

# OVERVIEW OF NEIGHBOURHOOD PLANNING

**Neighbourhood Plan Preparation :**

**Getting Started / Grants & Budgets / What they Cover**

**King's House , 245 Ampthill Road, Bedford**

**29 February 2016**



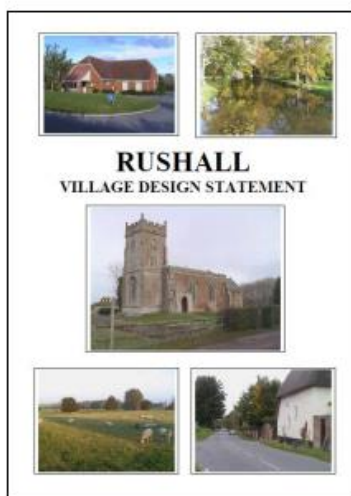
# INTENTION THIS EVENING IS TO EXPLAIN THE BACKGROUND TO :

- **GETTING STARTED ON A NEIGHBOURHOOD PLAN -  
WHAT'S INVOLVED – WITH SOME GOLDEN RULES TO  
REMEMBER ALL THE WAY THROUGH**
- **OBTAINING FUNDING AND TECHNICAL HELP TO  
PREPARE A PLAN**
- **WHAT TO COVER IN A PLAN**

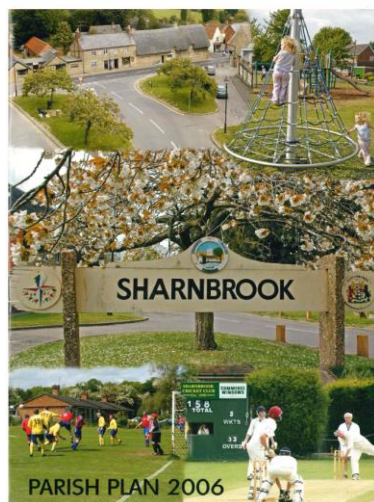


# What to Cover – should you produce a plan – or rely on something else.....

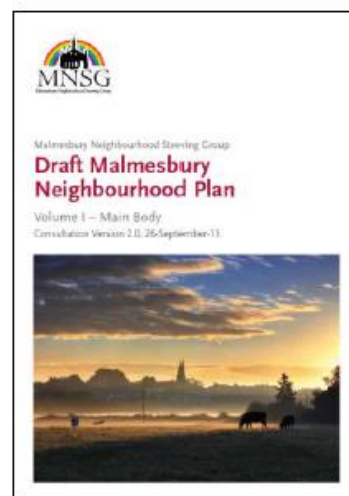
## Village Design Statement



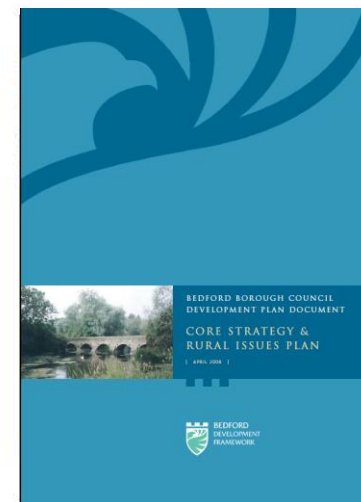
## Parish Plan / Community Plan / Action Plan



## Neighbourhood Development Plan



## Local Plan (Core Strategy) Policy



# Getting Started – who's responsible?

- Any Town or Parish Council or a Neighbourhood Forum
- Where a Town or Parish council exist, they are the body that must lead the Neighbourhood Plan. They can set up a working group to take forward the plan, but the Town or Parish council remains the responsible body and it must be a representative of the Town or Parish Council that applies for support.
- Where there is no Parish or Town council, a prospective Neighbourhood Forum of at least 21 people must be formed to lead and co-ordinate the plan making activity.



