

A Test Valley Community Planning Toolkit

helping communities to shape their place



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<p>This section helps communities to identify what issues are most important. Knowing what issues your community is seeking to address will help you to choose the right tool for your place and your local aspirations. The symptom checker in this section will help you to do this.</p>	
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This section provides the key steps to producing a sound, fit-for-purpose, community-led plan to influence local decision-making and/or the local planning system for Test Valley. It includes a number of templates, examples of good practice and useful references to help support the production of your chosen tool.

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1 INTRODUCTION

- 1.1** Through the use of community planning, local people are being empowered by all forms of Government to come together to make a positive contribution to improve the quality of life where they live and work.
- 1.2** Here in the Borough of Test Valley, the corporate vision and values of the Council place great importance on the role of community-led action in contributing to and being part of a strong community. Furthermore, engagement with local communities has indicated a strong desire to become more involved in local decision making processes.
- 1.3** As part of the Government's commitment to Neighbourhood Planning, Test Valley Borough Council was successful in obtaining funding from the Department of Communities and Local Government in early 2016 to support parishes wishing to undertake community planning. The Council has since created the 'Communities Helping to Shape their Place' initiative.
- 1.4** This joint working approach has sought to bring together parish councils and local authority officers to support the development and use of community planning tools such as Neighbourhood Plans or Parish Plans. The aim is that towns and villages in the Borough develop in a more inclusive and sustainable way to the benefit of everyone.



Source: "Growing our Potential" Corporate Plan 2019-23

1.5 Community planning can present challenges for all involved. However, experience has shown that joint working between authorities and communities on community-led plans can:

- demonstrate good community engagement;
- bring in new information and ideas with a local perspective;
- generate jointly agreed aims and objectives;
- deal more effectively with challenging issues such as the location of new housing;
- save time by dealing with any areas of conflict in a more timely way and before local decisions are made;
- combine and add to the resources available e.g. financial and officer support;
- create shared feelings of 'community ownership' for plans and projects; and
- enable better plans and better developments to happen more quickly.

These lessons have shaped this practical toolkit which will support Parish Councils and communities when undertaking community-led planning and shaping the future of their areas.

1.6. This toolkit forms one element of the guidance and advice available to you. There are a number of Council officers at Test Valley Borough Council working on community planning who can help you with any of the issues covered by the toolkit (**SEE SECTION 5 - CONTACT DETAILS**).



Councillor Nick Adams-King
Test Valley Borough Council
Portfolio Holder for Planning
Policy and Transport

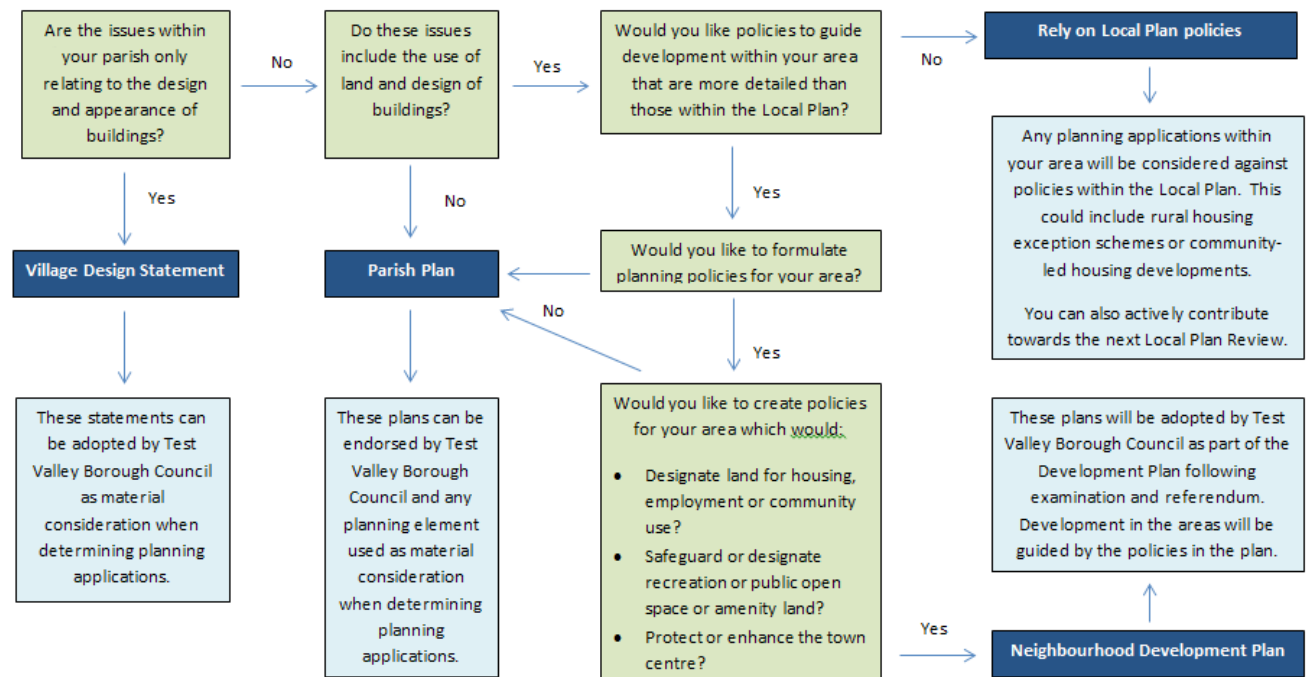


**Parish Councillor
Clive Ward.**
Chair of the Test Valley
Association of Town and
Parish Councils

2 CHOOSING THE RIGHT APPROACH FOR YOUR COMMUNITY

- 2.1.** How do you get started with community planning? How do you decide which tools to use, and when? Each community needs to identify the key issues and then consider which approach is best suited to deliver the required changes.
- 2.2.** At this early stage, the parish council will usually take the lead role, instigating discussion and ensuring that the wider community is engaged and involved from the outset (**SEE SECTION 4.B – UNDERSTANDING YOUR COMMUNITY**).
- 2.3.** The flow chart below summarises which community planning-led tool is likely to be of most use.

2.4. It is important that your choice of tool is informed by the issues of concern to the wider community. The symptom checker shown in table 1 on the following page is not exhaustive, but lists many of the issues that are important to communities and identifies which community planning tools are best suited to address them. Only some of the issues can be addressed within the planning system, so this exercise is a great first step to help you to determine which community planning-led tool to use. A blank copy is included in **RESOURCE SHEET 1**.



2.5 For some practical tools and templates to help you make this most important decision, see **SECTION 4.A – PLANNING THE WAY FORWARD**.

Table 1. Symptom Checker

Issue	Parish Or Town Plan	Neighbourhood Development Plan	Local Plan	Village Or Town Design Statement
Selecting sites for new housing		✓	✓	
Selecting sites for new employment uses		✓	✓	
Protecting valued 'Local Green Spaces'		✓	✓	
Design (locally distinctive) standards for all new buildings		✓		✓
Strengthening controls in Conservation Areas		✓	✓	✓
More/better paths and cycleways	✓	✓		
Renewable energy provision	✓	✓	✓	
Improving public areas/spaces	✓			
Affordable housing for local people	✓	✓	✓	
Controlling house extensions		✓	✓	✓
Controlling the density of new housing		✓	✓	
Parking	✓		✓	
Better road and path signage	✓			✓
Retaining/enhancing biodiversity	✓	✓	✓	✓
Retaining historic features/landmarks	✓	✓		✓
Better broadband coverage	✓			
Flood mitigation		✓	✓	
Traffic speed and safety	✓			
Downsizing housing	✓	✓	✓	

Issue	Parish Or Town Plan	Neighbourhood Development Plan	Local Plan	Village Or Town Design Statement
Conversion of agricultural buildings			√	
Retaining local facilities/services	√			
Encouraging home-working	√			
Providing new/additional facilities	√			
Reducing out-commuting	√			
Improving public transport	√			
Community safety/security	√			
Street lighting	√			√
Community events	√			
Provision of play and recreation facilities	√			
Sports and other leisure pursuits	√			
Social isolation	√			
Recycling	√			
Litter	√			
Communications	√			

3 A GUIDE TO COMMUNITY PLANNING TOOLS

- 3.1.** The previous section described how you might identify which of the community planning tools is most suitable for your needs. This section provides lots more information about each of the four main community planning tools that are at your disposal, so you can better understand what might be involved.

A. Parish or Town Plan (PP) identifies what is important to local people, identifies local problems and opportunities and covers a wide range of social, economic and environmental issues. See SECTION 3.A – PARISH OR TOWN PLAN PRACTICAL GUIDE for full details.

B. Neighbourhood Development Plan (NDP) enables local communities, typically within a Parish or Town Council area, to set out the vision for an area and the planning policies for the use and development of land. See SECTION 3.B – NEIGHBOURHOOD DEVELOPMENT PLAN PRACTICAL GUIDE for full details.

C. The Local Plan sets out where new houses can be built and the policies for bringing forward different types of schemes such as affordable housing. The local plan review allows for communities to make a contribution. See SECTION 3.C – LOCAL PLAN PRACTICAL GUIDE for full details.

D. Village or Town Design Statement (DS) contains a description and analysis of what it is that makes a town or village distinctive, and outlines design guidance for further development. See SECTION 3.D – VILLAGE OR TOWN DESIGN STATEMENT PRACTICAL GUIDE for full details.

3.2 There are other tools that can be used for very specific purposes. This toolkit does not cover these in detail, but the key points of each are as follows.

E. Community Resilience Plan (or Emergency Plan) improves a community's ability to respond in an emergency situation. It equips communities and organisations to support people through emergencies and utilise their own resources to better cope with the consequences of an emergency. See the [Hampshire County Council website](#) for more details.

