

# Cotton End Parish Council



**THE COTTON END PLAN 2022 to 2040**

Neighbourhood Development Plan  
Made (FINAL DRAFT) July 2022  
[cutt.ly/cottonendplan](https://cutt.ly/cottonendplan) | #CottonEndPlan

## Consultation Statement

September 2023

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### **Appendix A**

Flyer distributed to all households for Cotton End Residents Group Meeting 17th January 2017

### **Appendix B**

Cotton End Residents Group Village Presentation 17th January 2017

### **Appendix C**

Cotton End Neighbourhood Plan Survey Questionnaire letter and Residents Group Facebook reminder

### **Appendix D**

Blank Cotton End Neighbourhood Plan Survey Questionnaire

### **Appendix E**

Cotton End Neighbourhood Plan Survey Results letter

### **Appendix F**

Cotton End Neighbourhood Plan Survey Summary of Results

### **Appendix G**

Housing Needs Survey letter and Residents Group Facebook reminder

### **Appendix H**

Blank Housing Needs Survey Questionnaire

### **Appendix I**

Housing Needs Survey Report

### **Appendix J**

Residents Group Facebook notifications for Annual Parish Meeting 12th May 2022

### **Appendix K**

Sample of leaflet for Regulation 14 Neighbourhood Plan Meeting 26th July 2022

### **Appendix L**

Residents Group Facebook and Parish Council website notifications for Regulation 14 Neighbourhood Plan Meeting 26th July 2022

### **Appendix M**

Blank pre-printed Regulation 14 consultation comments form

### **Appendix N**

Representations & Responses to Regulation 14 consultation

### **Appendix O**

Sample of Cotton End Village Newsletter – May 2021

### **Appendix P**

Sample of Cotton End Village Newsletter – November 2022



# 1 CONSULTATION PROCESS

## Introduction

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

## Organisational structure of the Cotton End Plan

- 1.4 The Cotton End Plan has been prepared with extensive community involvement and engagement. The Cotton End Plan has reflected the views of our community, expressly the need for new housing demand to represent local views in a manner that is sensitive to the character of the village, without infringing on green spaces, while preserving the landscape character of the village and remaining within the Settlement Policy Area only. The traffic pinch points of Wood Lane and the A600 are a significant concern and mitigation of this was a prime consideration.
- 1.5 A Steering Group was put in place comprising local residents, Members of Cotton End Residents Group and Parish Councillors, overseen by the Cotton End Parish Council. It worked with Bedfordshire Rural Communities Charity (BRCC) who helped with our Housing Needs Survey. As Cotton End is a small community, the Steering Group was not split into smaller groups to look at specific key areas.

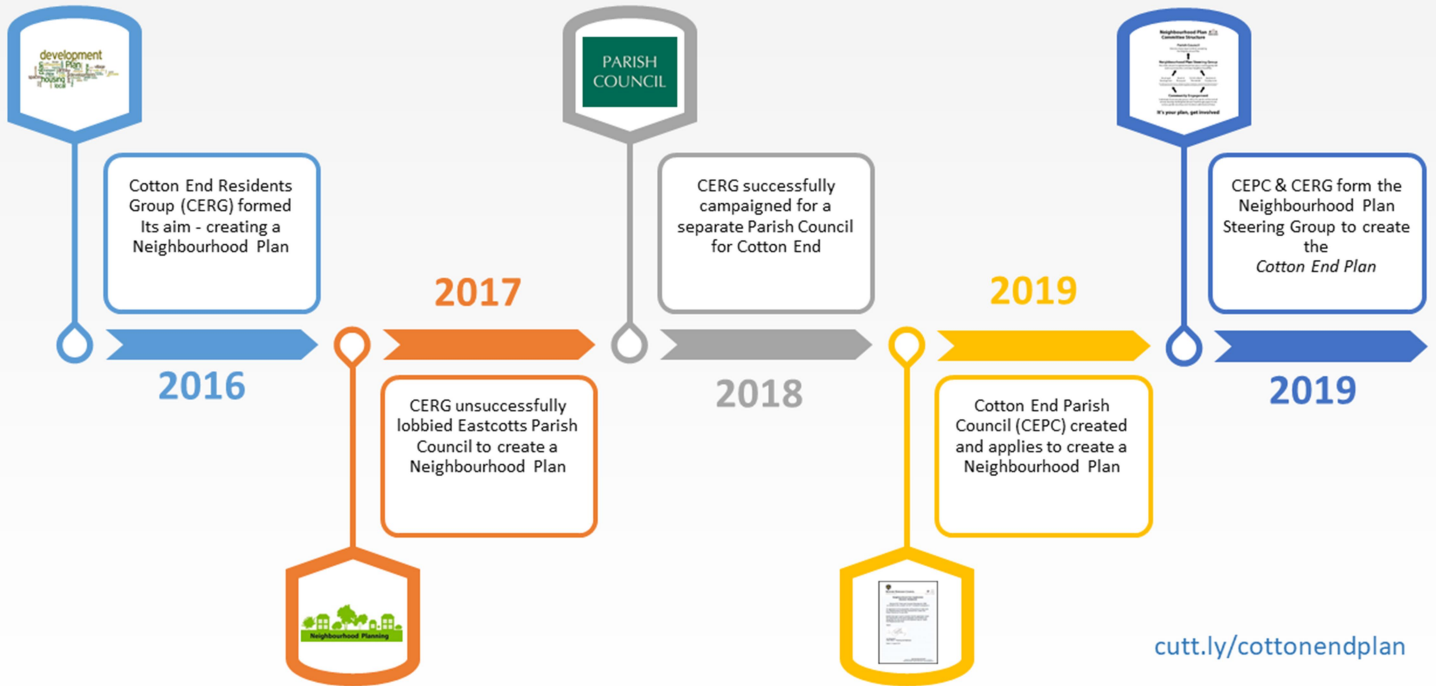
- 1.6 The Steering Group changed somewhat over the period of time it took to complete the Cotton End Plan. It comprised more than 11 volunteers from the community, members of Cotton End Residents Group (CERG) and members of the Parish Council. The Chair of CERG coordinated the activities of the work streams set up with the volunteers. The Steering Group oversaw the process and met regularly prior to the COVID-19 pandemic, and via electronic means during the pandemic lockdown periods. More detail about the Neighbourhood Plan progress can be found within the Parish Council minutes in the Library section of the [Cotton End Parish Council website](#).

#### COTTON END PLAN TIMELINE

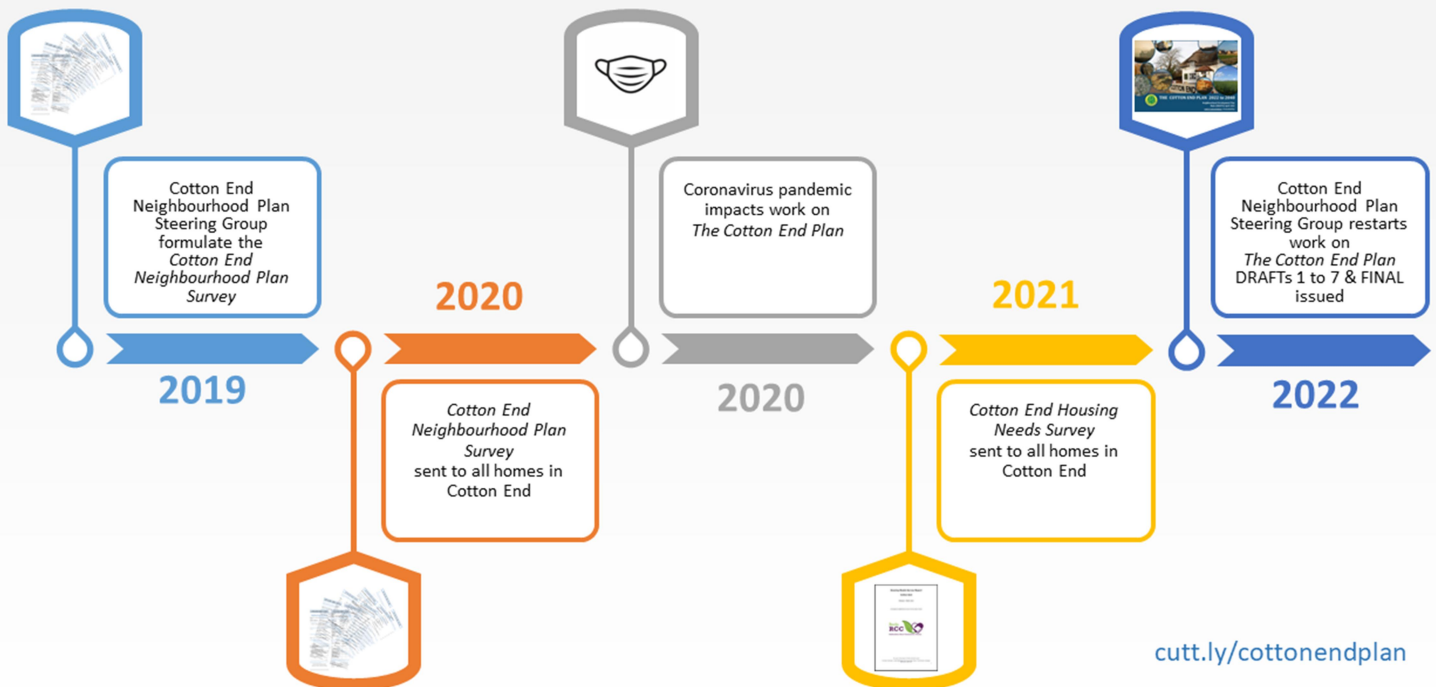
Date	Action	Notes
2017	Cotton End Residents Group (CERG) unsuccessfully lobbied the former Eastcotts Parish Council (EPC) to apply to make a Neighbourhood Plan for the two villages in Eastcotts Ward	
	CERG as a community forum, attempted to apply to make a Neighbourhood Plan for Cotton End, which was rejected by Bedford Borough Council	
2018	Community Governance Review of EPC, where Cotton End's representation on EPC was planned to be reduced from 5 Parish Councillors to just 2	
	CERG decided that it would use the Community Governance Review as an opportunity to campaign for an independent Parish Council for Cotton End, which was successful	
2019	Cotton End Parish Council (CEPC) formed in April 2019	
	CEPC applied to BBC to have a Cotton End Neighbourhood Plan in July 2019	Applied July 2019. Area approved August 2019.
	Cotton End Neighbourhood Plan survey prepared	
2020	Cotton End Neighbourhood Plan survey circulated to every property in CEPC Parish area in February 2020	Blank copies Appendix D
	Analysis of Cotton End Neighbourhood Plan survey results undertaken 87 questionnaires were completed giving an excellent return rate of 24.3%	Summary of results released March 2021 Appendix F Feedback received used to draft Cotton End Plan
	In November 2020 the Steering Group via CEPC bid for a funding grant for a formal Housing Needs Survey to be carried out by Bedford Rural Communities Charity (BRCC)	

2021	Housing Needs Survey undertaken by BRCC in January 2021	
	76 individual responses received from 358 distributed, a return rate of 21% received from Housing Needs Survey in February 2021	Blank copies Appendix H
	Summary of results from Housing Needs Survey released March 2021	Summary of results released March 2021 Appendix I Feedback received used to draft Cotton End Plan
	Work commences on creating The Cotton End Plan	
2022	Draft 1 of The Cotton End Plan published in January 2022 for review	
	Draft 2 of The Cotton End Plan published in February 2022 for review	
	Draft 3 of The Cotton End Plan published in March 2022 for review	
	Draft 4 of The Cotton End Plan published in April 2022 for review	
	Draft 5 of The Cotton End Plan published in May 2022 for review and progress report presented at Parish Council Annual Parish Meeting	
	Draft 6 of The Cotton End Plan published in June 2022 for review	
	Draft 7 of The Cotton End Plan published in July 2022 for review	
	FINAL pre-submission of The Cotton End Plan published in July 2022	
	Cotton End Parish Council approve draft plan and date for commencement of Regulation 14 consultation	
	July – November 2022: Regulation 14 consultations take place on Draft Neighbourhood Plan. All documents available on Parish Council website, on or via The Cotton End Plan website or hard copy by request to Clerk of CEPC Responses are requested via pre-printed comments form, email or by post to the Clerk of the Parish Council	Blank copies of comments form can be seen in Appendix L
	Consultation closed – 21 <sup>st</sup> November	
2023	January 2023- Responses were reviewed and amendments made if necessary	Feedback Responses and review Appendix M
	Plan and documents resubmitted to Bedford Borough Council	

## Cotton End - Our Neighbourhood Plan Journey



## Cotton End - Our Neighbourhood Plan Journey





- 1.7 Alongside the above events the following communications were included throughout the process:
- Regular reports and updates through Cotton End Village Newsletter, which goes to every household at least once a quarter
  - Reports/updates to Parish Council through regular agenda item – minutes published on the Parish Council website
  - Leaflets sent to households
  - Regular updates on CERG Facebook group
  - Regular updates and publication of draft copies of the plan on The Cotton End Plan website

### **Public events and other consultation activities**

- 1.8 Below is a list of the main surveys and consultation activities undertaken:
- A Neighbourhood Plan Survey to households, February 2020
  - Housing Needs Survey January 2021
  - Neighbourhood Plan Open Session, July 2022
- 1.9 Cotton End Residents Group was formed in late 2016 to campaign for a Neighbourhood Plan covering Cotton End village. The Residents Group held numerous open sessions at its meetings and AGMs prior to the Community Governance Review in 2018 that led to the formation of Cotton End Parish Council, which were the first opportunities for the community to come and give its views about the future development of the parish. The events were advertised via the following methods:
- Flyers to each household (Appendix A)
  - On the CERG Facebook group
  - Front page of the village newsletter distributed to all households each month
  - A presentation explaining what a Neighbourhood Plan is, was shown at a village meeting at 8pm on Thursday 12th January 2017 at Cotton End Village Hall to communicate how it impacts on decisions affecting the village (Appendix B)
  - The purpose of the meeting was to gauge whether there was enough continued support for the production of a Neighbourhood Plan
  - There were 107 attendees
- 1.10 The feedback from the village meeting on Thursday 12th January 2017 was used to formulate the future structure of the Neighbourhood Plan Steering Group and its work streams.
- 1.11 In February 2020 the Steering Group formulated an initial Neighbourhood Plan Survey questionnaire (Appendix D) on behalf of the Parish Council which was used to raise awareness of the Cotton End Plan and to collect initial information from villagers. Questionnaires were delivered to each household. Some 87 questionnaires were completed giving an excellent return rate of 24.3%. Questionnaires were delivered to each household. Hard copy questionnaires could be returned to various addresses across the village. The summary results can be seen in Appendix B. The outcomes of the Neighbourhood Plan Survey were used to formulate the basis of the plan's policies taking into account the views expressed in the survey returns.
- 1.12 The responses to the questionnaires were analysed over the next few months and the outcomes were used to develop a skeleton pre-draft Neighbourhood Plan. The full responses to all questionnaires can be found on the Neighbourhood Plan pages of the Parish Council website: <https://www.parish-council.com/cottonend/>

- 1.13 2020 was a slow year for the Cotton End Plan as things were delayed from progressing due to the ongoing COVID-19 pandemic.
- 1.14 In January 2021 a housing needs survey was undertaken by Bedford Rural Communities Charity on behalf of the Parish Council. Questionnaires (Appendix H) were delivered to each household. Questionnaires could either be completed online or hard copies posted to BRCC. 76 individuals responded. The summary results can be seen in Appendix I. The Housing Needs Survey was used to formulate the basis of the plan's policies taking into account the needs expressed in the survey returns.
- 1.15 The responses to the housing needs survey were analysed over the next few months and the outcomes were used to continue the development of the pre-draft Neighbourhood Plan. The full responses to all questionnaires can be found on the Neighbourhood Plan pages of the Parish Council website: <https://www.parish-council.com/cottonend/>
- 1.16 Progress on the Cotton End Plan in the first half of 2021 continued to be slow, but picked up in the second half of the year as work continued to create the first Draft of the Cotton End Plan.
- 1.17 2022 saw the first Draft of the Cotton End Plan published for review in January, with a new Draft for review and refinement published every month up to July 2022, when the Final Draft was published for the Regulation 14 Pre-Submission Consultation.
- 1.18 The Regulation 14 Pre-Submission Consultation commenced with the launch of the Final Draft of the Cotton End Neighbourhood Plan at the public open session launch event on 26th July 2022. This included a short introductory presentation, table displays of the key elements of the plan such as the outcomes of the analysis of the questionnaires, along with the plan's policies. Paper copies of the Final Draft Cotton End Plan were also made available for viewing by those that attended. All information presented on the day was also available online afterwards via a downloadable copy of the Final Draft Cotton End Plan or as an online electronic book on Issuu. Members of the public were invited and encouraged to comment on the Final Draft of the Cotton End Neighbourhood Plan displayed.

### **Stakeholder consultations**

- 1.19 Throughout the process, the Cotton End Plan Steering Group has endeavored to involve all residents in the Parish and hold regular meetings with key local land owners. In addition we contacted some twenty statutory and non-statutory consultees.
- 1.20 These consultees included:
- The Southill Estate
  - Environment Agency
  - Historic England
  - The Bedford Group of Drainage Boards
  - Richard Fuller MP
  - Central Bedfordshire Council
  - South East Midlands Local Enterprise Partnership (SEMLEP)
  - Bedfordshire Police
  - Bedfordshire Fire and Rescue Service
  - NHS Property Services
  - Cadent Gas
  - North Hertfordshire District Council
  - NHS Bedfordshire CCG/NHS Bedfordshire, Luton and Milton Keynes CCG
  - Highways England
  - Openreach
  - Anglian Water
  - Western Power Distribution/National Grid
  - The Woodland Trust
  - Natural England
  - Energy Assets Networks

### **Hard to reach groups**

- 1.21 The village-wide Neighbourhood Plan Survey questionnaire undertaken in 2020 during the COVID-19 pandemic was delivered to each household by members of the steering group. Help was offered to residents who did not have access to the internet to enable them to complete a paper copy of the questionnaire and have their responses collected.
- 1.22 The Parish Council held their monthly Parish Meetings on the second Thursday of every month at 19:30 where any residents could attend the full council meeting, for example those who do not have access to the internet and ask any questions in the designated public session of the meeting.

### **Strategic Environmental Assessment**

- 1.23 The Cotton End Plan Group considered the matter of Strategic Environmental Assessment (SEA) by inviting the statutory bodies (Historic England, Natural England and Environment Agency) to respond to the Regulation 14 Consultation. The responses received from Historic England and Natural England who replied are included in Appendix M. The Environment Agency failed to respond.

## 2 KEY RESPONSES FROM CONSULTATIONS

### 2.1 2020 Qualitative Analysis - Neighbourhood Plan Survey

- The majority of replies (49.4%) came from residents aged between 40-69, and 31% who were aged over 70
- Relating to the village itself, the Physical Environment scored the highest with 70% of villagers
- 57% of villagers value the Community Spirit in the villager
- 60% of villagers intend to continue living in Cotton End in 10 years time
- People overwhelmingly prefer sites within the current village SPA as sites for development
- To enhance the general appearance of Cotton End, almost 70% of those who completed the survey wanted to see the Planting of more trees and shrubs
- Tidy roadside verges and Planting more flowers also receiving support from more than 50% of villagers

#### Heritage:

- Villagers felt that the design and layout of any future housing should be in keeping with existing design of Cotton End
- 73.3% of respondents said that it was 'Very Important' that development does not have a harmful impact on either Historical Buildings & Conservation

#### Infrastructure and Amenities:

- More than 80% of villagers who responded want to see improvement in the Countryside (footpaths, etc) over the next 10 years
- 72.5% of residents felt that the mobile phone signal 'Requires Improvement' and 44.2% felt the broadband service 'Requires Improvement'
- 67.1% of respondents agreed that future developments include Green Energy measures such as solar panels or heat pumps

#### Transport:

- A third (33.3%) of residents want 'More Parking Provision' in the village and 20.2% would like 'adequate off-street parking'
- 14.9% of respondents felt that 'More Affordable Fares' would encourage them to use the bus more frequently
- 14.9% of respondents also felt that 'Improved Times' would encourage them to use the bus more frequently
- 13.2% of respondents felt that 'Better reliability of bus service' would encourage them to use the bus more frequently



## 2.2 2021 Qualitative Analysis - Housing Needs Survey:

- 59% of respondents support the development of some affordable homes specifically for people with a local connection to the parish. 41% were not in favour of such a scheme
- 11% of respondents stated that they have had family members move away from the parish due to not being able to find a suitable home locally
- Most of the demand is for 3 bedroom houses
- The highest proportion of respondents are seeking an affordable rental property
- Analysis of the data identified a very small need for affordable housing within Cotton End
- The need identified over the next 5 years for affordable rental properties would be around 2 units, consisting of 1 x 2 bed house and 1 x 3 bed house
- The market housing need identified is split between couples who are looking to downsize into smaller properties more suitable due to their medical needs/disability and families looking for a larger home to meet their needs
- It is reasonable to suggest that the provision of up to 4 suitable units would meet a reasonable proportion of this need while being in keeping with the size of the Parish
- However, this need could be satisfied by residents downsizing or moving into the Cotton End Bungalows, thus releasing larger homes for families

### 3 REGULATION 14 PRE-SUBMISSION CONSULTATION

- 3.1 The Neighbourhood Plan Steering Group finalised the Draft Cotton End Plan in July 2022. The Regulation 14 Pre-Submission Consultation ran for longer than the normal six-week period required due to delayed responses from the statutory consultees, and instead ran from 26th July 2022 to 2nd December 2022. Paper copies of the draft Cotton End Plan were made available for viewing at the launch event on 26th July 2022 and on request from the Parish Clerk. The document could also be downloaded from the The Cotton End Plan website [cutt.ly/cottonendplan](http://cutt.ly/cottonendplan) and could also be read as an [online electronic book on Issuu](#). Representations were requested via pre-printed comments forms, email or by post to the Parish Clerk. Leaflets advertising the consultation launch event on 26th July 2022 were delivered to every household in the Parish (see Appendix J). The consultation was publicised on the news section of the Cotton End Parish Council website, in the news section of The Cotton End Plan website and on the Cotton End Residents Group Facebook group (Appendix K).

#### Distribution to statutory and non-statutory consultees

- 3.2 In accordance with requirements of the Neighbourhood Planning Regulations, a list of relevant statutory consultees was obtained from BCC. From this a range of parties that the Steering Group considered were likely to have an interest in the plan were notified by email. All parties were advised how to download a copy of the plan.
- 3.3 The full list of consultees that were written to via email is as follows:

Consultee
<b>Statutory</b>
Anglian Water
Bedfordshire Fire and Rescue Service
Bedfordshire Police
Cadent Gas
Energy Assets Networks
Environment Agency
Highways England
Historic England
National Grid
Natural England
NHS Bedfordshire CCG
NHS England Midlands & East (East)
Openreach
South East Midland Local Enterprise Partnership
The Bedford Group of Drainage Boards (IDB)
The Woodland Trust
<b>Neighbouring Councils</b>
Central Bedfordshire Council
North Herts Council
<b>Local Councillor/MP</b>
Cllr Sarah Gallagher
Richard Fuller MP

- 3.4 In addition, the largest local land owner, Southill Estates has been engaged via regular face-to-face meetings between the Parish Council and the Southill Estates Estate Manager, in respect of potential future allocations on land in their ownership.
- 3.5 An explanation of the Regulation 14 consultation process was presented to all attendees at the consultation open meeting on 26th July 2022, and all attendees were given a paper response form.

### **Responses**

- 3.6 In total there were the following representations:
- 2 x Regulation 14 consultation comments forms
  - 8 x items of Informal Feedback Received at Plan Launch Event 26th July 2022
  - 4 x emails from Statutory Consultees
- 3.7 All representations and responses received are shown in Appendix M.
- 3.8 After reviewing the representations made during the Regulation 14 consultation it became apparent that there were some recurring comments. The Steering Group decided that for the Regulation 15 Submission Plan they would produce an abstract summarising the key elements of the Neighbourhood Plan which would be published with the Cotton End Village Newsletter, on The Cotton End Plan website and on the Parish Council website.

## **4 ACTIONS TAKEN ON REGULATION 14 PRE-SUBMISSION CONSULTATION**

- 4.1 As detailed in Section 3 the Neighbourhood Plan Steering Group compiled a list of statutory and non-statutory consultees who were all contacted and invited to respond to the consultation. The following tables summarise the comments, issues and feedback received and any resulting changes made to the Cotton End (Neighbourhood) Plan, together with the response and any subsequent changes made to the text.



