



BasildonCouncil



DAC
PLANNING

Introduction to Neighbourhood Planning Workshop


About Us




- [DAC Planning](#) is a planning consultancy.
- We specialise in working with both public sector clients and local communities.
- We provide planning advice and support to groups across the country.
- We have supported a range of neighbourhood planning groups at various of stages of production.

Our experience

Crossing Parish Neighbourhood Plan
2017-2033
Adopted February 2020




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Bradwell with Pattiswick Parish
Neighbourhood Plan 2017-2033



Adopted 22nd July 2019




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Hatfield Peverel
Regulation 14 Neighbourhood
Development Plan

2022-2038



Referendum Version
May 2021

Coggeshall Parish Neighbourhood Plan

Countryside | Character | Community


To ensure the plan meets the needs of the parish in the future, to create a quality environment and ensure it is a good and healthy place to live, work and visit for generations to come.

2019-2033



Coggeshall Neighbourhood Plan

STANSTED MOUNTFITCHET PARISH
NEIGHBOURHOOD PLAN 2011 - 2033




Regulation 14
Consultation Draft

July 2020


Version 1.18

DAC PLANNING

Neighbourhood
Plan



INGESTONE
& FRYERNING
NEIGHBOURHOOD PLAN



2020-2033

Regulation 16 Consultation

Feering
Neighbourhood Plan


2020 - 2033



March 2022

DAC PLANNING

KELVEDON
PARISH COUNCIL



Kelvedon
Neighbourhood Plan

Referendum Plan

NEIGHBOURHOOD PLAN

2017-2033

January 2022



Kelvedon
Neighbourhood Plan

1. What is neighbourhood planning
 - Neighbourhood Plans / Neighbourhood Development Orders / Community Right to Build Orders
 - Benefits of neighbourhood planning
 - What you can address through neighbourhood planning
2. Case Studies
3. How to start neighbourhood planning
 - Establishing neighbourhood areas and forums
4. Preparing a neighbourhood plan or order
5. Questions

What is Neighbourhood Planning?



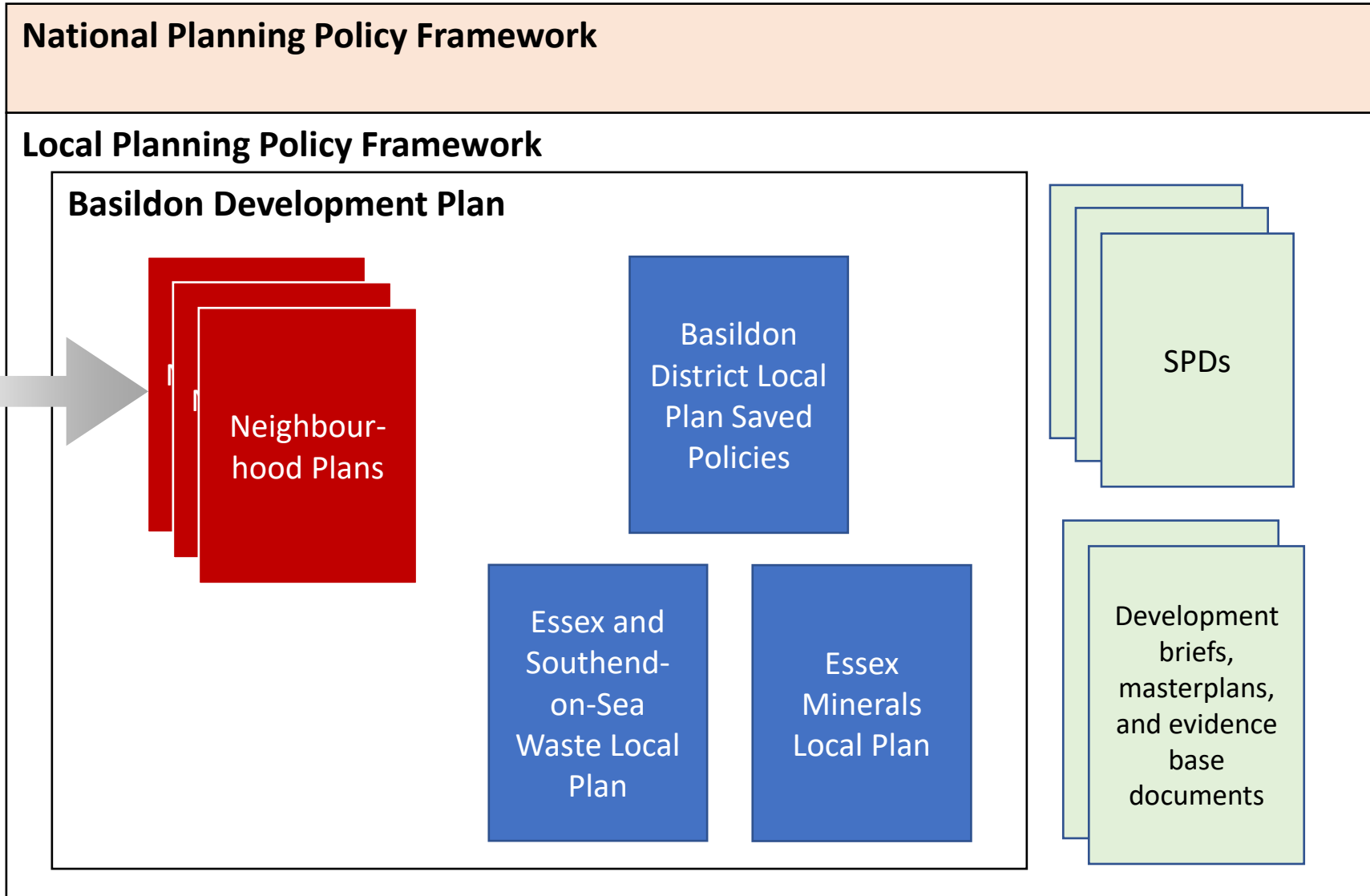
- Introduced by the [Localism Act](#) in 2011 – a shift away from top-down planning.
- Direct power for communities to develop a shared vision and shape the development and growth of their local area. This can include:
 - The location of new development.
 - The design of new development.
 - The management of infrastructure provision.
- Neighbourhood planning provides a powerful set of tools to achieve this.

What is a Neighbourhood Plan?



- Communities have the right to create **a formal plan** for their area that has been subject to consultation, examination and public referendum.
- The formal plan, or Neighbourhood Plan, will contain planning policies for the development and use of land.
- Once Neighbourhood Plans have been prepared, they will form part of the overall Development Plan (the Local Plan).
- This means that planning applications in the area will be assessed against the Neighbourhood Plan, Basildon's emerging planning policies and other relevant documents.

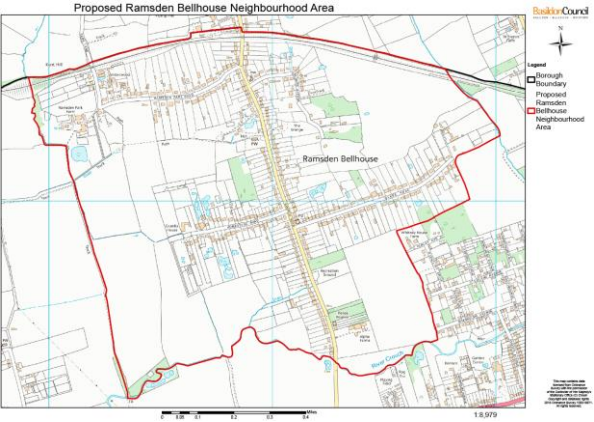
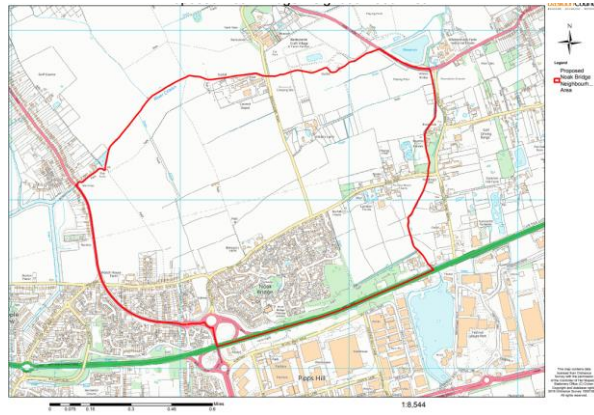
What is a Neighbourhood Plan?