G. Community Right to Build Order is a type of Neighbourhood Development Order that can be used to grant planning permission for small scale development for community benefit on a specific site or sites in a neighbourhood area. This can include homes, shops, businesses, affordable housing for rent or sale, community facilities or playgrounds. A Community Right to Build Order is put together by local people and determined by referendum, so the community gives permission for the building to go ahead – not the local authority as happens with a traditional planning application. See the [My Community website](#) for more details.

F. Neighbourhood Development Order can grant planning permission for specific types of development in a specific neighbourhood area. Once established there would be no need for anyone to apply to the Council for planning permission if it is for the type of development covered by the order. This should make it easier and quicker for such development to go ahead in the future. See the [My Community website](#) for more details.

3.3. Some communities will have a wide range of issues to address and it may be that more than one of the tools is required. If this is the case, you will need to think carefully about whether to develop the tools one at a time, or develop two or more together. You can save yourself work by developing them at the same time, taking advantage of engagement and consultation activities to discuss multiple issues. However, this can confuse people and while you will save time and effort, you will also need more money and more volunteers than if you tackled each tool one at a time. All of these issues should be considered when planning your way forward, see **SECTION 4.A – PLANNING THE WAY FORWARD**.

Practical Guide 3A

Parish or Town Plan

What is a Parish or Town Plan?

A Parish Plan describes how the community sees itself developing over the coming years, identifying what is important to local people and covering a wide range of social, economic and environmental issues. It identifies local problems and opportunities, sets out an achievable and long term vision for the future and presents a plan of action to achieve this vision.

A plan can include everything that is relevant to the people who live and work in the community, from employment needs to playgrounds. It is up to the community to decide what is important to them. No one else can set the agenda or determine priorities for action on behalf of the community.

Who produces a Parish or Town Plan?

A Parish Plan is a document prepared by the community, including the views of everyone through survey, research and community participation. It is not produced by the Parish or Town Council, but must involve them in the process and will be adopted by them once complete.

What are the benefits to the parish and community?

A Parish Plan:

- Provides detailed information on the issues of importance to the local community
- Gives everyone the opportunity to have their say
- Helps people to become more involved in what goes on around them
- Influences the decisions of statutory authorities and how they apply their resources
- Helps manage changes or threats to local services and activities
- Provides evidence that supports funding applications

What is the role of the Borough Council in this process?

Officers can offer support and guidance throughout the process, in particular around consultation and to maximise community participation. Specialist officers can help develop realistic and viable proposals in relation to traffic, transport and housing issues.

How does it fit with the Test Valley Borough Local Plan

A Parish Plan is not a planning document and is not intended to be a response to planning issues.

The Parish or Town Plan process

GETTING STARTED	
1	Hold an initial meeting/event to attract community interest in doing a plan and notify/contact key partners i.e. local authority, Councillors.
2	Make contact with a range of volunteers who may be able to assist or join in.
3	Form a steering group that is representative of the community.
4	Develop and produce terms of reference/constitution (see RESOURCE SHEET 4).
5	Produce a project plan (see RESOURCE SHEET 6).
6	Explore options for funding the production of a parish plan.
7	Identify which communication methods you might use to inform the community about the parish plan, e.g. social media, parish newsletter, posters.
8	Decide what communication methods you might use to involve the community in the parish plan i.e. use of incentives, drop-in events, attend popular groups, 'love it/hate it' exercise etc.

UNDERSTANDING YOUR COMMUNITY

9	Gather together research/evidence about the community, including that which is already available from agencies such as TVBC.
10	Identify issues of concern and interest to the local community using a range of methods to engage all age and interest groups.
11	Use these issues as the basis of a whole-community consultation.
12	Collate and analyse results, identifying key issues to be addressed.
13	Hold focus groups or public meetings as required to further develop and refine any key issues and assist with prioritisation of ideas.

ACTION PLANNING AND PRODUCING YOUR PLAN

14	Engage local agencies that are vital to the delivery of your proposals to discuss viability and deliverability.
15	Develop an action plan identifying who is responsible for actions and within what timescale (see RESOURCE SHEET 11).
16	Circulate draft to members of the community, Parish/Town Council and other agencies for comment.
17	Revise draft based on comments and seek endorsement from the Parish/Town Council and TVBC.
18	Publish your plan.

How long does it take to produce?

On average a Parish Plan will take 1-2 years to complete. This will depend on the size and population of the parish and also the number of volunteers. You also have the options of producing a 'light-touch' Parish Plan that is quicker to complete but contains less detail and therefore may carry less weight.

What are the costs of a Parish or Town Plan?

This will also depend on the size and population of the parish and the number of volunteers. It can cost anything from £500 up to a few thousand pounds.

What funding is available?

Funding towards the costs associated specifically with the production of a Parish or Town Plan is available from:

- **Test Valley Community Planning Grant:**
 - o £1,000 for parishes with a population over 5,000
 - o £750 for parishes with a population over 1,000 but under 5,000
 - o £500 for parishes with a population under 1,000

Details of other discretionary grants can be found in **SECTION 4.D – FUNDING**.

What other support can Test Valley Borough Council offer?

We encourage communities to get us involved at the earliest possible stage in the development of their plan. There are a range of ways in which the Council, and other agencies, can support and help you to develop your Parish Plan. These include:

- Provision of statistics and information on your area
- Mapping/ aerial photo support
- Printing of surveys, questionnaires and finished plans (at a subsidised cost)
- Housing need survey

So you should do a Parish or Town Plan if.....

- the community highlighted a good number of issues that are not related to land use and/or development;
- you can manage a process that might take 2 years (or find others in the community who can);
- you can find enough people willing to get involved directly or just be engaged in some way to spread out what will be a considerable workload; and
- you want to influence the use of any S106 or CIL monies so they get attributed to your key (now well-evidenced) local projects;

Resource kit

Local Guidance

1. “What is Community Planning” – video produced by Local Authorities in Hampshire - <http://tinyurl.com/hzskzms>
2. “What’s in it for me?” – video produced by Local Authorities in Hampshire - <http://tinyurl.com/z57tcnp>

National Guidance

3. Community-led Planning Toolkit (ACRE) – www.acre.org.uk/rural-issues/community-planning
4. Community Planning Policy Position Paper (ACRE) - 2014 - <http://tinyurl.com/jp7qqpn>

Other documents

5. Buriton Parish Plan – Village Voice - <https://tinyurl.com/ybchp4j3>

Practical Guide 3B

Neighbourhood Development Plan

What is a Neighbourhood Development Plan (NDP)?

Neighbourhood Development Plans (NDPs), commonly shortened to Neighbourhood Plans, were introduced in the Localism Act (2011) which reformed the planning system to enable local people to have more say in determining planning policy for their local area. They enable local communities, typically within a Parish or Town Council area, to set out the vision for an area and the planning policies for the use and development of land. This can include choosing where they would like new homes, shops, community facilities or employment opportunities to be built and what the buildings look like. An NDP need not cover all of these issues; it can focus on just one or a few and it is important to note that it is a tool for guiding development rather than stopping it.

The Plans have to conform with planning policies and guidance at a local level (Test Valley Local Plan), national level (National Planning Policy Framework) and European level and also meet the Neighbourhood Planning Regulations. This is tested via an independent examination. The plan also has to demonstrate involvement of the local community throughout its preparation and decision-making. On completion, it is subject to a community referendum.

Once the Plan is 'made', it will become a statutory plan carrying equal weight to the Local Plan and be part of the Local Development Framework. It will then be used in making decisions on planning applications by Test Valley Borough Council.

Who can produce a NDP?

Within Test Valley, only parish/town councils are able to produce Neighbourhood Plans for their area. The parish/town council can enlist help from members of the local community, usually with a steering group but only the parish council can make a Neighbourhood Area application and submit the relevant draft documents to Test Valley Borough Council for consideration.

What are the benefits to the parish and community?

There are a number of benefits which may help your parish make a decision on whether to prepare a NDP:

- Helps you to play a greater role in shaping the future of your local area by deciding where and what type of development should happen within the neighbourhood area;
- Has a statutory status – a Neighbourhood Plan will be part of the statutory development plan which means that any decisions made on planning applications would need to have regard to the Neighbourhood Plan;
- Brings together local residents and groups, businesses, landowners and developers to share ideas and build a consensus about what needs to be done within the local community to shape the local area;

- Gathers valuable evidence (e.g. environmental information) to influence the planning policies;
- Provides the opportunity to focus on more detailed issues in the neighbourhood areas than a local plan, for example, allocating sites for specific developments; and
- Allows the potential to influence various statutory agencies on matters such as public spaces and highways.

What is the role of the Borough Council in this process?

The Neighbourhood Planning Regulations set out the procedure regarding their preparation and adoption. Parish and Town Councils have the responsibility for leading the process, however, the Council, as a Local Planning Authority, has a significant role in managing the formal stages of the process and ensuring that the Regulations are complied with. The Statement of Community Involvement sets out the main elements of the NDP preparation process and the legal requirements that the Council has to follow.

The procedure comprises a number of stages which include public consultation on the draft NDP and Examination of the plan. If the NDP is found to meet the basic conditions, a local referendum must take place, where more than 50% of those voting must agree to it, before it can be 'made' and be a formal part of the Development Plan.

Once adopted, planning decisions have to be made in accordance with the Neighbourhood Plan (and other parts of the Development Plan) unless material considerations indicate otherwise.

How does it fit with the Test Valley Borough Local Plan?

They both have statutory status – a NDP would be part of the statutory development plan which means that any decisions made on planning applications would need to have regard to both the Neighbourhood Plan and the Local Plan, unless material considerations indicate otherwise.

The Neighbourhood Development Plan process

GETTING STARTED	
1	Hold an initial meeting/event to attract community interest in doing a plan and notify/contact key partners i.e. local authority, Councillors.
2	Make contact with a range of volunteers who may be able to assist or join in.
3	Form a steering group that is representative of the community.
4	Develop and produce terms of reference/constitution (see RESOURCE SHEET 4).
5	Produce a project plan.
6	Establish plan scope and formulate draft vision and objectives.
7	Submit neighbourhood area application to TVBC (see RESOURCE SHEET 2).
8	Designation of neighbourhood area.
9	Explore options for funding the production of a Neighbourhood Development Plan.
10	Develop a community engagement strategy.

