

Getting on Track: Neighbourhood Planning in Broxtowe BC

Helen Metcalfe



Who's who





Broxtowe
Borough
COUNCIL

What will we cover today?

- Why do you want to do a Neighbourhood Plan?
- What is the planning context?
- What is the scope of Neighbourhood Planning?
- Setting up a Forum
- Agreeing the Designated Area
- Why do you want to do a Neighbourhood Plan?
- What is your vision and what are your objectives?
- The importance of evidence
- Working relationships; steering group, parish council, Broxtowe planning team
- Importance of consultation and engagement and role of local folk
- Where and how can you get help?
- Funding



The key steps overview

1. Designate your area and your Forum
 2. Identifying the issues
 3. Develop a vision and objectives
 4. Generate options/actions
 5. Draft your neighbourhood plan
 6. Consultation and submission*
 7. Independent examination
 8. Referendum
 9. Plan made by BBC
- *carries legal weight



Deciding the Plan Area

- Is it an area that people will identify with?
- Does it make sense on the ground?
- Use existing boundary where possible
- Does it cover an area that allows the Forum to achieve its vision?



Purpose of the Forum

Legal requirements S61F of amended TCP Act 1990

You must show that Forum is established

‘for the express purpose of promoting or improving the social, economic and environmental well-being of an area that consists of or includes the neighbourhood area concerned (whether or not it is also established for the express purpose of promoting the carrying on of trades, professions or other businesses in such an area)’



Membership of the Forum

Legal requirements S61F of amended TCP Act 1990

- **21 members minimum**
- **Individuals who live or work in area**
- **Elected members (good idea not essential)**
- **If representing a large business then = 2 forum members only**
- **Have a written constitution**
- **Mixture of ages, across Plan area, incomes, skills**



PROJECT MANAGEMENT AND TEAM BUILDING SKILLS

Overseeing the project plan and managing the process

Leadership e.g. lead a steering group or working group

Recruiting and enthusing volunteers

Organisational skills e.g. project management and administration

Administrative skills e.g. documentation of meetings, gatherings and events

Managing the budget and fundraising

Facilitation of meetings, gatherings and events

Marketing and publicity e.g. designing leaflets or producing articles for newsletters or publications

Engagement strategy e.g. the approach and methods to use, questions to ask and how to record and analyse responses

Website design and management

Market research skills e.g. analysis of responses to consultations

DEVELOPING CONTENT

Architectural, historic building and/or urban design skills to assist, for example, with character assessments

Town planning skills e.g. writing planning policies

Statistics and spatial data analysis skills to interrogate the evidence base

Photography e.g. to make the plan accessible, attractive and engaging

Design skills e.g. logo design, visual aids and illustrations to represent ideas, policies and projects and make the plan attractive and engaging

Written communication skills e.g. plan needs to be written in clear and concise English

Design and use of online survey and discussion tools (e.g. SurveyMonkey, CommonPlace, Stickyworld and Vox-up)

Social media skills e.g. Twitter and Facebook to update people on progress. May wish to post questions on forums such as LinkedIn