**Record Of Comments Received At Cotton End Plan Launch Event 26th July 2022  
And Any Resulting Changes Made To The Cotton End (Neighbourhood) Plan**

<b>Response no.</b>	<b>Section/ paragraph/ policy</b>	<b>Comment Received</b>	<b>Response</b>	<b>Change to NP or Action Needed?</b>
Response #1	Cotton End Design Code	The architectural characteristics seem generally appropriate	Noted	No change
Response #1	Cotton End Design Code	It would be good to see the addition of “passive measures” for housing design in light of climate change, this might include rainwater harvesting, sun shades for south facing elevations	Noted - However, Rainwater harvesting was already included in the Design Code	None Already part of Plan
Response #1	Policy HD1 & HD2	Whilst I support the policy area restrictions, it might be apt to include some space for development not just 161, maybe even self-build	Agreed – Although the Reg 14 NP contained 2 sites, not just 161 High Road, and either of those sites would be suitable for self-build	Change 2 further sites that have become available for potential in-fill development have been added to the NP. All sites in the NP are suitable for self-build
Response #2	Policy HD4	It is wrong to use the agricultural land as (with growth of population) it is needed to produce food	Noted – Policy HD4 specifically restricts any development of land outside the village SPA. No agricultural land is allocated within the Reg 14 NP	None Already part of Plan
Response #2	Cotton End Plan (whole document)	Richard Fuller MP says we have exceeded our quota of housing in this area already	Noted – While true, CEPC felt it should still offer small sites in the NP	No change
Response #2	Cotton End Plan (whole document)	It will destroy our village identity if it goes ahead	Noted – Policies HD3, HD4, HD5 seek to minimise impact on the village character and identity. However most residents are happy to see development within the SPA	No change
Response #2	Cotton End Plan (whole document)	We haven’t got adequate facilities – doctors, schools, etc.	Noted – However CEPC has no direct influence over infrastructure services	No change
Response #2	Cotton End Plan (whole document)	Infrastructure is not adequate – sewers already overflowing	Noted – While valid, CEPC has no direct influence over infrastructure services	No change
Response #2	Cotton End Plan (whole document)	Impact on the town of Bedford – already high demand on hospital facilities, police, etc.	Noted – While valid, CEPC has no direct influence over infrastructure services	No change

**Record Of Informal Verbal Comments Received At Cotton End Plan Launch Event 26th July 2022  
And Any Resulting Changes Made To The Cotton End (Neighbourhood) Plan**

<b>Response No.</b>	<b>Section/ paragraph/ policy</b>	<b>Comment Received</b>	<b>Response</b>	<b>Change to NP or Action Needed?</b>
Response #3	Cotton End Plan (whole document)	Could an abridged version, highlighting the most important pages be produced?	Agreed	Change For Regulation 15 submission, extracts have been published on The Cotton End Plan website of: <ul style="list-style-type: none"> <li>• Cotton End Neighbourhood Plan Area</li> <li>• Key Proposal Map</li> <li>• The Cotton End Design Code</li> <li>• Policies</li> </ul>
Response #4	Policies HD7.1 & HD7.2	More bungalows	Noted – Policies HD7.1 & HD7.2 seek to protect the bungalows in Hall Way and Bunkers Drive, to maintain housing choice and maintain provision of accessible and flexible forms of accommodation to meet the needs of disabled and older people in-line with Policy HD1	No change
Response #5	Cotton End Plan (whole document)	Could buildings of special interest in the village be captured and recorded, e.g. <ul style="list-style-type: none"> <li>• Church</li> <li>• The Manse</li> <li>• Church hall (also known as the school room)</li> <li>• Old School</li> <li>• Village Hall</li> </ul>	Agreed Assets of Community Value, Designated Heritage Assets and Non - Designated Heritage Assets have all been topics of discussion within CEPC since the Reg 14 NP was produced, along with Designated Village Open Spaces and Non-Designated Local Green Spaces	Change The Reg 15 Submission Plan now records: <ul style="list-style-type: none"> <li>• Assets of Community Value</li> <li>• Designated Heritage Assets</li> <li>• Non - Designated Heritage Assets</li> <li>• Designated Village Open Spaces</li> <li>• Non-Designated Local Green Spaces</li> </ul>
Response #6	Cotton End Plan (whole document)	Pumping Station capacity	Noted – While valid, CEPC has no direct influence over infrastructure services	No change
Response #7	Cotton End Plan (whole document)	Grey water recycling	Noted - Rainwater harvesting is already included in the Design Code	No change
Response #8	Cotton End Plan (whole document)	Countryside Stewardship Scheme	Noted – This scheme is open to all eligible farmers, foresters and land managers, not Parish Councils	No change However, CEPC will continue to engage with local farmers and land owners
Response #9	Policy HD4	Food security	Noted – Policy HD4 specifically restricts any development of land outside the village SPA. No agricultural land is allocated within the Reg 14 NP	None Already part of Plan

**Record Of Comments Received From Statutory Consultees (excluding Bedford Borough Council)**

**And Any Resulting Changes Made To The Cotton End (Neighbourhood) Plan**

<b>Respondee</b>	<b>Section/ paragraph/ policy</b>	<b>Comment Received</b>	<b>Response</b>	<b>Change to NP or Action Needed?</b>
National Grid	Cotton End Plan (whole document)	<p><b>Proposed development sites crossed or in close proximity to National Grid assets:</b> Following a review of the above document we have identified the following National Grid assets as falling within the Neighbourhood area boundary: <b>Gas Transmission Pipeline, route:</b> PETERBOROUGH TO WHITWELL HUNTINGDON TO STEPPINGLEY OLD WARDEN TO CHALGROVE</p>	<p>Noted The three gas pipelines cross agricultural land in the southern part of the Neighbourhood Area, between the southernmost extent of the village SPA and the Greensand Ridge Policy HD4 specifically restricts any development of land outside the village SPA. No agricultural land is allocated within the Reg 14 NP</p>	<p>None Already part of Plan, covered by Policy HD4</p>
Historic England	Cotton End Plan (whole document)	<p>Please find attached a letter that sets out some general advice regarding the incorporation of the historic environment into your neighbourhood plan as well as links to our formal advice notes on that subject and others that may be of use. Although your neighbourhood area does contain a number of designated heritage assets, at this point we don't consider there is a need for Historic England to be involved in the detailed development of the strategy for your area.</p>	<p>Noted The response and advice is generic Designated Heritage Assets and Non - Designated Heritage Assets have all been topics of discussion within CEPC since the Reg 14 NP was produced</p>	<p>None The Reg 15 Submission Plan now records:</p> <ul style="list-style-type: none"> <li>• Designated Heritage Assets</li> <li>• Non - Designated Heritage Assets</li> </ul>
Natural England	Cotton End Plan (whole document)	<p>Natural England does not have any specific comments on this draft neighbourhood plan. However, we refer you to the attached annex which covers the issues and opportunities that should be considered when preparing a Neighbourhood Plan.</p>	<p>Noted The NP does not contain any proposed sites on or affecting:</p> <ul style="list-style-type: none"> <li>• Agricultural Land</li> <li>• Ancient Woodland</li> <li>• AONBs</li> <li>• Local Nature Reserves</li> <li>• National Parks</li> <li>• National Trails</li> <li>• Priority Habitat Inventory</li> <li>• Public rights way</li> <li>• SSIs</li> <li>• Local Wildlife Sites</li> <li>• NCAs</li> </ul>	<p>No change</p>

**Record Of Comments Received From Statutory Consultee - Bedford Borough Council**

**And Any Resulting Changes Made To The Cotton End (Neighbourhood) Plan**

<b>Respondee</b>	<b>Section/ paragraph/ policy</b>	<b>Comment Received</b>	<b>Response</b>	<b>Change to NP or Action Needed?</b>
Bedford Borough Council	Paragraph 1.18	S106 can only be required to mitigate a development. It cannot be used to rectify existing problems and cannot be about planning gain. Further details are in Reg 122 in the Community Infrastructure Levy Regulations 2010 – <a href="https://www.legislation.gov.uk/uksi/2010/948/regulation/122">https://www.legislation.gov.uk/uksi/2010/948/regulation/122</a>	Noted	No Change
Bedford Borough Council	Paragraph 1.34	A number needs to be added stating the number of people attending the launch event.	Agreed	Change Paragraph 1.35 now records: <ul style="list-style-type: none"> <li>• The 25 attendees at the NP launch event at Cotton End Village Hall on 26th July 2022</li> <li>• The further 11 residents who saw the Cotton End Plan at a breakfast event at the Village Hall on 12th August 2022</li> </ul>
Bedford Borough Council	Paragraph 1.35 – 1.41	is in italics and a different colour. Is there any reason for this different font?	Agreed These were placeholder paragraphs for the submission plan	Change Paragraphs 1.36 – 1.38 now refer to the Reg 14 consultation process
Bedford Borough Council	Paragraph 2.9	It would be more accurate if the opening sentence was redrafted to read: “The settlement of Cotton End is currently thought to have been largely deserted after the medieval period and subsequently re-occupied in the later post medieval period”.	Agreed	Change
Bedford Borough Council	Key Proposal Map	this shows Key Locations for change in the SPA. How was this determined?	Agreed The Settlement Policy Area restricts sites to within the SPA. The Key Locations were either a site which had either been granted planning permission but not yet developed, or a site where various planning applications had been made but none approved.	Change The Reg 15 NP now contains three additional sites, which are now potentially available within the SPA



<b>Respondee</b>	<b>Section/ paragraph/ policy</b>	<b>Comment Received</b>	<b>Response</b>	<b>Change to NP or Action Needed?</b>
Bedford Borough Council	Key Proposal Map	This map appears to have been prepared by overlaying the existing Bedford Borough Policies Map. This contravenes copyright so unfortunately needs to be re-drawn with the Parish Council OS Copyright number.	Agreed	Change A new Key Proposal Map has been created using the Parish Council's Parish Online Maps subscription
Bedford Borough Council	Key Proposal Map	There are only two existing Village Open Space designations in Cotton End (as can be seen on the Bedford Borough Policies Map), so there is a need to clarify what status the other spaces shown have.	Agreed	The new Key Proposal Map has been updated to clarify the designated Village Open Spaces (as can be seen on the Bedford Borough Policies Map), and non- designated Local Green Spaces
Bedford Borough Council	Page 24 and 25	The Vision on page 24 is succinct, but the thirteen objectives on Page 25 are quite wordy. You might like to consider rationalising the length of sentences / explanation of each to help the reader.	Noted	No change
Bedford Borough Council	Section 3.0	The numbering jumps straight to 3.11 and 3.12.	Agreed	Change Paragraphs previously numbered from 3.1 renumbered to start at 3.21
Bedford Borough Council	Paragraph 3.3	This isn't correct. The previous Core Strategy and Rural Issues Plan threshold was three dwellings in settlements with a population of below 3,000 people, and 15 dwellings in the urban area. The Local Plan 2030 Policy 58S trigger is sites of ten or more dwellings or 0.5 hectare or more, in line with the NPPF.	Agreed	Change Renumbered paragraph 3.23 now reflects Local Plan 2030 Policy 58S trigger of ten or more dwellings
Bedford Borough Council	Paragraph 3.3 - Point c	Rental values and shared ownership vales are not the same. For example, First Homes must be discounted by a minimum of 30%.	Agreed	Change Reference to national policy at 80% of the market value removed
Bedford Borough Council	Paragraph 3.7, 3.9 and 3.13	There was a more up to date Strategic Housing Market Assessment completed in 2018. This is available to view on our website here – <a href="https://www.bedford.gov.uk/planning-and-building-control/planning-policy/technical-reports">https://www.bedford.gov.uk/planning-and-building-control/planning-policy/technical-reports</a>	Agreed - Paragraph 3.7 & 3.9  Do not agree- Paragraph 3.13	Change Link/document names changed, and relevant figures updated in paragraphs previously numbered from 3.7 and 3.9 (now 3.27 & 3.29) Paragraph 3.13 (now 3.33) refers to Safeguarded Land

Respondee	Section/ paragraph/ policy	Comment Received	Response	Change to NP or Action Needed?
Bedford Borough Council	Policy HD1	<p>First dot point – What would this entail and where is the evidence for this?</p> <p>Second dot point – How is ‘generous’ to be defined?</p> <p>Third dot point – Where is the justification for this?</p>	<p>Noted</p> <p>First dot point - The intent of policy HD1 is to encourage facilities to support support homeworking and address sustainable development</p> <p>Third dot point –Analysis of October 2022 data from the ONS using Valuation Office Agency (VOA) data found that the median floor space for houses in England and Wales was 99 square meters (sqm), and the median for bungalows was 81 sqm. The English Housing Survey 2018-19 records average values between 88sqm for terraced houses to 97sqm for semi-detached homes, and 75sqm for rented homes.</p>	<p>Change</p> <p>First dot point - Revised to include flexible space adaptable to a home office</p> <p>Change</p> <p>Second dot point – Revised to qualify in the form of private garden</p> <p>No change</p> <p>Third dot point</p>
Bedford Borough Council	Paragraph 3.14	The Bedford Borough Design Guide has now been out for consultation and a proposal to adopt it is to be considered by Executive on 8th March 2023	Agreed	Change Link/document names changed
Bedford Borough Council	Paragraph 3.17	This states that extended properties dominate neighbouring properties. This may not be the case and we suggest that this sentence is removed.	Agreed	Change Sentence not removed but changed to state that extended properties may dominate neighbouring properties
Bedford Borough Council	Paragraph 3.20	How are the heritage assets under threat? It would be helpful to clarify the justification for this sentence.	Agreed	Change Amended to say non-designated heritage assets are at risk, as they enjoy no formal protection in the planning process and could be subjected to major alteration
Bedford Borough Council	Paragraph 3.22,	last sentence – We are unsure what the purpose of this sentence is.	Noted	No change
Bedford Borough Council	Figure 24, map of TPOs and listed buildings	This is a screenshot from the Bedford Borough Council maps. A map produced by Cotton End Parish Council using their own OS licence is required.	Agreed	Change This map has been removed and replaced with tables recording: <ul style="list-style-type: none"> <li>• Assets of Community Value</li> <li>• Designated Heritage Assets</li> </ul>

Respondee	Section/ paragraph/ policy	Comment Received	Response	Change to NP or Action Needed?
Bedford Borough Council	Figure 25	What is the reason for this in this section? There is nothing that relates to Local Green Space here.	Agreed	Change This has been removed and replaced with tables recording: <ul style="list-style-type: none"> <li>• Non - Designated Heritage Assets</li> <li>• Designated Village Open Spaces</li> <li>• Non-Designated Local Green Spaces</li> </ul>
Bedford Borough Council	Page 33	<p>The Character Assessment makes an important point regarding the need to appreciate and understand the character of the village when considering opportunities for future development. This includes pictures of a number of historic buildings which make an important contribution to local distinctiveness, including unlisted buildings, such as The Baptist Church, 59 High Road and 23-31 High Road. Despite their contribution these buildings enjoy no formal protection in the planning process. In the absence of a Borough wide Local List, it may therefore be appropriate to identify these buildings / structures within the NDP as 'Non-Designated Heritage Assets' (see here for more information: <a href="https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment#nondesigned">https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment#nondesigned</a>).</p> <p>To aid their identification, the criteria section in Appendix 5 of the emerging Local Plan 2040 may assist. Once recognised in the NDP (and thereafter transferred over to a Local List when one is set up), development affecting these assets would be a material consideration in the planning process, helping to provide a degree of protection to buildings which contribute to the unique character of the village and help shape future development.</p>	Agreed	Change The NP now records: <ul style="list-style-type: none"> <li>• Non - Designated Heritage Assets</li> </ul>

Respondee	Section/ paragraph/ policy	Comment Received	Response	Change to NP or Action Needed?
Bedford Borough Council	Page 33	Additionally, the opening paragraph refers to landscape features but fails to expand on what these are in the remainder of the section. For example, a key heritage asset could be considered to be the significant earthworks that lie to the north of Rookery Farm and the east of Shocott Spring; these are likely to represent the earliest evidence for Saxon and / or medieval settlement in the village. Such remains would also benefit from recognition in the NDP.	Agreed	Change The NP now records: • Non - Designated Heritage Assets This includes the significant earthworks that lie to the north of Rookery Farm and the east of Shocott Spring
Bedford Borough Council	Page 38 – Point ‘a’: Plot coverage	The last sentence could be amended to state that plot coverage should be between 30-60%, but not exceed 60%. Please note that Permitted Development rights allow up to 50% site coverage.	Agreed	Change Changed to Plot coverage should be between 30% to 50%, but not exceed 50%.
Bedford Borough Council	Page 38 – Point ‘b’ Ridge height	The Parish Council might want to add something about organic roof lines, given the earlier section on the organic development of the village. Having all rooflines the same will lead to generic character, therefore variable ridge heights could be encouraged. In the case of the example given above, House B appears to already have the most appropriate ridge height if seeking an organic character. Bringing the ridge height up to match House A or C would start to regularise the street scene.	Agreed	Change Amended to include respects the organic roof line character of neighbouring properties, and limit the roof line
Bedford Borough Council	Page 38 – Point ‘e’ Front gardens	It is suggested that you add that front gardens are not dominated by vehicle parking.	Agreed	Change
Bedford Borough Council	Page 39 – Point ‘m’	This could be strengthened if the ‘historical buildings’ are identified within the plan (as per the comment above, these will often be designated or non-designated buildings).	Agreed	Change Now point ‘n’ Amended to refer to both Designated and non-designated Heritage Assets
Bedford Borough Council	Page 39 – Point ‘y’ Household extensions	dot point 6 – Where is the justification for the maximum 30%?	Agree	Change Reworded to qualify this is to avoid overbearing neighbouring properties and significantly altering the street scene

Respondee	Section/ paragraph/ policy	Comment Received	Response	Change to NP or Action Needed?
Bedford Borough Council	Page 39 – Point 'x'	This is a helpful inclusion which hints at the contribution that unlisted estate cottages make to the character of the Parish, but such an approach may not be appropriate all of the time.	Noted	No change
Bedford Borough Council	Page 38-40	Whilst a variety of imagery can make for a more vibrant document, there is an uneasy relationship between the diagrams on page 38, actual historic building images on page 39, and eco-design images on page 40.	Noted – page 38 Agreed – page 40	No change Change Images refreshed to better reflect the village
Bedford Borough Council	Page 38-40	Ideally it would be helpful in a Design Code to present these images more harmoniously; e.g. is there a better way of presenting Figure 27 / 28? Perhaps it could be amended to cover ridge height and spacing between buildings as well.	Noted – Figure 27 / 28	No change
Bedford Borough Council	Page 40	The imagery here appears to conflict with the Cotton End character assessment on page 33 and 34. The emphasis on variety, informality and irregularity is not reflected in the imagery. Whilst appreciating the eco-design images are probably not from Cotton End, it would be beneficial if they avoided plastic verge (fig 31), large areas of blank brick wall with swift bricks (fig 32), too much red brick (figs 34 / 35) and poor solar panel images (fig 35). Please contact us if you would like some alternative image sources.	Agreed	Change Images refreshed to better reflect the village
Bedford Borough Council	Page 43-44	The plans are not annotated and have no key, so it is not entirely clear which aerial shots of homes are the bungalows?	Agreed While the aerial shots do feature the bungalows, they are not intended to map the locations	Change Policy HD7 has been updated to identify the bungalows in Hall Way (POLICY HD7 INSET Map 1) and Bunkers Drive (POLICY HD7 INSET Map 2)
Bedford Borough Council	Page 46	The Building for Life 12 link is out of date. Homes England now promote Building for a Healthy Life <a href="https://www.designforhomes.org/wp-content/uploads/2020/11/BFL-2020-Brochure.pdf">https://www.designforhomes.org/wp-content/uploads/2020/11/BFL-2020-Brochure.pdf</a>	Agreed	Change

Respondee	Section/ paragraph/ policy	Comment Received	Response	Change to NP or Action Needed?
Bedford Borough Council	Policy HD3	No policies appear to consider the impact that development might have on heritage assets, despite these making a significant contribution to the character of the village. It is possible that HD3 could be amended to accommodate this. The plan could go further in terms of identifying those buildings, structures, and archaeological earthworks which, whilst undesignated, make an important contribution to the distinctive character of Cotton End. It is suggested that you include "All development must respect local character and preserve the significance of heritage assets, including non-designated heritage assets".	Agreed The NP now identifies non-designated heritage assets	Change Policy HD3 updated to include: preserve the significance of heritage assets, including non-designated heritage assets.
Bedford Borough Council	Policy HD4	The last sentence states that '...development will not be supported'. Is this all development, or just new housing development? It currently reads that even development for agricultural uses would not be supported.	Agreed Development for agricultural uses would be supported	Change Update to specifically say new housing development will not be supported
Bedford Borough Council	Policy HD6	Where has the justification for 3m wide from the ditch come from?	Agreed	Change This has been qualified to: a minimum easement of 6 metres, 3 metres either side of the centreline, or 10 times the diameter of the culvert, plus the invert depth of the culvert, divided by 2 to give the distance either side of the centreline. These calculations are used by other local, borough, metropolitan and county councils in England
Bedford Borough Council	Policy HD7.1	If development is having an impact on the bungalows, how can it protect or enhance the bungalows? This policy may need rewording.	Agreed	Change
Bedford Borough Council	Paragraph 3.51 and 3.52	A Parish Council cannot make developers engage with the Parish Council at the pre-application stage.	Agreed	Change
Bedford Borough Council	Paragraph 4.3 page 49	Where is the evidence to state that air quality in Cotton End will be affected?	Agreed	Change Paragraph rewritten

<b>Respondee</b>	<b>Section/ paragraph/ policy</b>	<b>Comment Received</b>	<b>Response</b>	<b>Change to NP or Action Needed?</b>
Bedford Borough Council	page 49-52	Please note the paragraph numbering has gone a little wobbly – there is another section 4.1 – 4.7 on page 52	Agreed	Change
Bedford Borough Council	Page 53 Policy Intent	Are these spending priorities for Community Infrastructure Levy?	Noted	No Change These are priorities for CEPC
Bedford Borough Council	Page 56, Figure 40	This map shows additional Village Open Spaces. The Neighbourhood Plan cannot add in Village Open Spaces as these were designated in the Allocations and Designations Local Plan 2013. This map either needs to be deleted, or the key changed to show the other open spaces.	Agreed	Change These additional open spaces have now been listed as non-designated local green spaces within the NP
Bedford Borough Council	Page 56, Figure 40	Figure 40 has also been re-used from the Council's previous Policies Map. This contravenes the Ordnance Survey copyright and this base map is also not the most up to date.	Agreed	Change A new Key Proposal Map has been created using the Parish Council's Parish Online Maps subscription
Bedford Borough Council	Paragraph 5.1, last sentence	This is not correct. Policy AD28 applies to all development and is not related to the CIL Regulations.	Agreed	Change Direct reference to CIL removed
Bedford Borough Council	Policy OS1	As mentioned earlier, there is a need for clarity about the open spaces referred to in this policy. Some of them are already designations in the development plan (Allocations and Designations Plan) and they are afforded protection by Policy AD40. This therefore is a duplicate policy and is not required.	Agreed	Change Policy OS1 Has been rewritten and Policy OS2 designates Local Green Spaces
Bedford Borough Council	Policy OS4	This policy conflicts with Policy AD28. The Open Space SPD threshold for play areas is 35 dwellings, or 20 if there is a local deficiency in the area. A financial contribution will only be sought for developments of five or more dwellings where the open space cannot be accommodated on the site. This policy therefore needs to be amended.	Agreed	Change
Bedford Borough Council	Page 58, Allotments	PPG17 is no longer relevant. Section 23 of the Small Holdings and Allotments Act 1908 requires both the Borough Council and the Parish Council to provide allotments.	Agreed	Change

Respondee	Section/ paragraph/ policy	Comment Received	Response	Change to NP or Action Needed?
Bedford Borough Council	Glossary	check that the terms that are stated here are actually referred to in the document. For example, there is no reference to World Heritage Site in the plan, but it is included in the glossary.	Noted As stated the at the beginning of the glossary, it is a Neighbourhood Planning Glossary in the general sense and is not specific to the Cotton End Plan	Change Some extraneous entries removed.



