

*Bedford Borough Council*

**Neighbourhood Planning  
Workshop**

**26<sup>th</sup> September 2018**

**Sally Chapman**

# Introduction

## Site assessments & how to write your Neighbourhood Plan

- Assessments: Sites/Local Green Space
- SA/SEA (Sustainability Appraisal/Strategic Environmental Assessment)
- Evidence Base
- Self Build
- Community Infrastructure Levy (CIL)
- Writing Policies
- Draft Plan
- Submission
- Examination and Referendum

# Why me?

## Three hats:



**Town planner** - 30 years experience. Headed up Neighbourhood Planning at Central Bedfordshire Council from 2011 to April 2018.



**Planning Consultant** - Helped 7 communities locally with their NP's since 2013, now Chapman Planning.



**Resident** - large village near Leighton Buzzard. Neighbourhood Plan completed in 2015.

# Scope of Neighbourhood Planning

*NPPF para 29. 'Neighbourhood Planning gives communities the power to develop a shared vision for their area. Neighbourhood Plans can shape, direct and help to deliver sustainable development, by influencing local planning decisions as part of the statutory development plan.'*

What is 'development'?

What can be a policy?

How can you include matters important to the community?

# Site Assessment (Housing)

## How to establish the number of homes?

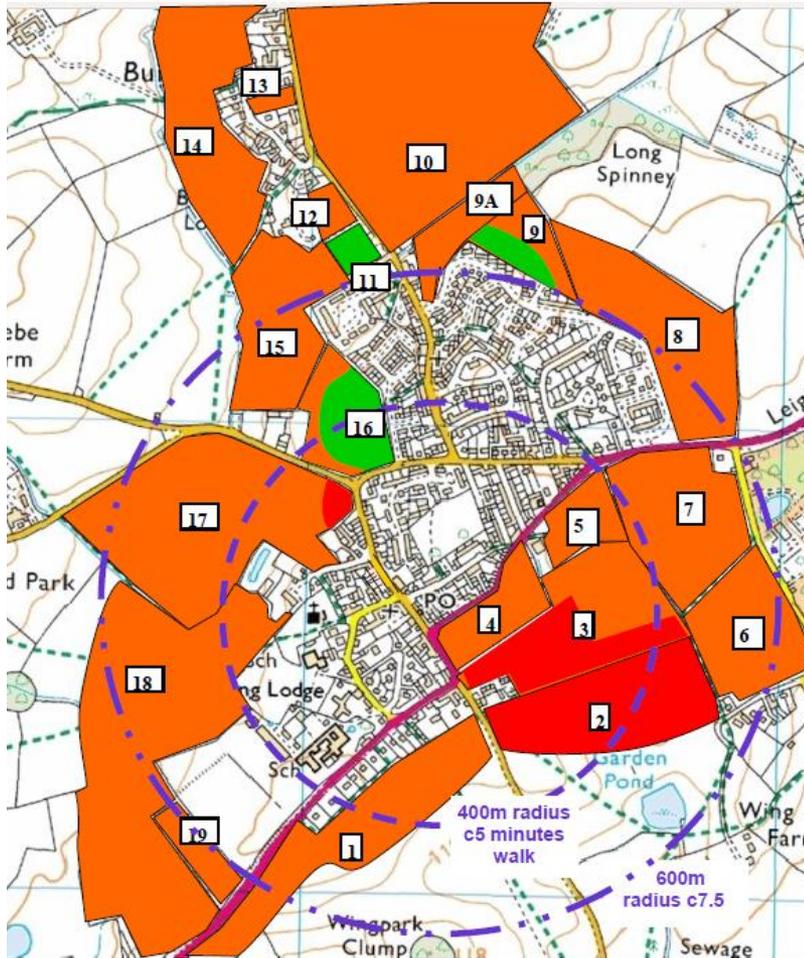
- Requirement from BBC
- Housing Needs Survey
- Local feeling
- Landowner promotion