COMMUNITY ENGAGEMENT

Skill set



How to get designated

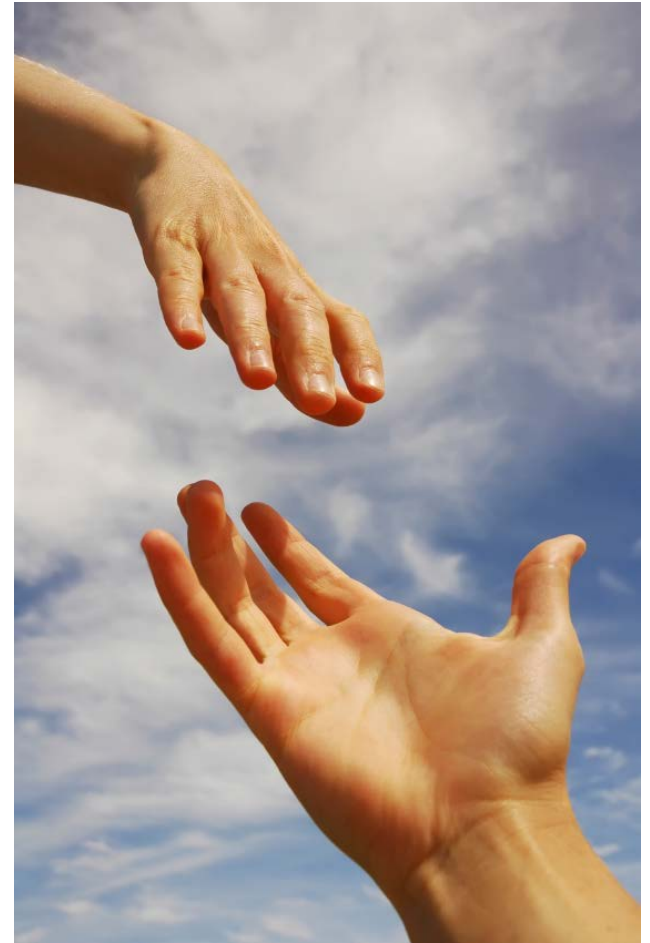
Letter to BBC stating

1. The name of the proposed neighbourhood forum
2. A copy of the written constitution of the proposed neighbourhood forum
3. The name of the neighbourhood area to which the application relates and a map which identifies the area
4. Contact details of at least one member of the proposed neighbourhood forum to be made public
5. A statement setting out how the proposed neighbourhood forum meets the conditions contained in section 61F(5) of the 1990 Act. (i.e. purpose of Plan and extent of membership)