# Getting Started – designating a plan area

## Neighbourhood Forum OR Parish/Town Council



**If no parish/town council exists; a neighbourhood Forum is designated:**

A forum must be at least 21 people

An application must be made to LPA consisting of:

- the name of the forum
- a written constitution
- the name of the neighbourhood area
- contact details
- a statement outlining how they meet the conditions

## Publicising the Forum



**LPA then:**

- publicise details of the forum application;
- allow 6 weeks for comments and rival applications
- make a decision





# Getting Started – who's doing what?

## Bray Parish Neighbourhood Plan - Written Constitution

### Name and Area

The name of the group shall be "Bray Parish Neighbourhood Plan Steering Group", henceforth referred to as "the Steering Group" in this document. The Neighbourhood Plan will cover the area of the Parish of Bray.

### Purpose

The purpose of the Steering Group shall be to produce a Neighbourhood Plan for the Bray Parish area.

The Neighbourhood Plan will be produced with due consideration of all residents and businesses in the area, now and in the future. The Neighbourhood Plan will seek to improve the social, economic and environmental well-being of the area and those residing within it.

The Steering Group shall achieve the following goals in partnership with the Parish Council and the Borough Council:

- Manage and co-ordinate the production of a Neighbourhood Plan representative of local views.
- Co-ordinate effective engagement with all members of the community on a number of aspects relating to the Neighbourhood Plan.
- Effectively communicate findings, ideas and approaches for the Neighbourhood Plan to the Parish Council and the wider community.
- Identify support, resources and funding needed for stages of the production of the Neighbourhood Plan.
- Manage the decision making process in an open, transparent and accountable way.
- Identify areas, or specific sites, to accommodate the necessary development, consistent with the Borough Plan.
- Promote growth that is suitable for Bray Parish as part of maintaining a balanced and thriving community.
- Produce appropriate timescales and delivery mechanisms for the production of the Neighbourhood Plan.
- Produce a Neighbourhood Plan that is consistent with national and local policies.
- To take the Neighbourhood Plan to adoption by the Borough Council.

### Steering Group Membership

The Steering Group shall consist of no less than ten individuals who have an interest in Bray Parish, no less than one individual representing the Parish Council, and no less than one individual representing the Borough Council. The Steering Group shall be made up of no more than 20 members.

## Eton & Eton Wick Neighbourhood Plan – Written Constitution (contd.)

.....to include no less than THREE individuals representing Eton Town Council. Profiles of the members of the Steering Group shall be made publicly available.

8. The Steering Group shall elect its own officers in accordance with a clear structure to be made publicly available. These Officers shall be:

**Chairperson ; Deputy Chairperson ; Secretary ; Treasurer**

9. Should a member of the Steering Group not attend two consecutive Steering Group meetings without acceptable apologies, the Steering Group has the right to replace that member by a majority vote.

10. Should a member of the Steering Group resign or be subject to point 9 or point 13 exclusion the Steering Group must, within one month, ensure a suitable replacement is appointed in order to comply with the number of representatives required in this Constitution.

11. The Steering Group may invite any person to attend meetings and contribute to the business being transacted but that person will have NO voting rights. These may include officers of the Borough Council, Ward Councillors, other statutory organisations, agencies or any individual who has information or skills that will contribute to achieving the aims and objectives of the Steering Group.

12. Voting will be by a simple majority of the Steering Group with the Chairman of the Steering Group having a casting vote.

### EXCLUSION FROM THE STEERING GROUP

13. Members may be excluded from the Steering Group for conduct and behaviour that is disruptive and does not promote the aims and objectives of the Steering Group. Exclusion of members will be by a vote by a majority of the Steering Group.

### AFFILIATIONS, INTERESTS AND CONTRIBUTIONS

14. The Steering Group shall not be affiliated to any political party, but will welcome the involvement of ward councillors as community representatives.

15. All members of the Steering Group must declare any personal interest that may be perceived as being relevant to a decision of the group. This may include membership of an organisation, ownership of land or a business, or any other matter that may be considered to be relevant. Such declarations shall be recorded and be publicly available.

