this key policy.

Several survey respondents commented that the British Legion Hall should not be included, and since the Club has now closed, this site has been deleted from the list.

**C2 King George V Hall and Playing Fields, C3 Local Health Services, C4 Community Burial Facilities, C5 Broadband and IT Services**

Many supporting comments to all these policies and very few adverse comments were received from survey respondents.

Minor changes were made in response to comments from GBC and the HC.

**R1 Car Parking, R2 Sustainable movement: Cycle Routes, Footways and Pedestrian Routes**

Over 300 comments were made by survey respondents on these policies, showing very strong support for policy R1 in particular.

Some minor changes and additions to the supporting text were made in response to comments from GBC and the HC, and the number of car parking spaces required for sheltered housing has been increased from 0.5 to 1.0 space in response to comments from residents.

**LE1 Safeguarding Village Shops and Retail Facilities, LE2 Effingham’s Rural Economy**

Over 300 comments were made by survey respondents on these policies, nearly all in agreement.

Minor changes to the wording were made as recommended by GBC.

**6 g. Site Allocations**

Community engagement with the selection of sites for housing is described in detail in the document ‘Selection of Allocated Sites for Housing’. The HC Examiner says: ‘This document provides a valuable summary of the process that has been undertaken to assess and select the sites proposed for allocation. It is clear and understandable and demonstrates the factual criteria that have been used and the comprehensive consultation that has been carried out on its preparation.’

Some revisions to the wording of the introductory text in Section 6g were made in response to comments from GBC and the HC.

**SA1 Land at Church Street known as the Church Street Field**

66% of survey respondents agreed or strongly agreed with this site allocation.

In response to HC concerns about the amount of development which may be regarded as ‘small scale’ the allocated number of units was changed to ‘up to 20’

Minor revisions were made to the text as suggested by GBC, and comment about highways access was included in the supporting text.
SA2 Land at ‘The Barn’, The Street

61% of survey respondents agreed or strongly agreed with this site allocation.

The major issue of concern was highways access, and this has been discussed in more detail in the supporting text.

In response to HC concerns about the amount of development which may be regarded as ‘small scale’ the allocated number of units was changed to ‘up to 16’.

SA3 Previously Developed Land at Effingham Lodge Farm

66% of survey respondents agreed or strongly agreed with this site allocation.

Some detailed concerns were expressed about the principle of allocating this site for housing since it relies on the presence of previously developed land, but there was a clear majority of respondents in support, and GBC had no comments on this allocation.

As recommended by the HC Examiner, the wording of the policy and the supporting text has been slightly revised to clarify how this allocation complies with NPPF paragraph 89 on previously developed land.

SA4 Land at ‘Orchard Walls’, Beech Avenue

64% of survey respondents agreed or strongly agreed with this site allocation.

The major issue of concern was highways access, and this has been discussed in more detail in the supporting text.

SA5 The Yard, 257 Guildford Road

72% of survey respondents agreed or strongly agreed with this site allocation.

Since the Regulation 14 consultation, planning permission has been given for this site and work has started. Therefore SA5 has been deleted and the site is included as a commitment in the supporting text of policy H1.

Summary and Guide

The Summary provides a description and explanation of the key policies of the Neighbourhood Plan. Residents are invited to complete a survey form, available from the Parish Council, to give their opinion on these key policies.

The Guide, which begins on page 9, gives a brief summary of every policy and provides a page reference to the main Neighbourhood Plan document.
6. Summary

Effingham Parish Council has consulted widely and engaged with both residents and interested parties in the development of the Effingham Neighbourhood Plan. The final plan has been updated post Regulation 14 Consultation and was approved by the Parish Council on 31 January 2017 for Regulation 15 submission subject to minor drafting changes. The Plan was submitted to Guildford Borough Council on 3 March 2017.

Copies of promotional materials and further information about the Plan are available from the Parish Council website and the Neighbourhood Plan website.

http://www.effinghamvillageplan.com
http://www.effinghamparishcouncil.gov.uk
Effingham Neighbourhood Plan Consultation Statement

Example Publicity Materials

Effingham Village Plan
Housing Requirements Survey

**CODE:**

Your volunteer collector will call back to the completed survey at the appropriate times shown below. Please put it in the envelope, and leave it by your front door for collection on one of the days indicated below, or in a waterproof bag if necessary.

If you need extra forms, please contact the Parish Council, details overleaf.

**NAME:**

**ADDRESS:**

**POSTCODE:**

If you require extra survey forms, for example if someone in your household wishes to order their own copies on a separate form, please contact the Parish Council (details overleaf), quoting the code.

Please be assured that the published survey results will be totally anonymous. The material will be returned to the consultant, who will prepare a summary of the results in a final report, which will be published and available to all residents.*

Never address or phone filling in survey forms.

...