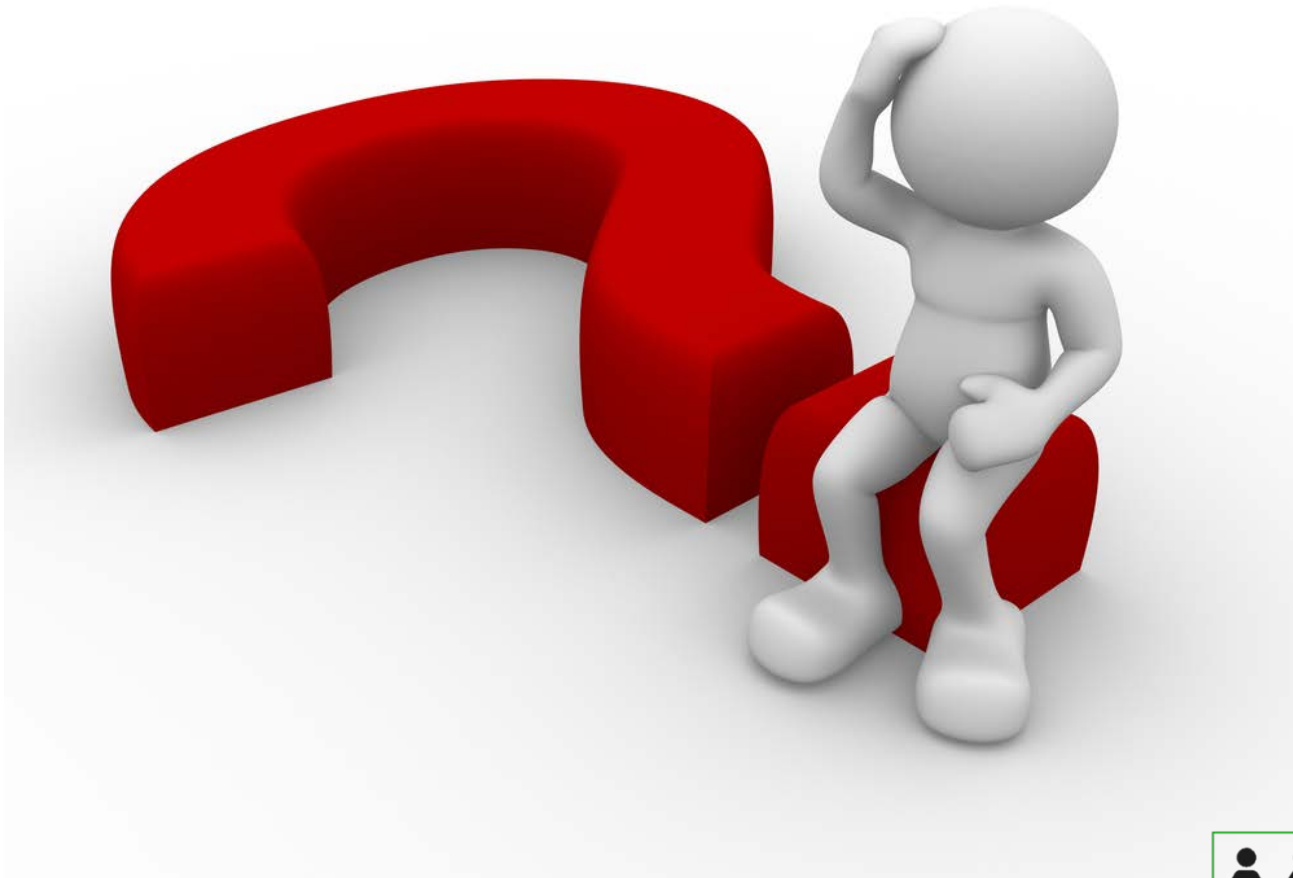


BBC's Role

- 1. Helping hand**
- 2. Assess application**
- 3. 6 week consultation on application**
- 4. Designate the Forum and designate the Plan area**
- 5. Once designated Forum collaborative relationship with BBC in devising planning policy for Plan area**



Questions



Neighbourhood Plan Content

- Legal aspect
- What you can and can't do
- A bit about the process



Planning context

- National Planning Policy Framework Paragraph 183-185
- **What is strategic and what can you influence?**
- Broxtowe Borough Council Planning Policies
- Neighbourhood Planning Regulations 2012
- National Planning Policy Guidance



Always remember what a NP is about

- It is a decision makers tool to assess planning applications
- **Who do you need to win over?**
- The examiner
- The voter (local people)
- Broxtowe Planners
- If you don't woo these groups your Plan will not be 'made'



Does this plan meet the basic conditions?



THE INDEPENDENT EXAMINER

The referendum question

‘Do you want Broxtowe Borough Council to use the neighbourhood plan for XXX Neighbourhood Forum Area to help it decide planning applications in the neighbourhood area?’



The Decision Maker



Basic Conditions

- a) having regard to **national policies and advice** contained in guidance issued by the Secretary of State
- b) having special regard to the desirability of preserving any **listed building** or its setting or any features of special architectural or historic interest that it possesses
- c) having special regard to the desirability of preserving or enhancing the character or appearance of any **conservation area**
- d) contributes to the achievement of **sustainable development**
- e) in general conformity with the **strategic policies** contained in the development plan for the area of the authority (or any part of that area).
- f) does not breach, and is otherwise compatible with, **EU obligations**



