



NEIGHBOURHOOD PLAN OFFICER'S REPORT

Report to: Broadclyst Parish Council

Date of Meeting: 1st April 2019

Agenda item: 19/56iii

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.

Link to Council Action Plan:

The preparation of Broadclyst Neighbourhood Plan supports the Council’s commitment to enabling local

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).

housing delivery; supporting business growth and increased productivity; and community capacity building and engagement.

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

PROGRESS REPORT

1. **Overview Committee**

Overview met twice in March, selecting economic, mixed-use, and residential sites to go forward for public consultation. This process was informed by the Economic Marketability report and AECOM site assessment, along with local knowledge.

2. **Consultation material**

Design for the consultation art work is underway with the NP Officer and Clerk meeting with Brightsea Press, Council's approved supplier for printing. The first set of draft banners has been produced and Officers are in the process of 'tweaking' these drafts. The presentation of sites will be on 1m wide pop-up banners rather than posters; sites will be presented in a uniform template for ease of comparison and fairness.

The price for 12 banners has been estimated at £779 and the art work at £450. Provision for this has been made within the NP consultation budget and is being done by Council's preferred supplier.

Recommendation:

Purchasing under delegation:

To note the Clerk has accepted the price of the banners in line with the Council's Delegation Scheme (last updated August 2018, Minute ref 18/150iv)

3. **Social Media Campaign**

Engagement in the NP has been varied over time; it is proposed to run a social media campaign in order to boost public interest in the Neighbourhood Plan and encourage attendance at consultation events, feedback from which is crucial in order to inform land allocations in the Plan. Exmouth NP investigated using an external social media specialist to carry out the work in some detail; as Broadclyst does not have Officer capacity to run the campaign in house it is suggested the same specialist is engaged to run the Broadclyst social media campaign.

A price has been submitted (Part B – confidential item due to the contractual nature) and will be presented with exclusion of press and public for consideration.

Recommendation:

- to engage a social media specialist to run the Broadclyst campaign;
- to agree that this work be exempted from the need for 3 quotes for the following reasons:
 - due to the robust work by Exmouth Town Council to assess quotes and to engage the recommended specialist;
 - that the total price is under £1,000, in accordance with Financial Regulation 11 (h);

- due to the specialist nature of the work, in accordance with Financial Regulation 11 (a)(ii)

This concludes my report to Council

Angie Hurren,
Principal, SLCC.
Broadclyst Parish Clerk

28.03.2019

(On behalf of the NP Officer in her absence).