



NEIGHBOURHOOD PLAN OFFICER'S REPORT

Report to: Broadclyst Parish Council

Date of Meeting: July 6th 2020

Agenda item: 20/088iii

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 the 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

1. Strategic Environmental Assessment (SEA)

The Locality-funded technical agency AECOM has sent its report to the 3 statutory agencies: Natural England, Historic England and the Environment Agency. The deadline for these agencies to respond to the Report is July 2nd. At the next meeting I hope to be able to provide a response document from AECOM.

Recommendation 1: For Council to note

2. Neighbourhood Plan Proof Reading Group:

This group is working well and has been proof-reading both whole chapters and sections of the Draft Neighbourhood Plan.

To date the group have proof-read:

- Introduction:
- 'Economy' chapter
- The start of the 'Housing' chapter
- The start of the 'Infrastructure and Access' chapter

The availability of proof-reading material for this group is, in part, determined by the written material being signed off by the NP Steering groups.

As there have been no NP Steering Group meetings during Covid 19, the policy sections of the chapters cannot be proof-read until the Steering Group have agreed the policy criteria/ content.

Options for Steering Group Meetings are being considered with support from the Parish Clerk.

Recommendation 2: For Council to note

3. Working with Landowners

Landowners who put forward Economic sites were provided with a deadline of June 29th to agree with their site policy content and map.

The site policy content is critical because their development and planning application has to be in conformity with their site policy (and other policies in the Neighbourhood Plan).

To date:

- One site has been withdrawn.
- 2 sites have completed the process.
- 3 sites have not responded and have failed to meet the set deadline.
- One Housing site has completed the process (due to the simplicity of the site)

The Landowners of Housing Sites: were set the same deadline (June 29th), but this has had to be delayed because the Overview steering group need to meet and agree on the criteria-based housing policy for the three remaining sites.

Once Overview have met and agreed on the housing policy the Housing Site Landowners will be given a new 4-week response deadline.

This is likely to result in the NP timelines and timetable being affected.

Recommendation 3: For Council to note

4. Draft Neighbourhood Plan

The writing of the NP draft progresses, but Covid has adjusted the prioritization of which sections are being written.

- The focus is now on completing all the introduction sections of the Policy chapters.
- Once completed, the introduction sections can then be proof-read, allowing adoption by the Chapter Policy Steering group to take place when meetings resume.
- The third section of the Draft: 'Implementation, Monitoring and Reviewing' can also go through the proof-reading phase before being agreed by the Overview Steering Group.

The Table below charts the progress of the Draft NP to date. A detailed breakdown of each Chapter and what has and has not been done is not provided.

Chapter	<u>Draft being written up</u>	<u>Draft Completed</u>	<u>With proof readers</u>	<u>Proof read completed</u>	<u>Steering Group sign off</u>	<u>Overview to agree and sign off</u>
<u>Introduction A</u>	✓	✓	✓	✓	N/A	
<u>Introduction B</u>	✓	✓	✓			
<u>Vision aims and objectives</u>	<u>Ongoing</u>					
<u>Economy</u>	✓	✓	✓	✓	pending	
<u>Design</u>	✓					
<u>Community facilities</u>						
<u>Housing</u>	✓	✓	Intro only			
<u>Infrastructure and Access</u>	✓	✓	✓			

<u>Heritage and History</u>						
<u>Natural Environment</u>	<u>√</u>					
<u>Implementation, monitoring and reviewing the NP</u>	<u>√</u>					

The Parish Clerk and I are working closely to ensure that the decision-making Steering Groups meet as soon as they can.

The latest guidance does nothing to make face-to-face meetings “doable”: currently you are only allowed to meet people you don’t live with by forming a support bubble with one other household or meeting outdoors in a group of up to 6 people.

[After 4th July](#) we will still not be able to gather indoors in groups of more than two households, or gather outdoors in a group of more than 6 people from different households.

This is likely to result in the NP timelines and timetable being affected.

Recommendation 4: For Council to note

This concludes my report to Council.

Janvrin Edbrooke
Broadclyst Parish Council Neighbourhood Plan Officer
01 July 2020