## Where should they go?

- All potential sites should be considered – local call for sites
- Use BBC site analysis (BBC website), SHELAA
- Other specific site assessments may be needed e.g. transport...
- Obvious location i.e. only one or two appropriate locations

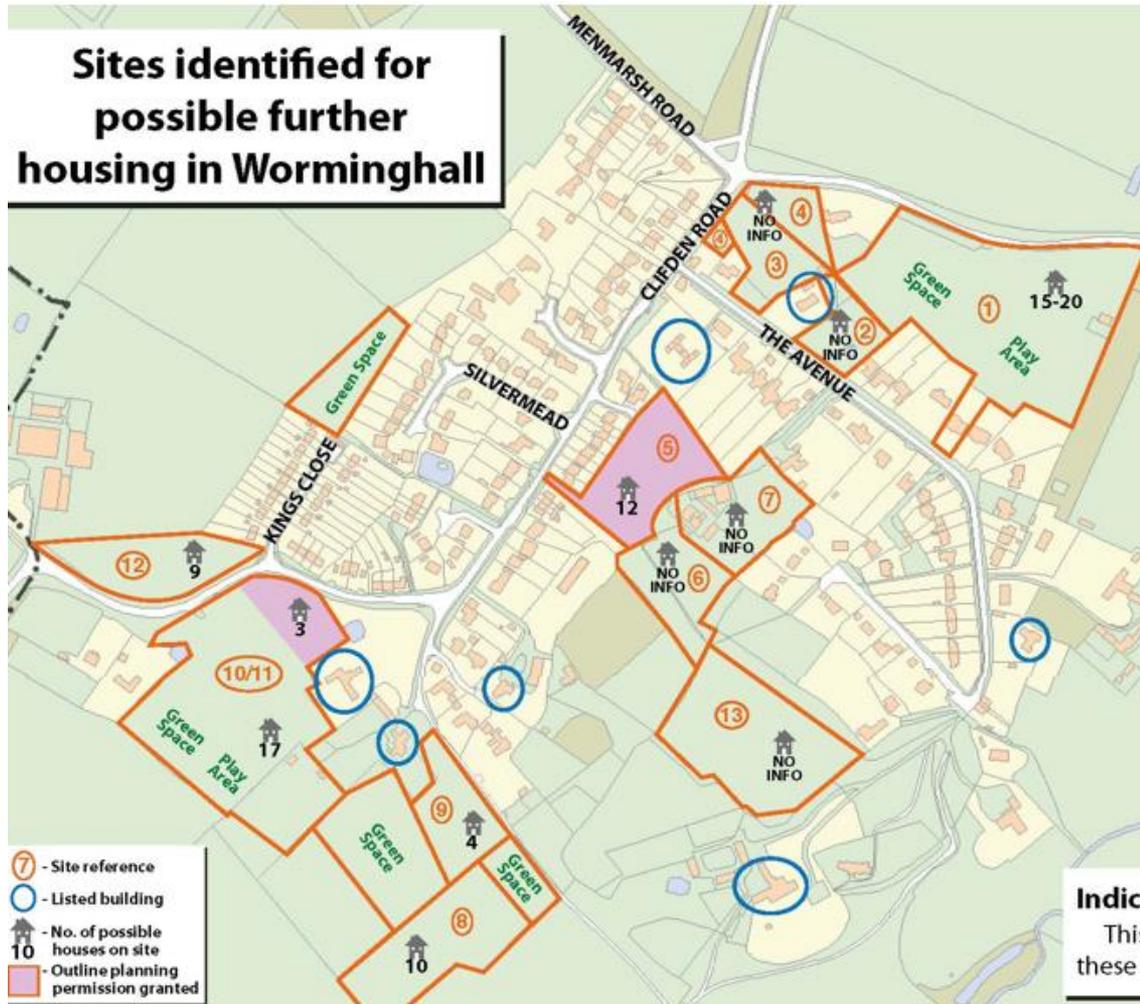
*The methodology is not set in stone for Neighbourhood Plans.*