Neighbourhood Planning in Basildon

Neighbourhood Area	Key dates	Neighbourhood boundary
Hovefields and Honiley Neighbourhood Area	Designated 25 May 2016 Forum expired 25 May 2021 Wickford Town Council formed My 2022	
Bowers Gifford and North Benfleet Neighbourhood Area	Designated 18 July 2016	

Neighbourhood Planning in Basildon

Neighbourhood Area	Key dates	Neighbourhood boundary
Ramsden Bellhouse Neighbourhood Area	Designated 29 August 2018	 <p>The map shows the proposed boundary for the Ramsden Bellhouse Neighbourhood Area, outlined in red. It covers a residential area with streets and green spaces. A legend in the top right corner identifies the boundary and the area. The map is titled 'Proposed Ramsden Bellhouse Neighbourhood Area' and includes a scale bar and a north arrow.</p>
Noak Bridge Neighbourhood Area	Designated 22 November 2018	 <p>The map shows the proposed boundary for the Noak Bridge Neighbourhood Area, outlined in red. It covers a residential area with streets and green spaces. A legend in the top right corner identifies the boundary and the area. The map is titled 'Proposed Noak Bridge Neighbourhood Area' and includes a scale bar and a north arrow.</p>

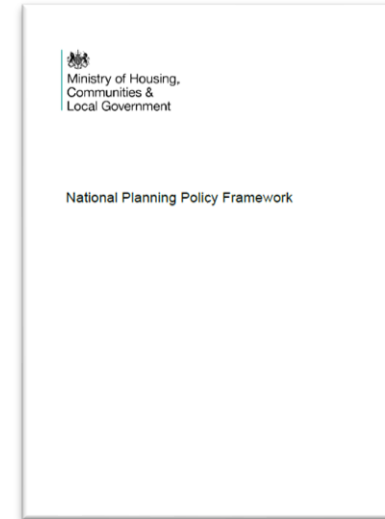
Why create a Neighbourhood Plan?



- Neighbourhood plans give communities the opportunity to create a **vision and objectives** for their area.
- Provide a mechanism for bringing people together to **identify and address key local issues**.
- Manage and direct the long-term development of the local area through **site allocations**.
- Guide decision making on planning applications through **locally produced planning policies**.
- **Protect important features or assets** in your area, including heritage, infrastructure, community and environmental assets

Neighbourhood Plans must.....

- Meet the requirements of the **neighbourhood plan basic conditions**.
 - Have regard to national planning policy, advice and guidance.
 - Conform with strategic policies in the Local Plan.
 - Preserve and enhance the historic environment.
 - Not breach international EU obligations.
 - Contribute to the achievement of sustainable development.
- Be prepared with community input and support.
- Address local policy issues within the designated neighbourhood area only.



Neighbourhood Development Orders

- Allow communities to grant planning permission for certain types of development on specific sites.
- Once made, new development proposals in an area would not need to apply for planning permission.

Community Right to Build Orders

- Allow communities to grant planning permission for small-scale community-led developments
- Proceeds of the development are used for community benefits

Both Orders follow the same statutory processes as a neighbourhood plan

Benefits for your community

- Manage new development in an area.
- Allocate land for new development.
- Outline future proposals for new or improved infrastructure in an area, including:
 - open space
 - transport
 - education facilities
 - health facilities
 - and other community infrastructure.
- Contribute to achieving a vision and objectives for your area.



Benefits for your community continued



Identify and protect local green spaces.



Protect the character and appearance of an area.



Recognise and protect local heritage assets.



Promote good design in new development.

Benefits For You

- Learn more about your local area
- Challenge yourself to learn new skills in:
 - Town planning
 - Project management
 - ICT skills
- Utilise your interests and knowledge:
 - Environment
 - Heritage
 - Design
- Sense of achievement



Common Topic Areas



- Historic Environment
- Transport
- Housing
 - Need (retirement, affordable, accessible)
 - Mix
- Natural environment
 - Biodiversity
 - Ecology
 - Landscape
- New development allocations
- Design
- Green infrastructure
- Community facilities
- Flooding
- Economy
- Infrastructure
- Developer contributions

Case Study – Housing allocations

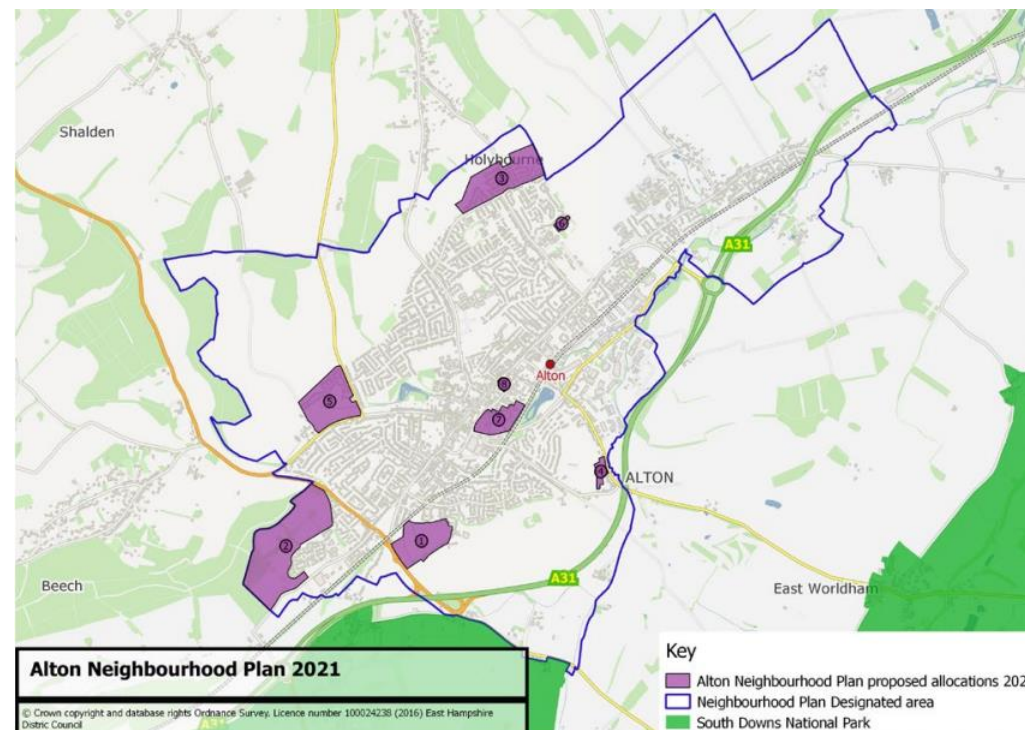
- Alton Neighbourhood Development Plan, East Hampshire
- 8 allocations to accommodate dwellings identified in the East Hampshire and South Downs Joint Core Strategy (Local Plan).

HO3 New Housing Site Allocations

Permission will be given for new housing as set out in the table immediately below and as shown on site allocation plans.