UNDERSTANDING YOUR COMMUNITY

11	Gather together research/evidence about the community, including that which is already available publicly from agencies such as TVBC.
12	Review existing evidence and identify gaps (either because if there is no existing up to date evidence or because the data is only available at a much larger geographic level).
13	Discuss with TVBC whether Strategic Environmental Assessment or Habitats Regulations Assessment are required for the Plan.
14	Identify issues of concern and interest to the local community using a range of methods to engage all age and interest groups.
15	Undertake a whole-community consultation (See SECTION 4.B - UNDERSTANDING YOUR COMMUNITY).
16	Collate and analyse results, identifying key issues to be addressed.
17	Hold focus groups or public meetings as required to further develop and refine any key issues and assist with prioritisation of ideas.

ACTION PLANNING AND PRODUCING YOUR PLAN

18	Further develop and refine the issues, vision, aims and objectives as a result of the ongoing engagement programme and evidence gathering.
19	Translate the vision and aims into policies and proposals.
20	Check that your neighbourhood plan policies are in general conformity with the strategic policies in the local plan and National Planning Policy Framework. If not in conformity with the local plan, arrange meeting with TVBC.
21	If Strategic Environmental Assessment is required, produce an environmental report to be consulted on during the pre-submission consultation of the draft plan. This may need to be updated at a later date if there are substantial changes to the content of the draft plan.
22	Undertake a whole community and key stakeholders consultation for 6 weeks - Regulation 14.
23	Consider responses to consultation and make relevant amendments to plan.

PRE-SUBMISSION CONSULTATION AND MODIFICATIONS

24	Prepare basic conditions statement.
25	Prepare consultation statement.
26	Submit plan and associated documents required to TVBC.

INDEPENDENT EXAMINATION

27	Regulation 16 consultation (minimum 6 weeks and led by TVBC).
28	Meet with TVBC to discuss appointment of examiner and timescales for referendum.
29	Examination.
30	Examiner's report published.
31	Make changes to the plan in line with the examiners report.

REFERENDUM

32	Publication of pre-referendum information and documents.
33	Referendum.
34	Publication of Referendum decision.
35	Subject to successful outcome of referendum, the Neighbourhood Plan is 'MADE'.

A more detailed explanation of the process to develop a NDP is included in the Test Valley Borough Council Neighbourhood Planning Guidance Note (see [RESOURCE KIT](#)).

How long does it take to produce one?

This will depend on the scope of the plan, size and population of the parish, the number of volunteers and whether any additional studies are required. On average a NDP will take 2-3 years to complete and take through a referendum.

What are the costs of preparing a Neighbourhood Development Plan?

Although the costs of the Regulation 16 consultation, examination and the referendum will be the responsibility of the Borough Council, most of the costs involved in preparing a NDP will fall to the community. It is very difficult to generalise on the cost of producing a NDP, as much will depend on the aspirations of individual parish councils, the level of consultation undertaken, evidence gathering and the scope and complexity of the proposed plan.

The capacity of the steering group to undertake the work themselves will have an impact on the overall costs. You may find it useful to undertake a Neighbourhood Skills Survey – a useful way to find out what skills and talent exists in a community – see [SECTION 4.A – PLANNING THE WAY FORWARD](#).

What funding is available?

Funding towards the costs associated specifically with the production of a NDP is available from:

- **Test Valley Community Planning Grant:**
 - o £2,000 for parishes with a population over 5,000
 - o £1,500 for parishes with a population over 1,000 but under 5,000
 - o £1,000 for parishes with a population under 1,000
- **My Community (Locality) Grants** up to £9,000 from 2018-22. Further technical support is also available.

Details of other discretionary grants can be found in [SECTION 4.D – FUNDING](#).

What other support can Test Valley Borough Council offer?

We encourage communities to get us involved at the earliest possible stage in the development of their plan. There are a number of ways in which the Council can support and help you to develop your Neighbourhood Plan. These include:

- Provision of statistics and information on your area
- Mapping/ aerial photo support
- Printing of surveys, questionnaires and finished plans (at a subsidised cost)
- Housing need survey
- Feedback on draft plans.

So you should do a Neighbourhood Plan if...

- the community has highlighted a number of land use and/or development issues (often housing) that can be delivered through a NDP;
- you are seeking to allocate land for development and not simply to prevent development from taking place;
- you can manage a process that might take 2-3 years (or find others in the community who can);
- you can find enough people willing to get involved directly or just be engaged in some way to spread out what will be a considerable workload; and
- you can find the funding likely to be necessary.

Resource kit

Local Guidance

1. Test Valley Borough Council Neighbourhood Planning Guidance Note – April 2014 <https://tinyurl.com/y7de9eu4>
2. Neighbourhood Planning in Hampshire: Hampshire County Council's role in the Neighbourhood Planning Process – October 2015 <https://tinyurl.com/y7de9eu4>
3. Application to designate a Neighbourhood Area **SEE RESOURCE SHEET 2**
4. How to write planning policy <https://tinyurl.com/y7de9eu4>
5. Undertaking site selection <https://tinyurl.com/y7de9eu4>
6. Identifying Local Areas of Green Space <https://tinyurl.com/y7de9eu4>
7. Strategic Environmental Assessment and Habitat Regulations Assessment Guidance <https://tinyurl.com/y7de9eu4>
8. Assessment of the contribution of the NDP to the achievement of sustainable development **See RESOURCE SHEET 3**

National Guidance

9. Neighbourhood Planning Roadmap Guide (My Community) <http://tinyurl.com/pey2w3r>
10. Quick Guide to Neighbourhood Planning (My Community) <http://tinyurl.com/zxaa872>
11. Neighbourhood Planning Resource Pack (My Community) – 51 documents including:
 - Neighbourhood Plan project planner
 - Viability toolkit for neighbourhood planning
 - How to structure your neighbourhood plan <http://tinyurl.com/jednfob>
12. Resources for Neighbourhood Planning: Putting the Pieces Together (Planning Aid) – 39 practical documents including:
 - Project planning template
 - How to set up a neighbourhood forum
 - How to develop a vision and objectives
 - Character assessment pro forma and note
 - Structuring your neighbourhood plan template <http://tinyurl.com/he9356y>

13. Neighbourhood Planning Guidance Note (DCLG) <https://tinyurl.com/yd6fy24u>
14. Planning & Localism – Choices and choosing (CPRE) <https://tinyurl.com/yct4ctgl>

Other documents

15. Neighbourhood Planning: A guide for Wiltshire's Parish and Town Councils <http://tinyurl.com/zf9q4mp>
16. Leeds Neighbourhood Planning Guidance <http://tinyurl.com/jnd4f58>
17. Neighbourhood Development Plan Guidance (Herefordshire Council) <https://tinyurl.com/y8l8g7wv>

Practical Guide 3C Local Plan

What is the Local Plan?

The Test Valley Local Plan was adopted in January 2016. The plan sets out the strategic decisions for the Borough, especially about where development such as new houses and employment sites can be built. It also sets out many other policies on topics; such as providing the necessary infrastructure to support new development; protecting landscapes and about the standards on issues such as design. The adopted Local Plan also has policies which the community can use to deliver houses to meet local needs. The Plan can be viewed via the **Council's website** (TestValley.gov.uk).

The Council needs to keep the Local Plan up to date to be consistent with national guidance and reflect changing evidence. The Council is reviewing the next Local Plan. There will be an opportunity for communities to become involved in the process.

Who produces the Local Plan?

Test Valley Borough Council. One of the first things we'll do is to consider the policies that need reviewing and those that don't. Very importantly, we won't do that on our own; we'll seek community views.

In terms of community involvement, we'll be doing two key things. First, we will be reviewing our overall Statement of Community Involvement (SCI) and will do that with community input. Secondly, and of key importance to the whole Plan, is engaging communities in all the stages of the Plan and explaining the background behind the policies and proposals. This will mean using different ways of involving the community.

What are the benefits to the parish and community?

There will be some key aspects on which you and your communities can make a better contribution than previously.

You can help undertake and inform studies of important local green spaces and character assessments, audits of local facilities and assessment of potential development sites. This level of local context will help ensure that the Local Plan is better informed by local knowledge.

What is the role of the Borough Council in this process?

The process will be led by the Council, as the Local Planning Authority, seeking your community's issues, ideas and input at all stages.

The Local Plan Review process

This process is led by the Council and some elements will not require, or be appropriate for, community involvement. The sections shown in bold below are those where we welcome the contribution of communities to help shape the local plan as it emerges.

GETTING STARTED

1	Council needs to comply with the statutory process which a local plan needs to follow as set out in the Local Development Scheme .
2	Review changes to national planning guidance.
3	Review existing evidence and identify gaps (either because there is no existing up to date evidence or base information has been updated).

UNDERSTANDING YOUR COMMUNITY

4	Identify issues of concern and interest to the local community using a range of methods to engage all age and interest groups. This is the Issues and options stage.
5	Collate and analyse results, identifying key issues to be addressed.
6	Balance these issues against the legal process, national guidance and any other material considerations.
7	Identify those areas where communities can have an active role in collecting and informing on the evidence base and direction of the plan.

ACTION PLANNING AND PRODUCING YOUR PLAN

8	TVBC drafts the local plan.
9	Formal public consultation on the draft plan..
10	Revise based on consultation responses review evidence base, if required.
11	Public consultation on the final draft (submission plan).
12	Consider consultation response and submit to the Secretary of State for Examination.
13	Examination held by independent Planning Inspector into the soundness and legal compliance of the Plan.
14	Planning Inspector issues report.
15	Proposed modifications.
16	Adopt Plan.

How long does it take to produce?