16. Organisations and businesses may assist in the production of the Neighbourhood Plan and may contribute towards the cost of producing it. Details of any donations or assistance must be made publicly available and must not influence the recommendations of the plan.

### MEETINGS

The Steering Group shall aim to meet once per calendar month, or as may be required, with a notice given prior to a meeting taking place. Agenda items will be circulated at least 7 days prior to the meeting and will be circulated at least 7 days prior to the meeting.

# Getting Started – if preparing a neighbourhood plan.....

## GOLDEN RULES

I. PLAN POSITIVELY

II. PUT YOURSELF IN THEIR SHOES

- The Examiner
- The Voter
- The Decision Maker

III. TO GET A PLAN... GET A PLAN

# Getting Started – national planning policy says...

## First Golden Rule

# PLAN POSITIVELY

NPPF

Planning must be a creative exercise in finding ways to enhance and improve the places in which we live our lives...  
Neighbourhoods should **plan positively** to support local development, shaping and directing development in their area...

Neighbourhood plans should not promote less development than set out in the Local Plan...



# Getting Started – what’s behind doing all this?



## Thame Neighbourhood Plan

### VISION

Thame must maintain  
its character  
as a **real** market town

- Continue to feel ‘compact’
- Continue to have a close relationship with open countryside around it
  - Retain its markets
- Continue to act as a centre for the surrounding area, not just residents
  - Remain attractive to residents and visitors

# Getting Started – who's going to read the plan?

Second Golden Rule

**PUT YOURSELF  
IN THEIR SHOES**

# Getting Started – one VIP who will read the plan very closely....

WHOSE SHOES? THE INDEPENDENT EXAMINER



Does this plan meet the basic conditions?

# Getting Started – what will people be voting for?

## WHOSE SHOES? THE VOTER

### Ballot Paper

Do you want Thereorough District Council to use the neighbourhood plan for the Whereford area to help it decide planning applications in the neighbourhood area?