Why do you want to do a Neighbourhood Plan

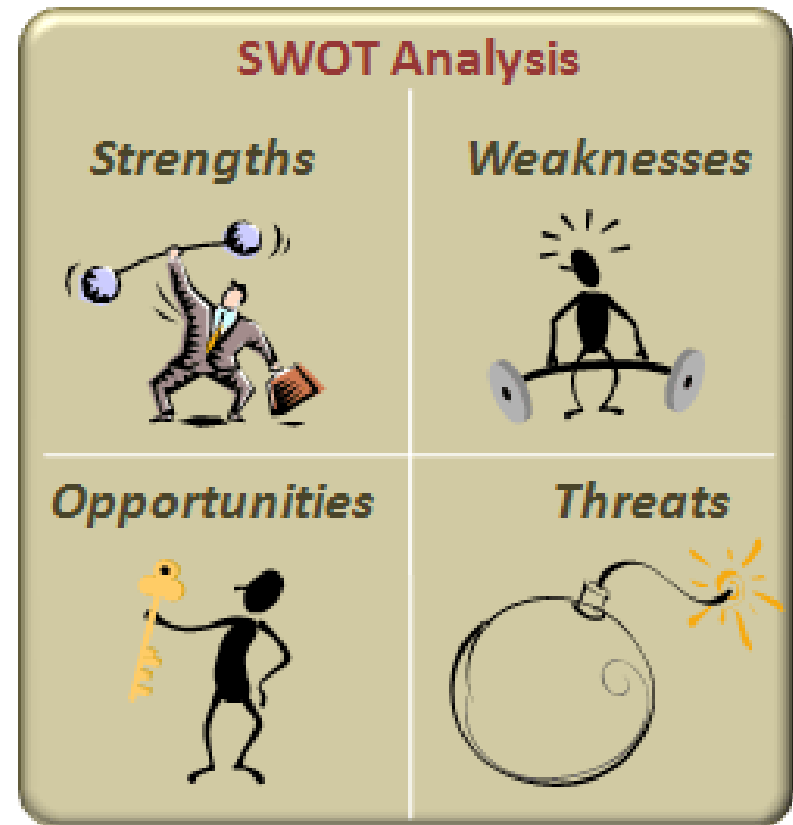
- **Strengths of your place:** what do people value that you need to protect?
- **Weaknesses:** what don't people like that you should improve?
- **Need to break issues down into planning matters** e.g. housing, community facilities, employment, traffic, retail, flooding, heritage, design
- **SWOT analysis** good way to start this process



**Planning
with People**

SWOT Analysis

- Using your local knowledge & expertise
- SWOT analysis of your Parish
- 5 mins; record on flip chart paper



Format of a Neighbourhood Plan

Usual format for a NP is

- **Vision:** what do you want XYZ to look like in 15-20 years' time; this should have in it the key drivers
- **Objectives:** how will you achieve the vision?
- **Policies:** land use, legally compliant
- **Consultation feedback** should only be summarised in the narrative as part of the justification. Complete findings would be in a background paper.



Develop Your Vision

- **Think 15 years ahead (up to 2031)**
- **Be strategic, think broad aspirations**
- **What land use and development issues need to be addressed?**



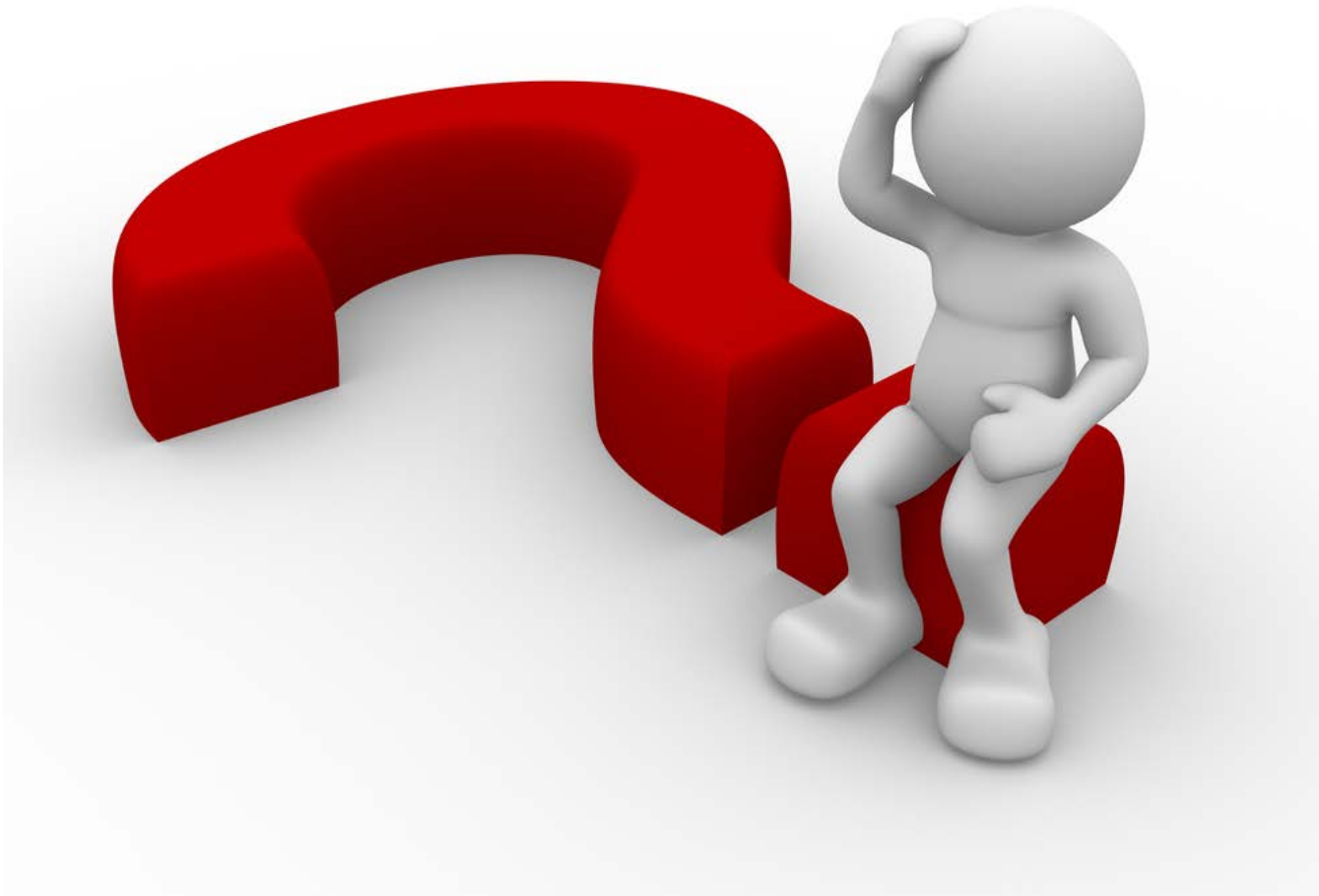
Fill the gaps!

