



NEIGHBOURHOOD PLAN OFFICER'S REPORT

Report to: Broadclyst Parish Council

Date of Meeting: Dec 3rd 2018

Agenda item: 18/212 iii

Subject: Broadclyst Neighbourhood Plan

Purpose of report: to update Council

Recommendation:

- i. that that report be noted
- ii. that recommendations contained within the report be considered and resolved

Financial implications: The preparation of the Broadclyst Neighbourhood Plan is supported by government Locality grants. Staffing costs are partly being met from parish council budgets and partly from grant fund

Legal implications: Broadclyst Parish Council is a qualifying body¹ and is therefore eligible to write a Neighbourhood Plan. The District Council has a statutory duty to support the preparation of Neighbourhood Plans.

Equalities impact: Not applicable

Risk: The Audit Commission (2001) defines “risk” as an event or action which will adversely affect an organisation’s ability to achieve its objectives, project plans and processes and to successfully execute its strategies. Therefore “risk management” is the process by which risks are **identified, evaluated and controlled**.

Broadclyst Parish Council recognises that it has a responsibility to manage risks, both internal and external, and is therefore committed to the implementation of a risk management strategy in line with the introduction of Local Audit and Accountability Act 2014 in order to protect the Council from avoidable losses.

The co-operation of all Members and officers is essential to ensure the Council’s resources and service provision are not adversely affected by uncontrolled risk, to ensure the Council does not fail to seize opportunities which benefit the community.

¹ For Neighbourhood Development Orders, the definition of “qualifying body” is in section 61E(6) of the Town And Country Planning, England, Act 1990 (inserted by paragraph 2 of the Localism Act 2011). For the purposes of Neighbourhood Development Plans the definition of “qualifying body” is in section 38A(12) of the Planning and Compulsory Purchase 2004 Act (as inserted by paragraph 7 of the Localism Act 2011).

Risk analysis

A detailed risk analysis has been carried out and is summarised below

Risk Description	Likelihood	Impact	Mitigation Measures
Failure to deliver Neighbourhood Plan	Low	Moderate	Continued budget monitoring
Failure to meet evidenced community need	Low	Moderate/Major	Regular review of progress against community survey results

Key information

Neighbourhood Plans were introduced by the Localism Act 2011. The idea behind localism is that decision making is passed to a more local level, from local government to local communities. There are two main parts to neighbourhood planning: Neighbourhood Plans (NP) and Neighbourhood Development Orders (NDO).

A Neighbourhood Plan is a community-led planning framework for guiding the future development, regeneration and conservation of an area. It is about the use and development of land and may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, or allocating key sites for specific kinds of development. It may deal with a wide range of social, economic and environmental issues (such as housing, employment, heritage and transport) or it may focus on one or two issues only. It is for those producing the plan to decide on its scope and content.

A Neighbourhood Plan will be part of the statutory development plan for the area, if successful at a referendum. This statutory status gives neighbourhood plans more weight than some other local documents, such as parish plans, community plans and village design statements.

A Neighbourhood Plan must meet certain “basic conditions”. These include compliance with European and national legislation, contributing to the achievement of sustainable development, having appropriate regard to national policy and being in general conformity with existing strategic planning policy. It should not promote less development than that identified in the development plan for the area. It can provide for greater growth levels. It can also specify policies and guidance on how new development should be designed, orientated and located. The preparation of neighbourhood plans must include a robust programme of community engagement and have a proportionate evidence base.

Link to Council Action Plan:

The preparation of Broadclyst Neighbourhood Plan supports the Council’s commitment to enabling local housing delivery; supporting business growth and increased productivity; and community capacity building and engagement.

REPORT

External Consultant work:

- A. Locality Grant Application:** The Site Options and Assessment technical package progresses. Site visits have been completed. This draft report is expected now, with the final report due in January.
- B. Economy Report:** This report provides information on the marketability of economic sites within the parish. The report is completed, and will be shared with the landowners who have put forward their land for economic development / potential.

Recommendation 1: For Council to note progress in technical support.

Neighbourhood Plan Annual Report:

Broadclyst Neighbourhood Plan Annual Report 2018

Achievements:

The following documents and templates are completed:

- Broadclyst Neighbourhood Plan Community Consultation Document (This document has to be submitted for examination this is an ongoing document but has been written up to July 2018.)
- Reference documents for NP Examination have been listed and stored (this will be added to)
- A – K Appendices completed.
- Statutory and Strategic Consultees' and Reg 14 Consultation template completed.
- Policy Sustainability Template completed.
- Local Green Space Templates completed.
- Broadclyst Neighbourhood Plan Front page and plan content template completed.
- Broadclyst Character Assessment Document and Appendices completed.
- Sites Consultation templates completed.
- Maps for all NP Documents.
- NP Updates: Parish Council and Broadsheet.

Commissioned work:

- Broadclyst Marketability Report commissioned and completed.
- AECOM Technical Grant: submission successful and AECOM to completed Site options Assessment on both mixed development sites as well as residential sites. (Report Due)
- Broadclyst Neighbourhood Plan Logo accepted and will be used in the Plan document and in consultation work.
- Three traffic surveys were commissioned. A report and data analysis are completed.
- Heritage Assessment Report for Sports Hub site completed.

Partnership work

- All 4 themed Steering Groups: Business and jobs: Infrastructure and Access: Natural Environment and History and Heritage have completed gathering evidence. All groups are writing policies for their area.
- Overview Steering Group has started its decision-making role and is beginning to write policies on housing.

- National Trust monthly partnership meetings established focusing on the Broadclyst Neighbourhood Plan.
- Broadclyst Sports Hub Facility Partnership Group set up and meets regularly.

Recommendations for change:

- To increase officer hours.
- A need to rebalance the hours between meetings, research and writing.
- A need to set a realistic timeline for the Neighbourhood Plan.
- A need to create a Broadclyst Neighbourhood Plan and NP Consultation social media presence.
- A need for the Neighbourhood Plan section of the website to be a more effective and up to date resource for the public.
- A need for IT training to help with high level presentation of text and data for NP documentation, events and promotion.
- A need to create a system so that Councillors are informed advocates of the Broadclyst Neighbourhood Plan.

Recommendation 2: For Council to note and discuss the NP annual report.

Locality Conference

I attended the Locality National Conference at Bristol 7/11/18 and was impressed with the range of workshops and visits on offer. The key theme of the conference **was power of community**. There are so many community groups doing an amazing job to make the lives of their community better and to keep everything at a local level. It gave me evidence and strengthened my confidence about the potential of the Neighbourhood Plan and its community projects and making a difference to local lives and providing power and facilities to the community of Broadclyst Parish.

One workshop focused on impact outcomes of Community projects and this provided a variety of models and templates as to how the Broadclyst Neighbourhood Plan policies and community projects can be celebrated, monitored and reviewed. This workshop provided me with lots of information on creating an Implementation Strategy for the Neighbourhood Plan. This has implications for the Council as this workshop highlighted that a Neighbourhood Plan lives on and needs to be resourced after it has been accepted as Statutory Law.

Recommendation 3: For Council to note

This concludes my report.

Janvrin Edbrooke

Broadclyst NP Lead Officer