# **Appendix A**

Flyer distributed to all households for  
Cotton End Residents Group Meeting  
12th January 2017

# **RESIDENTS MEETING**

## **HAVE YOUR SAY NOW**

**8PM THURS 12 JANUARY 2017**  
**at COTTON END VILLAGE HALL**

**Campaign to Protect Rural England's  
Gerry Samson will answer questions**

With your valued support this OPEN MEETING will give ALL residents the opportunity to discuss:-

- **Future of Cotton End** – as a village and to respond to proposals from Bedford Borough Council
- **Give your support to the Residents Group/learn about us and the aims of the group**
- **Local/Neighbourhood plans** – Your input is vital to ensure that any development will be in keeping with Cotton End. End
- **Community Governance review** – we need to safeguard Cotton End's representation on the Parish council and say no to the reduction from 5 to two representatives (have you completed the reply form in diary update yet its not too late to send it to the Clerk)
- **Expansion of Cotton End Primary School** – Your views are required. Closing date for consultation 21 Jan 2017
- **Wedding Venue** – Update
- **East West Rail Link** – Update on selected route

**Come to the meeting and support your residents group – if you can't attend please send any comments to your residents group via email [cottonendrg@gmail.com](mailto:cottonendrg@gmail.com)**

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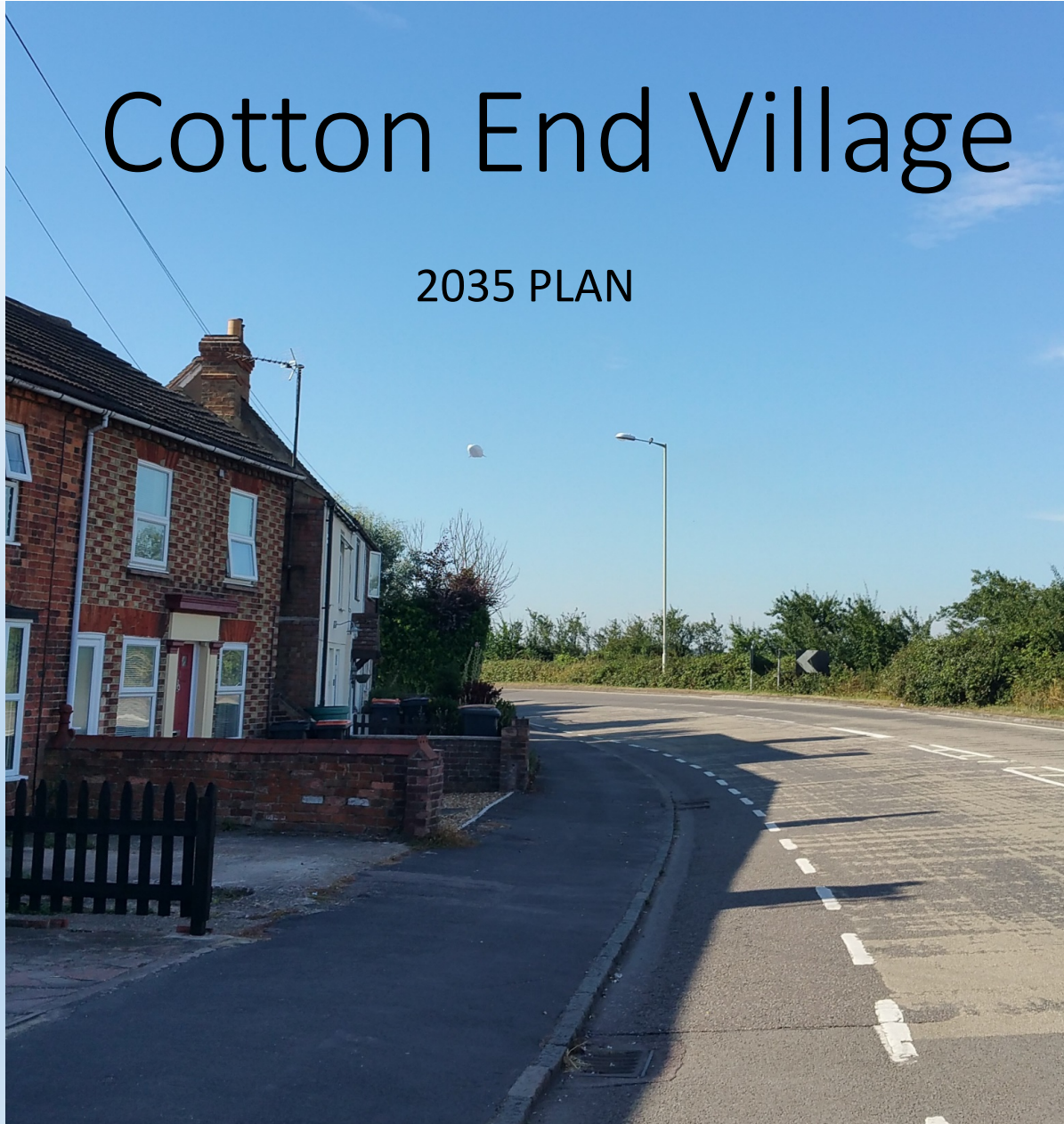
**Come to the meeting and support your residents group – if you can't attend please send any comments to your residents group via email [cottonendrg@gmail.com](mailto:cottonendrg@gmail.com)**

# **Appendix B**

Cotton End Residents Group Village Presentation  
12th January 2017

# Cotton End Village

2035 PLAN



# Agenda

- Guest speaker Gerry Samson CPRE
- Neighbourhood plan
- Residents group
- Name of group
- Election of a committee/members chair, Vice Chair, Secretary, Treasurer
- School
- Any Other Business





# Campaign to Protect Rural England

Speaker  
Gerry Samson

# NEIGHBOURHOOD PLAN

A Neighbourhood Plan is a way for a community to look forward to the future

Neighbourhood Plan seeks to address, as far as is possible, the challenges that face a community, population, jobs, housing, transport, the elderly





# NEIGHBOURHOOD PLAN

An aerial photograph of a rural landscape. The central part of the image shows a small village or hamlet with several buildings and a road network. Surrounding the village are large, rectangular agricultural fields, some of which are brown (possibly plowed or harvested) and others are green. There are also some wooded areas and a winding path or stream on the left side. The overall scene is typical of a rural parish in a rural area.

Parish Council View is that we are part of the wider community of Eastcotts Parish including Shortstown and that a neighbourhood plan is not necessary and would be too time consuming

304 m

© 2016 Infoterra Ltd & Bluesky

Google Earth



# *Residents Group*

42 residents attended a meeting and expressed concern about 2035 plan (formerly 2032 plan).

27 April 2016 – From this an informal residents group formed.

30 September 2016 Paper submitted to Borough and PC which included the Mayor, CEO, Councillor, PC. Before this was submitted all residents had sight and were invited to comment – no reply received.

# *Residents Group*

From the meetings held many residents expressed a view that some sort of plan was needed to prevent uncontrolled expansion of the village which would lead to inevitable change the nature of the community.

## Objectives

The Residents Group seeks to:-

Preserve the character of the existing village

To lobby for our own Neighbourhood Plan

To work with and on behalf of all the village

# *Residents Group*

In order for the residents group to be officially recognised it will need to have a formal Structure.

This structure would involve the election of officers for the Group

Chairman

Secretary

Treasurer

Committee members

We would welcome anyone who wishes to join the group to let us know as we hope to formalise this tonight.

In addition we need to have at least 40 residents to officially endorse the group. We would therefore ask for your names and addresses

Why a new school?





## ***The Reasons for a New School***

- Planned housing expansion means that the number of existing places will not meet the future requirements of the community (Eastcotts).
- To improve the education experience for children not offered by the existing school
- Cotton End has Bedford Borough Council land available for building

## ***What should be our focus?***

- Safety
- Junctions
- Samuel Whitbread school bus
- Transport
- Housing development in Cotton End.
- Save existing school building
- Archeology
- Is the school in the local plan?

# *Observations from consultation meetings*

- Housing already been agreed therefore a new school is needed to meet future demand.
- If a new school is needed why was £750,00 spent to upgrade the existing school – waste of public funds.
- Pupil Projections: As the education authority got their sums wrong for Shortstown school how can we be sure that their new projections are going to be any better.
- There has been no consideration to the potential population changes following Brexit
- The siting of the school is not ideal because of the likely disruption to residents and other safety factors.
- Is the school in the local plan?
- Will it be included as part of the framework when an independent inspector reviews the plan – as we understand it sometime in 2017 – we understand that there will be an opportunity to lobby Borough then re any possible development?

## *Community Governance Review*

- It has been proposed that the number of Parish Councillors for Cotton End be reduced from 5 to 3.
- The Parish Council is opposed to this change
- 82 responses have been received from residents
- 142 responses were required, therefore, we urge you, if you haven't submitted a form to do so as soon as possible



# ***East West Rail***

Transport Secretary Rt. Hon Chis Grayling MP announced on the 6<sup>th</sup> December 2016 that a new organisation will work with The National Infrastructure Commission as it plans the development of this nationally important transport corridor to identify the best way to deliver this project.

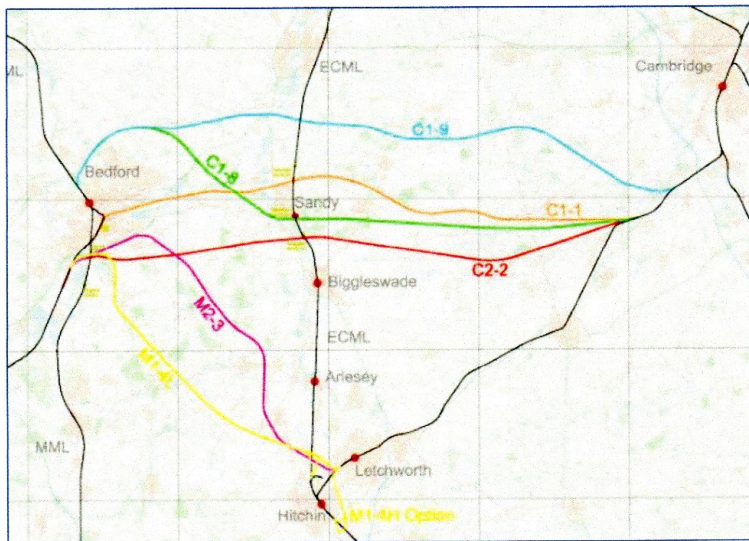
# *What does this mean for Cotton End?*

Strategic Options Report: East West Rail – Central Section

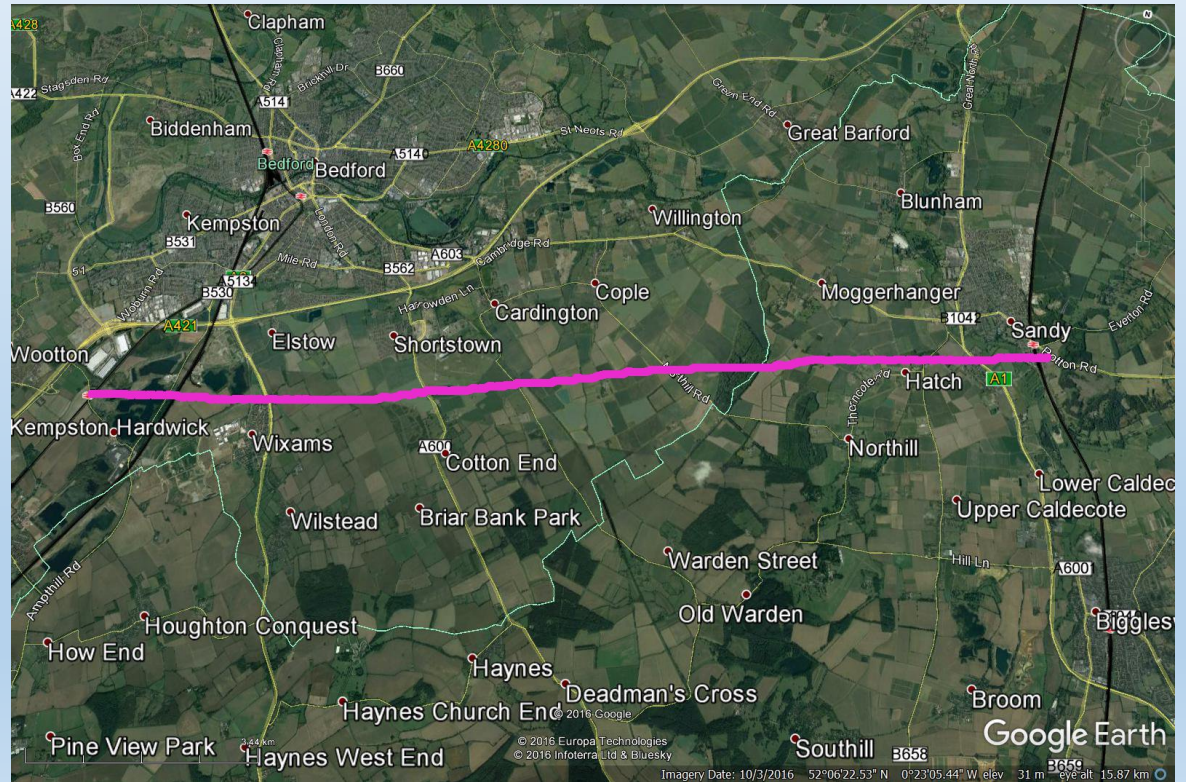
**JACOBS**

## Appendix C – Maps of Options for Corridors C and M

Maps are extracted from the relevant Phase 2a Reports as listed in Appendix A above under Corridor Studies



Corridors C and Corridor M with assessed Routes (Drg No NE/149725/EAR/DRG/IAB/000)



## ***East West Rail***

The suggested route on documentation provided on East West Rail Website shows a route C2-2 from Wixams to just south of Sandy.

A person from Bedford Borough Council has that no route has been decided upon yet.

# ***Wedding Venue Cotton End***

Owners of Gorse Farm have proposed the idea of a Wedding Venue at Gorse Farm.

At this stage No planning application has been submitted.

The structure suggested to host the events would be a Marquee.



A photograph of a rural landscape. In the foreground, a weathered wooden fence with three horizontal rails runs across the frame. Behind the fence, there is a dense line of green trees and bushes. In the background, a golden-brown field stretches across the horizon under a clear blue sky. The overall scene is bright and sunny.

***SUPPORT YOUR LOCAL  
COMMUNITY***

**Thank you all for  
coming**



# **Appendix C**

Cotton End Neighbourhood Plan Survey  
Questionnaire letter and  
Residents Group Facebook reminder

# COTTON END PARISH COUNCIL

Cotton End Parish Council PO Box 6423 Milton Keynes MK1 9HS

Tel: 07592 471859

Email: [clerkcottonend.pc@gmail.com](mailto:clerkcottonend.pc@gmail.com)

Dear Resident,

Cotton End is designated a Settlement Policy area in the Bedford Borough Local Plan 2030 as defined for villages with a built-up character. Development opportunities therefore are limited, especially residential development which would, in principle, be rejected if it falls outside the settlement boundary. For the wider Cotton End Parish there are currently no planned developments, but areas to the south of the parish in the 2030 plan have been suggested as areas for, perhaps, wind or solar power generation.

Completing this survey is an opportunity for you to shape and guide future development in Cotton End Parish. All responses will be taken into account when producing Cotton End's Neighbourhood Plan. The Cotton End Parish Council Neighbourhood Plan Steering committee in consultation with you, is working on creating such a plan for our parish.

Once approved and in place the Cotton End Parish Neighbourhood Plan will

- Aim to guide the growth and development of Cotton End Parish to 2030 and beyond.
- Establish policies by which future planning applications will be guided.
- Have legal weight in setting out what development is acceptable to us in Cotton End. The Cotton End Parish Council Neighbourhood Plan, in conjunction with the Bedford Borough Council Local Plan 2030 will be used in determining planning applications in Cotton End.

## **What we ask you to do:**

All residents aged 16 and over are invited to complete a survey. Please complete this survey as an individual. If more copies are required for your household they are available, just contact one of the parish councillors or the Clerk to the Council. The more responses we get the better our Neighbourhood Plan will be to deliver the sort of future we want as a community.

Please return your completed surveys to one of the addresses shown at the end of the survey by 27<sup>th</sup> February 2020. Many thanks in advance for your assistance, helping us to build a better future for Cotton End Parish.

Yours Sincerely



Andre Merel

Chairman, Cotton End Parish Council



Cotton End Residents Group Admin

25 February 2020 · 🌐



**\*\* REMINDER - COTTON END PARISH COUNCIL NEIGHBOURHOOD PLAN SURVEY \*\***

If you haven't returned the Neighbourhood Plan Survey sent out to every house in the village with the January/February/March Residents Newsletter, could you please return them to one of the addresses shown at the end of the survey by **Thursday 27th February 2020**

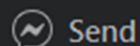
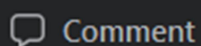
**REMEMBER – THIS IS YOUR OPPORTUNITY TO SHAPE AND GUIDE ANY FUTURE DEVELOPMENT IN THE VILLAGE**

Thank You



2

1 comment





# **Appendix D**

Blank Cotton End Neighbourhood Plan Survey  
Questionnaire

# COTTON END PARISH COUNCIL

## Neighbourhood Plan Survey

Please tick the appropriate Box or answer in the space provided

### SECTION 1 : ABOUT YOU

Q1.1 How old are you?

- 16-24    25-39    40-69    70 plus

Q1.2 Do you have an illness or condition considered a disability?

- Yes    No

Q1.3 How many years have you lived in Cotton End?

- up to 1    1-5    6-10    11-20    21-40    40+

Q1.4 Where do you live (Name of Road or closest Road)

\_\_\_\_\_

Q1.5 From The list below what are the top things you value about living in Cotton End. (Tick up to FOUR most important to you)

- Recreation Ground/play area
- Transport Links    Village School    Physical Environment
- Convenient for Work    Close to family/friends
- Community Spirit
- Other Specify below

\_\_\_\_\_

Q1.6 Do you take part in any group activities in Cotton End (e.g. sports, clubs, societies, church).

- At least weekly    Fortnightly    Monthly
- Once every 3 months    Once a year    Never

# COTTON END PARISH COUNCIL

Please tick the appropriate Box or answer in the space provided

### SECTION 2: CURRENT HOUSING AND HOUSING NEED

Q2.1 What type of property do you currently occupy

Type of accommodation	Number of bedrooms	Current Home	Future need
Flat			
House/bungalow			
Terraced house			
Private housing for rent			
Affordable housing for rent			
Sheltered housing			
Home to meet the needs of older generation			
Other (please specify)			

Q2.2 What type of property do you think you will need in ten years?

Type of accommodation	Number of bedrooms	Future need
Flat		
House/bungalow		
Terraced house		
Private housing for rent		
Affordable housing for rent		
Sheltered housing		
Home to meet the needs of older Generation		
Other (please specify)		

Q2.3 Where do you anticipate living in 10 years (please tick all that apply)

- Stay In Cotton End    Move within Cotton End
- Move away from Cotton End due to over development
- Not Sure    Other Please specify in space below

## COTTON END PARISH COUNCIL

Q2.4 Should applications for further development come forward in the future, where would you like to see that development built? Tick one box per row.

On Infill sites 1-2 houses Within the village settlement area

Agree  Disagree  No opinion

On Larger sites within the village settlement area (Not Brownfield)

Agree  Disagree  No opinion

On sites which extend the village envelope

Agree  Disagree  No opinion

None of the above

Agree  Disagree  No opinion

Q2.5 What are important considerations in the design and layout of housing developments? (tick up to FOUR most important to you)

In keeping with existing design and street scene

Modern Innovative structures

In Keeping with Cotton End

Suitability for elderly and restricted mobility

Adequate Storage (waste bins etc.)

Adequate off-street parking

Communal greens and open spaces

Landscaping

Green initiatives (e.g. solar panels etc.)

Road development

Other (please specify in space below)

Q2.6 As a community, which of the following aspects of development would you like to see in Cotton End over the next 10 years? (Tick up to FOUR most important to you)

Housing

Residential Amenity

(e.g. Car parking, communal areas)

Countryside

(e.g. Footpaths, access to open fields)

Rural diversification (change in use of farmland for

example to office space farm shops)

Environmental issues

(e.g. variety of plants or animals, air quality)

Transport (e.g. parking, Traffic management, Public

transport)

Economic development (e.g. Employment,

Working from home)

## COTTON END PARISH COUNCIL

### SECTION 3: LOCAL ENVIRONMENT

Q3.1 In your opinion, which of the following would help to enhance the general appearance of Cotton End? (Tick up to FOUR most important to you)

Improved footpaths

Improved pavements

Improved street lighting

More dog waste bins

More benches

More litter bins

Planting more flowers

Planting more trees and shrubs

Tidy roadside verges

Other (please specify in space below)

Q3.2 Please tick one of the following green spaces/views that is most important to you and explain why you chose this space

Churchyard and cemetery

Shocott Spring

Recreation area

All public footpaths and bridle ways

Views over farmland

Other (Please specify)

Q3.3 How important to you are the views entering Cotton End (Tick one)

Very Important  Quite important

Not important at all  No Opinion

## COTTON END PARISH COUNCIL

Q3.4 Please tick **up to FOUR** of the following Factors which you consider could enhance the natural environment of Cotton End.

Factor	Please give a brief explanation why you chose this answer
Community Orchard	<input type="checkbox"/>
Community Run Garden Allotments	<input type="checkbox"/>
Encourage wild life habitats	<input type="checkbox"/>
Minimise light pollution	<input type="checkbox"/>
Minimize noise pollution	<input type="checkbox"/>
Encourage unobtrusive alternative energy installations	<input type="checkbox"/>
Other Please specify	<input type="checkbox"/>

## FORMER COTTON END PRIMARY SCHOOL

Q3.5 The School was given to the Borough with a covenant that it should be used for education, If it is not used for education it would then revert to its former owners Southill Estates. What do you think should happen to the old primary school? (Tick one only)

Converted to housing	<input type="checkbox"/>
Converted For offices/business use	<input type="checkbox"/>
Demolished for development	<input type="checkbox"/>
Other (Please specify below)	<input type="checkbox"/>

---

## COTTON END PARISH COUNCIL

### SECTION 4: COMMUNITY FACILITIES & SERVICES

Q4.1 How satisfied or dissatisfied are you with the availability and suitability of the following services and facilities in Cotton End

#### Health and welfare

Satisfied  Dissatisfied  No opinion/don't know

#### Schools

Satisfied  Dissatisfied  No opinion/don't know

#### Preschool and childcare

Satisfied  Dissatisfied  No opinion/don't know

#### Indoor facilities for sport, leisure and exercise

Satisfied  Dissatisfied  No opinion/don't know

#### Outdoor facilities for sport, leisure and exercise

Satisfied  Dissatisfied  No opinion/don't know

#### Facilities for the young (under18)

Satisfied  Dissatisfied  No opinion/don't know

#### Facilities for older people (65and over)

Satisfied  Dissatisfied  No opinion/don't know

#### Facilities for hire for functions

Satisfied  Dissatisfied  No opinion/don't know

#### Access for people with disabilities

Satisfied  Dissatisfied  No opinion/don't know

#### Allotments

Satisfied  Dissatisfied  No opinion/don't know

#### Provision for clubs and societies

Satisfied  Dissatisfied  No opinion/don't know

#### Police and Security measures

Satisfied  Dissatisfied  No opinion/don't know

Q4.2 If you think we need more businesses or jobs in Cotton End, please suggest what is needed and where in the space below

---



## COTTON END PARISH COUNCIL

### TRAIN

Q5.4a If you use the train for commuting, from which station do you start your journey? Please specify below

### BUS

Q5.4b What would encourage you to use buses more frequently. (Tick **up to FOUR** most important to you)

- |  |                          |
|--|--------------------------|
| Improved times                           | <input type="checkbox"/> |
| Better located bus stops                 | <input type="checkbox"/> |
| Better reliability of bus service        | <input type="checkbox"/> |
| More bus shelters                        | <input type="checkbox"/> |
| Live travel updates                      | <input type="checkbox"/> |
| More convenient transport connections    | <input type="checkbox"/> |
| Easier access for getting on/off the bus | <input type="checkbox"/> |
| More appropriate destinations            | <input type="checkbox"/> |
| Better links to hubs of employment       | <input type="checkbox"/> |
| More affordable fares                    | <input type="checkbox"/> |
| Shorter journey times                    | <input type="checkbox"/> |
| I do not want to use the bus service     | <input type="checkbox"/> |
| Other (please specify below)             | <input type="checkbox"/> |

Please drop your completed survey to one of the following addresses by 27<sup>th</sup> February 2020 :-

3 Bunkers Drive, Cotton End

14 Trow Close, Cotton End

7 Manor Way, Cotton End

3 Hermitage Gardens, Cotton End

## COTTON END PARISH COUNCIL

### TRAFFIC MANAGEMENT

Q5.5 With regard to recent traffic management changes, what improvement would you like to see? (Tick up to **FOUR** most important to you)

- |                                       |                          |
|---------------------------------------|--------------------------|
| More Parking Provision                | <input type="checkbox"/> |
| Improved road surfaces                | <input type="checkbox"/> |
| Lower speed limits                    | <input type="checkbox"/> |
| More speed humps                      | <input type="checkbox"/> |
| Ban HGVs                              | <input type="checkbox"/> |
| Speed indicators                      | <input type="checkbox"/> |
| Other (Please specify in space below) | <input type="checkbox"/> |

Thank you for taking the time to complete the survey

### WHAT HAPPENS NOW:

The data collected from all respondents will be analysed and working groups set up to look at further building the evidence base for the topics you have identified as significant to feed into policies from the draft neighbourhood plan. There will be further consultation of the draft plan and it will then be submitted for independent examination and approval

A referendum will be organised by Bedford Borough Council at which residents of Cotton End will vote. Provided the majority vote to accept the plan it will be adopted as an official policy document. Cotton End Parish Council will be responsible for implementing the plan.

If you would like to get involved please contact the Parish Council Clerk Mrs Linda Carter

All views given in the survey will remain anonymous and will be analysed in accordance with the General Data Protection Regulation.

# **Appendix E**

Cotton End Neighbourhood Plan Survey  
Results letter

Dear Residents,

As you probably know the Parish Council is seeking to establish a neighbourhood plan. What is a neighbourhood plan and why do we need one? According to the government website, "Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. They are able to choose where they want new homes, shops and offices to be built, have their say on what those new buildings should look like and what infrastructure should be provided, and grant planning permission for the new buildings they want to see go ahead. Neighbourhood planning provides a powerful set of tools for local people to plan for the types of development to meet their community's needs and where the ambition of the neighbourhood is aligned with the strategic needs and priorities of the wider local area". In order to establish what the community wants the Parish Council asked you to complete a Neighbourhood plan survey and the data gained from this helps guide us to understanding what you want.

Thanks to the work of your Parish Council, Cotton End Resident's group, and an amazing effort by Councillor Marie West, we have now analysed the results from the survey. We had hoped to present them to you at the planned Village Annual Meeting organised by the Parish Council on March 18<sup>th</sup> but we unfortunately had to cancel in accordance with government guidelines, however, the results are now available on the Parish Council website for all to see and the results will help guide us in preparing our Neighbourhood Plan.

To all of you who completed the survey, a big thank you from your Parish Council, working for all the residents of Cotton End Parish.

Andre Merel

Chairman, Cotton End Parish Council



# **Appendix F**

Cotton End Neighbourhood Plan Survey  
Summary of Results

## **SUMMARY OF THE RESULTS**

### **Overview**

Up to and including Friday 20<sup>th</sup> March 2020 **358** surveys were sent out to the individual households within the Cotton End Parish Council District.

As a result of this survey **87** households have responded giving a response rate of **24.3%**. This response level is well above the national average for this type of paper-based survey within the UK.

The highest response by road/street came from households in **Wood Lane (18.4%)**, closely followed by those living in **High Road (17.2%)**.

The lowest response levels came from those living in **Bell Lane (3.4%)** and **The Crescent (2.3%)**.

There were **5.7%** of respondents did not provide details of their domicile.

<b>ROAD/STREET NAME</b>	<b>PERCENTAGE RESPONSE</b>
Wood Lane	18.4%
High Road	17.2%
Manor Way	11.5%
Bunkers Drive	10.3%
Hermitage Gardens	10.3%
Meeting Close	6.9%
Hall Way	6.9%
Trow Close	6.9%
Bell Lane	3.4%
The Crescent	2.3%
No Address Stated	5.7%

### **Section 1 – About You - Summary**

## COTTON END PARISH COUNCIL SURVEY – MARCH 2020

Within the initial question related to the age of respondents **49.4%** were aged between **40-69** with **35.6%** being aged **70+** and over **72%** did not consider that they had an illness or a recognised disability.