In 20 years' time _____ will be a
_____ and _____ area.

It will value _____ and _____,
and provide people with
_____. It will be a
_____ place, where
everyone can _____ and _____.



Questions

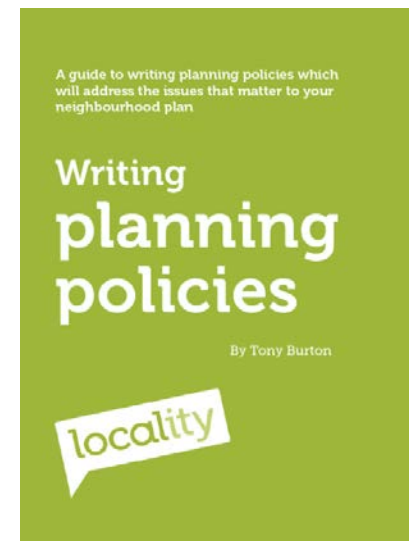
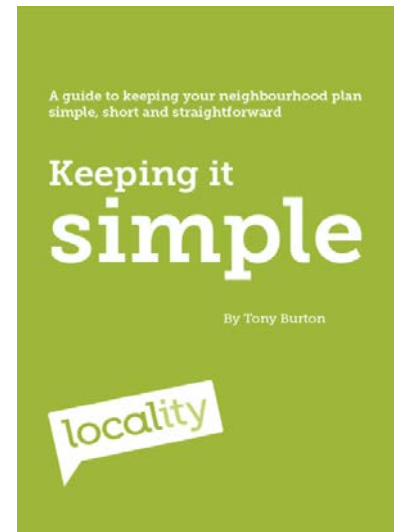
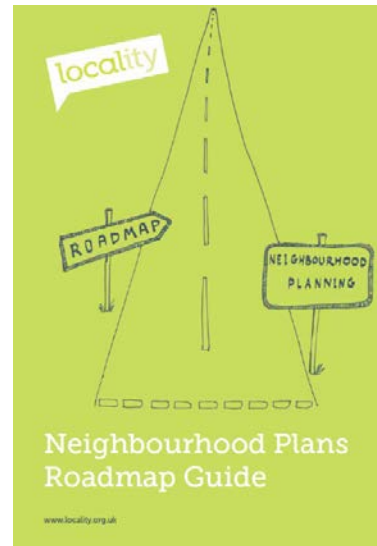
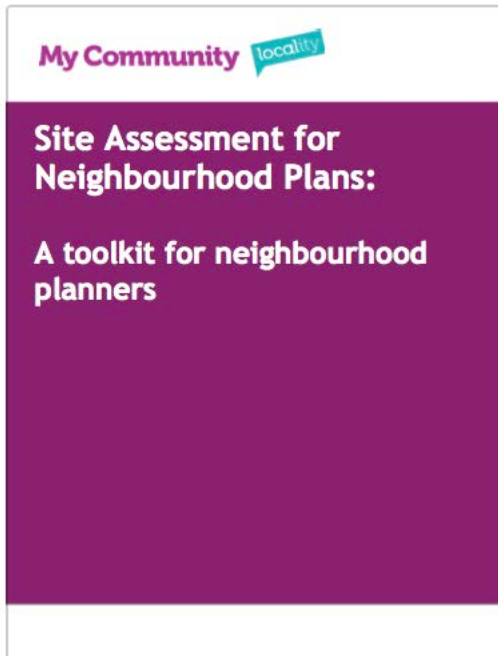