Site name	Policy number	Dwelling allocation	2021 Modification
Land East of Selborne Road	HO3(a)	242	Allocation to be modified in terms of development capacity (reduced) due to now having further detailed information regarding site constraints as evidenced in planning application number 30021/065.
Land at Lord Mayor Treloar <i>NB. For the avoidance of confusion, this amounts to the total allocation at Lord Mayor Treloar and reflects the outline planning permission granted in July 2015.</i>	HO3(a)	280	Existing allocation retained as result of either being at early stages of being built out or have not yet commenced.
Land off Wilsom Road (between numbers 60 and 86)	HO3(c)	11	Allocation to be modified in terms of development capacity (reduced) due to now having further detailed information regarding site constraints as evidenced in planning application numbers 55638/001 and 33920/008.
Land adjacent to Alton Convent School, Anstey Lane	HO3(e)	18	Existing allocation retained as result of either being at early stages of being built out or have not yet commenced.
Molson Coors	HO3(f)	283	New housing site within existing Settlement Policy Boundary coming forward through the planning application process now.
Alton Magistrates Court	HO3(g)	43	New housing site within existing Settlement Policy Boundary coming forward through the planning application process now.

Total allocation 877



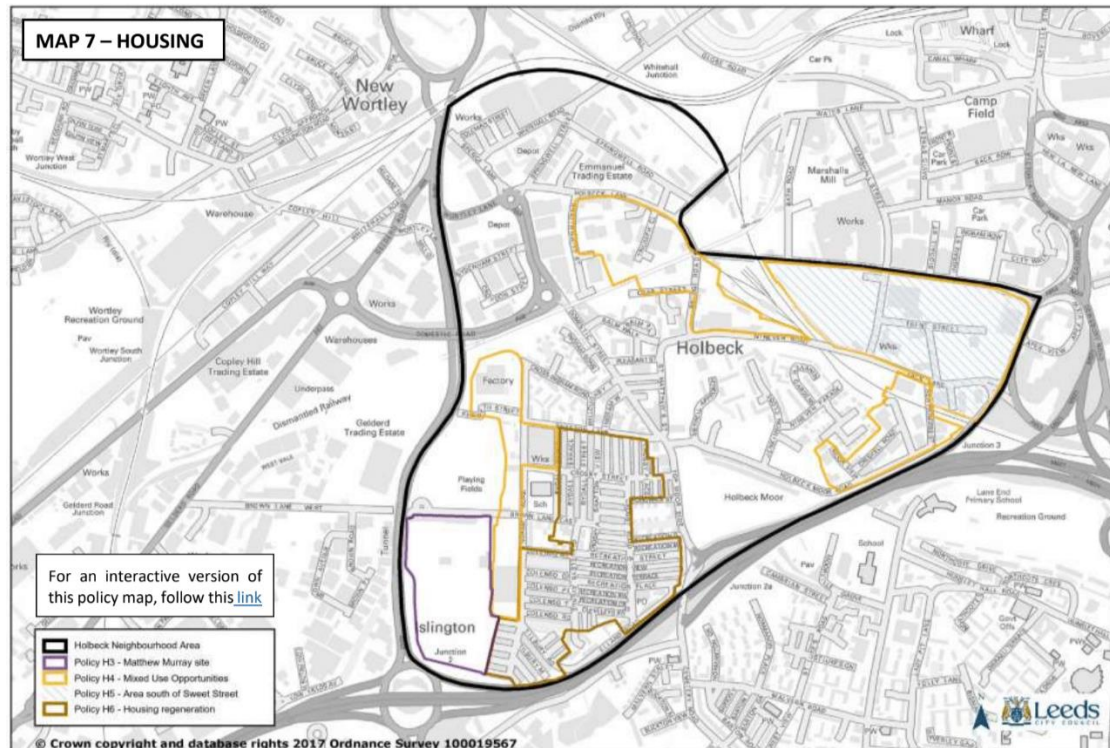
Summary Map of Allocated Sites

Overall LAA Sites within which housing is planned:

1. Land East of Selborne Road
2. Treloar
3. Cadnam: As at April 2021 at an advanced stage of build out or almost complete
4. Wilsom Road
5. Will Hall Farm: As at April 2021 at an advanced stage of build out or almost complete
6. Land adjacent to Convent
7. Molson Coors
8. Alton Magistrates Court

Case Study – Where to develop

- Holbeck Neighbourhood Plan, Leeds
- Not specific allocations with defined units, but identifies sites the plan will support development and the criteria for the plan to support it.



Policy H3 – Matthew Murray site

The development of the Matthew Murray site primarily for a mix of housing, including affordable housing and shared ownership housing, in a green infrastructure setting will be supported in principle, together with other uses compatible with its residential location. Any development will:

- include at least 40% of the site area as publicly accessible green space, and;
- be subject to a development brief submitted with the application showing how the scheme will retain and improve the green infrastructure of Holbeck and provide suitable connectivity with the rest of Holbeck.

Policy H4 – Mixed Use Opportunities

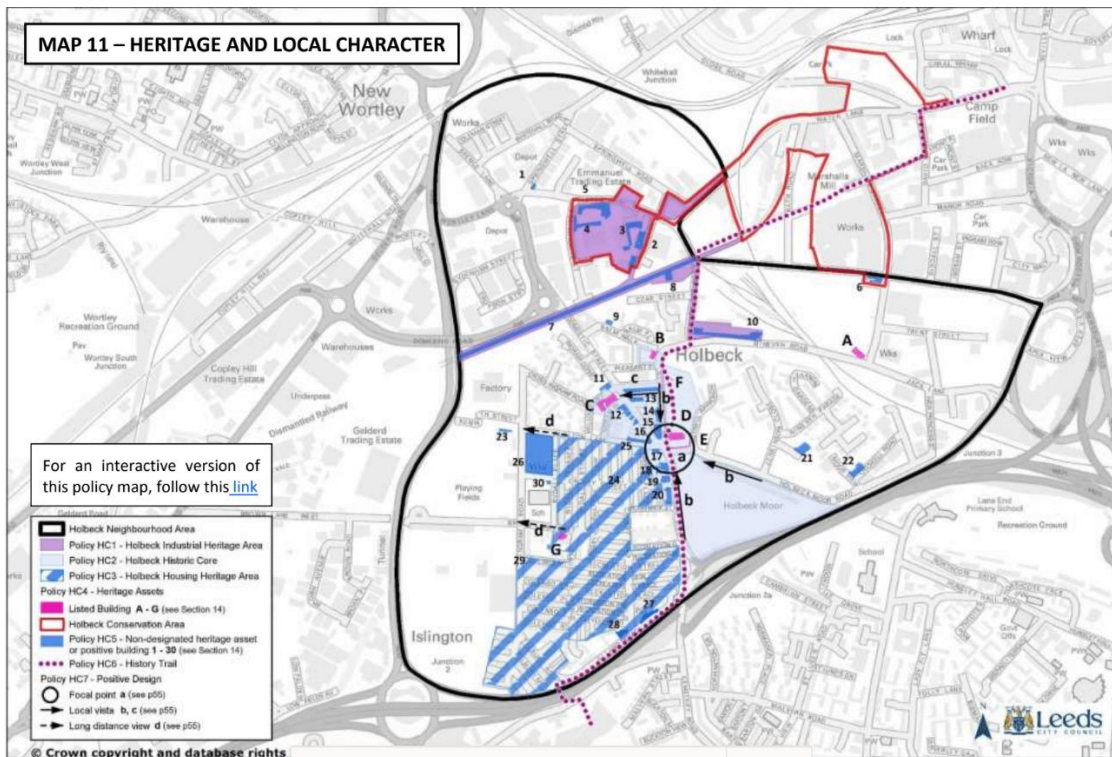
Development in the following locations shown on the Policies Maps 4 and 7 for a mix of residential, employment and local service uses will be supported in principle:

- south of Sweet Street;
- Ingram Road;
- Holbeck Moor Road (east end), and;
- Holbeck Industrial Heritage Area.