In terms of the length of time people have lived within the Cotton End district, the largest group have lived in the area for between **21-40 years (27.6%)** closely followed by those who have lived here for **40+ years (24.1%)**.

In the multiple answers question related to the village itself, the **Physical Environment** scored the highest at **29.8%** with the village **Community Spirit** closely behind at **24.4%**.

Interestingly, only **6.3%** of respondents recorded that the **Village School** was the reason for living in Cotton End and this could be related to the fact that over **85%** of respondents were **40 years old or greater** and therefore would not have the need for a local school.

Within the question relating to group activities within the village the highest response, **almost 30%**, recorded that they **never took part** in any group activities. Of those that did respond positively **20.7%** said they took part in a **weekly activity**.

### Section 2 – Current Housing & Future Housing Needs - Summary

Unsurprisingly, **100%** of respondents said that they currently live in either a house, bungalow or flat. Only **2.3%** responded by saying that they live in Private Rented Accommodation and only **1.1%** live in Affordable Rented Accommodation, therefore it is fair to assume that the balance of **96.6%** live in their own privately owned properties.

Within the question that asked about **housing needs in 10 years' time**, a large proportion, **57.5%** responded by saying that they would need a house or a bungalow. **13.8%** stated that they would require a home that catered for the needs of the older generation. This again is relevant to the response levels of the 40+ age groups.

When asked about their **anticipated living location in 10 years' time**, overwhelmingly **63.5%** said that they expected to remain **within the Cotton End area**.

In responding to the question regarding **further developments**.

Within the village on infill sites itself **63.3% agreed** with only **26.6% disagreeing**.

On larger sites within the village only **12.2% agreed** whilst **74.3% overwhelmingly disagreed**.

On sites that would enlarge the village **only 7.6% agreed** with this option whilst **68.4% disagreed**.

When asked about “**What are the important considerations in design & layout of future housing developments.**”

## COTTON END PARISH COUNCIL SURVEY – MARCH 2020

With this multiple-choice responses **21.5%** stated their preference would be that all future developments should be **in keeping with the village itself**.

**20.2%** requested **adequate off-street parking** whilst **13.8%** highlighted the need for **Communal Green Areas and Open Spaces**.

When asked about “**Which of the following aspects of development would you like to see in Cotton End over the next 10 years.**”

Again, with this multiple response option question **29.4%** said that **Countryside Issues** should be considered. **22.0%** stated the need for **Environmental Issues** to be considered whilst **19.2%** stated that **Transport** should be a consideration. Finally, **18%** requested additional **Residential Amenities** should be on the list of considerations.

### Section 3 – Local Environmental - Summary

Still within the multiple-choice question options, the first category considered the question “**Which of the following would help enhance the general appearance of Cotton End.**”

The top three answers were **20.6% for planting more trees and shrubs**, **18.6%** quoted **tidier roadside verges** would enhance the village appearance and **17.5%** requested more **flowers be planted**.

The next multiple-choice question in Section 3 asked, “**Which of the following green space areas is most important to you and why.**”

**Shocott Spring** overwhelmingly outscored any other option with **47.4%** quoting this as the most important green space and unsurprisingly **dog walking** came out as the main reason why. The next closest response was the **views over farmland** with **20.5%** quoting this response and again **dog walking** and **general walking in the open air** was the reason why respondents quoted this answer.

When asked “**How important to you are the views entering Cotton End.**” **54.7%** stated that they were **very important** and **38.4%** quoted **quite important**. This leaves only **7%** of respondents who either didn't have **an opinion** or felt it was **not important at all**.

The final multiple-choice question in Section 3 asked “**What factors could enhance the natural environment of Cotton End.**”

The need to **encourage wildlife habitats** came out as the top response with **26.0%** agreeing. **16.7%** stated that **minimizing noise pollution** would enhance the village and **2 identical responses** of **13.5%** quoted the need for an **allotment** or a **community run garden**.

The final question asked, “**What do you think should happen to the old Cotton End School site?**” Only a relatively small number of overall respondents answered this question (**42.5%**) and of those that did **62.2%** said it should be **converted to housing** whilst **35.1%** stated that it should be converted to a **business/office space**.

### Section 4 – Community Facilities – Summary

The initial question in Section 4 has many sub-sections to the first set of questions and the responses are tabulated as follows:

## COTTON END PARISH COUNCIL SURVEY – MARCH 2020

<u>Sub Section</u>	<u>Satisfied</u>	<u>Dissatisfied</u>	<u>Don't Know/ No Opinion</u>
Health & Welfare	24.7%	41.2%	34.1%
Schools	51.2%	2.3%	46.5%
Pre-Schools/Childcare	27.1%	4.7%	68.2%
Indoor Sport Facilities	22.1%	29.1%	48.8%
Outdoor Sports Facilities	42.9%	21.4%	35.7
Facilities for U18's	13.1%	34.5%	52.4%
Facilities for O65's	35.6%	20.7%	43.7%
Facilities for Hire/Function	79.5%	1.1%	19.3%
People with Disabilities	35.4%	13.4%	51.2%
Allotments	4.8%	36.1%	59.0%
Clubs & Societies	51.9%	14.8%	33.3%
Police & Security	19.0%	45.2%	35.7%

When asked in Freeform Text the question **“If you think we need more businesses or jobs in Cotton End please suggest what is needed.”**

Of those that responded the overwhelming response was for a shop and a doctor's surgery.

Finally, in this section the questionnaire asked, **“Is it important that development does not have a harmful impact on either Historical Buildings & Conservation.”**

**73.3%** of respondents said that it was **Very Important** whilst **23.3%** said it was **Quite Important** with only **3.5%** saying that they either **Don't Know or have No Opinion**.

### **Section 5 – Infrastructure, Travel, Transport & Communications – Summary**

The initial question in Section 5 has multiple sub-sections to the first set of questions and the responses are tabulated as follows:

## COTTON END PARISH COUNCIL SURVEY – MARCH 2020

### Infrastructure

<b>Infrastructure</b>	<b><u>Good</u></b>	<b><u>Acceptable</u></b>	<b><u>Requires Improvement</u></b>
<b>Sewage &amp; Drainage</b>	<b>33.3%</b>	<b>38.3%</b>	<b>28.4%</b>
<b>Water Supply</b>	<b>49.4%</b>	<b>42.0%</b>	<b>8.6%</b>
<b>Mobile Phone Signal</b>	<b>5.0%</b>	<b>22.5%</b>	<b>72.5%</b>
<b>Broadband Speed</b>	<b>20.8%</b>	<b>35.1%</b>	<b>44.2%</b>
<b>Pavements</b>	<b>24.1%</b>	<b>36.7%</b>	<b>39.2%</b>
<b>Rural Footpaths</b>	<b>14.8%</b>	<b>34.6%</b>	<b>50.6%</b>
<b>Cycle Paths</b>	<b>24.7%</b>	<b>47.9%</b>	<b>27.4%</b>

When asked the question “**Should future developments include Green Energy measures such as solar panels or heat pumps.**”

**67.1% agreed** with the question whilst **10.6% disagreed**, leaving **22.4%** either having **No Opinion or Don't Know**.

### Travel & Transport – Various levels of response per method were rec'd.

<b>Which method of travel do you regularly use</b>	<b>Car/Van 95.4%</b>	<b>Bus 29.9%</b>	<b>Park &amp; Ride 6.9%</b>
Commute to/from School	4.2%	1.8%	0
Commute to/from Station	7.8%	8.8%	0
Travel on Business	8.4%	10.5%	0
Take children to/from School	4.6%	0	0
Grocery Shopping	16.7%	12.3%	0
Other Shopping	15.8%	22.8%	42.9%
Visit Family & Friends	15.4%	12.3%	14.3%
Take Part in Leisure Activities	12.0%	7.0%	0
Health Visits to Doctor/Dentist	15.0%	24.6%	42.9%

<b>Which method of travel do you regularly use</b>	<b>Train 5.7%</b>	<b>Motorcycle 2.3%</b>	<b>Bicycle 6.9%</b>
Commute to/from School	0	0	0
Commute to/from Station	7.7%	0	0
Travel on Business	23.1%	28.6%	0
Take children to/from School	0	0	0
Grocery Shopping	7.7%	0	0
Other Shopping	15.4%	14.3%	11.1%
Visit Family & Friends	7.7%	28.6%	33.3%
Take Part in Leisure Activities	30.8%	0	55.6%
Health Visits to Doctor/Dentist	7.7%	28.6%	0

<b>Which method of travel do you regularly use</b>	<b>Walk 34.5%</b>	<b>Taxi 6.9%</b>	<b>Other 1.1%</b>
Commute to/from School	9.8%	0	0
Commute to/from Station	0	30.0%	100%

## COTTON END PARISH COUNCIL SURVEY – MARCH 2020

Travel on Business	1.6%	0	0
Take children to/from School	16.4%	0	0
Grocery Shopping	3.3%	10.0%	0
Other Shopping	6.6%	0	0
Visit Family & Friends	18.0%	10.0%	0
Take Part in Leisure Activities	41.0%	30.0%	0
Health Visits to Doctor/Dentist	3.3%	20.0%	0

### **Train**

When asked “**If you use the train for commuting which station do you start from?**” **All of respondents (15)** quoted the **Bedford Main Station** as their departure point with no one stating **Bedford St. Johns**.

### **Bus**

The question in Section 5 has multiple sub-sections and the responses are tabulated as follows:

<b>What would encourage you to use the bus more frequently</b>	<b>Response</b>
Improved times	14.9%
Better located bus stops	7.5%
Better reliability of bus service	13.2%
More bus shelters	8.0%
Live travel updates	9.2%
More convenient transport connections	4.0%
Easier access for getting on/off buses	4.6%
More appropriate destinations	9.8%
Better links to employment hubs	1.1%
More affordable fares	14.9%
Shorter journey times	1.7%
I don't want to use the bus service	10.9%

### **Traffic Management**

This final question in Section 5 has multiple sub-sections and the responses are tabulated as follows:



**COTTON END PARISH COUNCIL SURVEY – MARCH 2020**

<b>With regard to recent traffic management changes, what improvements would you like to see?</b>	<b>Response</b>
More Parking Provision	33.3%
Improved Road Surfaces	19.3%
Lower Speed Limits	9.7%
More Speed Humps	7.4%
Ban HGVs	17.6%
Speed Indicators	13.1%

# **Appendix G**

Housing Needs Survey letter and  
Residents Group Facebook reminder



January 2021

Dear Householder

### **Cotton End Housing Needs Survey**

As part of preparing a Neighbourhood Plan for Cotton End, the Parish Council has asked us to carry out an independent survey of housing need in the parish. This survey is a follow on to the questionnaire which you were asked to complete in January 2020. A full summary of the January survey can be found on the Parish Website, which although it contains an overview of possible housing needs will not meet the requirements of a neighbourhood plan. If you do not have access to the PC website but would like a copy please contact Councillor Angela Stimson by texting or leave a message on 07885 893161 and she will be pleased to provide you with one. The results of both surveys, along with other consultations, will be used to develop our neighbourhood plan.

Beds RCC is the Rural Community Council for Bedfordshire, we are an independent community development charity established in 1953. We work with parish councils, local authorities, housing associations and private developers to address housing needs in rural Bedfordshire, as well as a wide range of other projects and services [www.bedsrcc.org.uk](http://www.bedsrcc.org.uk)

The aim of this particular survey is to identify whether there is a shortage of housing for local people who cannot afford to rent or buy a suitable home at current prices. We are also interested in local demand for market housing within the parish. Any resulting affordable homes would be prioritised for people with a local connection to the parish. There are various types of affordable housing, perhaps most common is 'Affordable rental', where rent is capped at no more than 80% of market rent, 'Shared Ownership', where you can buy / mortgage a share in a property and pay rent to a Housing Association on the remainder and the 'Help to buy' scheme, which provides loans to those wishing to purchase a home on the open market but don't have enough money for a deposit. You can find out more about affordable housing and our rural housing work by visiting <http://bedsrcc.org.uk/rural-housing-enabler/> and reading our 'Frequently asked questions'.

It is important that you return your questionnaire regardless of personal need to ensure all views are taken into consideration. **A separate form should be completed for each potential new household.** Please contact BRCC (details below) if you require additional survey forms. Forms can also be sent to family members living away from Cotton End who would like to return to the parish or people working in the parish but not currently living here. The survey can also be completed online at <https://www.surveymonkey.co.uk/r/cottonend>

The information that you provide is confidential. The report produced will not provide any personal information about individuals or households.

Once completed please return your survey in the freepost envelope provided by **Friday 26<sup>th</sup> February 2021.**

Yours sincerely

Jemma McLean, Rural Housing Enabler and Neighbourhood Plan Officer

Email: [jemmam@bedsrcc.org.uk](mailto:jemmam@bedsrcc.org.uk) Tel: 01234 834932



Cotton End Residents Group Admin

21 February 2021 · 🌐

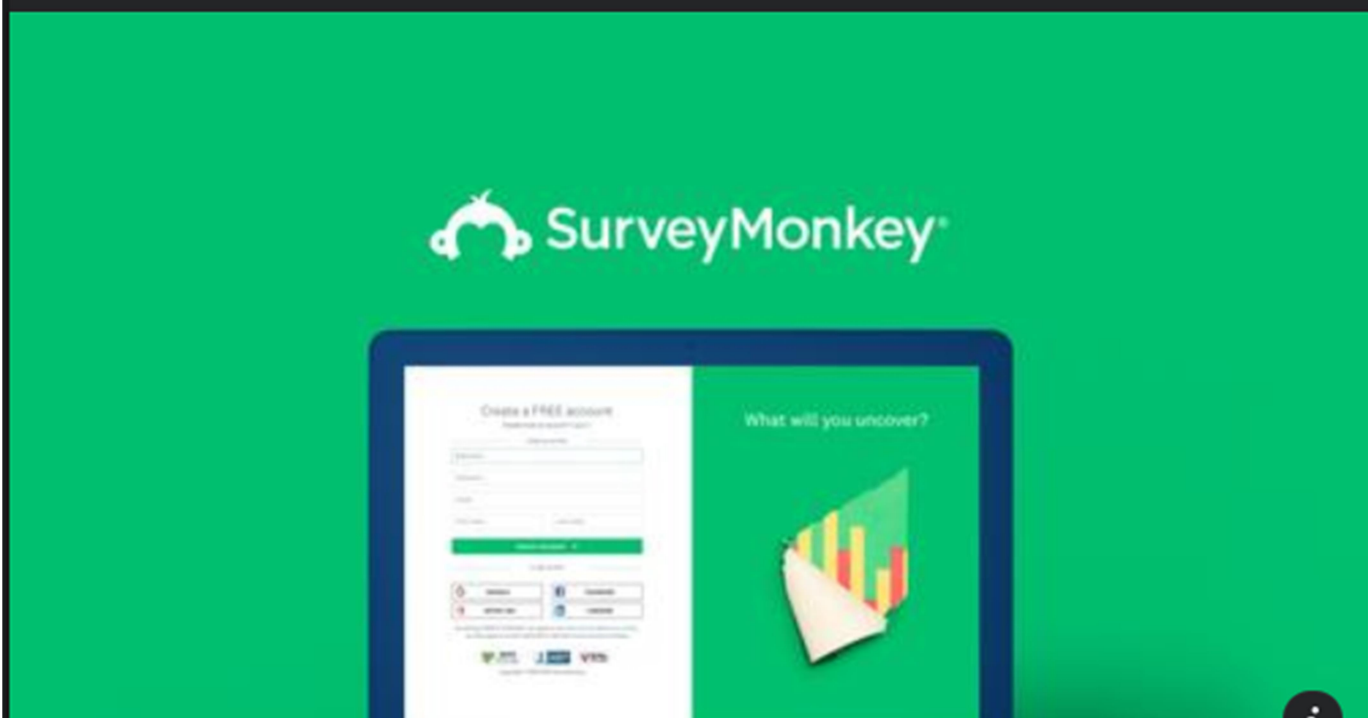


**\*\* REMINDER \*\*** - If you've not filled in the Cotton End Housing Needs Survey delivered to every house in Cotton End, there's still time to do it, but you need to do it before Friday 26th February 2021

The information you give will go into the village's Neighbourhood Plan owned by Cotton End Parish Council and help shape the future of the your village

You can complete it on the paper form and return it by post, or you can complete it on-line here - It's quick and easy to do:

<https://www.surveymonkey.co.uk/r/cottonend>

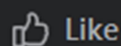


SURVEYMONKEY.CO.UK

### Cotton End Housing Needs Survey

Take this survey powered by [surveymonkey.com](https://www.surveymonkey.com). Create your own surveys for free.

4 comments



Like



Comment



Send

# **Appendix H**

Blank Housing Needs Survey Questionnaire



# Cotton End Housing Needs Survey

## Section 1 - to be completed by all households

<b>1</b>	<b>Would you support a small development (up to 10 units) of affordable homes specifically for people with a local connection to the parish?</b>
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

<b>2</b>	<b>Have any members of your family moved away from the parish due to not being able to find a suitable home locally?</b>
<input type="checkbox"/>	Yes*
<input type="checkbox"/>	No

\*If you answered 'Yes' and the family member may wish to move back to the parish, please contact Jemma McLean [jemmam@bedsrcc.org.uk](mailto:jemmam@bedsrcc.org.uk) / 01234 834932 for an additional form

<b>3</b>	<b>Is your current home suitable for your household?</b> <i>Please indicate whether any member of your household (e.g. older children or other dependents) are in housing need when answering this question</i>
<input type="checkbox"/>	Yes, my current home is suitable
<input type="checkbox"/>	No, my current home is not suitable for my household (please complete section 2 of this questionnaire)

If you answered 'Yes' to question 3 you do not need to complete Section 2 of this questionnaire. Please return your questionnaire in the FREEPOST envelope provided.

If you answered 'No' to question 3 please complete section 2 of this questionnaire.

.....

## Section 2 – only to be completed by households with a housing need. Please complete a separate survey for each potential new household.

<b>4</b>	<b>Who lives in your current home?</b>								
	Relationship to self e.g. partner, son etc.	Gender	Age (years)						
			0-15	16-24	25-44	45-64	65-74	75-84	85+
Person 1	Self								
Person 2									
Person 3									
Person 4									
Person 5									
Person 6									

<b>5</b>	<b>When are you likely to be looking for new housing?</b>
<input type="checkbox"/>	Within 0 – 3 years
<input type="checkbox"/>	3 – 5 years
<input type="checkbox"/>	5 – 10 years

<b>6</b>	<b>What is your local connection to the Parish?</b> please tick all that apply
<input type="checkbox"/>	Currently living in in the parish
<input type="checkbox"/>	Previously lived in the parish
<input type="checkbox"/>	Immediate family member (parent, child or sibling) lives in the parish
<input type="checkbox"/>	Have permanent employment in the

	parish
7	<b>What are your current living arrangements?</b> please tick all that apply
<input type="checkbox"/>	Living with parents in their home
<input type="checkbox"/>	Owner Occupier
<input type="checkbox"/>	Shared Ownership property
<input type="checkbox"/>	Renting from private landlord
<input type="checkbox"/>	Renting from housing association
<input type="checkbox"/>	Other (please specify)

8	<b>Why do you need different housing?</b> please tick all that apply
<input type="checkbox"/>	Present home too large / wish to downsize
<input type="checkbox"/>	Present home too small
<input type="checkbox"/>	First time buyer / want to get on the property ladder
<input type="checkbox"/>	Medical reasons / disability
<input type="checkbox"/>	To be closer to family and / or carer support
<input type="checkbox"/>	Financial reasons
<input type="checkbox"/>	Other (Please Specify)

9	<b>Who would be in the new household?</b> Please tick this box if the household will be the same as in Question 4. If not please complete the table in Question 10
<input type="checkbox"/>	Household same as Question 4

10	Who would be in the new household? (If different from Question 4)								
	Relationship to self (e.g. partner, son etc.)	Gender	Current Age (years)						85+
0-15			16-24	25-44	45-64	65-74	75-84		
	Person 1								
	Person 2								
	Person 3								
	Person 4								
	Person 5								
	Person 6								

10a	<b>What kind of housing are you seeking?</b> (please tick as many as apply)
<b>Type of property</b>	
<input type="checkbox"/>	Flat / Apartment
<input type="checkbox"/>	House
<input type="checkbox"/>	Bungalow / Retirement property

10b	<b>Size of property</b>
<input type="checkbox"/>	One bedroom
<input type="checkbox"/>	Two bedrooms
<input type="checkbox"/>	Three bedrooms
<input type="checkbox"/>	More than 3 bedrooms



<b>10c</b>	<b>Tenure of property</b>
<input type="checkbox"/>	Private Rental
<input type="checkbox"/>	Affordable Rental (through a housing association)
<input type="checkbox"/>	Buy on the open market
<input type="checkbox"/>	Shared Ownership (part own & part rent – through a housing association)
<input type="checkbox"/>	Starter home (homes to buy at 20% below market price up to £250,000)

<b>11</b>	<b>Is anyone in your household already on the Bedford Borough Council housing register?</b>
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

When designing affordable housing schemes it is important to understand what people can afford. All data will be kept confidential and you will not be identified in any reports.

<b>12</b>	<b>What is your new household's combined annual income (before tax)?</b>
<input type="checkbox"/>	Less than £20,000 per year
<input type="checkbox"/>	£20,001 - £30,000 per year
<input type="checkbox"/>	£30,001 - £40,000 per year
<input type="checkbox"/>	£40,001 - £50,000 per year
<input type="checkbox"/>	More than £50,000 per year

	<b>you have to contribute to your new home?</b>
<input type="checkbox"/>	None
<input type="checkbox"/>	Less than £10,000
<input type="checkbox"/>	£11,000 - £25,000
<input type="checkbox"/>	£26,000 - £50,000
<input type="checkbox"/>	More than £50,000

<b>13</b>	<b>How much savings or equity do</b>
-----------	--------------------------------------

### Name and Contact details (Optional)

By providing these it will enable us to contact you should any suitable developments take place. You are giving consent to BRCC to securely store your personal details for use in connection with this survey. They will not be used for any other purpose or passed onto any third parties.

<b>Name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Tel. No.</b>	
<b>E-mail</b>	

Thank you for taking the time to complete this survey. Please return it in the FREEPOST envelope provided by **Friday 26<sup>th</sup> February 2021**.

# **Appendix I**

Housing Needs Survey Report

# Housing Needs Survey Report

## Cotton End

February / March 2021

*Completed by Bedfordshire Rural Communities Charity*



This report is the property of Cotton End Parish Council

For further information, contact Bedfordshire Rural Communities Charity, The Old School, Cardington,  
Bedfordshire, MK44 3SX.

## **1. Introduction**

### **1.1 About this survey**

The Housing Needs Survey (HNS) is being carried out by Beds RCC to identify the housing needs of local people over the next 10 years. The survey aimed to assess the need of local people for either affordable housing or market housing in Cotton End.

### **1.2 Affordable housing**

Affordable housing can be affordable rented property (where rent is charged at up to 80% of market value), or it can be shared ownership in which people can own a share in the property and pay rent on the remainder. It is usually provided by Registered Providers such as housing associations.

Starter Homes initiatives are also available where homes are offered for sale at a minimum of 20% below its open market value to first time buyers.

Affordable housing in rural areas is often progressed through Rural Exception Site developments – this is where the planning authority accepts that there is a need for affordable housing in the parish, and is prepared to grant an “exception” to planning policy, providing that the development is for affordable housing that will be available to local people in perpetuity.

Households seeking affordable rented accommodation through any new exception site development would have to apply through the Bedfordshire Choice Based Lettings scheme, through which they would have to demonstrate both a housing need and a local connection to Cotton End.

### **1.3 Market housing**

The demand for market housing would need to be based on a broad evidence base. This would include local housing need identified through this survey, although the wider housing market would also need to be taken into consideration, as there would be no restrictions placed on the sale of this housing.

## 2. About Cotton End

### 2.1 Population and demographics

**The parish of Cotton End was established on 1<sup>st</sup> April 2019 as a result of a 'Reorganisation of Community Governance Order'. The Parish of Eastcotts was dissolved and the area divided between 2 newly established parishes of Cotton End and Shortstown. As a result of this all available demographic information relates to the former parish of Eastcotts. Following the undertaking of the 2021 census, demographic information specific to Cotton End Parish will then become available. As a result information in section 2 and 3 of this report will be based on the data available for Eastcotts Parish.**

In 2011 (latest census information available) in the parish of Eastcotts there were 1231 households containing 3,239 residents<sup>1</sup>. Compared to 2001, this represents a decrease of around 2% in terms of households (from 1263) but an increase of 1.6% in terms of residents (from 3187).

The age profile in 2011 (compared to 2001, and then to Bedford Borough as a whole in 2011) is shown below.

Age	% Eastcotts 2011	% Eastcotts 2001	% Bedford Borough 2011
0 - 4	9.6	11.1	6.3
5-15	16.4	17.0	14.3
16-17	2.7	1.9	2.6
18-29	14.2	19.4	15.7
30 - 64	48.6	44.0	46.0
65-84	8.0	6.2	13.1
85+	0.6	0.5	1.8

There have been some changes in the age demographics between the 2001 and 2011 census. The percentage of residents aged over 65 years has increased from 6.7% in 2001 to 8.6% in 2011. The age profile overall is younger than that of Bedford Borough as a whole.

### 2.2 Household Composition

	% Eastcotts	% Beds Borough
1 person - pensioner	5.4	11.9
1 person - other	15.7	16.9
Couple + dependent children	30.5	20.9
Couple + non-dependent children	24.3	23.5
Lone parent + dependent children	10.6	7.6
Lone parent + non-dependent children	3.6	3.4
All aged 65 and over	5.1	8.2
Other	4.9	7.5

<sup>1</sup> 2011 census data – other data also from this source unless otherwise specified

There are higher levels of households with dependent and non dependent children and lower levels of households were all occupants aged 65 and over and 1-person pensioner households when compared to Bedford Borough Averages.