Lunch



Resources

- **Locality Guidance**
- **Planning Aid**



- www.mycommunity.org.uk

Making it Happen

- What will be the key costs?
- Funding sources -
Locality and Awards for All
- You will need public liability insurance
grant will cover costs
– requirement of
Locality grant



Funding

- **Blank template to look at but must be filled in on line by Parish**
- **Max £9,000 plus technical support possibly**
- **Extra £6,000 is possible if you are a forum**
- **Expression of interest register 31 days to fill in form**
- **Will not cover admin costs (ie more days for Clerk)**
- **Awards for All £10,000 more flexible re eligible costs**



Cost?

- Depends on scope of Plan
- Site Allocation will = more cost
- Skills of forum
- Extent of support from LPA
- Previous experience
£10k - £35k



How to get it (example only!)



13. How much will your project cost?

a) How much will each item or activity cost and how much do you want from Awards for All?

Item or activity	A Total cost	B Amount requested from Awards for All
Light Touch Sustainability Appraisal	£ 1,500.00	£ 1,500.00
paying for the use of the town hall	£ 340.00	£ 0.00
OPUN to design the site Allocations in the area	£ 5,000.00	£ 5,000.00
Helen Metcalfe to undertake community consultation	£ 1,500.00	£ 1,500.00
2 x Training sessions with Helen Metcalfe	£ 1,000.00	£ 1,000.00
Supporting the group to write the plan and policy making	£ 1,000.00	£ 1,000.00
	£	£
	£	£
	£	£
	£	£
Totals	£ 10,340.00	£ 10,000.00



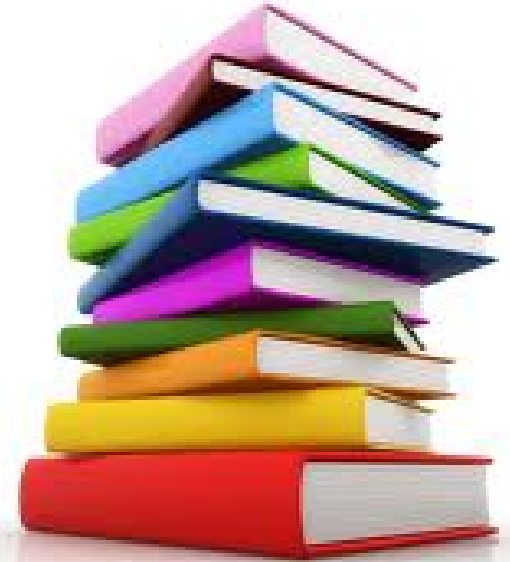
Using Consultants

- **Use Locality Accredited if possible**
- **Ideally: be specific in the scope of your Plan**
- **Be flexible in how that translates into NP policies (this is where their expertise should come in)**
- **Agree day rates**
- **Agree time for each stage of Plan**



Evidence base

- To justify policies
- May need to do local studies; green infrastructure, housing need, site allocation?
- Use BBC background docs work as starting point
- Consultation feedback is also evidence



Consultation: why bother?