# Descriptive analysis, Red/Amber/Green



		Site 9 Moorlands Field – Meadow Way	Site 16
Access & Provision of services	Ensure opportunities for people to obtain access to services and facilities they need by <ul style="list-style-type: none"> <li>• providing new,</li> <li>• enhancing existing or</li> <li>• giving easy access to nearby facilities and services</li> </ul>	Beyond 600m walking threshold – Some shortcuts through Moorlands Estate - residents using car to access services leading to increased congestion	Remote village Beyond threshold car to a leading congest
Village Centre	Support and enhance Wing village centre by <ul style="list-style-type: none"> <li>• encouraging improvements to the built environment,</li> <li>• locating new development within easy walking distance to maintain vitality and viability</li> </ul>	Skew away from the traditional village centre/core	Skew away from traditional centre/
Employment and Economy	Encourage and maintain existing employment in the Parish. Support appropriate proposals for new employment generating uses. Encourage high quality communications and infrastructure. Support information sources and networking opportunities.	No evident impact	No evident
Best use of land	Make the best use of land by supporting reuse of land and buildings, minimise development on better quality agricultural land and avoiding development on contaminated land where remediation is not possible	No formal use Unimproved grassland	Existing Partially
Transport & travel	Enable improvements to transport infrastructure and transport choice by	Not far to bus stops Access via	Remote Access

# Numeric analysis, ranking using scored criteria



Site assessment criteria	Site 1	Site 2	Site 3	Site 4	Site 5
Development within or adjacent to the existing built up area of the village	2	4	4	1	
Provision of a play and recreation area on site or contributions towards such a facility	5	1	1	1	
Provision of smaller homes	Y	Y	Y	Y	
Impact of traffic - to reduce speed of traffic/potential for traffic calming	1	3	5	3	
Access	Y	Y	Y	N	
To conserve and enhance historic (listed) buildings	1	1	1	1	
To conserve and enhance archaeological remains, both scheduled and non-scheduled, including historic landscapes	3	3	3	3	
To protect and enhance the character and appearance of the landscape and street scene and maintain important views	3	3	3	3	
To maintain and strengthen local distinctiveness including the pattern of development	1	3	3	1	
To maintain and strengthen the rural character of the village by providing small scale development (up to 15 houses)	1	3	3	3	
Protect and/or enhance biodiversity and geodiversity	0	0	0	0	
To ensure that the location and design of new development does not increase flood risk	0	0	0	1	
To reuse land that has been built on	0	0	0	0	
To support existing community facilities and provide opportunities for walking to	Y	Y	Y	Y	
<b>TOTALS</b>	<b>17</b>	<b>21</b>	<b>23</b>	<b>17</b>	
<b>RANKING</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>8</b>	

# Site Assessment Report

Within your report, you must explain your methodology clearly

Confirm which sites are

- Suitable
- Available
- Achievable (i.e. viable)

You must consult on the sites and describe this consultation

Obvious, logical conclusion backed up by public consultation

# Local Green Spaces Assessment

Local Green Spaces are protected with a similar status to Green Belt by the National Planning Policy Framework (NPPF para 100). They have special status.

Neighbourhood Plans and Local Plans can designate.

The methodology is not fixed, but the criteria are set out in the NPPF

A Green Infrastructure Plan can also assess for Local Green Space designation.