The employment uses in the mix should be compatible with residential use in terms of residential amenity. Any development should seek to achieve a high-quality environment and public realm.

Case Study – Heritage and character

- Holbeck Neighbourhood Plan, Leeds
 - Policies for each of the character areas of Holbeck
 - Policies for identified heritage assets



Policy HC4 – Heritage Assets

Development involving any heritage asset will be supported in principle if it:

- assists conservation-led regeneration schemes to enhance the historic environment, notably the bringing into use and restoration of a heritage asset; and
- protects its historic, archaeological or architectural character, including any artefacts of historic interest.

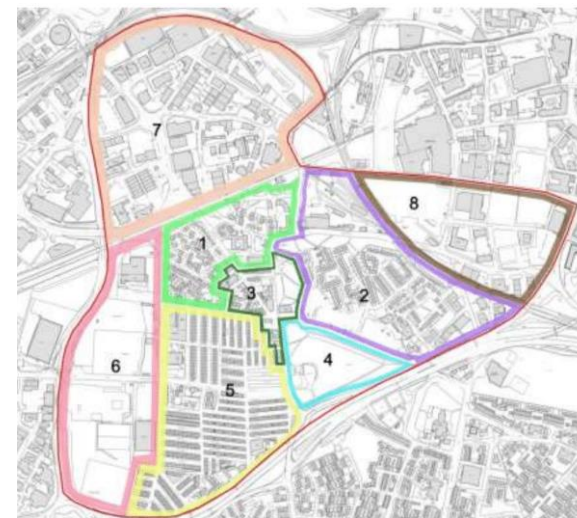
Policy HC1 – Holbeck Industrial Heritage Area

Development within the Holbeck Industrial Heritage Area (as defined on the Policies Maps 4 and 11) should respect the Conservation Area and the historic, archaeological and architectural character of the Holbeck Industrial Heritage Area and buildings and structures within it, including but not exclusively, positive characteristics which give the Holbeck Industrial Heritage Area its distinctive identity, such as:

- location and course of the Hol Beck and any associated structures, and;
- scale, form and architectural detail of the 18th and 19th century development.

Proposals for development within the Holbeck Industrial Heritage Area should demonstrate:

- an understanding of the historic significance of the site, and;
- how the development will seek to preserve or enhance its heritage attributes within the Conservation Area or otherwise respect them in ways which will be particularly beneficial to the future of Holbeck.

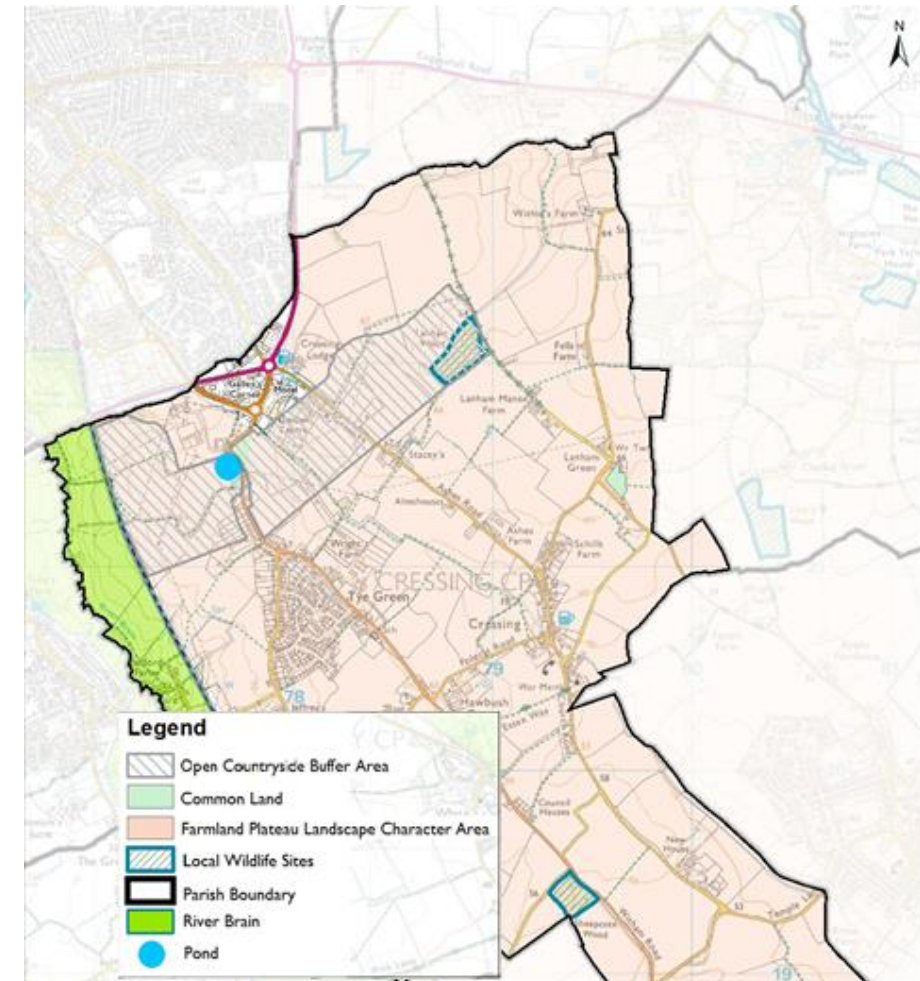


Case Study - Coalescence

- Cressing Neighbourhood Plan, Braintree, Essex
- Open Countryside Buffer Area

Policy 3: Maintaining the Character and Integrity of the Parish

- A) An Open Countryside Buffer Area is defined as identified in Figure 5. Proposals for development in the Open Countryside Buffer Area should demonstrate that they will:
- enhance the rural character and appearance of Cressing Parish;
 - maintain and enhance the physical gap in development between the urban fringe of Braintree and settlements within Cressing Parish; and
 - are of a scale, massing, and visual appearance which will not detrimentally impact upon the rural character and appearance of Cressing Parish, including the setting of Tye Green and Cressing village;
- B) Any development in the Open Countryside Buffer Area associated with new strategic infrastructure should provide significant benefits to the wider area and seek to mitigate any detrimental impacts on the character and appearance of the Open Countryside Buffer Area.
- C) Any proposals for development in the Open Countryside Buffer Area identified within Figure 5 should include a visual impact assessment, clearly outlining the impact of development on the character and appearance of the surrounding area, and demonstrating the impact of the development and proposed mitigation measures on views from the Parish including Tye Green and Cressing village.
- D) Development proposals located outside of settlement boundaries, or adjacent to settlement boundaries, will should demonstrate how they will maintain clear separation and avoid any potential coalescence between settlements within the Parish and adjoining Parishes. This could include the use of additional green infrastructure features.