### 2.3 Housing Tenure

	<b>% Eastcotts</b>	<b>% Beds Borough</b>
Owned outright	18.4	31.4
Owned with mortgage/loan	46.3	34.3
Shared ownership	2.5	1.0
Social rented	21.7	16.1
Private rented	10.2	15.9
Living rent free	1.0	1.3

The levels of home owned outright in Eastcotts is significantly lower than that of Bedford Borough, however the percentage of those that own a home with a mortgage or loan is higher than Bedford Borough averages. Figures for social rent and shared ownership are higher than the average figure for Bedford Borough.

### 2.4 Dwelling Types

	<b>% Eastcotts</b>	<b>% Beds Borough</b>
Detached house	24.1	27.4
Semi-detached house	39.9	32.2
Terraced house	29.2	21.9
Flat	6.7	17.6
Caravan/other temp. accommodation	0.2	0.9

There are slightly fewer detached properties, with correspondingly higher levels of semi-detached and terraced houses in Eastcotts compared to Bedford Borough averages.

### 2.5 Housing in poor condition

	<b>% Eastcotts</b>	<b>% Beds Borough</b>
Households in overcrowded conditions	6.8	7.7
Households without central heating	1.5	2.0
Households in fuel poverty (2011)	10.1	11.3

The highest levels of non-decent homes (that do not pass the Housing Health & Safety rating system) are found in smaller rural communities, particularly those in more isolated areas. This is often due to the age of properties, with older housing (more common in rural areas) most likely to be in this condition.

Overcrowded housing can highlight areas with pressing needs for more affordable housing, and over-crowding counts as a housing need for households applying to join the Housing Register. In 2011 there were less than 85 households in Eastcotts classified as being overcrowded (figures are rounded), which is lower than the Bedford Borough average.

Where central heating is not present, fuel poverty is significantly more likely. 20

households had no central heating, working out just below the average for the district. Fuel poverty levels are also slightly lower than the Bedford Borough average.

## **2.6 People on low incomes**

14.1% of all people in Eastcotts were classified as "experiencing income deprivation" in 2009, under the Bedford Borough average of 12.1%. In 2007/08, 17.9% of households were calculated as receiving below 60% of the median income, below the Bedford Borough average of 20.0%.

14.9% of working age people were claiming DWP benefits in August 2012, over the Bedford Borough average of 13.4%; and 25.3% of people over 65 were claiming pension credit, over the Bedford Borough average of 21.0%.

## **2.7 Households on Bedford Borough Council Housing Register\***

In March 2021 there were 5 households on the Bedford Borough Council Housing Register who are currently living in Cotton End Parish. As up to date information is available from the housing register, this figure relates just to the newly formed Cotton End Parish and not the former parish of Eastcotts.

2 of these households were allocated a priority on the housing register based on current overcrowding, 2 were allocated a priority on medical / welfare grounds and the final applicant did not receive a priority rating. Some applicants' needs are not sufficient to receive a priority rating on the housing register but they can still place themselves on the register. They would be unlikely to be allocated general needs affordable housing but would be eligible to apply for affordable housing within an exception site where local connection takes president over a priority rating.

It should also be noted that the difficulty of securing affordable housing, particularly in villages, can act as a significant deterrent to people in housing need from placing themselves on the register; so this figure does not therefore necessarily represent the true number of residents in housing need.

## **2.8 Health and disability**

Limiting illnesses and disabilities can affect the type of housing that people need in order to remain independent.

14.8% of those aged 65 and over in Eastcotts Parish (around 40 people) were claiming Attendance Allowance (a non-means-tested benefit for severely disabled people aged 65 or over who need help with personal care) in August 2012, just under the Bedford Borough average of 15.7%. 4.9% of the population were claiming Disability Living Allowance, just above the Bedford Borough average of 4.2%.

12.5% have a limiting long-term illness, below the Bedford Borough average of 16.0%.



### 3. Housing Availability and Affordability in Cotton End Parish

#### 3.1 Housing affordability ratio

The 'affordability ratio' (median house prices as a ratio of median household earnings) for Eastcotts in 2008/09 (latest data available) was 12.5. In other words, houses on the market cost on average 12.5 times annual incomes<sup>2</sup>.

#### 3.2 Dwellings in lower Council Tax Bands

4.6% of dwellings in Eastcotts are in Council Tax Band A, and 36.4 % in Band B, compared to 13.6% and 24.9% for Bedford Borough as a whole. The lower proportion of Band A properties when compared to district wide levels is likely to indicate a relative shortage of affordable housing for purchase in Eastcotts.

#### 3.3 Current property availability for sale in Cotton End\*

(\* sections 3.3 / 3.4 look at Cotton End Parish not Eastcotts)

In March 2021, we found 4 residential properties for sale in Cotton End parish:

No. of bedrooms	Number	Asking price (range)
4 bedroom house	2	£500,000 - £340,000
3 bedroom house	1	£310,000
2 bedroom apartment	1	£160,000

This represents just over 1% of total private housing stock in the parish. No properties were being marketed as shared ownership properties. No properties were available which were being marketed as assessable such as bungalows.

#### 3.4 Property sales over last 3 years

Property sales over the last 3 years in Cotton End Parish can be broken down as follows<sup>3</sup>:

	2018	2019	2020
<b>£100,000 and under</b>	0	0	0
<b>£100,001 – 150,000</b>	0	0	2
<b>£150,001 – 200,000</b>	2	3	0
<b>£200,001 – 300,000</b>	6	4	6
<b>£300,001- 400,000</b>	0	1	2
<b>£400,000 +</b>	0	0	4
<b>Total</b>	<b>8</b>	<b>8</b>	<b>14</b>

Properties in Cotton End had an overall average sale price of £271,667 over the last year. The majority of sales in Cotton End during the last year were detached properties, selling for an average price of £413,333. Semi-detached properties sold for an average of £249,500, with terraced properties fetching £213,500.

<sup>2</sup> Data from community profile for Eastcotts (Parish), © ACRE, RCAN, OCSI 2013

<sup>3</sup> Data sourced from [www.rightmove.co.uk](http://www.rightmove.co.uk)

### **3.5 Current property available for rent in Cotton End**

In March 2021, there were no properties currently available for rent in the parish of Cotton End: If the search area is expanded to within a mile of the parish, there are 2 properties available for rent in Shortstown: A room in a shared house for £500 per month and a 2 bedroom house for £925 per month.

### **3.6 Household income required by first time buyers or renters in Cotton End**

The Department of Communities and Local Government (DCLG) provides a guideline that "A household can be considered able to afford to buy a home if it costs 3.5 times the gross household income for a single earner household or 2.9 times the gross household income for dual-income households."<sup>4</sup> This is reflected in the fact that the 'average income multiple' in lending to first-time buyers in October 2017 was 3.6.<sup>5</sup>

According to the DCLG guidance, in order to purchase the cheapest property currently available for sale on the open market in Cotton End (a 2-bedroom apartment at £160,000) as a first time buyer, a single earner household would need an annual gross income of over £45,700 and dual-income household would need over £55,000. It should be noted that the median annual full-time wage in the UK stood at £28,200 in April 2016<sup>6</sup>.

According to the same guidance, "A household can be considered able to afford market house renting in cases where the rent payable was up to 25% of their gross household income." (The 'Rent Payable' figure is defined as the entire rent due, even if it is partially or entirely met by housing benefit.) In order for a household to be able to rent the cheapest property available within a mile of Cotton End (a 2-bedroom house at £925pcm), a household's gross annual income would therefore need to be over £44,400.

### **3.7 Minimum deposit required by first time buyers in Cotton End**

Another major barrier to entry to the property market for first-time buyers is the high deposit needed for a competitive mortgage rate. The average loan to value for first time buyers nationally in October 2017 was 84.7%<sup>7</sup>, meaning that the average deposit is 15.3%.

Smaller deposit mortgages all but disappeared following the onset of the financial crisis. However, Phase 2 of the government's Help to Buy scheme has more recently facilitated a market in mortgages for first-time buyers at up to 95% loan to value. These mortgages are generally offered at higher rates of interest than for buyers with larger deposits.

At 95% loan to value, a first-time buyer household in order to purchase the cheapest property currently available on the market in the parish (2-bedroom apartment) at £160,000, would require a deposit of around £8,000. At the current average of 84.7%

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<sup>4</sup> Strategic Housing Market Assessments: Practice Guidance Version 2 (DCLG 2007)

<sup>5</sup> Council of Mortgage Lenders

<sup>6</sup> HMRC, April 2016

<sup>7</sup> Council of Mortgage Lenders

loan to value, a deposit of over £24,480 would be required.

#### **4. Survey process and response**

To study the need for affordable housing in Cotton End, a survey form was delivered to all households, together with a FREEPOST envelope to enable residents to return their completed survey to Beds RCC. The survey form also gave contact details to request additional forms in the event of there being more than one case of housing need in the household. The survey was also available to complete online via a survey monkey link.

The survey form was in two parts. Section 1 was for completion by all residents and aimed to gain their views on overall housing needs in Cotton End (see chapter 5). Section 2 was for completion by or on behalf of any household member currently looking for different accommodation, or who would be looking within the next 10 years. The findings from this section are analysed in chapters 6 and 7.

We received 76 completed responses from around 358 distributed, a return rate of 21%. This is a good response rate for a housing needs survey (typical return rate is around 20 to 25%).

#### **5. Views on housing needs in Cotton End**

59% of respondents would support the development of some affordable homes specifically for people with a local connection to the parish. 41% were not in favour of such a scheme (Q1).

11% of respondents stated that they have had family members move away from the parish due to not being able to find a suitable home locally (Q2).

#### **6. Analysis of housing needs – affordable rent and shared ownership**

12 respondents indicated that their current home is not suitable for their households needs either now or in the future, by completing the second section of the questionnaire.

Out of these, 8 respondents were existing owner occupiers who were only looking to buy on the open market or buyers who had the means to purchase on the open market. These respondents will be considered in Chapter 7.

The other 4 respondents were either considering affordable rent, shared ownership or the starter home initiative scheme or were not currently owner occupiers; they will be considered in this chapter.

## 6.1 Timescale of housing need

The timescale in which these 4 respondents would be looking for different accommodation (Q5) was as follows:

<b>Timescale</b>	<b>No. of households</b>
Within 0-3 years	3
3-5 years	0
5-10 years	1
No response	0

## 6.2 Household composition

Respondents were asked (Q4) who lives in their current home:

<b>Situation</b>	<b>No. of households</b>
Single person household / Couple (older person(s))	0
Single person household / couple	0
A single person or couple with dependent child(ren) or other dependent(s)	4
A single person or couple with dependent child(ren) and non-dependent / older child(ren)	0
No Response	0

## 6.3 Nature of local connection

Local needs affordable housing would usually be made available in the first instance to people with a strong local connection. All 4 respondents identified a strong local connection (Q6) as follows (respondents could tick more than one):

<b>Nature of local connection</b>	<b>No. of households</b>
Currently living in Cotton End	4
Previously lived in Cotton End	0
An immediate family member (parent, child, or brother/sister) lives in Cotton End	0
Have permanently employment in Cotton End	0

## 6.4 Current housing circumstances of households in need

The current housing circumstances of the 4 respondents (Q7) broke down as follows:

<b>Housing tenure</b>	<b>No. of households</b>
Living with parent(s) in their home	0
Owner Occupier	0
Shared Ownership Property	0
Renting from Private landlord	2
Renting from Housing association	2
Other	0
No Response	0

All of the respondents in need of a property were currently living in either private rented accommodation or renting their property through a housing association.

### 6.5 Reason for housing need

The reason for the housing need identified by the 4 respondents (Qu 8) can be summarised as follows (respondents were able to identify more than one):

<b>Need</b>	<b>No. of households</b>
Present home too large / wish to downsize	0
Present home too small	2
First time buyer / want to get on the property ladder	1
Medical reasons / disability	0
To be closer to family and / or carer support	1
Financial reasons	1
Other	0

### 6.6 Size, type and tenure of housing sought

The housing type, size and tenure sought by the households in need (Q10 a,b,c) broke down as follows (respondents could tick more than one):

<b>Type of property</b>	<b>No. of households</b>
Flat / Apartment	1
House	3
Bungalow / Retirement property	0
<b>Size of property</b>	
One bedroom	0
Two bedroom	1
Three Bedroom	4
More than Three bedrooms	1
<b>Tenure of Property</b>	
Private Rental	1
Affordable Rental (through a housing association)	3
Buy on the Open market	0
Shared Ownership (part own & part rent – through a housing association)	2
Starter home (home to buy at 20% below market price up to £250,000)	1

Most of the demand was for 3 bedroom houses. The highest proportion of respondents were seeking an affordable rental property.

### 6.7 New Household Composition

When asked who would live in the new home they were seeking; out of the 4 respondents, 3 households seeking a new property would contain all the same individuals currently living within their existing household. The remaining household would contain all of the same individuals, plus some additional family members.

## 6.8 Gross income of households in need

We saw in Chapter 3 that, in order to purchase the cheapest property available in Cotton End (a 2-bedroom apartment at £160,000) as a first time buyer, a single earner household would need an annual gross income of over £45,700, and a dual-income household would need over £55,000. No rental properties were currently available in the parish. To rent a 2-bedroom house, the only available property within a mile of the parish, a household would require an annual gross income of over £44,400.

The current gross annual income of anyone who responsible for paying the rent/mortgage for the 4 households looking for a property, breaks down as follows:

<b>Current gross income</b>	<b>No. of households</b>
Less than £20,000 / yr	3
£20,001 to £30,000 / yr	0
£30,001 to £40,000 / yr	0
£40,001 to £50,000 / yr	1
More than £50,000 / yr	0
No response	0

Based on the data provided, only 1 of these households could potentially afford to purchase the cheapest property currently available on the open market in Cotton End. Only 1 of these households could potentially afford to rent the closest available property to Cotton End.

## 6.9 Savings or equity of households in need

As we saw in Chapter 3, the average deposit required for a first-time buyer to purchase the cheapest property currently available in Cotton End is £24,480. The minimum (under a 95% Loan to Value deal) would be around £8,000.

The savings or other equity that these 4 households could use to contribute towards a mortgage breaks down as follows:

<b>Savings/equity</b>	<b>No. of households</b>
None	3
Less than £10,000	1
£11,000 - £25,000	0
£26,000 - £50,000	0
More than £50,000	0
No response	0

None of the respondents would have enough savings or equity currently to buy a property on the open market as a first time buyer. 1 respondent may be able to purchase at high Loan to Value, if their savings are at the higher end of the amount asked in the question.

## 7. Analysis of need – market housing

### 7.1 Timescale of housing need

Chapter 7 will consider the 8 owner occupier households (mentioned in chapter 6) looking to purchase housing on the open market in Cotton End over the next 10 years.

The timescale in which these 8 respondents indicated that they would be looking for different accommodation (Q5) was as follows:

<b>Timescale</b>	<b>Number</b>
Within 0-3 years	4
Within 3-5 years	1
5 - 10 years	2
No response	1

### 7.2 Household composition

Respondents were asked (Q4) who lives in their current home:

<b>Situation</b>	<b>No. of households</b>
Single person household / Couple (older person(s))	2
Single person household / couple	1
A single person or couple with dependent child(ren) or other dependent(s)	3
A single person or couple with dependent child(ren) and non-dependent / older child(ren)	2
No Response	0

### 7.3 Reason for housing need

The reason for the housing need identified by the 8 respondents (Qu 8) can be summarised as follows (respondents were able to identify more than one):

<b>Need</b>	<b>No. of households</b>
Present home too large / wish to downsize	1
Present home too small	3
First time buyer / want to get on the property ladder	1
Medical reasons / disability	2
To be closer to family and / or carer support	0
Financial reasons	0
Other	1

### 7.4 Sizes and types of house required

The preferred future housing type of the 8 respondents (Q10a) breaks down as follows (respondents couple tick more than one):



<b>Housing type</b>	<b>Number</b>
Flat / Apartment	0
House	5
Bungalow / Retirement housing	3

The preferred future house size of the 8 respondents in terms of number of bedrooms (Q10b) breaks down as follows:

<b>Number of bedrooms</b>	<b>Number</b>
1 bedroom	0
2 bedrooms	4
3 bedrooms	3
More than 3 bedrooms	3

## **8. Conclusions and recommendations**

### **8.1 Affordable housing**

Analysis of the data considered in Chapter 6 has identified a very small need for affordable housing within Cotton End from households' resident in (or with strong links to) the parish, that is unlikely to be met by normal market provision. This need is predominantly from families who are currently in either affordable or private rented accommodation, who either need something more affordable or are in need of a larger property.

Based on data supplied by respondents, up to 4 households with a local connection would be suitable for housing within a rural exception site development, whether for rent, shared ownership or under a starter homes initiative. However, it must be recognised that this is a snapshot of current, self-assessed need: some respondents may withdraw, move, or be housed by other means during the planning and development of any future scheme.

In order to have reasonable confidence that any new housing provided through a rural exception site will be taken up by people with a local connection to Cotton End, our recommendation is to meet around 50% of the need identified over the next 5 years, which would be around **2 units**.

Our assessment from the data is that the 2 units could be broken down as follows:

- 1 x 2 bed house (rent)**
- 1 x 3 bed house (rent)**

In making this assessment we consider a number of factors including household size and circumstances; the type and tenure being sought by respondents; and their financial means.

## 8.2 Market housing

Analysis of the responses considered in Chapter 7, and other evidence considered in chapters 2 and 3, suggests that there is a small need for market housing, if Cotton End is to meet the identified current and future needs of existing owner occupier residents wishing to stay in the parish. The need identified is split between couples who are looking to downsize into smaller properties, more suitable due to their medical needs / disability and families looking for a larger home to meet their needs. The need therefore was for 3 bed / more than 3 bed houses and 2 / 3 bedroom bungalows.

The evidence to support this identified need is as follows:

- There was only 1 2-bedroom property and 1 3 bedroom property currently available for sale on the open market.
- None of the properties for sale were bungalows or being marketed as assessable
- The 8 owner occupier respondents who would be looking for more suitable properties at some point over the next 10 years.

It should be noted that there is no guarantee that housing sold on the open market will be bought by people with a local connection to Cotton End. It is therefore not possible to stipulate how much new housing would meet the needs of the owner occupier respondents identified above. However, it is reasonable to suggest that the provision of up to **4 suitable units** would meet a reasonable proportion of the need while being in keeping with the size of the parish. These could be delivered separately or alongside affordable housing as part of a rural exception site, with the market housing cross-subsidising the affordable housing.

# **Appendix J**

Residents Group Facebook notifications for  
Annual Parish Meeting 12th May 2022



**Audree Merel**

30 April 2022 · 🌐



COTTON END PARISH COUNCIL

ANNUAL PARISH MEETING

Thursday 12th May 2022 - 7.00pm – Cotton End Baptist Church

Agenda

Welcome by Chairman of the Parish Council (Councillor Andre Merel)

A short presentation relating to the work of the Parish Council by Cllr Merel

Members of the Residents Group will talk about progress with the Cotton End Neighbourhood Plan

Questions from The Public - This section of the meeting gives members of the public an opportunity to raise questions relating to the parish. Please give your name for the minutes.

Cllr Andre Merel

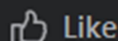
2nd May 2022

This is NOT a Council meeting but this notice has been issued by the Chairman of the Parish Council in conformity with paragraph 15(2) of Schedule 12 of the Local Government Act 1972

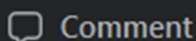
The meeting will be followed by the Annual General Meeting of the Parish Council, which all residents are welcome to attend.

[View insights](#)

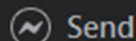
190 post reach >



Like



Comment



Send



Write a comment...



# **Appendix K**

Sample of leaflet for Regulation 14  
Neighbourhood Plan Meeting 26th July 2022

# **COTTON END**

## **NEIGHBOURHOOD PLAN**

**Securing the future of our village**

### **Community Consultation**

**26<sup>TH</sup> July**

**7.30pm**

**Cotton End Baptist Church Hall**

**High Road**

The Future of our village is at stake. It is **important** that we have a plan to prevent uncontrolled building that will destroy the nature of our village.

Once adopted through a public vote, a neighbourhood plan creates a planning policy that says what sort of development and where we as a village will accept it



# **Appendix L**

Facebook and Parish Council website notifications for  
Regulation 14 Neighbourhood Plan Meeting  
26th July 2022

# Cotton End Parish Council



- HOME
- ABOUT THE COUNCIL
- LIBRARY
- NEWS**
- FEEDBACK
- CALENDAR
- LINKS
- MAP

[News Index](#)

## Neighbourhood Plan Consultation

26 July 2022

The final draft of the Cotton End Neighbourhood Plan is complete and the six week consultation period for residents starts today with a public meeting at Cotton End Baptist Church this evening at 7.30pm (details previously circulated in the village newsletter and Facebook page). Councillors and members of the Residents Group will be available to answer questions about the Plan.

The full text can be found in two places. The Cotton End Neighbourhood Plan website has the text available to download [here](#) and you can also read the plan as a book (page turning) on Issuu [here](#)

Comments on the Plan should be sent to the Parish Clerk - [clerkcottonend.pc@gmail.com](mailto:clerkcottonend.pc@gmail.com) or to Cllr Andrew Murray - [councilloramurray@gmail.com](mailto:councilloramurray@gmail.com)

Find...



- WHY A PLAN?
- DOCUMENTS
- LATEST NEWS**
- FEEDBACK
- LINKS

[News Index](#)

## Neighbourhood Plan Consultation Launch Meeting

13 July 2022

Please join us for the launch of The Cotton End Plan!

Where: Cotton End Baptist Church Hall, High Road

When: Tuesday 26th July 2022 at 19:30

[External Link](#)

Find...





Audree Merel

19 July 2022 · 🌐



# **IMPORTANT NOTICE**

## **COTTON END**

### **NEIGHBOURHOOD PLAN**

**Securing the future of our village**

[Community Consultation](#)

**26<sup>TH</sup> July**

**7.30pm**

**Cotton End Baptist Church Hall**

**High Road**

The Future of our village is at stake. It is **important** that we have a plan to prevent uncontrolled building that will destroy the nature of our village.

Once adopted through a public vote, a neighbourhood plan creates a planning policy that says what sort of development and where we as a village will accept it.



<http://cutt.ly/cottonendplan>

[View insights](#)

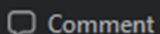
203 post reach >



3



Like



Comment



Send



Write a comment...







Cotton End Residents Group Admin is attending THE COTTON END (NEIGHBOURHOOD) PLAN.

21 July 2022 ·



## THE COTTON END (NEIGHBOURHOOD) PLAN

Cotton End Parish Council & Cotton End Residents Group - Securing the future of our village

PLEASE COME TO OUR COMMUNITY CONSULTATION WHERE WE ARE LAUNCHING THE COTTON END PLAN

26th July at 19.30pm

at Cotton End Baptist Church Hall, High Road

See more— attending THE COTTON END (NEIGHBOURHOOD) PLAN.



ISSUU.COM

### The Cotton End Plan FINAL DRAFT

Read The Cotton End Plan FINAL DRAFT by cottonendplan on Issuu and browse thousands of o...

[View insights](#)

469 post reach >



Cotton End Residents Group Admin

25 July 2022 · 🌐



**\*\* REMINDER \*\***

## THE COTTON END (NEIGHBOURHOOD) PLAN

Cotton End Parish Council & Cotton End Residents Group - Securing the future of our village

[PLEASE COME TO OUR COMMUNITY CONSULTATION WHERE WE ARE LAUNCHING THE COTTON END PLAN](#)

26th July at 19.30pm

[See more](#)



ISSUU.COM

### The Cotton End Plan FINAL DRAFT

Read The Cotton End Plan FINAL DRAFT by cottonendplan on Issuu and browse thousands of o...

[View insights](#)

176 post reach >



4

1 comment

# **Appendix M**

Blank pre-printed Regulation 14  
consultation comments form

**COTTON END**

**NEIGHBOURHOOD PLAN**

**Community Consultation**

**26<sup>th</sup> July 2022 7.30pm**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Comment:

---

---

---

---

---

---

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# **Appendix N**

Representations & Responses to  
Regulation 14 consultation



# Feedback Received from Regulation 14 Consultation

# Formal Feedback Received at Plan Launch Event 26<sup>th</sup> July 2022

## COTTON END

### NEIGHBOURHOOD PLAN

#### Community Consultation

26<sup>th</sup> July 2022 7.30pm

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Comment:

THE ARCHITECTURAL CHARACTERISTICS SEEM GENERALLY APPROPRIATE. IT WOULD BE GOOD TO SEE THE ADDITION OF "PASSIVE" MEASURES FOR HOUSING DESIGN IN LIGHT OF CLIMATE CHANGE, THIS MIGHT INCLUDE RAIN WATER HARVESTING, SUN SHADDS FOR THE SOUTH FACING ELEVATIONS "BLUE DE SOL" WOULD SUPPORT THE POLICY AREA RESTRICTIONS IT MIGHT BE APT TO INCLUDE SOME SPACE FOR DEVELOPMENT NOT JUST 161. MAY BE GREEN SUE BUILD

## COTTON END

### NEIGHBOURHOOD PLAN

#### Community Consultation

26<sup>th</sup> July 2022 7.30pm

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Comment: We are opposed to the new housing proposals.

- ① It is wrong to use the agricultural land as (with growth of population) it is needed to produce food.
- ② Richard Fuller MP says we have exceeded our quota of new housing in this area already.
- ③ It will destroy our village identity if it goes ahead.
- ④ We haven't got adequate facilities - doctors, schools, etc.
- ⑤ Infrastructure not adequate - sewers already overflowing. p.t.o.

⑥ Impact on the town of Bedford - already high demand on hospital facilities, police, etc.