YES

NO

# Getting Started – who will make sure the plan happens.....

**WHOSE SHOES?**



**THE DECISION MAKER**

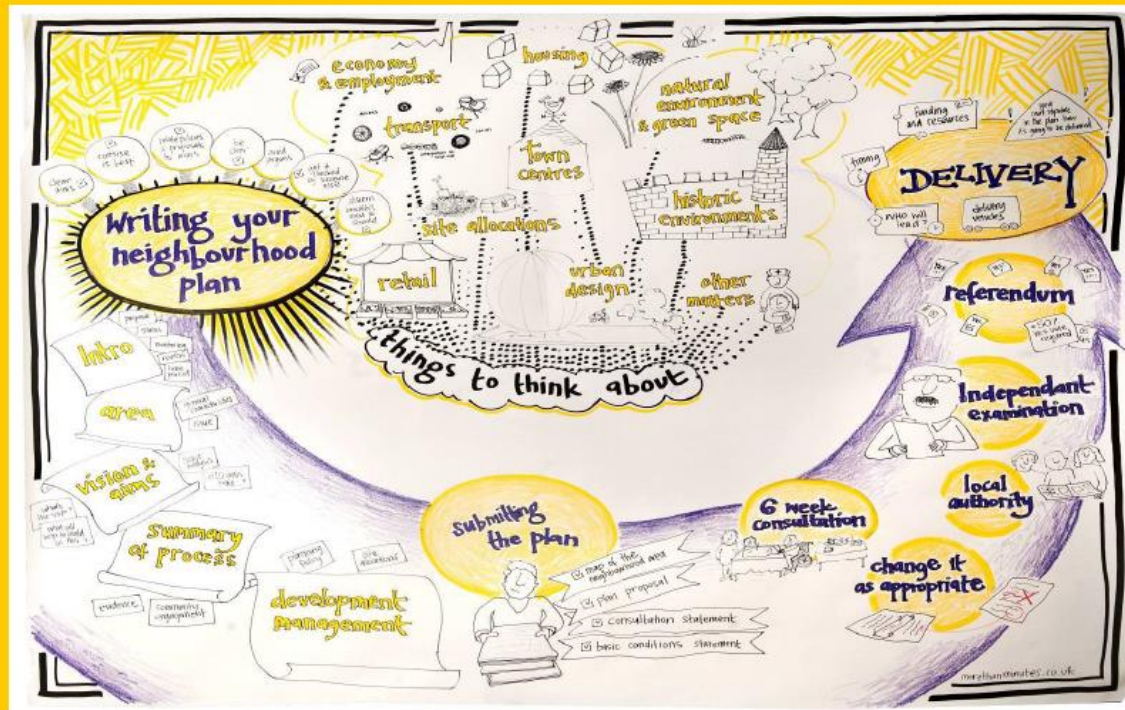




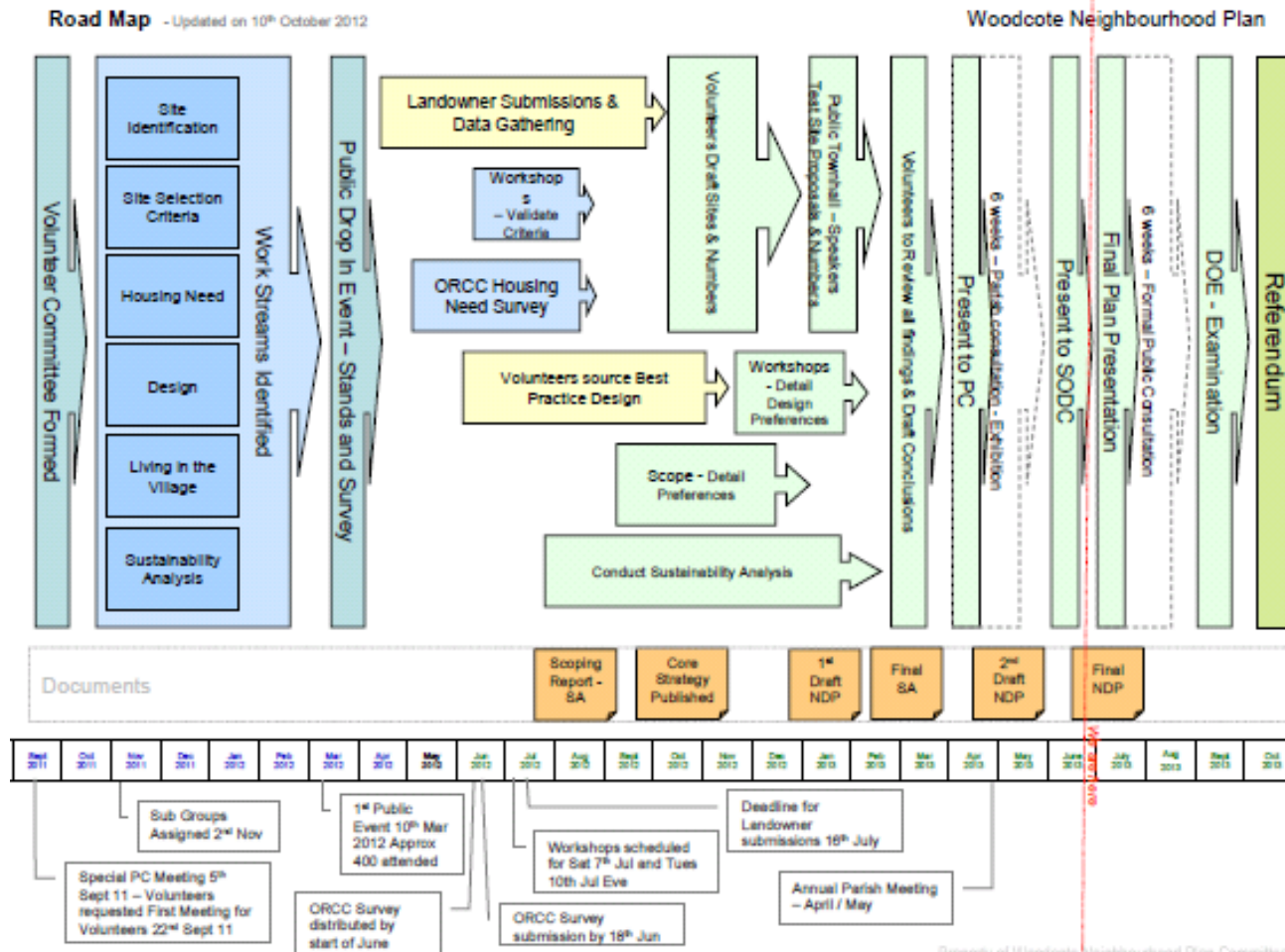
# Third Golden Rule

## TO GET A PLAN...

## ...GET A PLAN



# Getting Started – to make a plan you need a plan.....



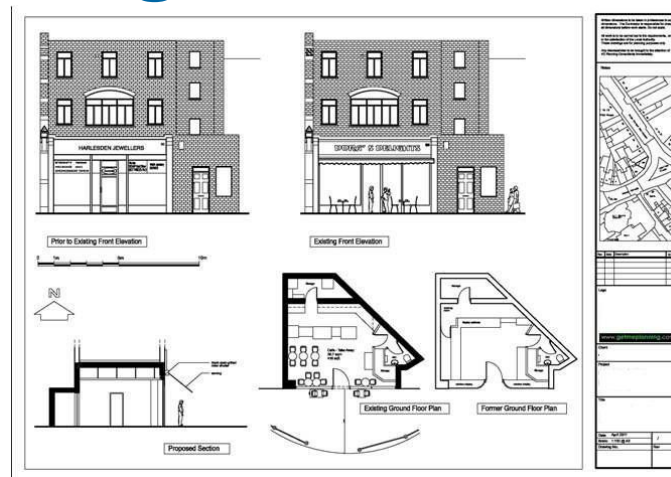
# Funding and technical help

- All groups writing a neighbourhood plan are eligible to apply for up to £9,000 in grant from 01 April 2016
- Groups facing a range of complex issues are able to apply for further support:
  - Neighbourhood forums (where there is no Parish or Town Council)
  - Clusters of parishes
  - High growth areas
  - Deprived areas
  - Business led neighbourhood plans
  - Populations of over 25,000
- Some ideas of what you might apply to use grant for include:
  - Developing a website
  - Training sessions for members of the steering group
  - Help with putting together a project plan
  - Engaging a planning expert



# What to Cover – beginning at the end...

- A planning application by private individuals, or sometimes public bodies, to a local council to seek approval for either a development or a change in the use of land or buildings is made
- When a local authority receives a planning application, it will consider it against **national planning policy** and its own set of **planning policies set out in its Development Plan/Local Plan**