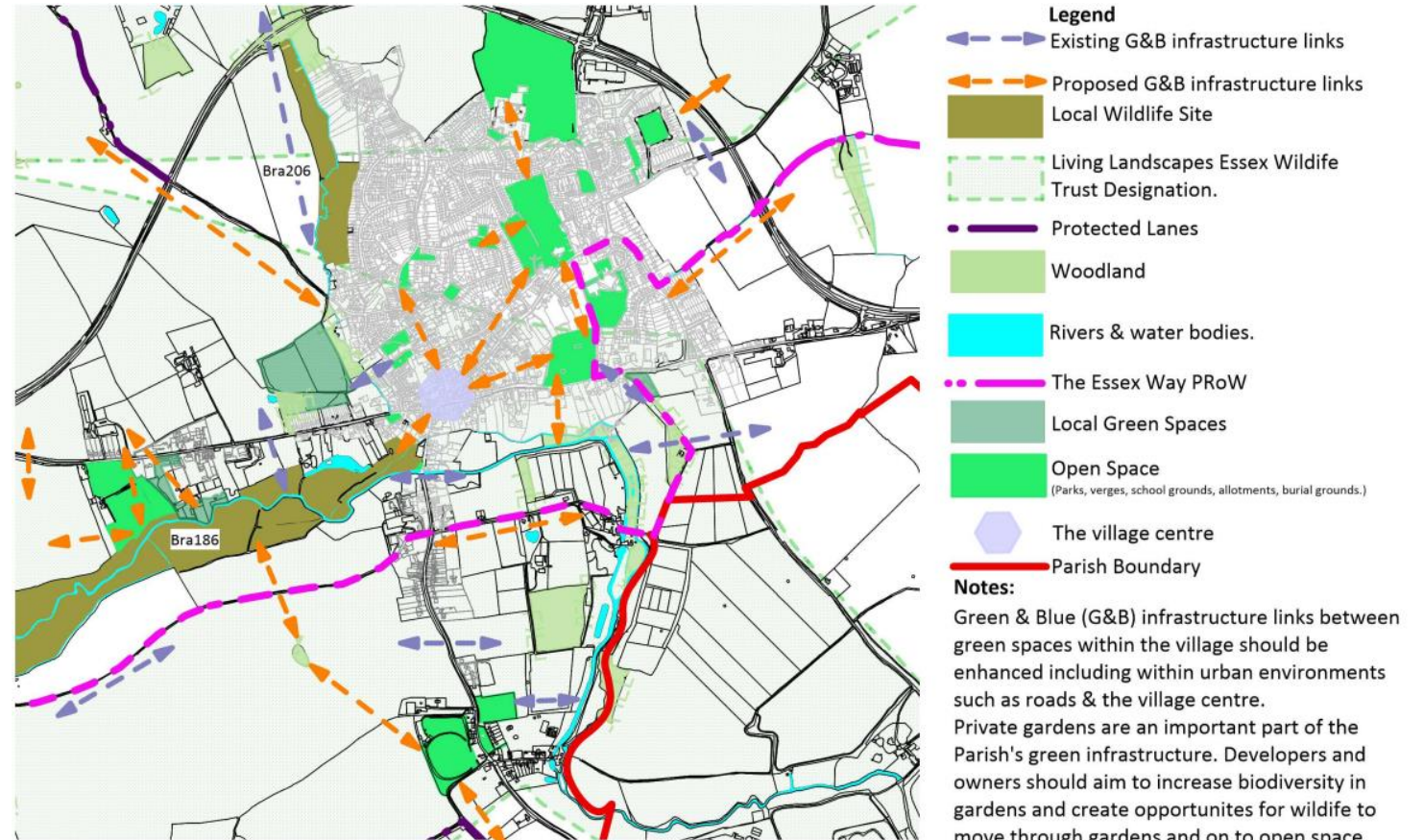
Case Study – Green Infrastructure

- Coggeshall Neighbourhood Plan, Braintree, Essex
- Range of features identified and mapped for protection and enhancement.

Policy 6

Protecting and Enhancing Green and Blue Infrastructure and the Natural Environment

1. Development proposals should protect, enhance and, increase the provision of green and blue infrastructure within the Parish. All proposals should seek to deliver net biodiversity gain, in addition to protecting existing habitats and species and enhancing the landscape and visual characteristics of the Parish. Any proposals which negatively affect, or have the potential to negatively affect, green and blue infrastructure should demonstrate that any negative impacts on recreation, biodiversity (including flora and fauna) and local wildlife habitats and corridors, will be adequately mitigated.
2. The Green and Blue infrastructure features identified within Figures 3 and 4 should be protected and enhanced. Development proposals which are likely to have a significant negative impact upon these features should demonstrate that the benefits of development clearly outweigh any negative impacts, or that appropriate mitigation measures can be implemented which result in an overall improved provision of green and blue infrastructure and / or overall benefits to biodiversity, wildlife habitats and corridors within the Parish. Where appropriate, developer contributions should be sought towards the protection and enhancement of the identified features.
3. Proposals for new areas of green and blue infrastructure should seek to incorporate pedestrian, cycle and bridleway access where appropriate.



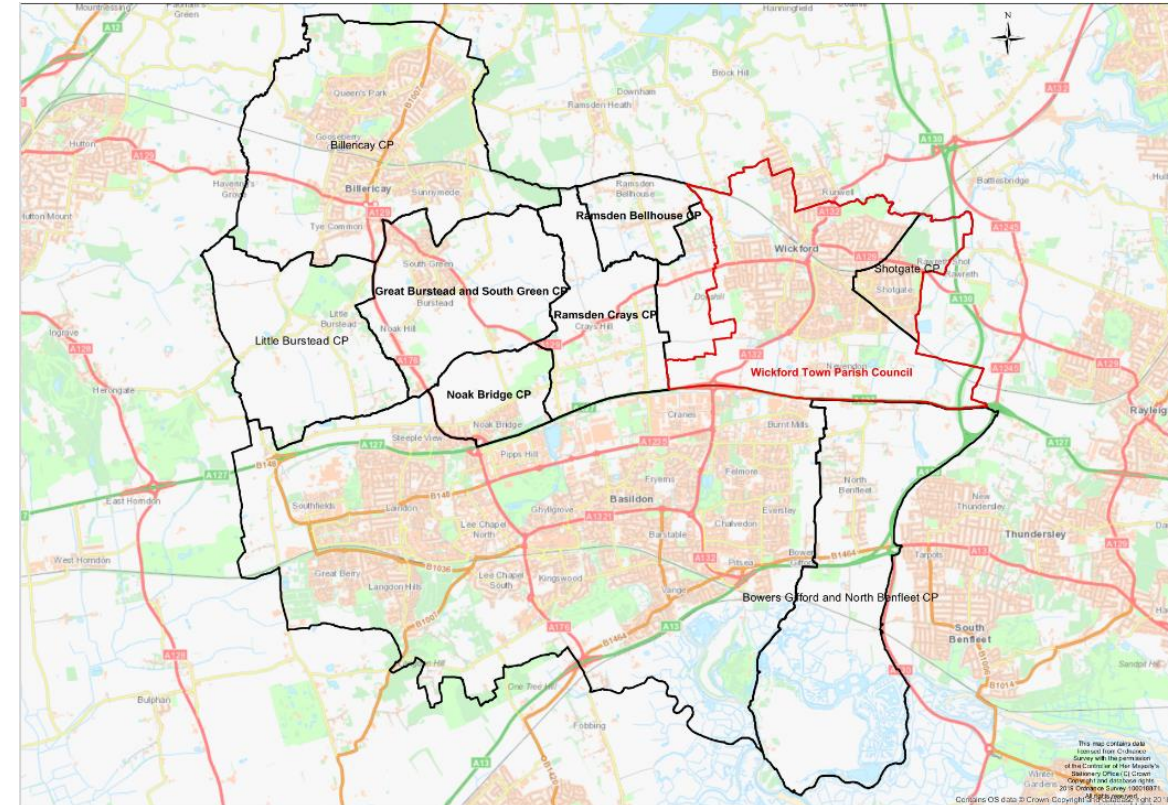
How to get started



- The first step in making a neighbourhood plan and order is having your local area designated as a *Neighbourhood Area*.
- Legislation enables 3 types of organisations, known as **qualifying bodies**, to undertake neighbourhood planning
 - a village, parish or town council
 - a neighbourhood forum; or
 - a community organisation.