## **Informal Feedback Received at Plan Launch Event 26<sup>th</sup> July 2022**

Could an abridged version, highlighting the most important pages be produced?

More bungalows

Health provision

Could building of special interest in the village be captured and recorded, e.g.

- Church
- The Manse
- Church hall (also known as the school room)
- Old School
- Village Hall
- See email

Pumping Station capacity

Grey water recycling

Countryside Stewardship Scheme

Food security

## Feedback Received from Statutory Consultees

As part of the Regulation 14 Consultation, CEPC contacted 20 Statutory Consultees.

Feedback was NOT received from the following bodies:

- Southill Estate
- Environment Agency

Feedback was received from the following bodies:

- National Grid
- Historic England
- Natural England
- Bedford Borough Council

The feedback received is included in full within this document.

# **Email sent to Statutory Consultees**

Cotton End Parish Council email sent to  
Statutory Consultees

**Subject:** Cotton End neighbourhood Plan

**From:** [REDACTED] <clerkcottonend.pc@gmail.com>

**Date:** 10/10/2022, 08:46

**To:** "planning\_liaison.anglian\_central@environment-agency.gov.uk" <planning\_liaison.anglian\_central@environment-agency.gov.uk>, "eastplanningpolicy@historicengland.org.uk" <eastplanningpolicy@historicengland.org.uk>, "[REDACTED]@idbs.org.uk" <[REDACTED]@idbs.org.uk>, "[REDACTED]@parliament.uk" <[REDACTED]@parliament.uk>, "[REDACTED]@centralbedfordshire.gov.uk" <[REDACTED]@centralbedfordshire.gov.uk>, "[REDACTED]@semlep.com" <[REDACTED]@semlep.com>, "pcc@bedfordshire.pnn.police.uk" <pcc@bedfordshire.pnn.police.uk>, "[REDACTED]@bedsfire.com" <[REDACTED]@bedsfire.com>, "localplans.midlandsandeast@property.nhs.uk" <localplans.midlandsandeast@property.nhs.uk>, "plantprotection@cadentgas.com" <plantprotection@cadentgas.com>, "local.plans@property.nhs.uk" <local.plans@property.nhs.uk>, "planning.policy@north-herts.gov.uk" <planning.policy@north-herts.gov.uk>, "bedscg.enquiries@nhs.net" <bedscg.enquiries@nhs.net>, "[REDACTED]@centralbedfordshire.gov.uk" <[REDACTED]@centralbedfordshire.gov.uk>, "[REDACTED]@highwaysengland.co.uk" <[REDACTED]@highwaysengland.co.uk>, "[REDACTED]@openreach.co.uk" <[REDACTED]@openreach.co.uk>, "[REDACTED]@anglianwater.co.uk" <[REDACTED]@anglianwater.co.uk>, "eastofengland@historicengland.org.uk" <eastofengland@historicengland.org.uk>, "[REDACTED]@westernpower.co.uk" <[REDACTED]@westernpower.co.uk>, "[REDACTED]@environment-agency.gov.uk" <[REDACTED]@environment-agency.gov.uk>, "[REDACTED]@centralbedfordshire.gov.uk" <[REDACTED]@centralbedfordshire.gov.uk>, "[REDACTED]@woodlandtrust.org.uk" <[REDACTED]@woodlandtrust.org.uk>, "[REDACTED]@beds.police.uk" <[REDACTED]@beds.police.uk>, "[REDACTED]@naturalengland.org.uk" <[REDACTED]@naturalengland.org.uk>, "localplan@centralbedfordshire.gov.uk" <localplan@centralbedfordshire.gov.uk>, "[REDACTED]@bedfordshire.pnn.police.uk" <[REDACTED]@bedfordshire.pnn.police.uk>, "assetenquiries@energyassetsnetworks.co.uk" <assetenquiries@energyassetsnetworks.co.uk>

**CC:** [REDACTED]@bedford.gov.uk, [REDACTED]@bedford.gov.uk, [REDACTED]@gmail.com

Dear Sir or Madam

I am writing to advise you that Cotton End has produced the consultation draft of its Neighbourhood Plan which I believe may be of interest to you.

It is available at

Cotton End Plan website - direct link to PDF file:

<https://s3-eu-west-1.amazonaws.com/s3.spanglefish.com/s/39840/documents/cottonendplan-finaldraft/cotton-end-parish-neighbourhood-plan-final-draft.pdf>

Or it is available in book/page turning form at:

<https://issuu.com/cottonendplan/docs/cotton-end-parish-neighbourhood-plan-final-draft>



The Regulation 14 Consultation will run until Friday 11th November, and we would be grateful to receive your comments/suggestions/amendments by that date. Please send comments to [clerkcottonend.pc@gmail.com](mailto:clerkcottonend.pc@gmail.com) or @gmail.com

Kind regards



Clerk to Cotton End Parish Council  
07592 471859

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**Subject:** Re: Cotton End Neighbourhood Plan

**From:** [REDACTED]@gmail.com>

**Date:** 30/08/2022, 22:18

**To:** [REDACTED]@southillestate.co.uk>

**CC:** [REDACTED]@gmail.com>, [REDACTED]@gmail.com>, [REDACTED]

[REDACTED]@tiscali.co.uk>, [REDACTED]@gmail.com>, [REDACTED]

[REDACTED]@gmail.com>, [REDACTED]@lineone.net>, [REDACTED]

[REDACTED]@btinternet.com>

Dear [REDACTED],

That's great. Could we please meet at 2.30pm at the Baptist Church on High Road?

I look forward to meeting you then.

Kind regards

[REDACTED]

[REDACTED]  
Clerk to Cotton End Parish Council  
[REDACTED]

Any personal data will be processed in line with the Data Protection legislation. Please consider the environment and don't print this email unless you really need to. All Cotton End Parish Council emails and attachments are private and intended solely for the use of the individual or organisation to whom they are addressed. Unauthorised use (e.g. disclosure, storage or copying) is not permitted. If you are not the intended recipient please destroy all copies and inform the sender by return email. This email and any attachments are strictly confidential and intended solely for the addressee. It may contain information which is privileged. If you are not the intended addressee, you must not disclose, forward, copy or take any action in reliance of this email or attachments. If you have received this email in error, please delete it and notify us as soon as possible. The anti-virus software used by Cotton End Parish Council is updated regularly in an effort to minimise the possibility of viruses infecting our systems. However, you should be aware that there is no absolute guarantee that any files attached to this email are virus free. As a public body, the Council may be required to disclose this email (or any response to it) under the Freedom of Information Act 2000 unless the information in it is covered by one of the exemptions in the Act.

On 30/08/2022 18:45, [REDACTED] wrote:

Dear [REDACTED]

I'm available early afternoon on 5<sup>th</sup> (between 2 & 4pm) if it suits Councillors?

Kind regards

[REDACTED]

---

**From:** [REDACTED]@gmail.com>

**Sent:** 30 August 2022 17:56

**To:** [REDACTED]@southillestate.co.uk>

**Subject:** Re: Cotton End Neighbourhood Plan

Dear [REDACTED]

Having spoken to my Councillors, would you be available in the afternoon on Monday 5th

September? That appears to be the time when most of them are available.

Kind regards

[REDACTED]  
[REDACTED]  
Clerk to Cotton End Parish Council  
07592 471859

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On 25/08/2022 19:23, [REDACTED] wrote:

Dear [REDACTED]  
Thank you for your email and attachments.  
I'd be delighted to meet you and perhaps we should do this before mid Sept?  
Do you and your colleagues have any time week beginning 5<sup>th</sup> ?  
Kind regards

[REDACTED]  
**Estate Director**



Southill Estate  
The Estate Office, Southill Park, Biggleswade, Beds, SG18 9LJ  
T: (01462) [REDACTED]  
F: (01462) [REDACTED]  
E: [REDACTED]@southillestate.co.uk

 Please consider the environment before printing this email

**NOTICE:** This email is intended for the named recipient only. Please note any advice contained or attached in this email is informal and given purely as guidance unless otherwise explicitly stated. It may contain privileged and confidential information. If you are not the intended recipient, notify the sender immediately and destroy this email. You must not copy, distribute or take action in reliance upon it. Whilst all efforts are made to safeguard emails, the Southill Estate cannot guarantee that attachments are virus free or compatible with your systems and does not accept liability in respect of viruses or computer problems experienced. The Southill Estate reserve the right to monitor all email communications through its internal and external networks.

**WARNING:** Businesses are increasingly being targeted by fraudsters and you should remain vigilant to potential fraud at all times. If you receive an unexpected email from us requesting your bank details or requesting that you send money to an alternative account you should immediately telephone the Southill Estate Office. You should not transfer any funds to the account detailed in the email without first confirming the details.

---

**From:** [REDACTED]@gmail.com>  
**Sent:** 25 August 2022 08:33  
**To:** [REDACTED]@southillestate.co.uk>

**Subject:** Cotton End Neighbourhood Plan

Dear [REDACTED]

I am contacting you with regard to two matters.

Firstly, to let you know that Cotton End has produced the consultation draft of its Neighbourhood Plan, which may be of interest to Southill Estates. It is available at

Cotton End Plan website - direct link to PDF file:

<https://s3-eu-west-1.amazonaws.com/s3.spanglefish.com/s/39840/documents/cottonendplan-finaldraft/cotton-end-parish-neighbourhood-plan-final-draft.pdf>

Issuu:

<https://issuu.com/cottonendplan/docs/cotton-end-parish-neighbourhood-plan-final-draft>

The Regulation 14 consultation is currently running until mid September.

Secondly, we met with your predecessor, [REDACTED] about twice a year (Covid permitting) for an informal discussion and exchange of information. I know that our Councillors found this useful and wonder if you would be available for such a meeting?

I look forward to hearing from you in due course.

Kind regards

[REDACTED]

[REDACTED]

Clerk to Cotton End Parish Council

[REDACTED]

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Virus-free. [www.avg.com](http://www.avg.com)

# **Feedback received from National Grid**

**Subject:** Fwd: Cotton End neighbourhood Plan  
**From:** [REDACTED]@gmail.com>  
**Date:** 12/11/2022, 16:08  
**To:** [REDACTED]@gmail.com>

Hi [REDACTED]

We have another response.

Kindest

[REDACTED]

----- Forwarded Message -----

**Subject:** Cotton End neighbourhood Plan  
**Date:** Fri, 11 Nov 2022 10:38:17 +0000  
**From:** National Grid (Avison Young - UK) <[nationalgrid.uk@avisonyoung.com](mailto:nationalgrid.uk@avisonyoung.com)>  
**To:** [REDACTED]@\_gmail.com [REDACTED]@\_gmail.com

Dear Sir / Madam

We write to you with regards to the current consultations as detailed above in respect of our client, National Grid.

Please find attached our letter of representation. Please do not hesitate to contact me via [nationalgrid.uk@avisonyoung.com](mailto:nationalgrid.uk@avisonyoung.com) if you require any further information or clarification.

Kind regards

[REDACTED]

#

[REDACTED]

Graduate Planner

[REDACTED] **Mobile** [REDACTED]

[REDACTED]@avisonyoung.com | [avisonyoung.com](http://avisonyoung.com)

Central Square South, Orchard Street, 3rd Floor, Newcastle upon Tyne NE1 3AZ

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— Attachments: —

08-11 Cotton End NP Reg 14 Asset Map.pdf	326 kB
08-11 Cotton End NP Reg 14.pdf	101 kB



Central Square South  
Orchard Street  
Newcastle upon Tyne  
NE1 3AZ

T: +44 (0)191 261 2361  
F: +44 (0)191 269 0076

avisonyoung.co.uk

Our Ref: MV/15B901605

08 November 2022



Cotton End Parish Council  
[clerkcottonend.pc@gmail.com](mailto:clerkcottonend.pc@gmail.com)  
**via email only**

Dear Sir / Madam

**Cotton End Neighbourhood Plan Regulation 14 Consultation  
October – November 2022  
Representations on behalf of National Grid**

National Grid has appointed Avison Young to review and respond to Neighbourhood Plan consultations on its behalf. We are instructed by our client to submit the following representation with regard to the current consultation on the above document.

**About National Grid**

National Grid Electricity Transmission plc (NGET) owns and maintains the electricity transmission system in England and Wales. The energy is then distributed to the electricity distribution network operators, so it can reach homes and businesses.

National Grid Gas plc (NGG) owns and operates the high-pressure gas transmission system across the UK. In the UK, gas leaves the transmission system and enters the UK's four gas distribution networks where pressure is reduced for public use.

National Grid Ventures (NGV) is separate from National Grid's core regulated businesses. NGV develop, operate and invest in energy projects, technologies, and partnerships to help accelerate the development of a clean energy future for consumers across the UK, Europe and the United States.

**Proposed development sites crossed or in close proximity to National Grid assets:**

Following a review of the above document we have identified the following National Grid assets as falling within the Neighbourhood area boundary:

**Gas Transmission**

Asset Description
Gas Transmission Pipeline, route: PETERBOROUGH TO WHITWELL
Gas Transmission Pipeline, route: HUNTINGDON TO STEPPINGLEY
Gas Transmission Pipeline, route: OLD WARDEN TO CHALGROVE

A plan showing details of National Grid's assets is attached to this letter. Please note that this plan is illustrative only.





National Grid also provides information in relation to its assets at the website below.

- [www2.nationalgrid.com/uk/services/land-and-development/planning-authority/shape-files/](http://www2.nationalgrid.com/uk/services/land-and-development/planning-authority/shape-files/)

Please see attached information outlining guidance on development close to National Grid infrastructure.

### **Distribution Networks**

Information regarding the electricity distribution network is available at the website below:  
[www.energynetworks.org.uk](http://www.energynetworks.org.uk)

Information regarding the gas distribution network is available by contacting:  
[plantprotection@cadentgas.com](mailto:plantprotection@cadentgas.com)

### **Further Advice**

Please remember to consult National Grid on any Neighbourhood Plan Documents or site-specific proposals that could affect our assets.

We would be grateful if you could add our details shown below to your consultation database, if they are not already included:

**Director**  
[nationalgrid.uk@avisonyoung.com](mailto:nationalgrid.uk@avisonyoung.com)

Avison Young  
Central Square South  
Orchard Street  
Newcastle upon Tyne  
NE1 3AZ

**Town Planner**  
[box.landandacquisitions@nationalgrid.com](mailto:box.landandacquisitions@nationalgrid.com)

National Grid  
National Grid House  
Warwick Technology Park  
Gallows Hill  
Warwick, CV34 6DA

If you require any further information in respect of this letter, then please contact us.

Yours faithfully,

**MRTPI**  
**Director**  
**0191 269 0094**  
**@avisonyoung.com**  
**For and on behalf of Avison Young**

National Grid is able to provide advice and guidance to the Council concerning their networks and encourages high quality and well-planned development in the vicinity of its assets.

#### Electricity assets

Developers of sites crossed or in close proximity to National Grid assets should be aware that it is National Grid policy to retain existing overhead lines in-situ, though it recognises that there may be exceptional circumstances that would justify the request where, for example, the proposal is of regional or national importance.

National Grid's '*Guidelines for Development near pylons and high voltage overhead power lines*' promote the successful development of sites crossed by existing overhead lines and the creation of well-designed places. The guidelines demonstrate that a creative design approach can minimise the impact of overhead lines whilst promoting a quality environment. The guidelines can be downloaded here: <https://www.nationalgridet.com/document/130626/download>

The statutory safety clearances between overhead lines, the ground, and built structures must not be infringed. Where changes are proposed to ground levels beneath an existing line then it is important that changes in ground levels do not result in safety clearances being infringed. National Grid can, on request, provide to developers detailed line profile drawings that detail the height of conductors, above ordnance datum, at a specific site.

National Grid's statutory safety clearances are detailed in their '*Guidelines when working near National Grid Electricity Transmission assets*', which can be downloaded here: [www.nationalgridet.com/network-and-assets/working-near-our-assets](http://www.nationalgridet.com/network-and-assets/working-near-our-assets)

#### Gas assets

High-Pressure Gas Pipelines form an essential part of the national gas transmission system and National Grid's approach is always to seek to leave their existing transmission pipelines in situ. Contact should be made with the Health and Safety Executive (HSE) in respect of sites affected by High-Pressure Gas Pipelines.

National Grid have land rights for each asset which prevents the erection of permanent/ temporary buildings, or structures, changes to existing ground levels, storage of materials etc. Additionally, written permission will be required before any works commence within the National Grid's 12.2m building proximity distance, and a deed of consent is required for any crossing of the easement.

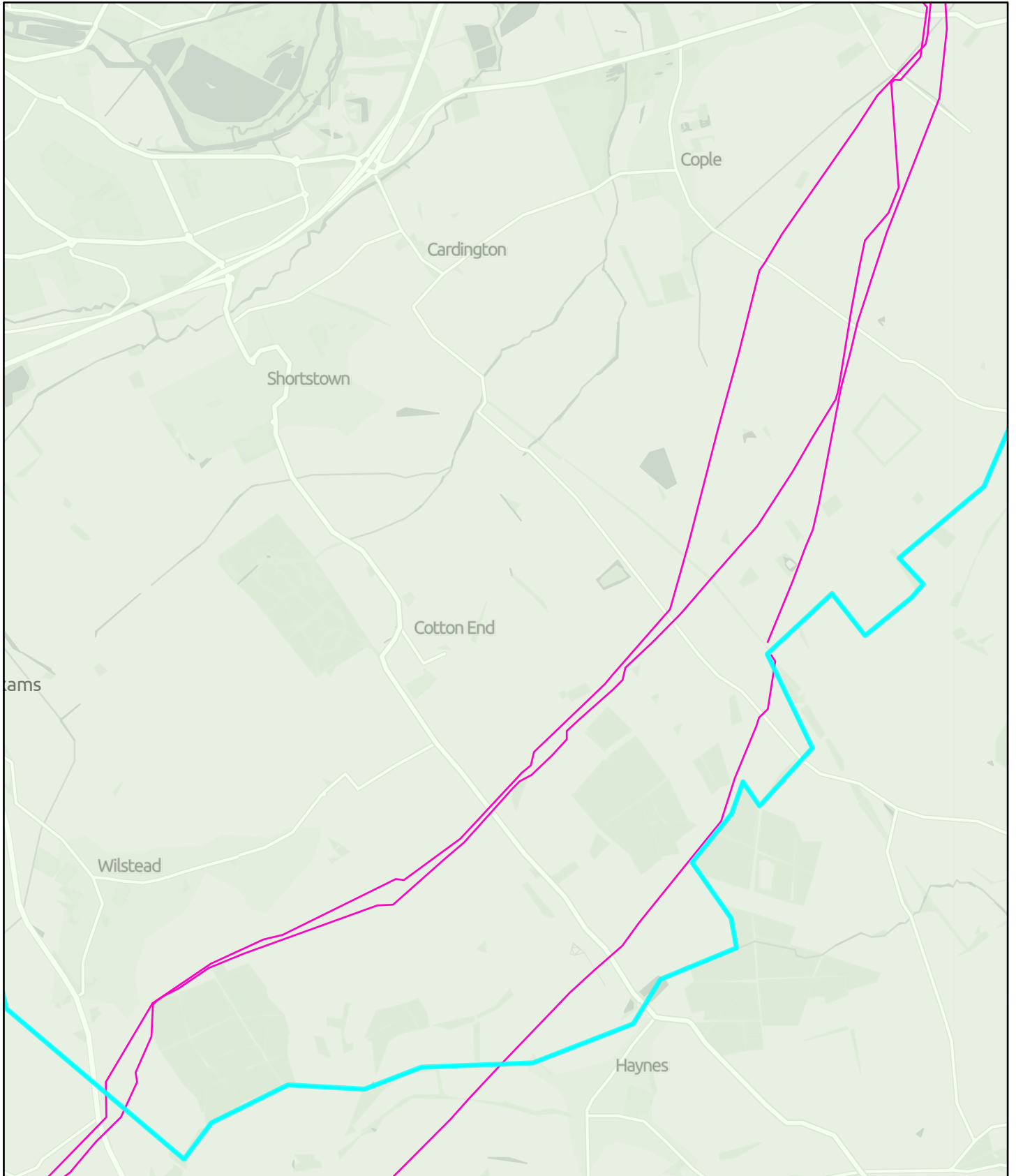
National Grid's '*Guidelines when working near National Grid Gas assets*' can be downloaded here: [www.nationalgridgas.com/land-and-assets/working-near-our-assets](http://www.nationalgridgas.com/land-and-assets/working-near-our-assets)

#### How to contact National Grid

If you require any further information in relation to the above and/or if you would like to check if National Grid's transmission networks may be affected by a proposed development, please visit the website: <https://lsbud.co.uk/>

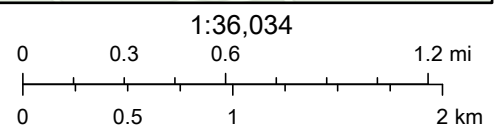
For local planning policy queries, please contact: [nationalgrid.uk@avisonyoung.com](mailto:nationalgrid.uk@avisonyoung.com)

# Cotton End Neighbourhood Plan Regulation 14 Asset Map



08/11/2022, 15:26:42

- Gas\_Assets\_6495
- Development\_Plan\_Monitoring\_v2\_977



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Contains data from OS Zoomstack

# **Feedback received from Historic England**

**Subject:** Fwd: Historic England advice on case PL00791405  
**From:** [REDACTED] <clerkcottonend.pc@gmail.com>  
**Date:** 15/11/2022, 14:34  
**To:** [REDACTED] <[REDACTED]@gmail.com>

----- Forwarded Message -----

**Subject:** Historic England advice on case PL00791405  
**Date:** Mon, 14 Nov 2022 11:54:57 +0000  
**From:** [REDACTED] [HistoricEngland.org.uk](mailto:[REDACTED]@HistoricEngland.org.uk)  
**To:** [clerkcottonend.pc@gmail.com](mailto:clerkcottonend.pc@gmail.com)

Dear [REDACTED]

I am writing in relation to the following:

NDP: Neighbourhood Development Plan  
Cotton End Neighbourhood Plan, Bedford  
[Case Ref. PL00791405; HE File Ref. ; Your Reference. ]

Thank you for consulting Historic England regarding this neighbourhood plan, My apologies for the time it has taken to get this response to. Please find attached a letter that sets out some general advice regarding the incorporation of the historic environment into your neighbourhood plan as well as links to our formal advice notes on that subject and others that may be of use.

Yours Sincerely

[REDACTED] Historic Places Advisor, East of England  
E-mail: [REDACTED] [@HistoricEngland.org.uk](mailto:[REDACTED]@HistoricEngland.org.uk)  
Direct Dial: [REDACTED]

Work with us to champion heritage and improve lives. Read our Future Strategy and get involved at [historicengland.org.uk/strategy](https://www.historicengland.org.uk/strategy).

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— Attachments:

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\_HRef\_PL00791405\_L418096.doc

86.4 kB



[REDACTED]  
Cotton End Parish Council

Direct Dial: [REDACTED]

Our ref: PL00791405  
14 November 2022

Dear [REDACTED]

## **Draft Neighbourhood Plan for Cotton End**

Thank you for consulting Historic England about your Regulation 14 draft Neighbourhood Plan. This is the first opportunity Historic England has had to review your neighbourhood plan. As the Government's adviser on the historic environment, Historic England is keen to ensure that the protection of the historic environment is fully taken into account at all stages and levels of the local planning process.

Neighbourhood Plans are an important opportunity for local communities to set the agenda for their places, setting out what is important and why about different aspects of their parish or other area within the neighbourhood area boundary, and providing clear policy and guidance to readers - be they interested members of the public, planners or developers - regarding how the place should develop over the course of the plan period.

We welcome the production of this neighbourhood plan and are pleased to see that the historic environment of your parish features throughout this draft. Although your neighbourhood area does contain a number of designated heritage assets, at this point we don't consider there is a need for Historic England to be involved in the detailed development of the strategy for your area, but we offer some general advice and guidance below, which may be of assistance. The conservation officer at Bedford Borough Council will be the best placed person to assist you in the development of the Plan with respect to the historic environment and can help you to consider and clearly articulate how a strategy can address the area's heritage assets.

Paragraph 190 of the National Planning Policy Framework (2021) sets out that Plans, including Neighbourhood Plans, should set out a positive strategy for the conservation and enjoyment of the historic environment. In particular, this strategy needs to take into account the desirability of sustaining and enhancing the significance of all types of heritage asset where possible, the need for new development to make a positive contribution to local character and distinctiveness; and ensure that it considers



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[HistoricEngland.org.uk](http://HistoricEngland.org.uk)







opportunities to use the existing historic environment to help reinforce this character of a place.

It is important that, as a minimum, the strategy you put together for your area safeguards those elements of your neighbourhood area that contribute to the significance of those assets. This will ensure that they can be enjoyed by future generations of the area and make sure your plan is in line with the requirements of national planning policy, as found in the National Planning Policy Framework.