# LGS Report



## Wing Neighbourhood Plan Green Space Report

April 2014

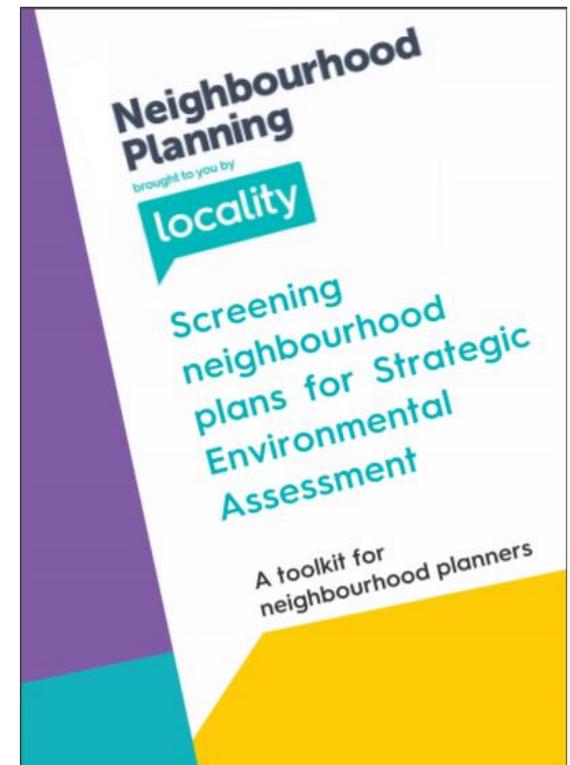
Land Parcel Reference	Name	Criteria							Total Score (max 14)	Comment
		Proximity to community it serves	Demonstrably special to the community and holding special significance because of its							
			Beauty	Historic Significance	Recreational Value	Wildlife	Footpaths	Tranquillity		
<b>Urban Greenspaces</b>										
1	All Saints' Church Walk 10382 m2	2	2	2	0	2	2	2	12	
2	Prospect Place 890m2	2	1	0	1	1	0	2	7	
4	Wantage Crescent and Ridgeway 2789m2 and two smaller units	2	1	0	1	1	0	1	6	Now excludes part of the original AVDC designation due to permission for affordable homes but includes an additional area of greenspace south of the main 2 areas.
5	Hawthorne Way	2	1	0	1	0	1	1	6	
6	Moorhills Crescent 558m2	2	0	0	1	0	0	1	4	
7	William Bandy Close 1325m2	2	0	0	1	0	0	1	4	
8	Moorlands Road 3080m2	2	1	0	1	1	1	0	6	
9	Chesterfield Crescent 4377m2	2	1	0	1	1	0	1	6	

# Strategic Environmental Assessment Screening

*What is screening?*

<https://neighbourhoodplanning.org/toolkits-and-guidance/understand-plan-requires-strategic-environmental-assessment-sea/>

**LEGAL REQUIREMENT**



# SEA Process 1

A draft plan is required in order to screen the plan, or at the very least, the site allocations, quantity and outline of the policies and what they will cover.

BBC can provide template on how to undertake the screening for an SEA

Then after determining the screening decision, (yes/no) consult with Historic England, Natural England and Environment Agency

If an SEA is required, you will need to undertake this before submitting the plan and preferably before the pre-submission consultation.

HRA screening – use a consultant as BBC cannot undertake this assessment in-house.

# SEA Process 2

Scoping Report

*Provides Framework  
for Assessment*

Consultation

Final SEA Report

*Assesses options,  
policies and  
allocations against  
the Framework*



# Evidence Base

All NP policies must be backed up by evidence

Your evidence base could include

- State of the Parish Report/Evidence Report/SEA Scoping
- Site Assessment Report
- Green Infrastructure Plan
- Conservation Report
- Housing Needs Survey

Your evidence **must** include a Consultation Statement

Consider carefully which evidence should be presented as a separate report or as an Annexe to the NP itself.