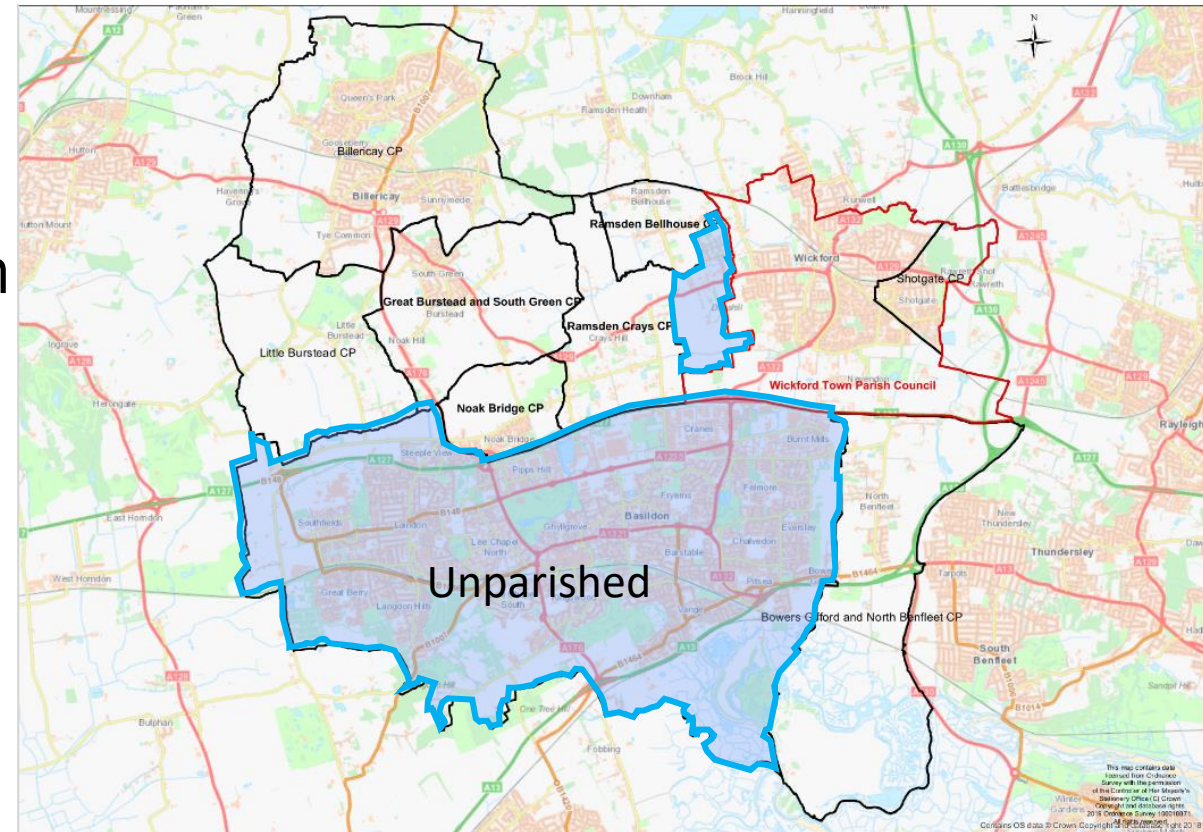
Village, Town, Parish Councils

- Although not always the case, for most town/parish/village councils the parish boundary provides an appropriate, 'ready-made', Neighbourhood Area.
- Maintaining this boundary is preferable, but not essential.
- In this instance, the body producing the neighbourhood plan ('the qualifying body') will be the town/parish/village council.



Neighbourhood Forums

- For areas where there is no parish council, community groups and organisations can be approved as a Neighbourhood Forum.
- Organisations can submit an application to be the **'neighbourhood forum'** for that area, to allow them to prepare a neighbourhood plan.
- In this instance, the body producing the neighbourhood plan ('the qualifying body') will be the neighbourhood forum.



Neighbourhood Forum



A neighbourhood forum needs to have:

- A constitution.
- Been established for the express purposes of promoting or improving the social, environmental or economic wellbeing of the area.
- Open membership arrangements for people who live, work or are locally elected members for the neighbourhood area.
- At least 21 members who are individuals.

Locality provide guidance on how to set up neighbourhood forums to meet these requirements



Insert Name Neighbourhood Forum Constitution

Name

The name of the Forum shall be the **Insert Name** Neighbourhood Forum (the Forum).

Area of Benefit

The area in which the Forum will pursue its objects is the **Insert Name** Neighbourhood Area, which is the area designated by **Insert Name** Council for which the Forum will produce a Neighbourhood Plan.

Objects

The purpose of the **Insert Name** Neighbourhood Forum is

- To prepare a Neighbourhood Plan for the **Insert Name** area;
- To promote or improve the social, economic and environmental well-being of the **Insert Name** area*;
- Any other appropriate purpose agreed by the Forum.

** Note - This wording is contained in the Act and has to be used in the constitution. In some instances, the Forum could also have the purpose of promoting the carrying on of trades, professions or other businesses in the area. The purpose should reflect the character of the neighbourhood area.*

Powers

In furtherance of its objects the **Insert Name** Forum may

- Invite and receive contributions and raise funds where appropriate, to finance the work of the Forum, and to open a bank account to manage such funds;
- Publicise and promote the work of the Forum and organise meetings, training courses, events or seminars etc.;
- Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations;
- Employ staff and volunteers as are necessary to conduct activities to meet the objects of the Forum;
- Take any form of action that is lawful, which is necessary to achieve the objects of the Forum, including taking out any contracts which it may see fit.

Note - The above are indicative of the powers which the Forum may employ. It may be considered appropriate to delegate some of these powers to a Management Committee, whose membership would need to be defined in this constitution. It may be advisable to exclude certain categories of Forum members from employment by the Forum (i.e. management committee members).

Neighbourhood Forum



For the Forum to be established and given neighbourhood planning powers, Basildon will require the following documentation and evidence:

1. The **name** of the proposed neighbourhood forum.
2. The **written constitution** for the proposed neighbourhood forum.
3. The **name of the area** to which the application relates and a map which identifies the area.
4. The **contact details** of at least one member of the proposed neighbourhood forum to be made public.

The Neighbourhood Plan Process



Managed by the neighbourhood plan group

1 Designating a neighbourhood area

2 Preparing the draft neighbourhood plan

3 Public consultation and finalisation of the plan

4 Submission and further consultation

5 Independent examination

6 Referendum

Managed by Basildon Council

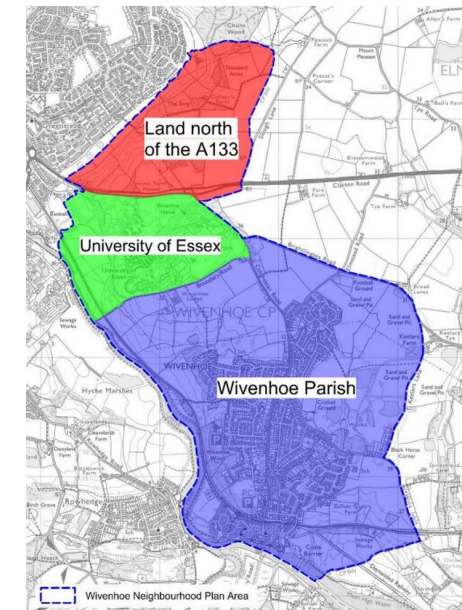
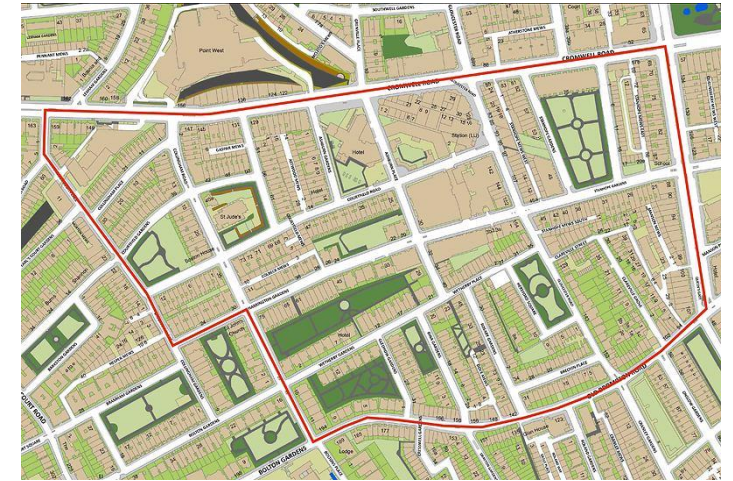
1. Designation of a Neighbourhood Area



- Applications for neighbourhood area designation must include the following:
 - **A map** identifying the area you want designated as a Neighbourhood Area.
 - **A statement** explaining why the area is considered appropriate to be designated as a neighbourhood area.
 - **A statement** confirming that the organisation or body making the application is either a Parish Council or a neighbourhood forum (designated or capable of being designated).
- You can provide this as a letter

What is your neighbourhood area?

