



NEIGHBOURHOOD PLAN OFFICER'S REPORT

Report to: Broadclyst Parish Council

Date of Meeting: Nov 2nd 2020

Agenda item: 20/121iii

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
Covid 19	High	Moderate/ Major	Regular review of MHCLG Covid 19: planning update of changes to the neighbourhood planning process . Adjusting stages of the NP process to be in line with national guidance.

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. Reg 14 Draft Neighbourhood Plan.

- a) 15 policies from the Draft Broadclyst Neighbourhood Plan were set to Locality for review, and detailed feedback. A response document has been received and the policies will be updated by the Overview steering group on Nov 5th.
- b) The Draft was also sent to EDDC. It is normal protocol for NP's to go to their Local Planning authority before going out to Reg 14 consultation. This is to ensure that conformity to the East Devon Local Plan is confirmed. EDDC failed to meet the return deadline of 23/10/20, and due to staff half term leave a response document will now not be sent until during the week of Nov 2nd. This will result in requiring another Overview NP Steering Group meeting to discuss and accept the EDDC recommendations.
- c) It is anticipated that the Final Draft document and NP summary consultation document will therefore be completed in the week of the Nov 9th and will go to be printed in the week of the 16th.

Recommendation 1: For Council to note stages and timelines for the NP Draft completion.

2. Reg 14 Consultation

- a) To be in line with National recommendations the NP will go out to consultation for an 8-week period and exclude the weeks of Christmas and New Year.
- b) Provisional consultation period is 23rd November to January 25th 2021
- c) The NP Consultation Process can be done **either**, online via a link on the PC website **or** for those not able to access online, there is the facility to order and pick up a paper summary version of the NP and feedback forms.
- d) Many thanks to:

Broadclyst Village Church (Broadclyst village and northern settlements),

Heart Pet supplies (Westclyst) and,

Blackhorse Inn (Broadclyst Station and Blackhorse)

who are acting as the Neighbourhood Plan pick up/ drop off stations within Covid 19 protocols, for the main and outlying settlements of the Parish.

Recommendation 2: For Council to note the consultation period and the 2 types of consultation on offer.

3. Locality Grant Application

- a) The Locality Grant application to cover the expenses involved in the Reg 14 Consultation process and the production of the Broadclyst Neighbourhood Plan Basic Statement Document was successful Oct 22nd), and once due diligence procedures are completed (Nov 11th) by the Clerk the money will be released.
- b) The money will cover the following Reg 14 expenses:
- The design and printing of posters
 - Printing of the NP Summary Document containing all policies and community actions and projects.
 - Printing of the Feedback forms.
 - Postage and packaging.
 - The Online consultation process and the collation of all feedback data from the online and paper feedback.
 - A report containing of a full breakdown of results (residents, significant others and statutory consultees) and analysis of results.
- c) The Basic Condition Statement will be completed once all the Reg 14 consultation feedback has been responded to, by the Overview NP Steering Group. (February 2021)

Recommendation 3: For Council to note.

This concludes my report to Council.

Janvrin Edbrooke
Broadclyst Parish Council Neighbourhood Plan Officer
28 October 2020