- **Because you have to**
- **NP regulations 2012**
- **Gaining Support**
- **Understanding your neighbourhood**
- **Better outcomes**
- **Avoidance of conflict**



**Planning
with People**

Consultation: what must be done

- NP regulations 2012
- BBC must publicise your intention to do a plan
- **Pre-submission consultation; step 6**
- BBC publicises Plan for 6 weeks submission (this is not consultation)
- Referendum 4 weeks to make sure people know about the referendum organised by BBC but you need to make sure people know what your NP is about



**Planning
with People**

Consultation: best practice

- Consult a lot at the start before you commit to a certain track
- Open Process
- Avoiding Tokenism
- Being creative
- Managing expectations
- Target key groups: young people working age, retired



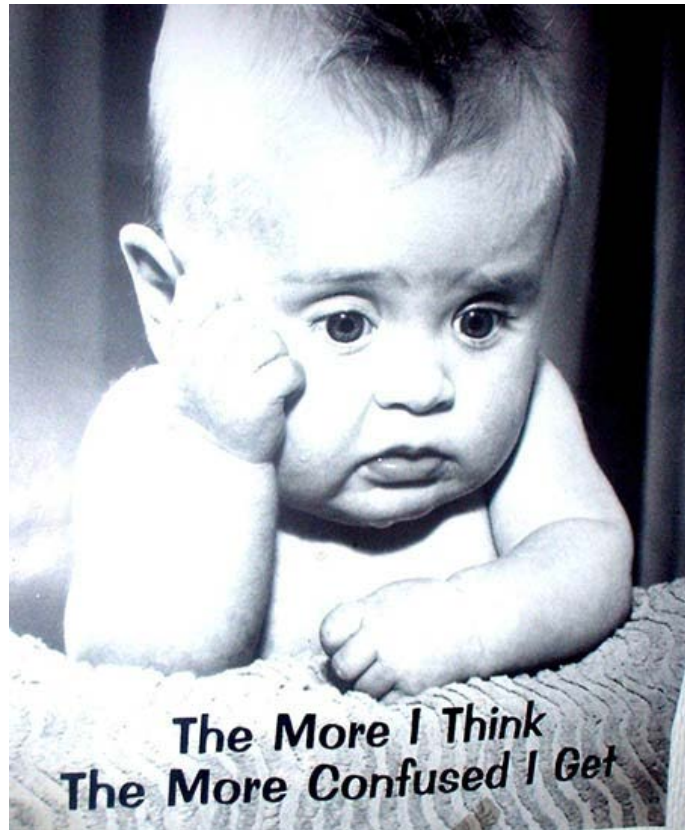
**Planning
with People**

Develop Objectives

- What needs to be done to achieve the vision?
- Break vision down into different parts
- What areas will your NP focus on and what might the planning objectives be?
- **Top tip** better to focus on a few with strong evidence than a lot with little to substantiate them



Your Turn



Policy Wording

Policies must be robust - need to be written in such a way that will enable:

- developers to submit an acceptable application
- development management officers to assess planning applications.
- The NPPF states that *‘plans should provide a practical framework within which decisions on planning applications can be made with a high degree of predictability and efficiency.’*

Keep it simple guide and Writing Policies Guide from Locality www.mycommunity.org.uk



Keep it Simple

- 1** Keep your eye on the prize – a timely neighbourhood plan which addresses the planning issues that matter in your area
- 2** Manage your time - never underestimate the value of a work programme and clear timetable
- 3** Avoid duplication – don't worry about including issues that are already adequately addressed in the Local Plan
- 4** Make a difference - good ideas count for nothing if they never get implemented so don't get distracted
- 5** Be practical - every new idea requires new information and evidence to back it up
- 6** Embrace compromise - be honest about how much time, energy resources and skills you can all bring
- 7** You can't please all the people all of the time – don't try
- 8** Keep things moving - don't delay everything while you wait for information on a single issue that may never emerge
- 9** Be realistic – you won't be able to address every issue raised in public consultation or by the enthusiasts in your group
- 10** Enough is enough – the perfect plan doesn't exist so draw a line and win that referendum



How are we doing?!



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