- For parish areas, neighbourhood areas typically follow the existing parish boundary.
- No definition of a neighbourhood area is provided in law.
- To be designated, it will need to be 'appropriate', having regard to a wide range of planning considerations
- This includes physical and non-physical characteristics including:
 - Catchment areas
 - Socio-economic profiles
 - Boundaries and features
 - Character
 - Local plan policies, designations and allocations
- Through an application, you can put forward proposed neighbourhood areas that your community feels is appropriate.



2. Preparing the draft neighbourhood plan



This can include:

- Gathering a **baseline of information and evidence**, which may include commissioning expert consultants.
- A **community survey and other engagement**, such as community workshops and events, websites and social media, meetings and newsletters.
- Using the baseline information and other information gathered to develop the plan's **vision, objectives, and the topics** to be addressed within the plan.
- Developing the **policies** and identifying projects for the area.

Develop the Vision and Policies



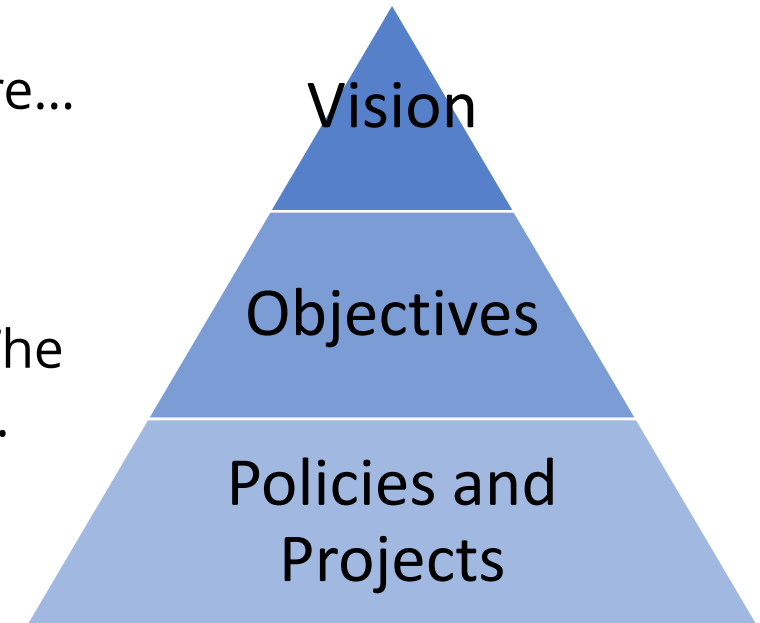
The baseline research can be used to develop vision, objectives, and the topics

Vision

- A statement of the what your area will look like in the future...

Objectives

- More specific than the vision statement, based on topics. The achievement of the objectives will make the vision a reality.



Gathering Evidence

- No minimum requirement for evidence...
- Evidence should be proportionate, robust, and used to inform and justify policies within the plan.

Existing evidence:	Possible additional evidence:
<ul style="list-style-type: none">• Basildon Local Plan evidence base• Published data (ONS, Census and NOMIS)• Published evidence from bodies such as Environment Agency and Historic England	<ul style="list-style-type: none">• Housing Needs Assessments• Landscape and Character Assessments• Transport studies• Local Heritage Assessment• Design Guides and Codes• Site Assessment• SA/SEA and HRA• Thematic Topic Papers

Early Community Engagement

- Early engagement
 - Beneficial to hold additional engagement beyond the minimum requirements.
 - Raise awareness of the plan or order.
 - Develop consensus, raise support and understanding.
 - Start early and inform the vision and objectives.
- Early engagement can be in different forms:
 - Community survey / questionnaire
 - Meetings
 - Workshops
 - Websites and social media
 - Newsletters
 - Informal engagement with statutory consultees



3. Public Consultation



- A draft plan or order must be published for public consultation for a six-week period, known as a Regulation 14 consultation.
- Any bodies whose interests could be affected by the plan should be consulted, such as;
 - Statutory consultees
 - Local voluntary and business groups
 - Local groups representing different races, religions, and nationalities.

Finalisation of the plan or order



Submission of a plan or order will require the production of:

- A **Basic Conditions Statement**, which explains how the plan meets the requirements of the neighbourhood plan basic conditions.
 - having regard to national policy
 - in general conformity with the strategic policies in the development plan
 - contribute to the achievement of sustainable development
 - preserve and enhance the historic environment
 - compatible with human rights requirements
 - compatible with EU obligations
- A **Consultation Statement**, outlining all of the engagement undertaken throughout the production of the plan or order.
 - Demonstrating that the requirements of Regulation 14 consultation have been undertaken.
 - Demonstrating how the final plan or order has taken account of consultation responses.

The Neighbourhood Plan Process



Managed by the neighbourhood plan group

1 Designating a neighbourhood area

2 Preparing the draft neighbourhood plan

3 Public consultation and finalisation

4 Submission and further consultation

5 Independent examination

6 Referendum

Managed by Basildon Council

4. Submission and further consultation



Submission of the plan or order must include the following documentation:

1. A copy of the Neighbourhood Plan
2. A map or statement identifying the area to which the proposed neighbourhood plan relates
3. A Basic Conditions Statement
4. An environmental assessment report, or a statement of the reasons why one is not required
5. A Consultation Statement

The Council undertakes Regulation 16 consultation, seeking representations on the final version of the Plan.

5. Independent Examination



- Basildon Council will appoint an independent examiner to review the submitted plan or order.
- The examination will consider if the plan or order meets the requirements of the basic conditions to proceed to referendum.
- The examination is usually undertaken through written representations, however hearings can be used if required.
- The findings are presented within an Examiners Report, which can include modifications to the plan or order.

6. Referendum

- Basildon Council will organise a referendum for people living in the Neighbourhood Area to vote on the plan or order.
- To decide if a plan or order should be made or not.
- If more than 50% of the voter turnout supports the plan, the plan will be 'made', and become part of the development plan for the area.

DECLARATION OF RESULT OF POLL
Braintree District Council
**Neighbourhood Planning Referendum
for
Coggeshall Parish**
Thursday 6 May 2021

I, Andy Wright, being the Counting Officer for Braintree District Council, do hereby give notice that the number of votes recorded at the Referendum on the Neighbourhood Plan for Coggeshall Parish is as follows:

Name of Candidate	Number of Votes*
NO	174
YES	507

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A - want of an official mark	
B - voting for more Candidates than voter was entitled to	
C - writing or mark by which voter could be identified	
D - being unmarked or wholly void for uncertainty	97
E - rejected in post	
Total	174

Vacant Seats: 1 Electorate: 3657 Ballot Papers Issued: 1708 Turnout: 46.70%

And I do hereby declare that the electorate of Coggeshall Parish are in favour of:
Braintree District Council using the Neighbourhood Plan for Coggeshall Parish to help decide planning applications in the neighbourhood area

After the plan is made...