# Self Build and Custom Build Housing

Self-build and custom-build housing is housing built by individuals or groups for their own occupation

- Building a home themselves = self-build
- Commissioning and project managing others = custom build
- Over half of the sample UK population (53%) say they would consider building their own home (BSA Survey 2011)
- The UK is behind other European countries in this type of build
- The government wants to grow the sector to help diversify and mend the “Broken Housing Market”
- “people wishing to build their own homes” NPPF paras 50 & 159



# Self Build and Custom Build Housing - Legal Context

Self-build and Custom Housebuilding Act 2015 – establishes a “Right to build” and places a duty on Councils to keep a self-build register of local demand. Housing and Planning Act 2016 requires Local Authorities to provide for this demand through permissioned serviced self-build plots

- Self-build and Custom Housebuilding Regulations 2016 allow local eligibility criteria to apply to registers
- Right to Build Task Force created February 2017 to champion and encourage self-build
- Objective to deliver 20,000+ Custom & Self Build homes per year by 2020



# Self Build and Custom Build Housing - Neighbourhood Planning

Neighbourhood plans can allocate sites for S & CB housing purposes

- Neighbourhood plan groups can assess local need and demand for suitable plots and allow for such provision alongside affordable housing
- Local self-builders can join the Council's register and specify their preferred locations
- Local residents may be more pre-disposed to support self-build use to meet local need rather than open-market volume house building

# Community Infrastructure Levy (CIL)

A CIL charge was brought into force in April 2014 in Bedford Borough.

In areas where there is a Neighbourhood Plan in place prior to planning permission being granted, 25% of CIL goes to the parish council. Where there is no Neighbourhood Plan this amount is 15%, subject to a cap of £100 per household in the parish council area per year.

Parish Councils must have proposals and projects prepared to allocate the CIL to - if not spent within 5 years, it gets returned.

Break

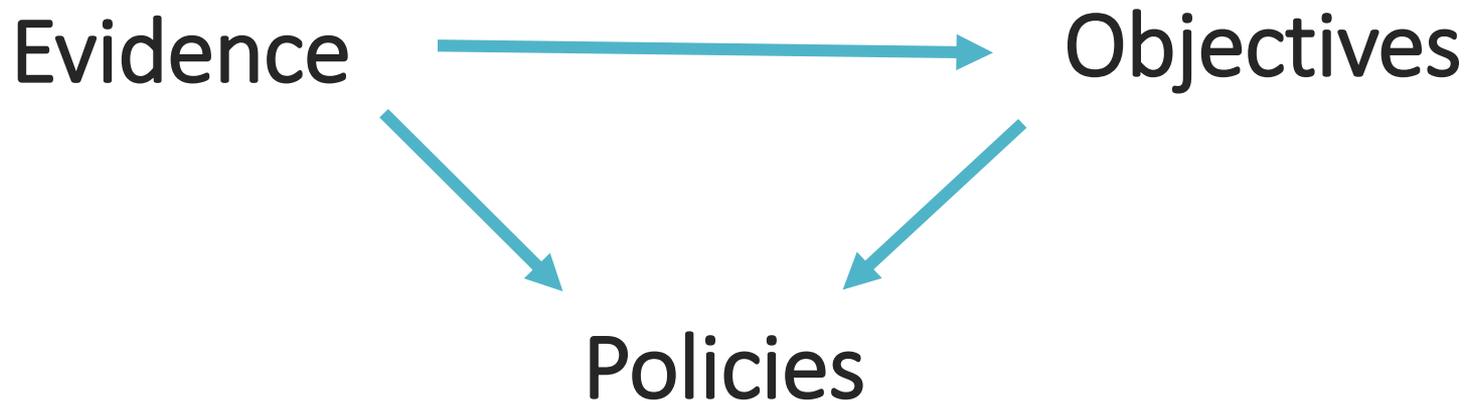
# Writing your NP – Structure 1

Consider your 'style' and content first - you can have as few or as many chapters and policies as you want...it is your NP!