The government's National Planning Practice Guidance <https://www.gov.uk/guidance/neighbourhood-planning--2> on neighbourhood planning is clear that, where relevant, Neighbourhood Plans need to include enough information about local heritage to guide local authority planning decisions and to put broader strategic heritage policies from the local authority's local plan into action but at a *neighbourhood* scale. Your Neighbourhood Plan is therefore an important opportunity for a community to develop a positive strategy for the area's locally important heritage assets that aren't recognised at a national level through listing or scheduling. If appropriate this should include enough information about local non-designated heritage assets, including sites of archaeological interest, locally listed buildings, or identified areas of historic landscape character. Your plan could, for instance, include a list of locally important neighbourhood heritage assets, (e.g. historic buildings, sites, views or places of importance to the local community) setting out what factors make them special. These elements can then be afforded a level of protection from inappropriate change through an appropriately worded policy in the plan. We refer you to our guidance on local heritage listing for further information: HE Advice Note 7 - local listing: <https://www.historicengland.org.uk/images-books/publications/local-heritage-listing-advice-note-7>

The plan could also include consideration of any Grade II listed buildings or locally-designated heritage assets which are at risk or in poor condition, and which could then be the focus of specific policies aimed at facilitating their enhancement. We would refer you to our guidance on writing effective neighbourhood plan policies, which can be found here: <https://historicengland.org.uk/advice/planning/plan-making/improve-your-neighbourhood/policy-writing/>

If you have not already done so, we would recommend that you speak to the staff at Bedford Borough Council who look after the Historic Environment Record and give advice on archaeological matters. They should be able to provide details of not only any designated heritage assets but also non designated locally-important buildings, archaeological remains and landscapes. Some Historic Environment Records may be available to view on-line via the Heritage Gateway ([www.heritagegateway.org.uk](http://www.heritagegateway.org.uk) <http://www.heritagegateway.org.uk>). It may also be useful to involve local voluntary groups such as a local Civic Society, local history groups, building preservation trusts,





etc. in the production of your Neighbourhood Plan, particularly in the early evidence gathering stages.

Your local authority might also be able to provide you with more general support in the production of your Neighbourhood Plan, including the provision of appropriate maps, data, and supporting documentation. There are also funding opportunities available from Locality that could allow the community to hire appropriate expertise to assist in such an undertaking. This could involve hiring a consultant to help in the production of the plan itself, or to undertake work that could form the evidence base for the plan.

More information on this can be found on the My Community website here:

[<http://mycommunity.org.uk/funding-options/neighbourhood-planning/>](http://mycommunity.org.uk/funding-options/neighbourhood-planning/).

The neighbourhood plan is an opportunity for the community to clearly set out which elements of the character and appearance of the neighbourhood area as a whole are considered important, as well as provide specific policies that protect the positive elements, and address any areas that negatively affect that character and appearance. An historic environment section of your plan could include policies to achieve this and these policies could be underpinned by a local character study or historic area assessment. This could be included as an appendix to your plan. Historic England's guidance notes for this process can be found here: [<https://historicengland.org.uk/images-books/publications/conservation-area-designation-appraisal-management-advice-note-1/>](https://historicengland.org.uk/images-books/publications/conservation-area-designation-appraisal-management-advice-note-1/), and here:

[<https://historicengland.org.uk/images-books/publications/understanding-place-historic-area-assessments/>](https://historicengland.org.uk/images-books/publications/understanding-place-historic-area-assessments/). The funding opportunities available from Locality

discussed above could also assist with having this work undertaken.

The NPPF (paragraphs 124 - 127) emphasises the importance placed by the government on good design, and this section sets out that planning (including Neighbourhood Plans) should, amongst other things, be based on clear objectives and a robust evidence base that shows an understanding and evaluation of an area, in this case the Parish of Cotton End. The policies of neighbourhood plans should also ensure that developments in the area establish a strong sense of place, and respond to local character and history by reflecting the local identity of the place - for instance through the use of appropriate materials, and attractive design.

Your neighbourhood plan is also an opportunity for the community to designate Local Green Spaces, as encouraged by national planning policy. Green spaces are often integral to the character of place for any given area, and your plan could include policies that identified any deficiencies with existing green spaces or access to them, or aimed at managing development around them. Locality has produced helpful guidance on this, which is available here:

[<https://mycommunity.org.uk/resources/neighbourhood-planning-local-green-spaces.>](https://mycommunity.org.uk/resources/neighbourhood-planning-local-green-spaces.>)





You can also use the neighbourhood plan process to identify any potential Assets of Community Value in the neighbourhood area. Assets of Community Value (ACV) can include things like local public houses, community facilities such as libraries and museums, or again green open spaces. Often these can be important elements of the local historic environment, and whether or not they are protected in other ways, designating them as an ACV can offer an additional level of control to the community with regard to how they are conserved. There is useful information on this process on Locality's website here: <http://mycommunity.org.uk/take-action/land-and-building-assets/assets-of-community-value-right-to-bid/> .

Communities that have a neighbourhood plan in force are entitled to claim 25% of Community Infrastructure Levy (CIL) funds raised from development in their area. The Localism Act 2011 allows this CIL money to be used for the maintenance and on-going costs associated with a range of heritage assets including, for example, transport infrastructure such as historic bridges, green and social infrastructure such as historic parks and gardens, civic spaces, and public places. As a Qualifying Body, your neighbourhood forum can either have access to this money or influence how it is spent through the neighbourhood plan process, setting out a schedule of appropriate works for the money to be spent on. Historic England strongly recommends that the community therefore identifies the ways in which CIL can be used to facilitate the conservation of the historic environment, heritage assets and their setting, and sets this out in the neighbourhood plan. More information and guidance on this is available from Locality, here: <https://mycommunity.org.uk/resources/community-infrastructure-levy-neighbourhood-planning-toolkit/>

If you are concerned about the impact of high levels of traffic through your area, particularly in rural areas, the "Traffic in Villages" toolkit developed by Hamilton-Baillie Associates in conjunction with Dorset AONB Partnership may be a useful resource to you.

Further information and guidance on how heritage can best be incorporated into Neighbourhood Plans has been produced by Historic England, including on evidence gathering, design advice and policy writing. Our webpage contains links to a number of other documents which your forum might find useful. These can help you to identify what it is about your area which makes it distinctive, and how you might go about ensuring that the character of the area is protected or improved through appropriate policy wording and a robust evidence base. This can be found here: <https://historicengland.org.uk/advice/planning/plan-making/improve-your-neighbourhood/>.

Historic England Advice Note 11- Neighbourhood Planning and the Historic Environment, which is freely available to download, also provides useful links to exemplar neighbourhood plans that may provide you with inspiration and assistance for your own. This can be found here: <https://historicengland.org.uk/images-books/publications/neighbourhood-planning-and-the-historic-environment/>





The following general guidance also published by Historic England may also be useful to the plan forum in preparing the neighbourhood plan, or considering how best to develop a strategy for the conservation and management of heritage assets in the area. It may also be useful to provide links to some of these documents in the plan:

HE Advice Note 2 - making changes to heritage assets:

<https://historicengland.org.uk/images-books/publications/making-changes-heritage-assets-advice-note-2/>

HE Good Practice Advice in Planning 3 - the setting of heritage assets:

<https://historicengland.org.uk/images-books/publications/gpa3-setting-of-heritage-assets/>

If you are considering including Site Allocations for housing or other land use purposes in your neighbourhood plan, we would recommend you review the following two guidance documents, which may be of use:

HE Advice Note 3 - site allocations in local plans:

<https://historicengland.org.uk/images-books/publications/historic-environment-and-site-allocations-in-local-plans>

HE Advice Note 8 - Sustainability Appraisal and Strategic Environmental Assessment :

<https://historicengland.org.uk/images-books/publications/sustainability-appraisal-and-strategic-environmental-assessment-advice-note-8/>

We recommend the inclusion of a glossary containing relevant historic environment terminology contained in the NPPF, in addition to details about the additional legislative and policy protections that heritage assets and the historic environment in general enjoys.

Finally, we should like to stress that this advice is based on the information provided by Cotton End in your correspondence. To avoid any doubt, this does not reflect our obligation to provide further advice on or, potentially, object to specific proposals which may subsequently arise as a result of the proposed neighbourhood plan, where we consider these would have an adverse effect on the historic environment.

If you have any queries about this matter or would like to discuss anything further, please do not hesitate to contact me.

Yours sincerely,



24 BROOKLANDS AVENUE, CAMBRIDGE, CB2 8BU

Telephone 01223 582749  
HistoricEngland.org.uk





Historic England

[REDACTED]  
Historic Places Advisor, East of England  
[REDACTED]@HistoricEngland.org.uk

cc:



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# **Feedback received from Natural England**

**Subject:** Fwd: Cotton End Neighbourhood Plan Natural England Response

**From:** [REDACTED] <clerkcottonend.pc@gmail.com>

**Date:** 20/10/2022, 18:29

**To:** [REDACTED] <[REDACTED]@gmail.com>

First response!

[REDACTED]

----- Forwarded Message -----

**Subject:** Cotton End Neighbourhood Plan Natural England Response

**Date:** Thu, 20 Oct 2022 11:07:19 +0000

**From:** SM-NE-Consultations (NE) <[consultations@naturalengland.org.uk](mailto:consultations@naturalengland.org.uk)>

**To:** [clerkcottonend.pc@gmail.com](mailto:clerkcottonend.pc@gmail.com) <[clerkcottonend.pc@gmail.com](mailto:clerkcottonend.pc@gmail.com)>

Dear Sir or Madam,

Please find attached our response in relation to planning application

Kind regards

[REDACTED]

Support Adviser, Operations Delivery  
Consultations Team  
Natural England  
Hornbeam House, Electra Way  
Crewe, Cheshire, CW1 6GJ  
Tel: 0300 060 3900  
Email: [consultations@naturalengland.org.uk](mailto:consultations@naturalengland.org.uk)



[www.gov.uk/natural-england](http://www.gov.uk/natural-england)

**We are here to secure a healthy natural environment for people to enjoy, where wildlife is protected and England's traditional landscapes are safeguarded for future generations.**

In an effort to reduce Natural England's carbon footprint, I will, wherever possible, avoid travelling to meetings and attend via audio, video or web conferencing.

**Natural England offers two chargeable services - the Discretionary Advice Service, which provides pre-application and post-consent advice on planning/licensing proposals to developers and consultants, and the Pre-submission Screening Service for European Protected Species mitigation licence applications. These services help applicants take appropriate account of environmental considerations at an early stage**



**of project development, reduce uncertainty, the risk of delay and added cost at a later stage, whilst securing good results for the natural environment.**

For further information on the Discretionary Advice Service see [here](#)

For further information on the Pre-submission Screening Service see [here](#)

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NBP 409123.pdf

204 kB

Date: 16 October 2022  
Our ref: 409123  
Your ref: Cotton End Neighbourhood Plan



Bedford Borough Council

**BY EMAIL ONLY**

Hornbeam House  
Crewe Business Park  
Electra Way  
Crewe  
Cheshire  
CW1 6GJ

T 0300 060 3900

Dear Sir or Madam

**Cotton End Neighbourhood Plan**

Thank you for your consultation on the above dated 10 October 2022 which was received by Natural England on 10 October 2022

Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.

Natural England is a statutory consultee in neighbourhood planning and must be consulted on draft neighbourhood development plans by the Parish/Town Councils or Neighbourhood Forums where they consider our interests would be affected by the proposals made.

**Natural England does not have any specific comments on this draft neighbourhood plan.**

However, we refer you to the attached annex which covers the issues and opportunities that should be considered when preparing a Neighbourhood Plan.

For any further consultations on your plan, please contact: [consultations@naturalengland.org.uk](mailto:consultations@naturalengland.org.uk).

Yours faithfully

  
Consultations Team

# Annex 1 - Neighbourhood planning and the natural environment: information, issues and opportunities

## Natural environment information sources

The [Magic](#)<sup>1</sup> website will provide you with much of the nationally held natural environment data for your plan area. The most relevant layers for you to consider are: **Agricultural Land Classification, Ancient Woodland, Areas of Outstanding Natural Beauty, Local Nature Reserves, National Parks (England), National Trails, Priority Habitat Inventory, public rights of way (on the Ordnance Survey base map) and Sites of Special Scientific Interest (including their impact risk zones)**. Local environmental record centres may hold a range of additional information on the natural environment. A list of local record centres is available [here](#)<sup>2</sup>.

**Priority habitats** are those habitats of particular importance for nature conservation, and the list of them can be found [here](#)<sup>3</sup>. Most of these will be mapped either as **Sites of Special Scientific Interest**, on the Magic website or as **Local Wildlife Sites**. Your local planning authority should be able to supply you with the locations of Local Wildlife Sites.

**National Character Areas (NCAs)** divide England into 159 distinct natural areas. Each character area is defined by a unique combination of landscape, biodiversity, geodiversity and cultural and economic activity. NCA profiles contain descriptions of the area and statements of environmental opportunity, which may be useful to inform proposals in your plan. NCA information can be found [here](#)<sup>4</sup>.

There may also be a local **landscape character assessment** covering your area. This is a tool to help understand the character and local distinctiveness of the landscape and identify the features that give it a sense of place. It can help to inform, plan and manage change in the area. Your local planning authority should be able to help you access these if you can't find them online.

If your neighbourhood planning area is within or adjacent to a **National Park** or **Area of Outstanding Natural Beauty (AONB)**, the relevant National Park/AONB Management Plan for the area will set out useful information about the protected landscape. You can access the plans on from the relevant National Park Authority or Area of Outstanding Natural Beauty website.

General mapped information on **soil types** and **Agricultural Land Classification** is available (under 'landscape') on the [Magic](#)<sup>5</sup> website and also from the [LandIS website](#)<sup>6</sup>, which contains more information about obtaining soil data.

## Natural environment issues to consider

The [National Planning Policy Framework](#)<sup>7</sup> sets out national planning policy on protecting and enhancing the natural environment. [Planning Practice Guidance](#)<sup>8</sup> sets out supporting guidance.

**Your local planning authority should be able to provide you with further advice on the potential impacts of your plan or order on the natural environment and the need for any environmental assessments.**

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<sup>1</sup> <http://magic.defra.gov.uk/>

<sup>2</sup> <http://www.nbn-nfbr.org.uk/nfbr.php>

<sup>3</sup> <http://webarchive.nationalarchives.gov.uk/20140711133551/http://www.naturalengland.org.uk/ourwork/conservation/biodiversity/protectandmanage/habsandspeciesimportance.aspx>

<sup>4</sup> <https://www.gov.uk/government/publications/national-character-area-profiles-data-for-local-decision-making>

<sup>5</sup> <http://magic.defra.gov.uk/>

<sup>6</sup> <http://www.landis.org.uk/index.cfm>

<sup>7</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/807247/NPPF\\_Feb\\_2019\\_revised.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/807247/NPPF_Feb_2019_revised.pdf)

<sup>8</sup> <http://planningguidance.planningportal.gov.uk/blog/guidance/natural-environment/>

## Landscape

Your plans or orders may present opportunities to protect and enhance locally valued landscapes. You may want to consider identifying distinctive local landscape features or characteristics such as ponds, woodland or dry stone walls and think about how any new development proposals can respect and enhance local landscape character and distinctiveness.

If you are proposing development within or close to a protected landscape (National Park or Area of Outstanding Natural Beauty) or other sensitive location, we recommend that you carry out a landscape assessment of the proposal. Landscape assessments can help you to choose the most appropriate sites for development and help to avoid or minimise impacts of development on the landscape through careful siting, design and landscaping.

## Wildlife habitats

Some proposals can have adverse impacts on designated wildlife sites or other priority habitats (listed [here](#)<sup>9</sup>), such as Sites of Special Scientific Interest or [Ancient woodland](#)<sup>10</sup>. If there are likely to be any adverse impacts you'll need to think about how such impacts can be avoided, mitigated or, as a last resort, compensated for.

## Priority and protected species

You'll also want to consider whether any proposals might affect priority species (listed [here](#)<sup>11</sup>) or protected species. To help you do this, Natural England has produced advice [here](#)<sup>12</sup> to help understand the impact of particular developments on protected species.

## Best and Most Versatile Agricultural Land

Soil is a finite resource that fulfils many important functions and services for society. It is a growing medium for food, timber and other crops, a store for carbon and water, a reservoir of biodiversity and a buffer against pollution. If you are proposing development, you should seek to use areas of poorer quality agricultural land in preference to that of a higher quality in line with National Planning Policy Framework para 171. For more information, see our publication [Agricultural Land Classification: protecting the best and most versatile agricultural land](#)<sup>13</sup>.

## **Improving your natural environment**

Your plan or order can offer exciting opportunities to enhance your local environment. If you are setting out policies on new development or proposing sites for development, you may wish to consider identifying what environmental features you want to be retained or enhanced or new features you would like to see created as part of any new development. Examples might include:

- Providing a new footpath through the new development to link into existing rights of way.
- Restoring a neglected hedgerow.
- Creating a new pond as an attractive feature on the site.
- Planting trees characteristic to the local area to make a positive contribution to the local landscape.
- Using native plants in landscaping schemes for better nectar and seed sources for bees and birds.
- Incorporating swift boxes or bat boxes into the design of new buildings.
- Think about how lighting can be best managed to encourage wildlife.
- Adding a green roof to new buildings.

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<sup>9</sup><http://webarchive.nationalarchives.gov.uk/20140711133551/http://www.naturalengland.org.uk/ourwork/conservation/biodiversity/protectandmanage/habsandspeciesimportance.aspx>

<sup>10</sup> <https://www.gov.uk/guidance/ancient-woodland-and-veteran-trees-protection-surveys-licences>

<sup>11</sup><http://webarchive.nationalarchives.gov.uk/20140711133551/http://www.naturalengland.org.uk/ourwork/conservation/biodiversity/protectandmanage/habsandspeciesimportance.aspx>

<sup>12</sup> <https://www.gov.uk/protected-species-and-sites-how-to-review-planning-proposals>

<sup>13</sup> <http://publications.naturalengland.org.uk/publication/35012>

You may also want to consider enhancing your local area in other ways, for example by:

- Setting out in your plan how you would like to implement elements of a wider Green Infrastructure Strategy (if one exists) in your community.
- Assessing needs for accessible greenspace and setting out proposals to address any deficiencies or enhance provision.
- Identifying green areas of particular importance for special protection through Local Green Space designation (see [Planning Practice Guidance on this](#) <sup>14</sup>).
- Managing existing (and new) public spaces to be more wildlife friendly (e.g. by sowing wild flower strips in less used parts of parks, changing hedge cutting timings and frequency).
- Planting additional street trees.
- Identifying any improvements to the existing public right of way network, e.g. cutting back hedges, improving the surface, clearing litter or installing kissing gates) or extending the network to create missing links.
- Restoring neglected environmental features (e.g. coppicing a prominent hedge that is in poor condition, or clearing away an eyesore).

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<sup>14</sup> <http://planningguidance.planningportal.gov.uk/blog/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space/local-green-space-designation/>

**Feedback received from  
Bedford Borough Council**

**Subject:** Fwd: Cotton End Neighbourhood Plan  
**From:** [REDACTED] <clerkcottonend.pc@gmail.com>  
**Date:** 02/12/2022, 19:36  
**To:** [REDACTED] <councilloramurray@gmail.com>

Hi [REDACTED]

BBC response attached.

Regards

[REDACTED]

----- Forwarded Message -----

**Subject:** Cotton End Neighbourhood Plan  
**Date:** Fri, 2 Dec 2022 09:03:31 +0000  
**From:** [REDACTED] <[REDACTED]@bedford.gov.uk>  
**To:** Clerk to Cotton End Parish Council <clerkcottonend.pc@gmail.com>

Bedford BC - OFFICIAL-Unsecure

Good morning,

Apologies for our late response to the Neighbourhood Plan, which are attached. I hope they are useful. If you have any further queries, please contact me.

Many thanks

[REDACTED]

**Senior Planner**  
**Planning Policy**  
**Bedford Borough Council**

✉ Room 415, 4th Floor  
Borough Hall  
Cauldwell Street  
Bedford  
MK42 9AP



[REDACTED]@bedford.gov.uk

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However, if the information is not available online, you will need to complete a request for advice on our



pre-application enquiry form and pay the appropriate fee. Full information of this service and the online enquiry form can be found via this link [www.bedford.gov.uk/planningenquiries](http://www.bedford.gov.uk/planningenquiries)

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— Attachments: —

Cotton End NP - BBC comments.doc

212 kB



# BEDFORD BOROUGH COUNCIL

Borough Charter granted in 1166



Chief Executive: Laura Church

Cotton End Parish Council  
[clerkcottonend.pc@gmail.com](mailto:clerkcottonend.pc@gmail.com)

Please ask for: [REDACTED]  
Direct line: [REDACTED]  
E-mail: [REDACTED]@bedford.gov.uk  
Date: 2 December 2022

Dear [REDACTED]

Thank you for consulting Bedford Borough Council. We have now considered your Regulation 14 plan and have the following comments.

Paragraph 1.18 – S106 can only be required to mitigate a development. It cannot be used to rectify existing problems and cannot be about planning gain. Further details are in Reg 122 in the Community Infrastructure Levy Regulations 2010 – <https://www.legislation.gov.uk/ukxi/2010/948/regulation/122>

Paragraph 1.34 – A number needs to be added stating the number of people attending the launch event.

Paragraph 1.35 – 1.41 is in italics and a different colour. Is there any reason for this different font?

Paragraph 2.9 – It would be more accurate if the opening sentence was redrafted to read: “The settlement of Cotton End is currently thought to have been largely deserted after the medieval period and subsequently re-occupied in the later post medieval period”.

Key Proposal Map – this shows Key Locations for change in the SPA. How was this determined? This map appears to have been prepared by overlaying the existing Bedford Borough Policies Map. This contravenes copyright so unfortunately needs to be re-drawn with the Parish Council OS Copyright number. There are only two existing Village Open Space designations in Cotton End (as can be seen on the Bedford Borough Policies Map), so there is a need to clarify what status the other spaces shown have.

Page 24 and 25 – The Vision on page 24 is succinct, but the thirteen objectives on Page 25 are quite wordy. You might like to consider rationalising the length of sentences / explanation of each to help the reader.

Section 3.0 – The numbering jumps straight to 3.11 and 3.12.

Paragraph 3.3 – This isn't correct. The previous Core Strategy and Rural Issues Plan threshold was three dwellings in settlements with a population of below 3,000 people, and 15 dwellings in the urban area. The Local Plan 2030 Policy 58S trigger is sites of ten or more dwellings or 0.5 hectare or more, in line with the NPPF.

Point c – Rental values and shared ownership vales are not the same. For example, First Homes must be discounted by a minimum of 30%.

[REDACTED] Director for Environment and Sustainable Communities  
Borough Hall, Cauldwell Street, Bedford MK42 9AP

DX 117105 Bedford 4 Phone: [REDACTED]  
Email: [REDACTED]@bedford.gov.uk Web: [www.bedford.gov.uk](http://www.bedford.gov.uk)

Paragraph 3.7, 3.9 and 3.13 There was a more up to date Strategic Housing Market Assessment completed in 2018. This is available to view on our website here <https://www.bedford.gov.uk/planning-and-building-control/planning-policy/technical-reports>

Policy HD1

First dot point What would this entail and where is the evidence for this

Second dot point How is 'generous' to be defined

Third dot point Where is the justification for this

Paragraph 3.14 The Bedford Borough Design Guide has now been out for consultation and a proposal to adopt it is to be considered by Executive on 8<sup>th</sup> March 2023

Paragraph 3.17 This states that extended properties dominate neighbouring properties. This may not be the case and we suggest that this sentence is removed.

Paragraph 3.20 How are the heritage assets under threat It would be helpful to clarify the justification for this sentence.

Paragraph 3.22, last sentence We are unsure what the purpose of this sentence is.

Figure 24, map of TPOs and listed buildings This is a screenshot from the Bedford Borough Council maps. A map produced by Cotton End Parish Council using their own OS licence is required.

Figure 25 What is the reason for this in this section There is nothing that relates to Local Green Space here.

Page 33 The Character Assessment makes an important point regarding the need to appreciate and understand the character of the village when considering opportunities for future development. This includes pictures of a number of historic buildings which make an important contribution to local distinctiveness, including unlisted buildings, such as The Baptist Church, 59 High Road and 23-31 High Road. Despite their contribution these buildings enjoy no formal protection in the planning process. In the absence of a Borough-wide Local List, it may therefore be appropriate to identify these buildings / structures within the NDP as 'Non-Designated Heritage Assets' (see here for more information: <https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment-non-designated>). To aid their identification, the criteria section in Appendix 5 of the emerging Local Plan 2040 may assist. Once recognised in the NDP (and thereafter transferred over to a Local List when one is set up), development affecting these assets would be a material consideration in the planning process, helping to provide a degree of protection to buildings which contribute to the unique character of the village and help shape future development. Additionally, the opening paragraph refers to landscape features but fails to expand on what these are in the remainder of the section. For example, a key heritage asset could be considered to be the significant earthworks that lie to the north of Rookery Farm and the east of Shocott Spring; these are likely to represent the earliest evidence for Saxon and / or medieval settlement in the village. Such remains would also benefit from recognition in the NDP.

Page 38

Point a': Plot coverage The last sentence could be amended to state that plot coverage should be between 30-60%, but not exceed 60%. Please note that Permitted Development rights allow up to 50% site coverage.

Point b' Ridge height The Parish Council might want to add something about organic roof lines, given the earlier section on the organic development of the village. Having all rooflines the same will lead to generic character, therefore variable ridge heights could be encouraged. In the case of the example given above, House B appears to already have the most appropriate ridge height if seeking an organic character. Bringing the ridge height up to match House A or C would start to regularise the street scene.

Point e' Front gardens It is suggested that you add that front gardens are not dominated by vehicle parking.

Page 39

Point m' This could be strengthened if the 'historical buildings' are identified within the plan (as per the comment above, these will often be designated or non-designated buildings).

Point y' Household extensions, dot point 6 Where is the justification for the maximum 30%

Point x' This is a helpful inclusion which hints at the contribution that unlisted estate cottages make to the character of the Parish, but such an approach may not be appropriate all of the time.

Page 38-40 Whilst a variety of imagery can make for a more vibrant document, there is an uneasy relationship between the diagrams on page 38, actual historic building images on page 39, and eco-design images on page 40. Ideally it would be helpful in a Design Code to present these images more harmoniously; e.g. is there a better way of presenting Figure 27 / 28 Perhaps it could be amended to cover ridge height and spacing between buildings as well.