The Local Plan review has been timetabled within the Local Development Scheme to take four years to complete but this depends on a number of factors. The Council needs to react to changes in legislation, national guidance or case law and these can all affect the timetable. Once the Local Plan is submitted to the Secretary of State for examination the speed of progress is at the discretion of the Inspector.

What are the costs of the Local Plan Review?

The most costly aspect of the review is the commissioning of the evidence base. This is needed to justify the delivery of the plan's policies and proposals. These costs are met by the Council, so if you can work with us to ensure that Local Plan policies are appropriate for your community, there may be no need to undertake a Neighbourhood Plan.



So you should get involved in the Local Plan Review if...

- you want to influence the strategic, borough-wide aspects of the Plan; and
- you don't have specific land use and/or development issues, or;
- you are unable to recruit the necessary volunteers or funding to take a Neighbourhood Plan forward.

Resource kit

Local Guidance

1. **Strategic Environmental Assessment and Habitat Regulations Assessment Guidance**
<http://testvalley.gov.uk/HRA>
2. **Identifying Local Areas of Green Space**
www.testvalley.gov.uk/NeighbourhoodPlanningGuidance

National Guidance

3. **National Planning Policy Framework**
<http://tinyurl.com/abvfzc2>
4. **National Planning Policy Guidance**
<http://planningguidance.communities.gov.uk/>

Other documents

5. **Strategic Housing Land Availability Assessment (SHLAA)**
www.testvalley.gov.uk/shlaa
6. **TVBC Local Development Scheme**
<http://testvalley.gov.uk/lids>

Practical Guide 3D

Village or Town Design Statement

What is a Design Statement?

A Village or Town Design Statement (VDS) is a description and analysis of what it is that makes a town or village distinctive, and outlines design guidance for further development. Its purpose is to help to control the design of new development so that the town's or the village's essential character can remain. A VDS does not suggest development sites or uses; its sole focus is design. A VDS can cover just the built area of a town or village or the whole parish. If the latter, it will need an assessment of the landscape (although this is also useful even if just focusing on the built area – it helps to protect the built edge).

There are already 27 adopted Village or Town Design Statements in place in Test Valley which you can look at on the [Council website](#).

Who produces a Design Statement?

The VDS is produced by the parish council, or a working group on its behalf.

What are the benefits to the parish and community?

A VDS provides more locally distinctive information than The Strategic Local Plan policies do.

What is the role of the Borough Council in this process?

Once the VDS is in its final draft stage the Council will undertake statutory consultation for a period of not less than 4 weeks. The Council will then work with the VDS group to help address any issues raised in the consultation.

The Council then adopts the VDS as a supplementary planning document (SPD), which becomes a material consideration when determining planning applications.

How does it fit with the Test Valley Borough Local Plan

A VDS can form part of, or be linked to, a Neighbourhood Development Plan but can also be a stand alone document.

The Village or Town Design Statement process

GETTING STARTED	
1	Hold an initial meeting/event to attract community interest in doing a plan and notify/contact key partners i.e. TVBC Planning Policy team.
2	Make contact with a range of volunteers who may be able to assist or join in.
3	Form a steering group / design team that is representative of the community.
4	Develop and produce terms of reference/constitution (see RESOURCE SHEET 4).
5	Produce a project plan (see RESOURCE SHEET 6).
6	Explore options for funding the production of a VDS.

UNDERSTANDING YOUR COMMUNITY

7	Gather together research/evidence about the community, including that which is already available from agencies such as TVBC.
8	Review existing evidence and identify gaps (either because there is no existing up to date evidence or because the data is only available at a much larger geographic level).
9	Hold a village character workshop.
10	Ensure to consider geographical areas of the parish and record characteristics.
11	Undertake a whole-community consultation.
12	Collate and analyse results, identifying key issues to be addressed.

ACTION PLANNING AND PRODUCING YOUR PLAN

13	Prepare first draft of the VDS (text only).
14	Liaise with TVBC Planning Policy team to ensure the policies in your VDS are compatible with policies in the Local Plan on design, landscape character and development in the towns and villages.
15	Consult on the first draft.
16	Revise based on consultation responses and prepare second draft for discussion with TVBC Planning Policy team.
17	Consult on the second draft.
18	Revise draft and agree final draft with TVBC Planning Policy team and Parish/Town Council.
19	Publish final draft and submit to TVBC for statutory public consultation and adoption as Supplementary Planning Guidance.

How long does it take to produce?

A VDS is relatively quick to produce but it does depend on the time and resources that the steering group can offer. It can take up to a year to complete.

What are the costs of a Village Design Statement?

From experience, the cost of the VDS averages between £2,000 and £4,000 but this depends on the scale of the area being covered and what resources the parish council can draw upon.

What funding is available?

Funding towards the costs associated with the production of a VDS is available from Test Valley Borough Council through a **Community Planning Grant**:

- o £1,000 for parishes with a population over 5,000
- o £750 for parishes with a population over 1,000 but under 5,000
- o £500 for parishes with a population under 1,000

Details of other discretionary grants can be found in **SECTION 4.D – FUNDING**.

What other support can Test Valley Borough Council offer?

We encourage communities to get us involved at the earliest possible stage in the development of their VDS. There are a range of ways in which the Council can support and help you to develop your VDS. These include:

- Design guidance notes
- Provision of statistics and information on your area
- Mapping/ aerial photo support

- Printing of surveys, questionnaires and finished Village Design Statement (at a subsidised cost)

So you should do a Village Design Statement if...

- design really is a key issue for you and your community;
- you want to prepare detailed local design guidance to support the Local Plan's design policies.

Resource kit

Local Guidance

1. VDS Planning Guidance Note – December 2016
www.testvalley.gov.uk/vds

National Guidance

2. Village Design - CCP501 (Natural England)
<http://tinyurl.com/jqkda8n>

Other documents

3. Existing Design Statements in Test Valley
www.testvalley.gov.uk/vds

Practical Guide 3E

Housing Need Survey

What is a Housing Need Survey (HNS)?

Households in the parish are asked questions to provide up to date information about local housing circumstances and aspirations for the future such as downsizing, owning their first home etc. A questionnaire is sent to each and every household in the parish, to local people who have had to move away to find an affordable home and households who have a local connection to the parish and wish to return. This information can be used to develop housing and planning policies to best meet these needs, including whether there is a local need for affordable housing in the parish and, if so, what size and type.

Who can produce a Housing Need Survey?

Within Test Valley, the Rural Housing Enabler (RHE) at Action Hampshire can undertake the Housing Need Survey, this provides an independent and impartial report. Alternatively, the Parish Council can instruct a specialist consultant to undertake the survey and provide the report.

What are the Benefits to the parish and the community?

There are a number of benefit which may help your parish:-

- The HNS can be tailored to its community and environment;
- The HNS reflects the needs and aspirations of the people living in the parish;
- The whole process is evidenced based and evidence led;
- The HNS Report recommends the number and type of homes required;
- Identifies housing need for specific groups such as retirement homes, starter homes etc;
- The HNS can help with the housing register, encouraging residents to give their contact details to register their interest in the new homes;
- Identifies the number of people in need of affordable housing, what type of housing will help them and what they are able to afford;
- HNS surgeries can be arranged to assist residents with completing the survey or providing information and advice.
- A HNS is one part of the neighbourhood plan's evidence base and will ensure that your housing policies and/or targets informed by the HNS are robust for the neighbourhood plan examination.
- An important starting point for the site allocation process, which tells you how much land will be required for housing.

What is the role of the Borough Council in this process?

If you are interested in undertaking a HNS, please contact the Housing Development Officer at Test Valley Borough Council. In some cases, the Borough Council may already have conducted a HNS of current and future needs and an additional survey may not be required. The Housing Development Officer will provide details of the Rural Housing Enabler for the area and arrange a meeting to discuss the HNS. The survey questions will be agreed with the parish council and/or neighbourhood plan steering group and the RHE will present a report of the HNS to the parish council to consider the findings and agree how many homes should be provided to meet the need identified.

How does it fit with the Test Valley Borough Local Plan?

Local Plan Policy COM8 states that development for rural affordable housing will be permitted provided that the proposal is accompanied by evidence/ This evidence should demonstrate that there is an unmet need within the parish for accommodation by households unable to afford open market housing, where a member of the household has a local connection to that parish. The HNS provides a clearly identified need to satisfy this criteria.

How long does it take to produce?

A HNS usually takes 2 – 3 months to complete and will depend upon the number of responses received.

What are the costs of an HNS?

The costs will depend on the size and population of the parish as a survey is provided for each resident and those residents wishing to return to the parish. The costs can vary between £500 to £3,000. Specialist consultants charges may be higher.

What funding is available?

Funding is available for conducting a HNS via the RHE (Action Hampshire), please see page 22 'What other support can Test Valley Borough Council offer?'. Test Valley Community Planning Grant can be used to assist with the costs if a specialist consultant is instructed to undertake the HNS.

What other support can TVBC offer?

We encourage communities to involve us at the earliest possible stage if they are considering a HNS to establish whether there is a need for affordable housing in their parish or as evidence for the neighbourhood plan process. The Council can support and help you by:-

- Arranging a meeting with the RHE
- Presentation to the Parish Council on the HNS, the processes and the final report.
- Provide a sample HNS for consideration and tailoring for the needs of the parish
- Set up HNS surgeries to assist residents to complete the survey and answer any questions
- Printing of the Surveys and/or electronic surveys via RHE

So you should do a HNS if...?

- You are seeking to allocate land for development of an affordable housing scheme via a rural exception site
- You want to know how many homes, and/or what type of homes you need to plan for. A HNS will assess the local demand for housing.

Practical Guide 3F

Community Led Housing

What is Community Led Housing ?

A growing number of communities are forming Community Land Trusts (CLTs), which are non-profit community-based organisations run by volunteers that develop housing, community facilities or other assets that meet the needs of the community. These are owned and controlled by the community and are made available at permanently affordable levels.