# What to Cover - which of the following could be in the neighbourhood plan?

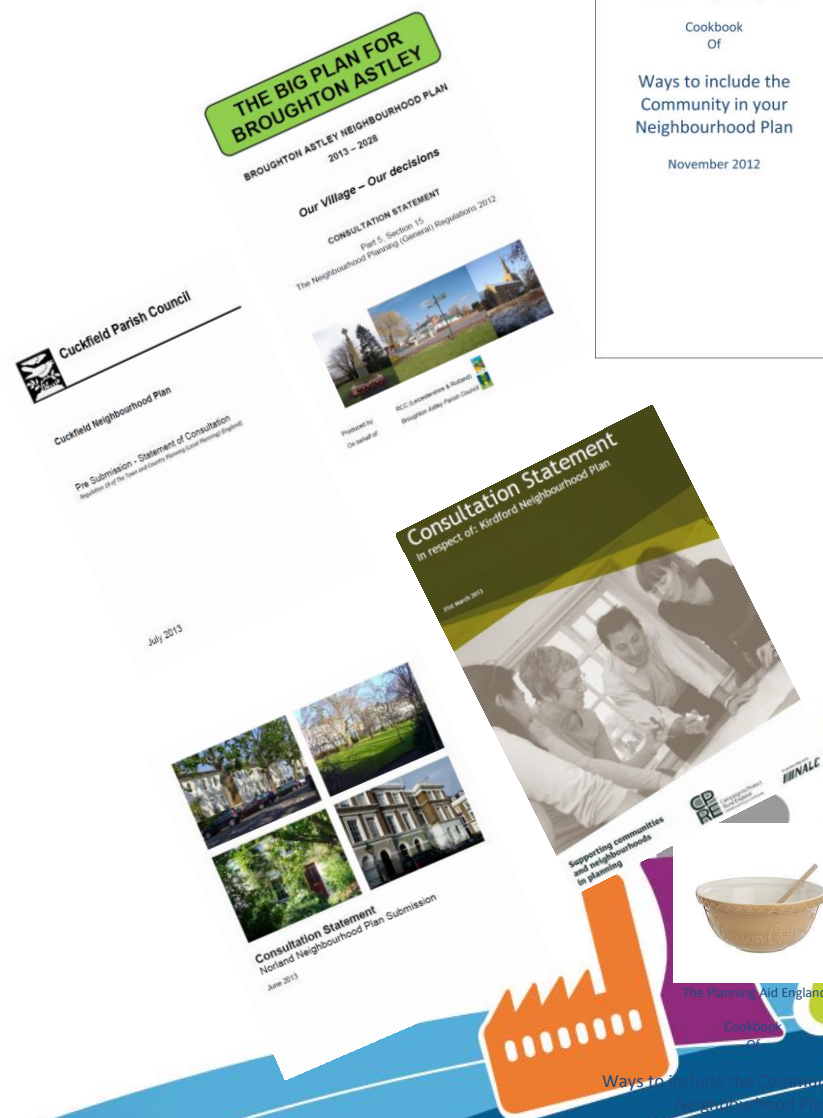
- Expanded bus services
- More affordable homes
- Better litter controls & cleaner streets
- Retention of trees
- Better street lighting
- Slower traffic speeds
- Better footpaths





# What to Cover – ask everybody.....

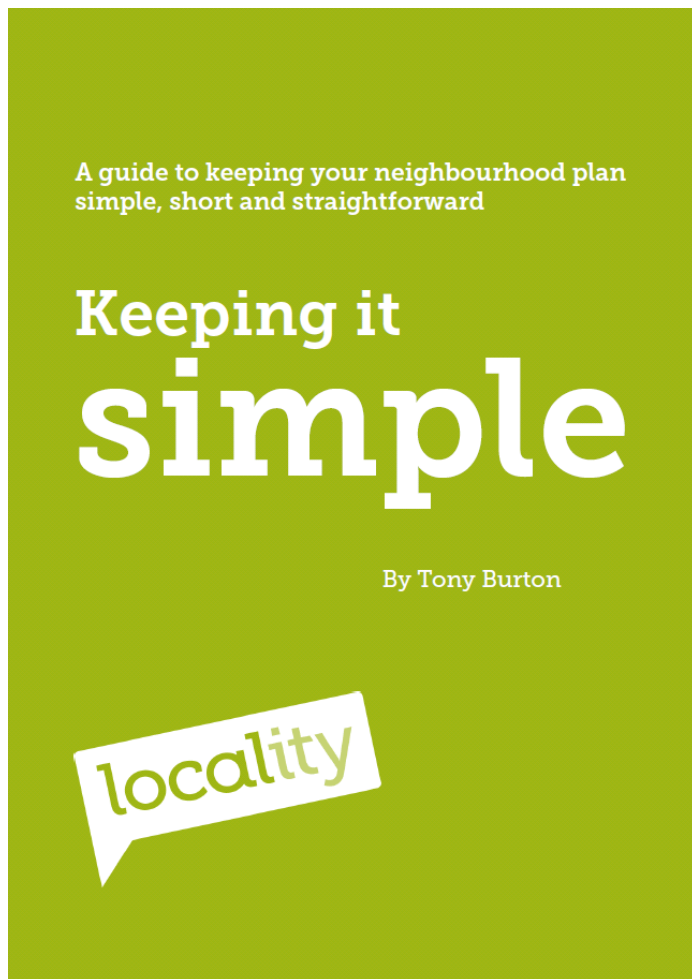
- At Submission you don't just present a draft plan for Examination to your local authority – there must be a Consultation Statement (amongst other things) as well
- Plenty of these can be seen on the web from those plans that have already been “made”
- They help tell the story of a plan – who was consulted when and how their views helped shape it