- Introduction
- Challenges/Issues
- Vision & Objectives – the starting point for your NP
- Policies
- 'Wish list'/non land-use planning issues – this is for convenience when using the completed NP and will not be examined
- Implementation & Review
- Policies Maps

# Writing your NP – Structure 2

- **Vision** - a few sentences
- **Objectives** - the starting point for your NP, closely scrutinised by Examiners, for every objective there should be one or more policies
- **Policies** - every policy must be justified and backed up by evidence



# Writing your NP - What type of policy?

Different types of policy may be used to achieve your objectives

**Generic:** applies to development across the Parish

**Criteria-based:** a set of requirements

**Site Specific:** allocations

Wording must be precise, unambiguous and as simple as possible. Site Allocations must be shown on your Policies Map

# Writing your NP – Basic Conditions

## Your NP must comply with the Basic Conditions.

*The basic conditions are set out in paragraph 8(2) of Schedule 4B to the Town and Country Planning Act 1990 as applied to neighbourhood plans by section 38A of the Planning and Compulsory Purchase Act 2004.*

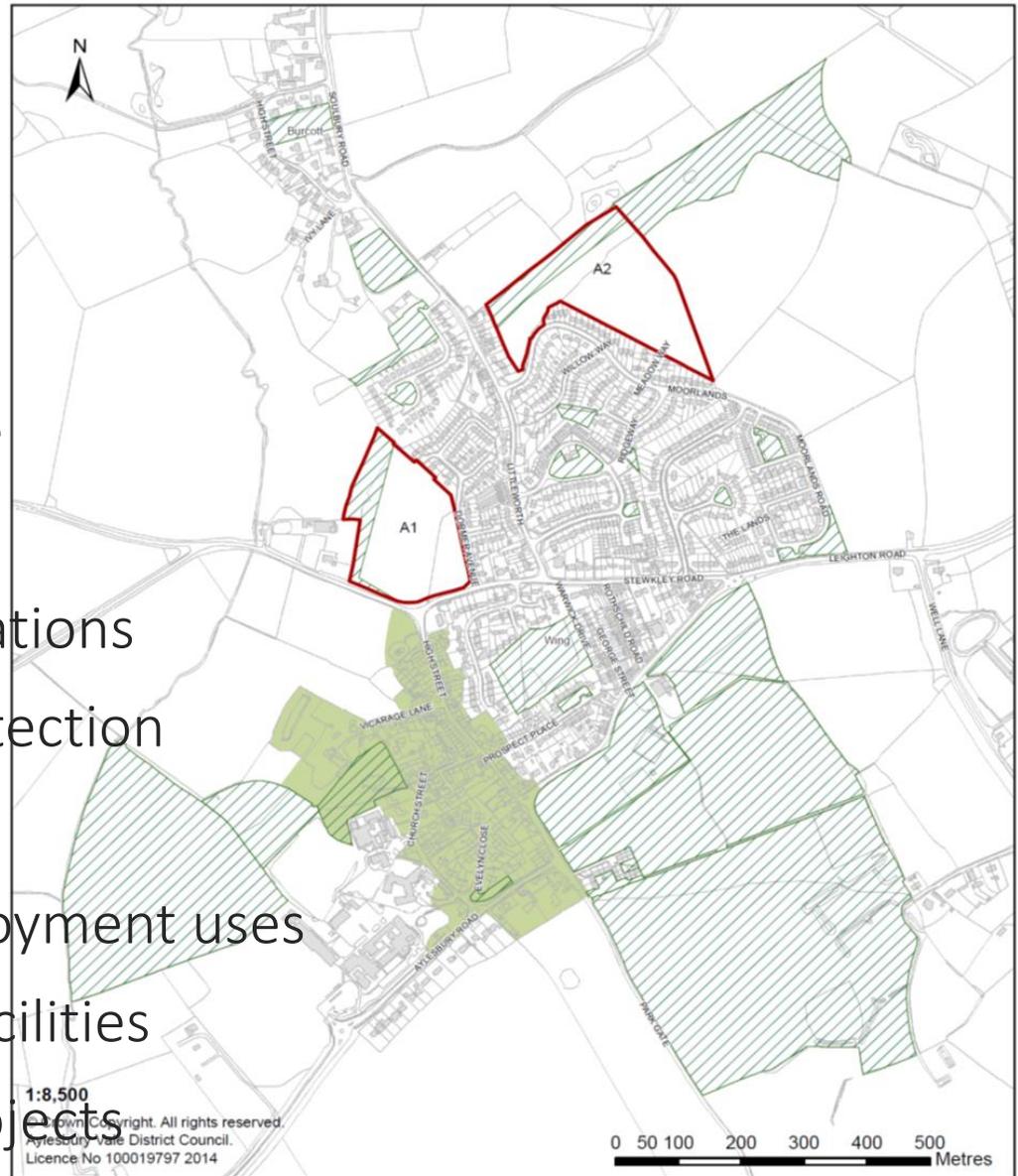
The basic conditions are:

- *having regard to national policies and advice contained in guidance issued by the Secretary of State it is appropriate to make the neighbourhood plan.*
- *the making of the neighbourhood plan contributes to the achievement of sustainable development.*
- *the making of the neighbourhood plan is in general conformity with the strategic policies contained in the development plan*
- *the making of the neighbourhood plan does not breach, and is otherwise compatible with, EU obligations. (SEA/EIA/Habitats)*

The timescale must be specified (usually 15 years) and the NP must not cover anything it shouldn't and only the Neighbourhood Plan Area

# Wing Neighbourhood Plan provides...

- a 'Brochure' for the village
- 104 houses on two sites
- Local Green Space designations
- Heritage/archaeology protection
- Wildlife enhancement
- Protected retail and employment uses
- Support for community facilities
- 'Wishlist' for s.106/CIL projects



# Pre Submission Consultation

This stage is governed by statute (Regulation 14 of the Neighbourhood Planning Regulations 2012) which requires the Parish Council to publicise the plan and consult various organisations including BBC.

The Parish Council must formally endorse the NP and documents for publication.

This version of the NP should be close to the final version.

All the documents should be available including the Consultation Statement....(not an absolute requirement). If an SEA is required, then the Final Report should have been prepared prior to the Pre-Submission Consultation.

Consultation must be for no less than 6 weeks.

You will need some hard copies to make available for people who do not use the internet.

# Consultation

Wing Neighbourhood Plan  
Draft: March 2014  
2014 - 31



MAKE YOUR  
COMMENTS ON  
THE DRAFT  
PLAN

On-line:  
[wingparishnp.wordpress.com](http://wingparishnp.wordpress.com)  
or in the  
Library

Consultation Tea Party  
Friday 11<sup>th</sup> April  
2-7 pm  
Wing Village Hall  
Tea, cakes & comments

- You can choose how you publicise: posters, flyers, banners, events etc
- You can choose how to receive comments: paper, online, using a form or 'free comments'



# Preparing for Submission

All comments received **MUST** be recorded, summarised, considered and responded to.

Make changes to the Draft NP *where relevant*.

You may receive very strongly worded comments from developers...address them robustly!

The most important comments are from BBC.

Add your table of representations to the Consultation Report

**What happens if new policies or sites need to be included in the NP?**

# Submitting your NP

All documents must be completed before submitting, this takes time.

You need to prepare a 'Basic Conditions Statement'.

The NP and accompanying documents should have the version and date on the front cover

You can submit electronically, but you will need several sets of printed copies to make available for viewing.

BBC will check your submission and publish all the documents and consult for a further 6 week period. All comments received will go straight to the Examiner for their consideration.

# Examination (paid for by BBC)

The Examiner is chosen by BBC and the Parish Council jointly, usually from a choice of 2 or 3 suitably qualified individuals.

Examination is usually by written representation...a Hearing can only be held at the discretion of the Examiner.

A Hearing is usually held if there are unresolved issues between the Parish Council and the Local Planning Authority (LPA), or if there are developers threatening to challenge the LPA regarding the NP process.

It may take 6 weeks to Examine a simple NP, longer if it is more complex. A Draft report goes to BBC for checking first, then formally issued.

Examiners can recommend if the NP goes forward to referendum or not and can make **modifications**.

# Referendum (paid for by BBC)

BBC will arrange for a referendum. The timescales are governed by statute. (56 days after a decision by the Examiner unless other reasons apply)

Polling cards are sent out and usual polling stations are used.