A CLT is a legal entity established and run by the community to:

- provide a social, economic and or environmental benefit to the local community
- ensure that the assets are not sold or developed except in a manner that benefits the local community
- ensure through its constitutional arrangements that:
- any profits for its activities will be used to benefit the local community
- individuals who live or work in the specified area have the opportunity to become members of the Trust; and
- Members of the Trust control it.

The CLT will own the homes, and the extent of involvement in development and management of the homes can vary.

How would we set up a CLT?

There are a number of different options. Most commonly, CLTs are Community Benefit Societies. Others choose to take on charitable status or become a Community Interest Company. Your choice is likely to be dictated by the type of activities you want to take on and whether you will want to raise funding. The National Community Land Trust Network provides a wealth of information and support for communities wishing to set up a CLT www.communitylandtrusts.org.uk

What are the Benefits to the parish and the community?

There are a number of benefits :

- Being locally controlled and democratically accountable
- Being flexible to meet local priorities
- Creating community support
- Providing local affordable housing
- Delivering actions from community / neighbourhood plans
- Closer community and landowner involvement
- Generating re-investment for the community
- Enabling the long term stewardship of community assets

What is the role of the Borough Council in this process?

The Council has an enabling role for housing and making sure that housing needs in rural areas are met. Ensuring the project fits within the Housing Strategy and Planning Policy requirements. The Council can provide data on local demand for housing and advise on funding priorities and funding available for the project. Provide planning guidance on potential sites.

To provide advice and guidance to the Parish Council on setting up a CLT and the different models available. Meetings with current local CLTs can be arranged to visit their schemes and understand the process taken and the lessons learnt. Signpost to various organisations which offer assistance and funding to set up CLTs such as the National Community Land Trusts.

How does it fit with the Test Valley Borough Local Plan?

Local Plan Policy COM9 Community Led Development states a development will be permitted if the proposal is supported by evidence that there is a need for the development to maintain or enhance the sustainability of the parish through the delivery of community benefit, and it is demonstrated that the community has been involved in the preparation and support the proposal. The justification of the development should be comprehensive and demonstrate that the proposal would sustain existing community facilities or deliver new ones which maintain or enhance the sustainability of that community.

How long does it take to form a CLT?

There is no correct way to start a CLT. The five main steps are:

- Set up a steering group, recruit members of the community, agree what you want the CLT to achieve, incorporate and develop a business plan
- Find a suitable site, including investigating any potential problems and how much you can pay for it, then get the funding to buy it
- Work up a full planning application, with detailed plans for your homes and other facilities and get planning permission
- There are lots of options for building the homes from using local contractors or partnering a developer or housing association

- Once you have people living in the homes, you may work as their landlord or oversee a managing agent or landlord you are partnered with as well as deciding how to use any surplus for the benefit of your community.

These stages do not always happen in this order and it can be difficult to locate a site. Most rural housing schemes can take between 2 to 5 years to complete.

What are the costs of setting up a CLT?

The costs will vary depending upon the form of CLT you wish to pursue. You may wish to instruct technical advisors to help you work up your ideas and work out if a CLT is right for you. If so, and your plans show potential, you may require assistance to develop the Business Plan setting out the clear aims of the CLT, build a strong steering group and look at sites you might wish to buy. There will be legal incorporation fees, survey fees, architect fees for outline drawings, planning application fees, community engagement costs such as support with community-led design exercises as an example.

What funding is available?

Funding is available for a Start Up Grant up to £4,000 from the National Community Land Trust Network together with advice and support (www.communitylandtrusts.org.uk). Funding is also available from Locality (www.locality.org.uk), Homes England provide capital grant funding for Registered Providers and other sources of funding may be available.

What other support can TVBC offer?

- Supporting steering groups
- Reviewing feasibility
- Access funding, grants and loans
- Provide contact details for advise on setting up CLTs, template documents etc
- Explaining the different routes by which communities can provide and take ownership of affordable housing
- Provide advice and guidance on Rural Housing Enabler (Action Hampshire)
- Community consultation and engagement
- Introduction to Housing Associations should this be the preferred CLT route

So you should set up a CLT if...?

- You wish to control the allocation, management and maintenance of the homes
- You want to use the homes as an asset base to raise funding to provide other community facilities or benefits
- Have or could access support, to deliver the knowledge and skills to take on the responsibilities that come with ownership
- Have or could access support to develop the knowledge and skills to take on managing a build contract
- Have the time available to set up and run a CLT
- Have an aptitude towards risk, particularly in terms of financial commitment
- Know or can find out, how some of the risks can be managed
- There are other local organisations that could share the risk and take on some of the responsibility

4. DELIVERING YOUR APPROACH

4.1 Hopefully by this stage you've chosen the tool that's most appropriate for you and you're ready to get on with the really important work!

4.2 For your plan to be a success and to achieve the things you want, you will need to secure the 'buy in' of the whole community. In the case of a Neighbourhood Development Plan, for example, it will have to pass a public referendum. Some issues addressed in your plan may be controversial or split opinion. Even the less controversial subjects may generate some objections if you haven't secured broad community support along the way.

4.3 There is a recognised process to follow for each of the tools and this is set out in the relevant section. The process is underpinned by some key principles and, if you keep them in mind throughout, your plan is likely to be welcomed by the local people whom it represents and adopted by the Parish and Borough Councils. The key principles are:

- Broad representation and the widespread involvement of local people throughout
- A sound evidence base to underpin your proposals
- A series of proposals that are realistic and deliverable

4.4 These principles apply equally to all forms of community planning, so this section should be referred to irrespective of the option that you have chosen to adopt.

4.5 The pages that follow include lots of good practice, templates and examples of what have been successful, based on the experience of communities across the country.

A Planning the way forward

Steering Group

- 4.6.** The first thing you will need is a group of people to oversee the work required to produce your community plan.
- 4.7.** In the case of a Neighbourhood Plan, or participation in the Local Plan Review, this will be led by the Town or Parish Council with assistance from other residents. National guidance sets out that the relationship between any group and the formal functions of the Town or Parish Council should be transparent to the wider public. The terms of reference for a steering group or other body should be published and the minutes of meetings made available to the public.
- 4.8.** In the case of a Parish Plan or Village Design Statement, the steering group should be made up primarily of local residents. This captures additional volunteer effort and broadens the range of views and ideas, going beyond the parish councillors and reaching different networks of people. It is vital that a link with the Parish Council is maintained and this should be via the presence of one or two parish councillors on the steering group.
- 4.9.** When recruiting your steering group you should consider which individuals or organisations might add value to your group. People in key positions such as the school

head teacher, vicar, shop keeper or pub landlord might be influential people that would enhance the group. Alternatively, you may know people who have good links to important groups and sectors of the community, or who have specific skills and experience such as statistical analysis or use of social media.

- 4.10** The steering group will secure the necessary resources and decide how best to make the plan successful in their area. It is important to note that the role of the group is not to decide what is best for the community, but to ensure the whole community's views are gathered and to ensure the plan reflects those views. See **RESOURCE SHEET 4 – SAMPLE TERMS OF REFERENCE FOR A COMMUNITY PLAN STEERING**
- 4.11.** There is no right or wrong way to run a steering group. Some groups are very formal and held in a village hall run in a very structured way. Other groups are very informal, with meetings often held at someone's home over a glass of wine. Either way is fine and the right option for you will depend on the people involved. The most important thing is that the group is productive and detailed minutes and agendas are recorded and kept, but that is more likely if people enjoy their involvement and it is possible to make it fun!
- 4.12** You should consider whether there is a need for members of the steering group to be open and transparent about their personal interests. This is not

an obligation, but would give those involved protection from any suggestion that the decisions made by the group, and presented in the community plan, have been influenced by the personal interests of group members. A person's pecuniary interests are their business interests (for example their employment, trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and assets including land and property). There is guidance from DCLG in the resource kit below (primarily for Councillors but still relevant) and a sample form that can be used - see **RESOURCE SHEET 5 – NOTIFICATION OF DISCLOSABLE PECUNIARY INTERESTS**.

Project plan

- 4.13** The steering group will need some key tools so that it can manage the project effectively. Most important of these is a project plan (see **RESOURCE SHEET 6**), setting out the key actions, deadlines, resource requirements and responsible person(s). This should be one of the first things you do as a group and it will set the roadmap for the whole plan process.
- 4.14** Some of the activity will cost money and there is funding available to help meet the costs associated with producing different forms of community plan. See **SECTION 4.D – FUNDING** for more information.

4.15 The group may want its own bank account, but in small parishes where costs will be relatively low, the time and effort involved in setting this up may seem excessive. An alternative is to ask the Parish Council to act as the responsible financial body and in many cases the Parish Council has agreed to do this as part of its contribution.

4.16 SECTION 4.B – UNDERSTANDING YOUR COMMUNITY provides lots of ideas for successfully involving people in your community plan, but you should take some time right at the start of your project planning to consider any fixed dates or events that might provide a platform to engage people. Village or school fetes; annual parish meetings or group AGMs; church festivals or Christmas events – all can provide a perfect opportunity for you to meet people at little or no cost. You may even wish to tailor your timescales specifically to take advantage of these opportunities.