Implementation

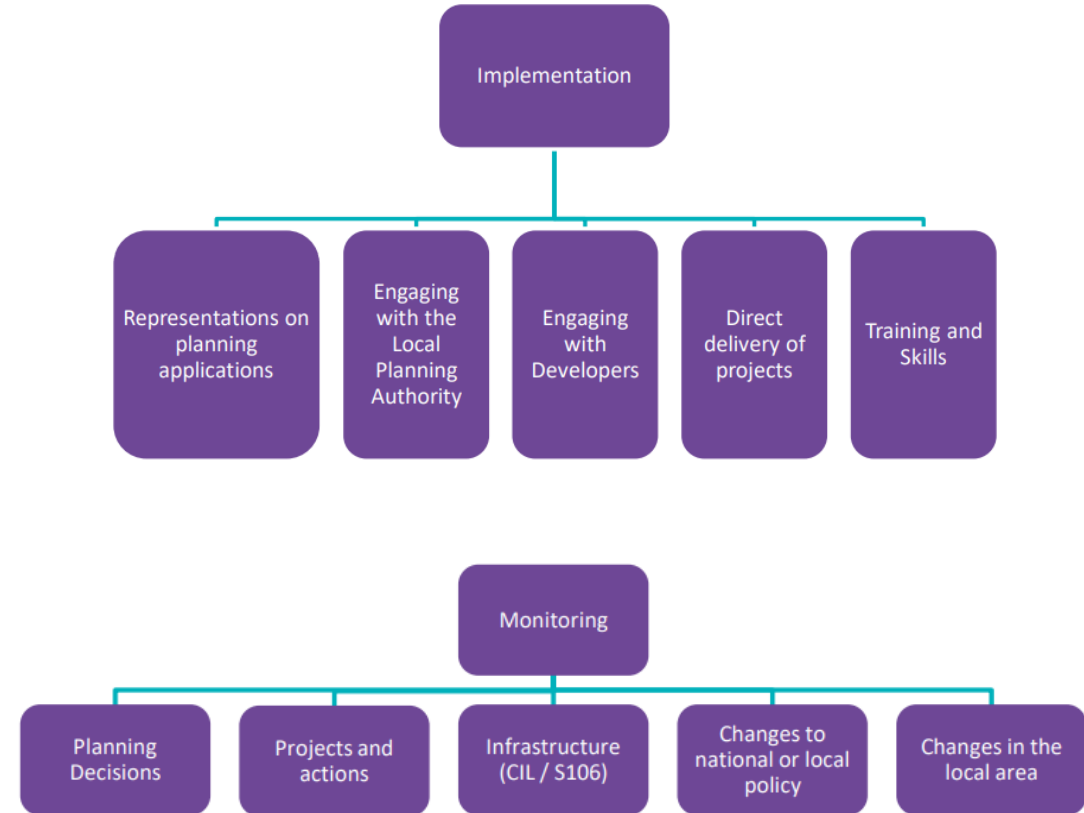
- Use the plan to inform development proposals and inform decision making
- Support the delivery of local projects

Monitoring

- Checking whether decisions are shaped by and comply with policies in the plan – if not why not?

Review

- Are the policies effective or out-of-date?



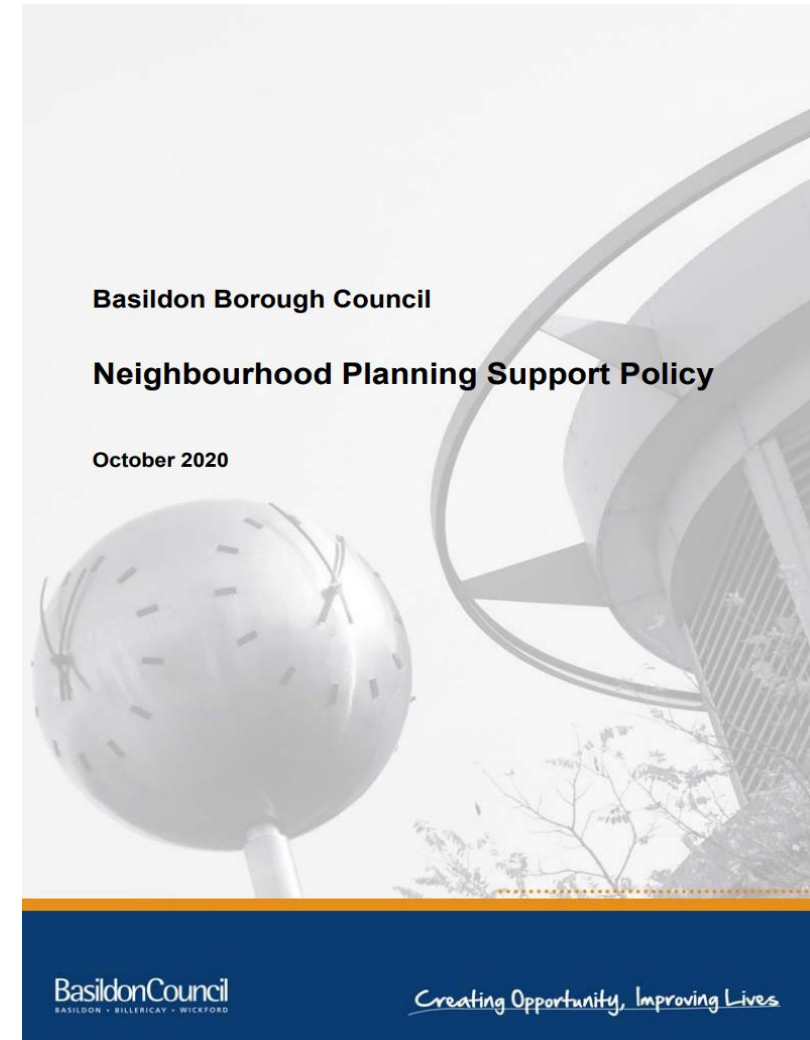
The Role of Basildon Council



- Basildon Council cannot produce a neighbourhood plan or order.
- The Council's role is to provide support to Local Councils or Neighbourhood Forums and guide them through the statutory stages of neighbourhood planning.
- The Council's [Statement of Community Involvement \(SCI\)](#) sets out the support and advice that will be given to qualifying bodies at the various stages of the neighbourhood planning process.
- A [Neighbourhood Planning Support Policy](#) has also been adopted to provide clarity on the level of advice and assistance' the Council will provide.

General Support from the Council

- Offer **briefing session** on neighbourhood planning.
- Provide **contact details of key officers** in the Council dealing with neighbourhood planning.
- **Provide information** relating to funding, resources and skills as required.
- Allocate a **dedicated officer** to each Neighbourhood Area to maintain continued dialogue.
- Provide **advice on project plans** prepared by Local Councils or Neighbourhood Forums.



Other support available



In addition to the direct support being provided by Basildon Council, recommended online resources include:

- [Locality.org.uk](https://www.locality.org.uk) – wide range of guides, information on neighbourhood planning, and funding opportunities
- [Planning Practice Guidance](#) – national guidance on neighbourhood planning
- [Basildon Council website](#) – neighbourhood planning guidance

Other support available - Locality



Locality offers support on technical or process issues and grant funding.

- Technical support applications for advice and evidence base production support, this includes a Housing Needs Assessment, Design Guide, Site Viability, groups in deprived areas
 - Beneficial if allocating sites in the NP
- Grant funding applications for £10,000 every financial year (next deadline 31 March 2023) for groups producing a NP or NDO





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Thank you

Any questions?