# Neighbourhood Plan Websites

- Ascot & the Sunnings
- <http://ascotandthesunnings.com/about/the-ascot-sunninghill-and-sunningdale-neighbourhood-plan/>
- Broughton Astley <http://broughtonastley.leicestershireparishcouncils.org/uploads/17533a7de33f538034744930.pdf>
- Cringleford <http://cringlefordparishcouncil.gov.uk/neighbourhood.php>
- Exeter St James <http://www.exeter.gov.uk/CHttpHandler.ashx?id=18581&p=0>
- Littlehampton
- <http://www.arun.gov.uk/main.cfm?type=LITTLEHAMPTONREG15&objectid=7027&searchtermredirect=littlehampton> -
- Lyn Plan [http://www.exmoor-nationalpark.gov.uk/\\_data/assets/pdf\\_file/0003/397605/Lyn-Plan-FINAL.pdf](http://www.exmoor-nationalpark.gov.uk/_data/assets/pdf_file/0003/397605/Lyn-Plan-FINAL.pdf)
- Much Wenlock [http://www.woburnsands.org.uk/Woburn-Sands-Town-Council/neighbourhood\\_plan\\_2013-5434.aspx](http://www.woburnsands.org.uk/Woburn-Sands-Town-Council/neighbourhood_plan_2013-5434.aspx)
- Norland [http://www.rbkc.gov.uk/pdf/NNP%20Referendum\\_Vol1.0.pdf](http://www.rbkc.gov.uk/pdf/NNP%20Referendum_Vol1.0.pdf)
- Tattenhall
- <http://tattenhallpc.co.uk/wp-content/uploads/2013/07/6119-Tattenhall-Neighbourhood-Plan-FINAL-13-28.5.pdf>
- Sprowston
- <http://www.sprowston-tc.gov.uk/wp-content/uploads/2013/05/Neighbourhood-Plan-Final-Version-for-website.pdf>
- Strumpshaw <http://www.strumpshaw.org/modules/xnews/article.php?storyid=517>
- Thame
- <http://www.southoxon.gov.uk/sites/default/files/Final%20Thame%20Neighbourhood%20Plan%20-%20March%202013.pdf>
- Upper Eden
- <http://www.eden.gov.uk/planning-and-development/planning-policy-for-eden/neighbourhood-planning/upper-eden-neighbourhood-plan/>
- Woburn Sands [http://www.woburnsands.org.uk/Woburn-Sands-Town-Council/neighbourhood\\_plan\\_2013-5434.aspx](http://www.woburnsands.org.uk/Woburn-Sands-Town-Council/neighbourhood_plan_2013-5434.aspx)

# Finally.....



## **PLANNING PRACTICE GUIDANCE**

### **Designating a neighbourhood area:**

- **What is the process for designating a neighbourhood area?**
- **Should the community consult the local planning authority before making an area application?**
- **Can a parish council propose a multi-parish neighbourhood area?**
- **In a multi-parished neighbourhood area when does a town or parish council need to gain the consent of the other town or parish council/s in order to take the lead in producing a neighbourhood plan or Order? (etc.)**

# Thank you ! - how to get in touch with us.....

<http://www.rtpi.org.uk/planning-aid/neighbourhood-planning/>

**National Planning Advice Line** tel: 0330 123 9244

E-mail: [advice@planningaid.rtpi.org.uk](mailto:advice@planningaid.rtpi.org.uk)

Web: [www.rtpi.org.uk/planningaid](http://www.rtpi.org.uk/planningaid)