4.17 A sample project plan is found at **RESOURCE SHEET 6**.

Resource kit

Local Guidance

1. Community Action Planning – Getting Started
SEE RESOURCE SHEET 7
2. Symptom checker
SEE RESOURCE SHEET 1

National Guidance

4. Creating a simple project plan (ACRE)
SEE RESOURCE SHEET 6
5. Neighbourhood skills audit <http://tinyurl.com/h96ncxk>
6. Openness and transparency on personal interests <http://tinyurl.com/ksl2yz8>

Other documents

7. Existing Parish Plans in Test Valley www.testvalley.gov.uk/parishplan
8. Notification of disclosable pecuniary interests
SEE RESOURCE SHEET 5

B Understanding your community

- 4.18** Community planning requires you to move beyond just talking amongst yourselves as a Parish Council, or just to the 'usual suspects', and make sure that everybody in your community has had a genuine opportunity to contribute and that the results relate directly to the contribution that people have made.
- 4.19** The extent to which you can justify any policies, guidance or actions is becoming increasingly dependent on the extent and quality of the community engagement on which they are based.
- 4.20** Traditional methods of consultation may fail to reach people who are unwilling or unable to attend public meetings or fill in questionnaires. Engagement needs to happen at various times and using various methods, so this section suggests a range of approaches you can use. These are useful when trying to engage with different client groups, for example young people, those with busy lives and little time to spare or those for whom English is a second language.
- 4.21** It is essential to record the consultation methods, numbers attended and responses as these will give context to your evidence and justification for your proposals.

- 4.22** A recognised benchmark for a strong community plan is participation by 50% of the population. This is not a fixed response rate that you must achieve to validate your plan, but the greater the response rate the stronger your evidence and the more weight your plan will carry. Each community is different and it is more costly and resource intensive to consult with a community of 6,000 than it is a community of 200. It is not only the number of responses that are important, but also the representative nature of the responses. Whatever response rate you have managed to achieve, you should document the ways in which you have tried to consult with all sectors of the community using a number of methods and different opportunities and demonstrate that everyone has had an opportunity to have their say.

Initial 'love/hate' survey

- 4.23** Before you start your consultation in earnest, it is useful to identify the main issues of concern or interest to people. This ensures that the in-depth consultation that follows includes all of the key issues and not just those of interest to the members of the steering group.

4.24 This generally involves asking people what they 'love/hate' about their community/village. Wording can be changed to say 'keep/change' or 'like/dislike'. It is a quick way of finding out the key areas that people have concerns about or are important to people without delving too deeply. It also helps to raise awareness of the plan that you are starting and gets people thinking about the area in a way that will be helpful for the more detailed consultation that will follow.

4.25 This exercise can be undertaken in a variety of ways. It works well at a launch event or other community gathering. Alternatively, slips and small collection boxes can be left in communal areas around the village, for example village hall, pubs, churches, local shop, post office or take-aways, so that people can complete at their leisure. Sample templates can be found in **RESOURCE SHEET 8 – CONSULTATION TEMPLATES**.

Questionnaires

4.26 Questionnaires will form a significant part of your consultation. They are key as they provide the best opportunity to involve large numbers of people and they offer a structured and consistent way of collecting views, with all respondents answering the same questions. It is important to get the best response rate possible.

4.27 Think carefully about the length of your questionnaire, as there is an important balance to be struck. Try and keep questionnaires brief and focused, as questionnaires that

are too lengthy will deter people from completing them and shorter questionnaires tend to get better return rates. However, you need to gather sufficient evidence to justify your proposals so ask all questions that are necessary.

4.28 Make sure the layout of the page is attractive and easy to read with a decent sized font.

4.29 Try to balance open and closed questions.

- Closed questions provide qualitative information that can be easily aggregated to provide a whole community opinion. Use yes/no questions, or consider a simple scale such as 1-4 to better understand the level of feeling.
- Open questions allow you to understand the 'how' and 'why' that sits behind people's answers and this broader understanding will help you identify the right solutions later in the process. However, these responses cannot be combined to give a whole community opinion and they are harder to record and analyse succinctly.

4.30 Ensure questions are open and not leading. Even if members of the steering group feel strongly about a particular issue, it is important that the questionnaire does not indicate this opinion and are asked in such a way as to not lead the respondent to a particular answer. For example, the following is leading people to answer in a particular way:

“Do you agree that traffic speed is dangerously high in the village?” YES/NO

Whereas the following will secure the same evidence but is asked in a neutral way that doesn't suggest a preferred response:

“On a scale of 1-4, how concerned are you about traffic speed in the village?” (WHERE 1 MEANS UNCONCERNED AND 4 MEANS CONCERNED)

- 4.31** Include an introductory explanation detailing the purpose of the questionnaire, so people know why it's important and the impact it can have. Also ensure that you identify who has produced the questionnaire and how the results will be used. It is worth highlighting that the Parish Council is supportive of the community plan, as people know the Parish Council and this will reassure them that it is credible.
- 4.32** When designing your questionnaire, consider how you will analyse the responses. The use of closed questions makes this much easier but will not always be appropriate. There are various online tools for questionnaires that offer simple analysis tools to help you manage the responses. One example is **Survey Monkey**, which is user-friendly and commonly used. Services such as this can be used in limited numbers for free and then start to cost, though the cost is generally affordable and many people decide that the saving in manpower makes it a worthwhile investment.

- 4.33** Before distributing your questionnaire, it is recommended that you pilot it using a sample group of volunteers. This enables any problems to become apparent before it is printed and sent to all residents.

Public meetings and events

- 4.34** Workshops and focus groups are usually by invitation or 'sign-up' events. They may last a couple of hours and involve small groups working in depth on certain issues, or on specific policies or site uses. They can be one-off, repeated or sequential, e.g. if the same group starts with issues then works through to final plan/design proposals.
- 4.35** Drop-in events offer an opportunity to engage with a large number of people and gather vital comments and suggestions through 1-1 or small-group discussion. They can be run for as long or as short as you like, but consider how you can make sure they are accessible to everyone by holding them throughout the day. Ensure to take into consideration school hours and working residents. You could repeat the session during the daytime, evening and at the weekend. They may include interactive opportunities ('tell us your key issues'), presentations, or display boards explaining the issue for discussion. People can call in any time they wish and spend as much or as little time. These can be used throughout the process to generate lists of issues, objectives, ideas or feedback findings.

4.36 Where possible, take advantage of existing events, such as village festivals, school fetes, Christmas events or AGMs. This engages with a wider audience but has added benefits of keeping costs down for the group.

4.37 There are a range of visual and interactive techniques that you can use during a drop-in, workshop or focus group to prompt discussion and capture the views, opinions and ideas of those present. These include the following and are explained in more detail with templates in **RESOURCE SHEET 9 – CONSULTATION TECHNIQUES**.

- Graffiti wall
- Maps and Flag
- Washing line
- Concentric circles
- Problem Tree
- Model Making (Planning for Real)

Raising awareness

4.38 You will need to use a number of different methods during the production of your plan to raise and then maintain awareness and interest in what you are doing. What works for one group may not work for another, for example, you might use very different approaches to engage with a group of teenagers as opposed to working parents.

4.39 Consider how best to utilise social media, which is essential to engage younger people but is increasingly important nowadays for people of all ages. A **Facebook** page can be set up easily and is ideal for two-way communication with residents, though you should use it carefully as it provides a platform for anyone to express views or opinions about what you are doing or any other issues in your community.

4.40. There are other, less formal, ways to keep people interested. A photo competition can get people looking at things they've overlooked for years, or the use of incentives can encourage residents who wouldn't normally engage to complete a questionnaire or attend an event.

Statistical data to balance the opinion

4.41. Having spent time consulting with the community, you will end up with lots of information about views and opinion. However, this alone does not present a strong case for action and needs to be supported with statistical data that corroborates the views expressed.

4.42 There is lots of statistical data available. So much, in fact, that the challenge is not so much finding it, but deciding which data is the most suitable to use. The Borough Council has tried to help with this by producing a series of Ward and Parish Profiles that contain important data that might be of use. This is far from an exhaustive set of data, but is a good starting point and contains only information that is relevant to your area.

4.43 The main source of statistical data is the Census, which happens every ten years and last took place in 2011. This information is held by the Office for National Statistics (refer to Resource kit) but can also be found via the link in the Ward and Parish profiles. The Census is completed by almost all households and covers a wide range of issues, making it the most comprehensive set of data available. Because it only happens every ten years, the data becomes dated over time, but some data sets are revised and estimated each year so they remain relevant. A good example of this is the population figures, which are estimated annually by Hampshire County Council and can also be found via the Ward and Parish Profiles.

4.44 Be careful when looking for patterns in qualitative data as it is easy to take statistics out of context. For example, consider how many people responded and whether this represents a suitable proportion of the whole community and a representative cross-section. If it's the case that the respondents were from one particular sector of the community (e.g. white, middle class and over the age of 50) it is still valid but you will need to reflect in the feedback that it only reflects part of the community. There is lots of good advice out there to help you use your data effectively.

4.45 Some data will need to be collected by you as part of the community planning work that you do. This might include details of local facilities such as pubs, shops and parks or services such as bus routes. This information

is often documented in a local profile that supplements the community plan. Field surveys are another way to collect information, with people inspecting the area with clipboards, forms and cameras to study sites, count parking spaces, check bird species or analyse building character. For those who don't like meetings, this can be a great way to get active and involved.

Data protection

4.46 Data protection embraces a range of facets of good information management practice. It relates to the integrity that is applied to the management of information, in any format, about a person or persons. It relates to the need to provide a reasonable degree of confidentiality for information about people, and to respect their privacy. But it also embraces concepts such as ensuring the reliability of any information used, together with its fair and legitimate use by everyone.

4.47 Data protection applies to "personal data" - information relating to an identified or identifiable living individual. Data about corporations is not personal data. An "identifiable individual" is someone who can be identified directly or indirectly by any means, such as an ID number, or some characteristic associated with that individual. It applies whether the personal data is stored as digital or computerised information or as manual records - including those on paper, microfilm and video etc.

4.48 The Data Protection Act 2018- including General Data Protection Regulation (GDPR) legislates for the proper management of personal data and this is enforced by the **Information Commissioner's Office**, which has the power to issue fines or prosecute those who commit criminal offences under the Act.