The question asked is: *"Do you want Bedford Borough Council to use the neighbourhood plan for [neighbourhood plan area] to help it decide planning applications in the neighbourhood area?"*

A simple majority is required

How can you ensure a successful referendum? There are 'rules' around the publicity.



# What happens next?

If Referendum is successful, the NP is 'made' by BBC and is then used in the determination of planning applications.

A Neighbourhood Plan has many uses:

- To quote when objecting/supporting planning applications
- To use to identify community projects
- To attract more funding (CIL & grant funding)
- To negotiate with developers
- To protect against aggressive applications

# Wing Neighbourhood Plan

2014 - 31



A plan for  
determining  
planning  
applications,  
and much  
more.....

# Wing: From objection to building new homes in 5 years.....



# Local Green Space Project



## LONG SPINNEY MARCH



Wed 2nd  
and Sun 6th  
1pm to 4pm

### The Jobs

- Tidying more debris to clear space for more tree planting
- Put in some more steps on steep slippery slopes.
- Improving the paths and drainage ditches

### Bring:

- Spades for step construction and ditching
- Saws / loppers / rakes for clearance and tree work
- Work gloves and Boots!

**Watch this space:** We are promised more trees for planting in March—we will let you know when they will be delivered for planting!

Any help you can give will be welcome—the more hands, the lighter the work and more fun had by all!

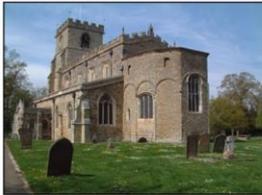
**We also need help with more administrative matters such as looking for grants or just walking the wood and reporting things that are wrong—contact the Parish Clerk or email [longspinneywing@gmail.com](mailto:longspinneywing@gmail.com)**

# Wing Heritage Group

ANNEX 21: Heritage Poster

## WING HERITAGE & ARCHAEOLOGY PROJECT

- Would you like to find out more about the history of Wing?
- And take part in an archaeological dig?



'All Saints Church' has Saxon origins  
But where did the Saxon people of Wing live?



We hope to answer this question, and others,  
through our: Garden test pits

This summer and autumn we are digging small test pits across Wing

**We would welcome the opportunity to put a small test pit in your garden**  
**And we want your help excavating the test pits**

Find out more and contact us @:

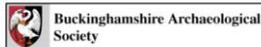
**wingheritageproject.wordpress.com**

or call the Parish Council Clerk on 01525 875308

Working with....



Wing Parish Council



Wing Heritage Group

Home About Us ▾ Archaeology ▾ Family History Finds Fundraising History ▾ Walks 2016

### Home

**Wing Heritage Group**

Wing in Buckinghamshire has some of the oldest archaeological remains in the county. With the Saxon cemetery and Church, the "Castle Mound" the original Ascott House gardens and the Rothschild Ascott House, there is plenty to see.

Over the last 5 years the Group has been digging in the village and surrounding area as well as putting on exhibitions for residents and friends of the Group on Wing in WWI and WWII.

In 2015 we created three new committees, Archaeology, History and Family History. These have worked really well and we have achieved lots more than usual!

**Test pits**

**Archive**

- August 2015
- October 2014



# Conclusions

It is worthwhile

It is hard work

Use grants wisely

It will enable improvements to your Parish

It will strengthen the community

**Good Luck!**

## Can your Neighbourhood Plan policy...

		<b>Yes/No</b> or <b>sometimes</b> (add explanation)
1.	Protect a playing field?	
2.	Improve the local bus service?	
3.	Reduce traffic speeds?	
4.	Provide affordable homes?	
5.	Protect an ancient tree?	
6.	Ask for specific roofing materials to be used on new houses?	
7.	Prevent closure of a pub?	
8.	Stop residents parking in inappropriate places?	
9.	Protect hedgerows?	
10.	Amend the Conservation Area?	