Page 40 The imagery here appears to conflict with the Cotton End character assessment on page 33 and 34. The emphasis on variety, informality and irregularity is not reflected in the imagery. Whilst appreciating the eco-design images are probably not from Cotton End, it would be beneficial if they avoided plastic verge (fig 31), large areas of blank brick wall with swift bricks (fig 32), too much red brick (figs 34 / 35) and poor solar panel images (fig 35). Please contact us if you would like some alternative image sources.

Page 43-44 The plans are not annotated and have no key, so it is not entirely clear which aerial shots of homes are the bungalows

Page 46 The Building for Life 12 link is out of date. Homes England now promote Building for a Healthy Life <https://www.designforhomes.org/wp-content/uploads/2020/11/BFL-2020-Brochure.pdf>

Policy HD3 No policies appear to consider the impact that development might have on heritage assets, despite these making a significant contribution to the character of the village. It is possible that HD3 could be amended to accommodate this. The plan could go further in terms of identifying those buildings, structures, and archaeological earthworks

which, whilst undesignated, make an important contribution to the distinctive character of Cotton End. It is suggested that you include "All development must respect local character and preserve the significance of heritage assets, including non-designated heritage assets".

Policy HD4 The last sentence states that 'development will not be supported'. Is this all development, or just new housing development? It currently reads that even development for agricultural uses would not be supported.

Policy HD6 Where has the justification for 3m wide from the ditch come from

Policy HD7.1 If development is having an impact on the bungalows, how can it protect or enhance the bungalows? This policy may need rewording.

Paragraph 3.51 and 3.52 A Parish Council cannot make developers engage with the Parish Council at the pre-application stage.

Paragraph 4.3 page 49 Where is the evidence to state that air quality in Cotton End will be affected? Please note the paragraph numbering has gone a little wobbly there is another section 4.1 4.7 on page 52

Page 53 Policy Intent Are these spending priorities for Community Infrastructure Levy

Page 56, Figure 40 This map shows additional Village Open Spaces. The Neighbourhood Plan cannot add in Village Open Spaces as these were designated in the Allocations and Designations Local Plan 2013. This map either needs to be deleted, or the key changed to show the other open spaces. Figure 40 has also been re-used from the Council's previous Policies Map. This contravenes the Ordnance Survey copyright and this base map is also not the most up to date.

Paragraph 5.1, last sentence This is not correct. Policy AD28 applies to all development and is not related to the CIL Regulations.

Policy OS1 As mentioned earlier, there is a need for clarity about the open spaces referred to in this policy. Some of them are already designations in the development plan (Allocations and Designations Plan) and they are afforded protection by Policy AD40. This therefore is a duplicate policy and is not required.

Policy OS4 This policy conflicts with Policy AD28. The Open Space SPD threshold for play areas is 35 dwellings, or 20 if there is a local deficiency in the area. A financial contribution will only be sought for developments of five or more dwellings where the open space cannot be accommodated on the site. This policy therefore needs to be amended.

Page 58, Allotments PPG17 is no longer relevant. Section 23 of the Small Holdings and Allotments Act 1908 requires both the Borough Council and the Parish Council to provide allotments.

Glossary check that the terms that are stated here are actually referred to in the document. For example, there is no reference to World Heritage Site in the plan, but it is included in the glossary.

We hope that these are comments are helpful and we look forward to receiving the next draft of your plan.

Yours sincerely

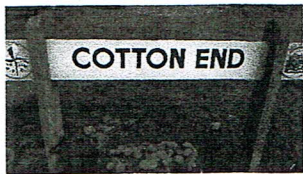
A large black rectangular redaction box covering the signature area.A small black rectangular redaction box covering the name.

Team Leader Planning Policy

# **Appendix 0**

Sample of Cotton End Village Newsletter  
May 2021





Residents Newsletter

Hello again. It's hard to believe it's now May, especially after the coldest April on record, but while the weather might not be as nice as we'd like, the days are getting longer and hopefully you're all starting to get out and about now lockdown is receding and most adults are getting vaccinated.

With spring here it's good to see the village in bloom again, with lots of flowers and blossoms brightening up our lives even if the weather hasn't always been that great.

Now things are hopefully getting back to something a bit more normal, the Residents Group needs to hold its AGM. Originally we thought this would have to be an online virtual meeting, but by waiting a little bit longer it can be a face to face meeting after 21st June when most restrictions will be lifted. As soon as we have a date we will let you know.

The big item in the last newsletter was the Scoping Request submitted to Bedford Borough Council by a developer, Gallagher Estates for a potential development of 1,100 homes plus another primary school on the College Farm land between Cotton End and Shortstown. So far this is still 'Pending Consideration' by the council and no decision has been made. Also as far as we can see the council have not yet discussed our petition which closed on 1st April and was signed by 400 people. I'd like say a big Thank You to everyone who signed it and helped give our village the voice it deserves.

It is worth noting that between January and March 2021 a planning application for just 46 homes in Willington that had been refused by the council, had its appeal dismissed by the government Planning Inspector as they found that the Council "had a five year land supply". Please also see the end of this newsletter for results from the Housing Needs Survey for Cotton End thank you to everyone who supported this.

Andrew Murray - Chair: C. End Residents Group: if you would like to get involved please get in touch

Email: cottonendrg@gmail.com: Facebook: Cotton End Residents Group - https://www.facebook.com/groups/cottonendrg/

WHAT'S ON

(Village Hall AGM 29 June 7pm) plus.....

22 MAY 10-4PM 7 MANOR WAY
NELSON'S PLANT SALE
SUPPORTING THE PRIMROSE UNIT
LOADS OF STUFF



23 May V Hall 2-6pm
Tilley's Teas
weather permitting outside if
not inside
Social Distancing will apply

17 May The Bell
Opens
23 June Social
Club Opens
Walker's Group 3
June 10.00am Meet in
Church Car Park for
our first walk

For Everyone The Village Hall Bar will be open
2nd & 4th Sun July, 2nd & 5th Sun Aug, 2 & 4th Sun Sept
Tea/coffee & Cake will also be served
Seating inside and outside
2-6pm

Thanks to those who supported the
Easter Hunt £155.00 was raised for
Alzheimer's & £155.00 for Multi System
Atrophy (MSA).
Scarecrow Walk 1st W. End Sept

Wendy your Cotton End Village Agent Update Freephone 0800 039 1234 (and leave a message) or mobile 07717 269 440 she can help

BLUE BADGE - Do you need help in applying for a Blue Badge. Wendy is also able to give you a Radar Key if you need one - these can also be offered to existing Blue Badge holders. JIGSAWS PUZZLES/AUDIO BOOK LIBRARY you can borrow these for free. ATTENDANCE ALLOWANCE - Do You Need Help from Others for Your Personal Care

Mobile Library is back : Alternate Tuesday 10.55 Bunkers Drive commencing 13 May

Contents: What's on Page 1, Update CEBC Page 2 + Local Services, Housing Needs Survey Results Page 3 onwards.





**Newsletter CEBC**

Exciting things have been happening in the church over the past few months –

We are happy that we are now back in worship in the building and remain our streaming online. All are welcome to join us for Sundays at 10.30am...

There will be a short service on Sunday July 11<sup>th</sup> to remember those who have died in 2020/21 at the church at 3pm. Everyone welcome. If you would like a name, a poem or a short tribute read out, do get in touch [cebcpastorkate@gmail.com](mailto:cebcpastorkate@gmail.com). It has been a difficult year to mourn properly and we hope this will offer the community an opportunity to light a candle and support each other in prayer as we remember those who we loved and respected.

We have a replanted new trees in the orchard area, at the back of the graveyard and on the field with lots of smaller shrubs and wild flowers which will grow over time along the avenue of trees. This is our new Memorial Wood. It is wonderful to see it begin to spring into new life. MANY THANKS to those generous people in the village who donated towards the shrubs – it's lovely to be able to offer a woodland place to commemorate loved ones.



We have begun a new venture in CRISP PACKET RECYCLING. There is a small black wheelie bin outside the Church hall which can be used to help to reduce environmental waste. Just roll each bag on top of each other and secure with a rubber band and drop them off when the moment is right! This will raise money for MIND and Kicks Count. Thanks, Dawn Leonard for getting things started on this!

Finally, just to let you know that I will be leaving the village at the end of July to begin as the minister at Orchard Baptist Church, Colchester. Bill and I will leave with fond memories of our time spent together and it has been a great pleasure getting to know some of you. Our favourite activity (after church work of course!) has been walking locally and bumping into friendly people! Thank you for all the conversations we have shared together, despite Covid, and the privilege of being your pastor for the past 3 years.

Pastor Kate  
01234 769742  
07484 880055

**Local services and contact numbers for information only**

**All events listed will be subject to Government guidance about when/if they might resume**

**At the Village Hall**

Social Club	(Membership + opening)	David	07766717263
Branch Sec RBL Cotton End & District	(email: <a href="mailto:smthacker@btinternet.com">smthacker@btinternet.com</a> )	Sandra	01234 831344
Indoor Carpet Bowls	(Wed pm & Fri pm)	Margaret	01234 741974
Whist Drive	(Tuesday pm)	Sonia	01234 741355
Yoga	(Thursday pm)	June	07551290364
Film Club	(Last Thursday of the month pm)	Angela	01234 743858
Hall Bookings	(email: <a href="mailto:info@cottonendvillagehall.org">info@cottonendvillagehall.org</a> )	Brenda Hands	01234 741428
Soup/Plouhmans Lunch	12 noon (Last Thursday of the month)	Angela	01234 743858

**At the Church**

Sunday 10.30am	(1 <sup>st</sup> Sunday Messy Church)	Angela	01234 743858
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**At the Church Hall**

Bi Weekly Thursday Coffee mornings	Doreen 01234 741411 or Jill		01234 740013
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**Others**

Cubs/Beavers		Dave	07766717263
Scouts		Pete	07821621040
Cotton End Forest & Pre School		School Office	01234 740100

Foot health professional		Julie	01234 740866
Garden Services		Paul	01234 742261

Village Agent		Wendy	07717269440
Dog Grooming		Stacey	07598510196



# Housing Needs Survey Report Cotton End February / March 2021

Completed by Bedfordshire Rural Communities Charity (This edited version has been compiled by the Parish Council to give Cotton End Residents an overall view of the feedback – the full survey can be found on the PC website)

## Survey process and response

To study the need for affordable housing in Cotton End, a survey form was delivered to all households. The survey was also available to complete online via a survey monkey link.

Section 1 was for completion by all residents and aimed to gain their views on overall housing needs in Cotton End (see chapter 5). Section 2 was for completion by or on behalf of any household member currently looking for different accommodation, or who would be looking within the next 10 years. The findings from this section are analysed in chapters 6 and 7.

We received 76 completed responses from around 358 distributed, a return rate of 21%. This is a good response rate for a housing needs survey (typical return rate is around 20 to 25%).

### About this survey

The Housing Needs Survey (HNS) is being carried out by Beds RCC to identify the housing needs of local people over the next 10 years. The survey aimed to assess the need of local people for either affordable housing or market housing in Cotton End.

### Affordable housing

Affordable housing can be affordable rented property (where rent is charged at up to 80% of market value), or it can be shared ownership in which people can own a share in the property and pay rent on the remainder. It is usually provided by Registered Providers such as housing associations.

Starter Homes initiatives are also available where homes are offered for sale at a minimum of 20% below its open market value to first time buyers.

Affordable housing in rural areas is often progressed through Rural Exception Site developments – this is where the planning authority accepts that there is a need for affordable housing in the parish, and is prepared to grant an “exception” to planning policy, providing that the development is for affordable housing that will be available to local people in perpetuity.

Households seeking affordable rented accommodation through any new exception site development would have to apply through the Bedfordshire Choice Based Lettings scheme, through which they would have to demonstrate both a housing need and a local connection to Cotton End.

### Market housing

The demand for market housing would need to be based on a broad evidence base. This would include local housing need identified through this survey, although the wider housing market would also need to be taken into consideration, as there would be no restrictions placed on the sale of this housing.

### Households on Bedford Borough Council Housing Register\*

In March 2021 there were 5 households on the Bedford Borough Council Housing Register who are currently living in Cotton End Parish. As up to date information is available from the housing register, this figure relates just to the newly formed Cotton End Parish and not the former parish of Eastcotts.

2 of these households were allocated a priority on the housing register based on current overcrowding, 2 were allocated a priority on medical / welfare grounds and the final applicant did not receive a priority rating. Some applicants' needs are not sufficient to receive a priority rating on the housing register but they can still place themselves on the register. They would be unlikely to be allocated general needs affordable housing but would be eligible to apply for affordable housing within an exception site where local connection takes president over a priority rating.

It should also be noted that the difficulty of securing affordable housing, particularly in villages, can act as a significant deterrent to people in housing need from placing themselves on the



register; so this figure may not therefore necessarily represent the true number of residents in housing need.

### Current property availability for sale in Cotton End

In March 2021, we found 4 residential properties for sale in Cotton End parish:

No. of bedrooms	Number	Asking price (range)
4 bedroom house	2	£500,000 - £340,000
3 bedroom house	1	£310,000
2 bedroom apartment	1	£160,000

This represents just over 1% of total private housing stock in the parish. No properties were being marketed as shared ownership properties. No properties were available which were being marketed as assessable such as bungalows.

### Property sales over last 3 years

Property sales over the last 3 years in Cotton End Parish can be broken down as follows<sup>1</sup>:

	2018	2019	2020
£100,000 and under	0	0	0
£100,001 – 150,000	0	0	2
£150,001 – 200,000	2	3	0
£200,001 – 300,000	6	4	6
£300,001- 400,000	0	1	2
£400,000 +	0	0	4
<b>Total</b>	<b>8</b>	<b>8</b>	<b>14</b>

Properties in Cotton End had an overall average sale price of £271,667 over the last year. The majority of sales in Cotton End during the last year were detached properties, selling for an average price of £413,333. Semi-detached properties sold for an average of £249,500, with terraced properties fetching £213,500.

### Current property available for rent in Cotton End

In March 2021, there were no properties currently available for rent in the parish of Cotton End: If the search area is expanded to within a mile of the parish, there are 2 properties available for rent in Shortstown: A room in a shared house for £500 per month and a 2 bedroom house for £925 per month.

### Household income required by first time buyers or renters in Cotton End

The Department of Communities and Local Government (DCLG) provides a guideline that "A household can be considered able to afford to buy a home if it costs 3.5 times the gross household income for a single earner household or 2.9 times the gross household income for dual-income households."<sup>2</sup> This is reflected in the fact that the 'average income multiple' in lending to first-time buyers in October 2017 was 3.6.

According to the DCLG guidance, in order to purchase the cheapest property currently available for sale on the open market in Cotton End (a 2-bedroom apartment at £160,000) as a first time buyer, a single earner household would need an annual gross income of over £45,700 and dual-income household would need over £55,000. It should be noted that the median annual full-time wage in the UK stood at £28,200 in April 2016<sup>3</sup>.

According to the same guidance, "A household can be considered able to afford market house renting in cases where the rent payable was up to 25% of their gross household income." (The 'Rent Payable' figure is defined as the entire rent due, even if it is partially or entirely met by housing benefit.) In order for a household to be able to rent the cheapest property available within a mile of Cotton End (a 2-bedroom house at £925pcm), a household's gross annual income would therefore need to be over £44,400.

### Minimum deposit required by first time buyers in Cotton End

Another major barrier to entry to the property market for first-time buyers is the high deposit needed for a competitive mortgage rate. The average loan to value for first time buyers



nationally in October 2017 was 84.7%<sup>4</sup>, meaning that the average deposit is 15.3%.

Smaller deposit mortgages all but disappeared following the onset of the financial crisis. However, Phase 2 of the government's Help to Buy scheme has more recently facilitated a market in mortgages for first-time buyers at up to 95% loan to value. These mortgages are generally offered at higher rates of interest than for buyers with larger deposits.

At 95% loan to value, a first-time buyer household in order to purchase the cheapest property currently available on the market in the parish (2-bedroom apartment) at £160,000, would require a deposit of around £8,000. At the current average of 84.7% loan to value, a deposit of over £24,480 would be required.

### **Views on housing needs in Cotton End**

59% of respondents would support the development of some affordable homes specifically for people with a local connection to the parish. 41% were not in favour of such a scheme (Q1).

11% of respondents stated that they have had family members move away from the parish due to not being able to find a suitable home locally (Q2).

### **Analysis of housing needs – affordable rent and shared ownership**

12 respondents indicated that their current home is not suitable for their households needs either now or in the future, by completing the second section of the questionnaire.

Out of these, 8 respondents were existing owner occupiers who were only looking to buy on the open market or buyers who had the means to purchase on the open market.

The other 4 respondents were either considering affordable rent, shared ownership or the starter home initiative scheme or were not currently owner occupiers.

### **Market housing**

If Cotton End is to meet the identified current and future needs of existing owner occupier residents wishing to stay in the parish. The need identified is split between couples who are looking to downsize into smaller properties, more suitable due to their medical needs / disability and families looking for a larger home to meet their needs. The need therefore was for 3 bed / more than 3 bed houses and 2 / 3 bedroom bungalows.

The evidence to support this identified need is as follows:

- There was only 1 2-bedroom property and 1 3 bedroom property currently available for sale on the open market.
- None of the properties for sale were bungalows or being marketed as assessable
- The 8 owner occupier respondents who would be looking for more suitable properties at some point over the next 10 years.

It should be noted that there is no guarantee that housing sold on the open market will be bought by people with a local connection to Cotton End. It is therefore not possible to stipulate how much new housing would meet the needs of the owner occupier respondents identified above. However, it is reasonable to suggest that the provision of up to **4 suitable units** would meet a reasonable proportion of the need while being in keeping with the size of the parish. These could be delivered separately or alongside affordable housing as part of a rural exception site, with the market housing cross-subsidising the affordable housing.

*In regard to the affordable rental market this would appear to be an area where going forward there could be a greater need for younger generations of residents within the Parish therefore if such private rental housing might become available in the future through a "Land Lord scheme" that such accommodation might be provided at 80% of market rental value.*

# **Appendix P**

Sample of Cotton End Village Newsletter  
November 2022



## Residents Newsletter

### **UPDATE FROM COTTON END RESIDENTS GROUP - Our Village, Our Vision, Our Future**

The clocks have gone back, the days are getting shorter but thankfully it's not been too cold yet. I'd like to thank everyone in the village who helped make it look so bright and colourful over the summer, despite the challenge of the record breaking heat. We should be proud of how beautiful our village looked, with all flowers and plants in full bloom. Sadly we lost the Queen, but we've gained a King, and now have a coronation to look forward to in 2023.

At the beginning of October the Residents Group and Parish Council joined forces for Village Tidy Week, and volunteers carried out weed strimming at the Village Hall, cleared the play area at Trow Close and litter picking around whole village.

The main goal for 2022 for both the Parish Council and the Residents Group is completing the Cotton End Neighbourhood Plan. We launched it in July and thank you to everyone who came along to see it. It'll be finishing the formal consultation soon, and then after some final tweaking we'll be submitting it to the Bedford Borough Council as the local planning authority, who'll check it and then arrange for it to have an independent examination, before the village gets to adopt it through a public vote.

If you have any ideas for the village in 2023, please let us know and we'll see if we can make them happen.

Andrew Murray - Chair, Cotton End Residents Group

If you would like to get involved in the Cotton End Residents Group, please get in touch:

**Email:** [cottonendrg@gmail.com](mailto:cottonendrg@gmail.com)

**Facebook:** Cotton End Residents Group - <https://www.facebook.com/groups/cottonendrg/>

*Please ensure you answer the questions to join*

### **Message from the Chairman of the Parish Council**

Dear Residents,

It was decided at our last meeting that in future The Parish Council meetings will now take place on the second Thursday of every other month at 7.30pm at The Baptist Church Hall. If you have any issues to raise in between meetings you can contact your parish councillor or the clerk by email or phone, details on the Parish Council website and below. As always all residents are welcome to attend. If you have any issues you would like to raise or you want to bring to the attention of the Parish Council the public session lasts for 15 minutes and an individual is invited to speak for up to 3 minutes.

Our last meeting was on the 9th October when we had a report from our borough councillor, Sarah Gallagher regarding outstanding issues keeping your Parish up to date. A police officer from the rural community policing team came to the meeting to tell us about measures being taken to counter anti-social behaviour that has been occurring in the village. This has been supported by uniformed patrols and other surveillance means. Consequently there has been a reduction in reported cases but as I understand it there will be ongoing monitoring.

Work has been approved by the Parish Council for the replacement of the safety surface at the play area and work will begin soon. People may have already noticed that the old goal posts have been replaced with a new goal that been installed. We are also planning ditch work and investigating a tree which may be causing problems.

We also considered the problems associated with the decision to cut local bus services and will be asking local providers if it will be possible to extend existing services to Shortstown, to Cotton End.

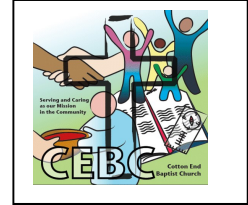
I would like to thank all the volunteers who took part in the Village Tidy Week, your effort really does make a difference and helps build a real community spirit. Whilst thanking people I can't forget to thank the team that organised the Scarecrow walk. There were quite a number of fantastic displays and people had a lovely sunny day to enjoy walking around our village to look at them.

Andre Merel : Chairman, Cotton End Parish Council

November 2022

Other items discussed are available in the minutes of the meeting on the Parish Council Website ([www.parish-council.com/cottonend](http://www.parish-council.com/cottonend)) and on the Parish Council Noticeboard





Cotton Baptist Church would like to wish all our neighbours in Cotton End a very happy and blessed Christmas. We'd really like to see many of our friends in the village come along to celebrate with us at our Carol Service at 6:00pm on Sunday 18<sup>th</sup> December.

In the middle of winter, it's so good to be able to have time to meet with family and friends to celebrate together. When we think about some of the financial hardship many are going through, perhaps we can also think about that small family 2000 years ago. Mary and Joseph too knew great hardship. From having to travel from Nazareth to Bethlehem just when the baby was due, to giving birth in a stable because there was no room in the inn. Then after the wise man had visited, they had to flee to Egypt as refugees to escape the infanticide ordered by King Herod. It must have been some years later that they finally made it home to Nazareth. You can check up on the whole story by reading the first few chapters of Matthew's and Luke's Gospels in the New Testament portion of the Bible. The Gospel is all about the Son of God coming and living alongside ordinary men and women and sharing in their joys, their pains and even their temptations. And that is where Jesus was and indeed is, so different. Despite, the struggle and the depravation, despite the temptations Jesus remained without sin. So that 33 years later when evil men arrested him and crucified him he was able to be the perfect sinless sacrifice who could bare our sin in His own body on the cross. Jesus was and is the ultimate, perfect Christmas gift of love. And in the Spring as we look forward to Easter we can celebrate that not only did He die for us but also that he conquered death with His own resurrection. Perhaps in the New Year you could make it your resolution to look up those chapters in the Gospels and read on to find out more about Jesus, this baby in the stable who is also The Saviour of the World and the Lord of all creation. Tony Burton (Church Moderator)

**24 November V Hall 12 noon Light Lunch – 1.30 cinema club film showing**

***26 November V.Hall 10.00 – 12 noon***

**Christmas Tree Festival including Breakfast, morning tea/coffee plus usual raffle, tombola plus Christmas stuff - we would love to see you.**

**8<sup>th</sup> January 2023 V Hall Senior Dinner 2pm**

Charge £3.00 per head see further details/booking form at the end of this newsletter

***Around the village***

**17 December 2pm Father Christmas is back**

He so enjoyed walking round the village last year that this year he is going to do it again – so children you'd better be good

**2023 WARM SPACE Thursdays Village Hall January, February,  
March all welcome**

**1<sup>st</sup>, 2<sup>nd</sup> 3<sup>rd</sup> Thursdays of the month 10-2.00pm enjoy coffee morning –  
soup lunch 12 noon**

**4<sup>th</sup> Thursday of the month Coffee morning plus 12 noon ploughmans  
lunch followed by 1.30 cinema club**

**These events are open to anyone – no charge will be made but  
donations welcome**

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**Local services and contact numbers**

**At the Village Hall**

Social Club	(Membership + opening)	Glenn	07758 162822
Branch Sec RBL Cotton End & District	(email: <a href="mailto:smthacker@btinternet.com">smthacker@btinternet.com</a> )	Sandra	01234 831344
Indoor Carpet Bowls	( Fri pm)	Margaret	01234 741974
Whist Drive	(Tuesday pm)	Sonia	01234 741355
Yoga	(Thursday pm)	June	07551290364
Film Club	(Last Thursday of the month pm)	Angela	01234 743858
Gardeners Club	Monthly	Lesley	01234 965213
Knit & Natter at v.hall	10.00am Wednesday		
Walker's group	1 <sup>st</sup> Thursday of the month	Lesley	01234 965213
Boules	2 <sup>nd</sup> Wedn month 2pm at v hall	Angela	01234 743858
Hall Bookings	(email: <a href="mailto:info@cottonendvillagehall.org">info@cottonendvillagehall.org</a> , <a href="mailto:cottonendvillagehall@gmail.com">cottonendvillagehall@gmail.com</a> )		07526481472

Mobile Library alternate Wednesday 11.30 Bunkers Drive, 12 noon at School

**At the Church**

Sunday 10.30am	(1 <sup>st</sup> Sunday Messy Church)	Angela	01234 743858
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**Others**

Cotton End Forest & Pre School		School Office	01234 740100
Foot health professional		Julie	01234 740866
Garden Services		Paul	01234 742261 07971174611
Village Agent		Wendy	07717269440
Dog Grooming		Stacey	07598510196

**SENIOR CITIZEN CHRISTMAS DINNER reply slip**

**SUNDAY 8 JANUARY 2023 2.00PM**

**CHARGE £3.00 PER HEAD**

**Reply slip to be returned to 7 Manor Way by 12 December**

**No of places.....**

**Contact details:.....**

**Payment enclosed.....**

**Want more details call Cyd on 742638 or Angela on 743858**