4.49 When asking people for information you should:

- Ensure they know why you need it. Explain why you need the information and what you will do with it.
- Protect it and make sure nobody has access to it that shouldn't have. Keep the data secure and restrict it to only those people that need it.
- Where possible, give people a choice about giving you information. Only ask for personal information where it's absolutely necessary. If anonymous responses are adequate then allow them, and if you need to group responses by geographic area ask people to identify their street or area rather than their specific address.
- Let people know if you need to share the data with other organisations to allow you to respond fully - and whether they can say no.
- Only keep it as long as is really necessary. After that time hard copy information should be securely destroyed and electronic information should be deleted.

4.50 All processing must be registered with the ICO unless exempt. The organisation when registered appears on the public register, the community groups should be directed to the self assessment tool for registration on the ICO's website to check their position regarding this at <http://tinyurl.com/grdhc2x>

It is a criminal offence not to be registered when the organisation ought to be so this is important.

4.51 It is important to remember that the points above only apply to "personal data" relating to an identified or identifiable living individual. Once your data has been recorded you will almost certainly aggregate it so that you know how many people made a particular comment, or what percentage agreed with a particular statement. Once your data has been aggregated and anonymised in this way, it is no longer liable to the Data Protection Act. You are free to use your aggregated data how you choose and share it with whoever you need to in taking forward your plan.

4.52 Data protection is something that you need to take account of when collecting information and evidence for your community plan, but not something you should be scared of, providing you follow the basic principles of good data management.

Resource kit

Local Guidance

1. Ward and Parish Profiles www.testvalley.gov.uk/wardprofiles
2. TVBC Evidence Base www.testvalley.gov.uk/evidencebase
3. Mapping/ Aerial Photo request form / guidance note
SEE RESOURCE SHEET 11
4. Identifying Local Areas of Green Space www.testvalley.gov.uk/NeighbourhoodPlanningGuidance

National Guidance

5. Census data and other neighbourhood statistics (Office for National Statistics) <http://tinyurl.com/hfbh3z6>
6. Organising a voluntary event: a 'Can do' guide (Cabinet Office) <http://tinyurl.com/nsoe5ug>
7. Social media toolkit: Twitter & Facebook (Locality) <http://tinyurl.com/huapna4>
8. Information Commissioner's Office guidance for charitable organisations
<https://ico.org.uk/for-organisations/charity/>

Other documents

9. Consultation techniques
SEE RESOURCE SHEET 9

C Prioritising and action planning

Emerging issues

- 4.53** Once you have analysed the results you will have to decide which issues to act upon and how to communicate your decisions back to the wider community. The role of the steering group is to interpret the response and to judge what level of intervention is required.
- 4.54** There will almost certainly be some issues that stand out as a high priority to local people. It is a good idea to communicate the 'headline' results back to the wider community. Tell them what issues provoked the strongest response and on what issues people had high levels of consensus. You won't be able to tell them at this stage what you will do as a result, but it is important to maintain regular communication and to let them know that their voice has been heard.
- 4.55** You will most likely want to focus your effort on issues that demonstrate a very clear consensus of opinion across the community. These will be the results that people look out for and on which the success of your plan may be judged, so it is important to respond to them in a carefully considered way. Some issues may be long-standing, in which case the Parish Council (or others) may already be working to resolve them. It is important not to duplicate effort but to share your findings to inform and add weight to any work already underway.

- 4.56** You may also identify some issues that are of lesser importance, but which could be easily resolved. These 'quick wins' are important to demonstrate that the process leads to results and can help maintain momentum.

Involving other agencies

- 4.57** There will be actions that the Parish Council or other local groups can do for themselves, but some issues will require an input from the Council or other agencies. It is important to discuss your emerging ideas with people from the relevant agencies at this stage so that any actions or policy guidance are developed with their support. Officers from the Community Team at the Council have a well-established network of contacts and can put you in touch with the right people when required (see **SECTION 5 – CONTACT DETAILS**).
- 4.58** If you are looking to deliver a project, the ideal situation is that an agency has a programme of work that could help deliver the outcome you are seeking. This means that funding is already in place and that the issue is already identified as a priority. However, such programmes are usually heavily over-subscribed and it can be difficult to get your project 'on the list'. Having your issue identified in a community plan should put you in a strong position, but your request is far more likely to be met with a positive response if you have engaged with the agency in developing your ideas rather than presenting them with a finished proposal.

4.59 When issues require the involvement of Hampshire County Council, you can also speak with your County Councillor to raise the matter with officers at the County Council and, more importantly, to seek their support and use their influence to further your cause. Details of your County Councillor can be found on the [Hampshire County Council website](http://www.hants.gov.uk). (www.hants.gov.uk)

4.60 Specialist agencies also hold lots of data that should be used to 'sense check' opinions expressed by the wider community. For example, if the community highlights concerns about road safety, what data is held about road accidents or traffic speeds?

Action plan

4.61 If you are producing a Neighbourhood Development Plan, or a Village or Town Design Statement, you will be developing planning policies or guidance to address many of the issues that emerge. Other issues will require specific actions or projects to be undertaken and these will be best addressed through the development of an action plan. If you are producing a Neighbourhood Development Plan, or a Village or Town Design Statement, this action plan can appear as an appendix to your main document but if you are producing a Village Plan it will be the most important part of your document.

4.62 You should try and ensure that each action in your action plan is SMART:

Specific
Measurable
Achievable
Realistic
Time-bound

By adopting this approach you can ensure that the plan is deliverable and this will give it credibility with local residents and with potential funders or service providers.

4.63 The action plan should be set out in a clear and simple format so that it can be easily read and understood. A suggested format for your action plan is shown in **RESOURCE SHEET 11 – ACTION PLAN TEMPLATE** (produced by ACRE). Factors such as the identity of the lead and the resource implications are not essential at this stage, but if you are able to identify them it helps you to demonstrate that the plan is achievable and realistic. It also means that any agency with a responsibility in the plan is clear about what is required of them, though you should be sure to discuss this with them in advance.

4.64 It is important to realise that, in some cases, no action will be possible or any action might take years to achieve. This might be due to a lack of funding, policy constraints or conflicting priorities. These constraints are a reality that we must live with and even when your preferred outcome appears impossible you can still use your community plan to maximise the opportunity.

- If you are told that something is impossible don't put it in your action plan, as it will raise unrealistic expectations. However, you should explain what the community would like to see happen and the reasons why it is currently unachievable. A time may come when circumstances are different and the constraint no longer applies.
- If you are told that something cannot happen for a number of years, reflect on whether this might not be a bad outcome. In the current climate resources are stretched and there is great demand for certain programmes of work. Although a timescale might not be as early as you would like, if it comes with a commitment to undertake the work that should be presented in a positive light and promoted to local residents as a success.

4.65 The action plan is probably the single element that will be of greatest interest to the people who live in your community. While the work that has led to your findings will be of interest to some, there are others who will be interested in nothing more than the list of things you propose to do as a result of the community plan. If you communicate nothing else to your residents, ensure that they are all aware of the contents of your action plan!

Resource kit

Local Guidance

1. Community Resilience Plans / Emergency Action Plans (HCC)
<https://www.hants.gov.uk/community/localresilienceforum>
2. Transport Self-help Kit (HCC) <http://tinyurl.com/zl5tebl>
3. HARA 10-stage Guide (Hampshire Alliance for Rural Affordable Housing) <http://tinyurl.com/glcdj24>
4. Local Landscape Character Assessments Toolkit (HCC) <http://tinyurl.com/j2jmxts>

National Guidance

5. Knowing Your Place: Heritage and Community-led Planning in the Countryside (Historic England)
<https://tinyurl.com/y7aqaq2a>
6. Community-led Public Spaces: A guide for Local Authorities and Community Groups (CABE)
<http://tinyurl.com/z9oe2wk>
7. PlanLoCal: Planning for Low Carbon Living <https://www.cse.org.uk/local-energy/project-pathways>
8. Renewable Energy Community Guide (ACRE) <https://tinyurl.com/ydf6fnc7>

Other documents

9. Action plan template (ACRE), see **RESOURCE SHEET 11**

D Funding

4.66 You are likely to need funding both to produce your community plan and also to undertake any actions or projects that are identified in your finished plan. These should be treated as two completely separate things and your priority in the first instance should be to secure funding to help you produce your plan.

Funding to produce your community plan

4.67 The community planning tool you have chosen will determine the level of funding you require. It can vary from a few hundred pounds to undertake a parish plan or VDS in a small village, up to more than £10,000 for a complex neighbourhood plan in a large settlement.

4.68 There are several good sources of grants available locally to support the production of most community plans. These are as follows;

- **Community Planning Grant – Test Valley Borough Council**

This scheme exists specifically to support community plans and grants range from £500 up to £2,000, with the size of grant dependent on the type of community plan you are doing and the size of your population. This grant is for any costs associated with the production of a community plan and further details can be found at www.testvalley.gov.uk/cpgs

- **County Councillor Grant – Hampshire County Council**

Every County Councillor has an annual budget, to be allocated to local projects, initiatives or organisations in their Division. Grants can range from £100 up to £8,000 and County Councillors have often been keen to support community plans, though this fund supports a much wider range of projects. Further details can be found at <http://tinyurl.com/97uk6uv>.

- **Your Parish or Town Council**

Parish and Town Councils raise a precept each year to provide services locally. Some include within their budget a sum to support small-scale local projects and initiatives such as a community plan. If this is not the case, a special case could be put to the Parish or Town Council to ask for funding for this important local project.

4.69 These are the most likely sources of funding for producing a community plan, but other sources have been known to help, not least the National Lottery Awards for All Scheme. Information on how to find other sources of funding is found later in this section on **PAGE 57**

4.70 You can reduce the cost of producing your plan by establishing what local skills there are available within your community. For those people involved in the project you can undertake a skills audit - see **SECTION 4.A – PLANNING THE WAY FORWARD**. Some people might

not want to join a steering group, but might be able to help with printing, have graphic design or research skills. You might be surprised what skills or resources are available when you ask around!

Funding for actions and projects

4.71 Funding for the actions or projects that are identified in your finished plan is far more widespread. Again, there are some good sources of grants available locally to support the delivery of community plan projects. These are as follows

- **Councillor Community Grant Scheme - Test Valley Borough Council**
All Test Valley Borough Councillors have a grant pot, to fund projects and groups within their wards. The amount available depends on the population of the ward. Applicants can apply for two thirds of the cost of a project, up to a maximum of £1,000. Projects must be discussed with the Borough Councillors prior to applying. Further details can be found at www.testvalley.gov.uk/CCG
- **Community Asset Fund – Test Valley Borough Council**
Organisations can apply to the Community Asset Fund for a grant of up to £25,000. Applicants can submit bids for 50% of the cost of a project that provides or enhances important community infrastructure, for example; new builds, refurbishments to community

buildings, play and recreation equipment and much more. Further information can be found at www.testvalley.gov.uk/CAF

- **Community Infrastructure Levy (CIL)**
CIL allows planning authorities to raise funding for new infrastructure by levying a charge on new development within their area. Test Valley Borough Council introduced the charging of CIL in August 2016 and it has replaced Section 106 developers' contributions for the majority of developments.

Any Parish Council where a development starts (and to which CIL applies) will receive 15% of the CIL monies. That money is for the Parish Council to spend on local projects as it sees fit. If a parish has a Neighbourhood Plan in place, it will receive 25% of the CIL monies.

For more information about CIL, or how to access CIL, please refer to www.testvalley.gov.uk/cil or contact the CIL Officer at planning@testvalley.gov.uk 01264 368000.

4.72 You might be able to reduce the cost of your projects by utilising local skills or tradespeople. Maybe you have a local architect that is willing to do some plans free of charge or a builder who is willing to do some work at a subsidised rate to help their community. Some larger employers allow teams of employees to do voluntary work to help the local community.

How to find other funding

4.73 There are numerous sources of funding available nationally to support with the implementation projects and actions identified within plans. Funds are available through statutory organisations, charitable trusts, and businesses. Substantial sums can be secured from sources such as the National Lottery and Landfill Tax Grants. The list is extensive and ever changing so it is not practical to list sources in a document such as this. Instead, there are two key resources to help you search for and secure funding for your projects:

- **Test Valley 4 Community**

Test Valley 4 Community is an online hub of grants and funding information. It has a user-friendly website that allows you to quickly and easily filter through hundreds of grant schemes both locally and nationally and find the funding sources that are most suitable for your project or organisation. Further information can be found at www.idoxopen4community.co.uk/testvalley

- **Unity**

TVCS is the umbrella organisation for all voluntary and community organisations in Test Valley. It offers a range of support for local groups, including grants and funding advice. It can assist with funding searches and also offer advice on the preparation of funding applications. Further information can be found at www.unityonline.org.uk.

Resource kit

Local Guidance

1. Community grants available from Test Valley Borough Council www.testvalley.gov.uk/cpgs
2. Community grants available from Hampshire County Council
<http://www3.hants.gov.uk/grants.htm>
3. Test Valley 4 Community online hub of grants and funding information
<http://www.idoxopen4community.co.uk/testvalley>
4. Funding – Options and Advice (Unity)
<https://www.unityonline.org.uk>
5. Community Infrastructure Levy expenditure in Test Valley www.testvalley.gov.uk/cil

5. CONTACT DETAILS

5.1. Your first point of contact for any community planning matter in Test Valley should be the Community Team at Test Valley Borough Council. Every parish in the Borough has a member of the Team specifically nominated to assist and support work. You can identify your nominated Community Engagement Officer and how to contact them below:

Community Engagement Officers April 2019



Andrew Pilley
• Charlton & the Pentons
• Bellingier
• Anna

apilley@testvalley.gov.uk 01264 368640



Jenny Brain
• Bourne Valley
• Harewood

jbrain@testvalley.gov.uk 01264 368708



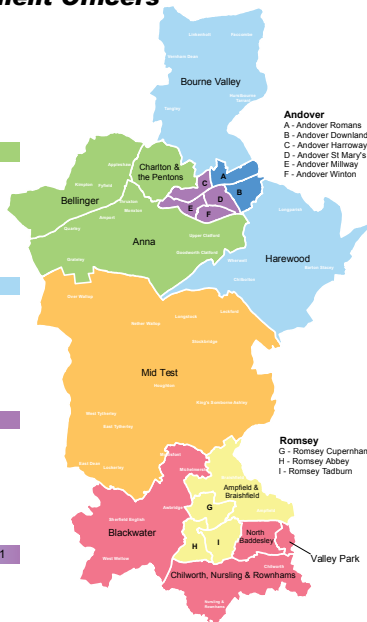
Louisa Rice
• Winton
• Harroway
• Millway
• St Mary's

lrice@testvalley.gov.uk 01264 368810



Sammy Roberts
Project Support (North)

sroberts@testvalley.gov.uk 01264 368641



Imogen Colley
• Mid Test

icolley@testvalley.gov.uk 01264 368958



Mandie Taylor
• Romans
• Downlands

ataylor@testvalley.gov.uk 01264 368069



Marianne Piggini
• Tadburn
• Cupernham
• Abbey
• Ampfield & Braishfield

mpiggin@testvalley.gov.uk 01264 368623



Louise Trayling
• Blackwater
• Chilworth, Nursling and Rowthams
• North Baddesley
• Valley Park

ltrayling@testvalley.gov.uk 01264 368649



Sam Knight
Project Support (South)

sknight@testvalley.gov.uk 01264 368642

5.2. Other officers can assist with specific issues or aspects related to community planning.

Neighbourhood Plan and other planning policy

Neighbourhood Planning Officer

Tel: 01264 368000

Email: neighbourhoodplanning@testvalley.gov.uk

Housing needs survey

Housing Development Manager

Tel: 01264 368000

Email: HousingDevelopmentTeam@testvalley.gov.uk

6. GLOSSARY

ADOPTION – The final confirmation of a development plan by a local planning authority.

ADVERTISEMENT CONSENT – A type of consent required for certain kinds of advertisements, such as shop signs and hoardings. Some advertisements are allowed without the need for an application by the Town and Country Planning (Control of Advertisement) (England) Regulation 2007.

AFFORDABLE HOUSING – Social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices. Affordable housing should include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.

ANNUAL MONITORING REPORT – A report that allows the Local Authority to assess the extent to which policies and proposals set out in all the local development documents are being achieved.

APPEAL – The process by which a planning applicant can challenge a planning decision that has been refused or had conditions imposed.

ARCHAEOLOGICAL INTEREST - Interest in a heritage asset if it holds, or potentially may hold, evidence of past human activity worthy of expert investigation at some point. Heritage assets with archaeological interest are the primary source of evidence about the substance and evolution of places, and of the people and cultures that made them.

AREA ACTION PLAN – A document forming part of the Local Plan containing proposals for a specific defined area.

AREA OF OUTSTANDING NATURAL BEAUTY (AONB) – A formal designation of an area where planning control is based on the protection and enhancement of the natural beauty of the area.

ARTICLE 4 DIRECTION – A direction restricting permitted development rights within a specified area. They are often used in conservation areas to provide protection for things like windows, doors, chimneys, etc.

AUTHORITY'S MONITORING REPORT – A report that allows the Local Authority to assess the extent to which policies and proposals set out in all the local development documents are being achieved.

BASIC CONDITIONS STATEMENT – A statement which sets out how your neighbourhood plan meets the requirements of each basic condition and other legal tests as required by the Regulations.

BEST AND MOST VERSATILE AGRICULTURAL LAND - land in grades 1, 2 and 3a of the Agricultural Land Classification.

BIODIVERSITY – The degree of variation of life forms within a particular ecosystem. Biodiversity is a measure of the health of an ecosystem. Human activity generally tends to reduce biodiversity, so special measures often need to be taken to offset the impact of development on natural habitats.

BROWNFIELD LAND – Land that has been previously developed.

BUILDING FOR LIFE – A technique for assessing the quality of housing proposals using 20 criteria including sustainability, urban design and social/community factors.

BUILDINGS AT RISK – A term used to describe historic buildings that are vacant and/or in poor condition. Some local authorities have buildings at risk surveys.

BUSINESS AREA – An area covered by a neighbourhood plan which is wholly or predominantly business in nature.

The designation of a business area allows businesses to vote in the referendum, in addition to those living in the area.

CALL IN – A discretionary power of the Secretary of State for Communities and Local Government to 'call in' certain planning applications and subject them to a public inquiry if the granting of planning permission may substantially conflict with the National Planning Policy Framework or with adopted local planning policy.

CAPACITY BUILDING – Training, education and awareness-raising initiatives, often used as part of community engagement initiatives, to inform people about things like neighbourhood planning and related issues.

CASE LAW – Decisions by the courts on the interpretation of legislation.

CATCHMENT AREA – The area from which most of the people using/visiting a city/town centre or other attraction would travel.

CERTIFICATE OF LAWFULNESS – A certificate that can be obtained from the local planning authority to confirm that existing development is lawful.

CHANGE OF USE – A material change in the use of land or buildings that is of significance for planning purposes e.g. from retail to residential.

CHARACTER APPRAISAL – An appraisal, usually of the historic character of conservation areas or other historic areas, such as terraced housing.

COMMUNITY – A group of people that who hold something in common. They could share a common place (e.g. individual neighbourhood) a common interest (e.g. interest in the environment) a common identity (e.g. age) or a common need (e.g. a particular service focus).

COMMUNITY ENGAGEMENT AND INVOLVEMENT – Involving the local community in the decisions that are made regarding their area.

COMMUNITY INFRASTRUCTURE LEVY (CIL) – Allows local authorities to raise funds from developers undertaking new building projects in their areas. Money can be used to fund a wide range of infrastructure such as transport schemes and leisure centres.

COMMUNITY PLAN – A plan produced by a local authority-led partnership to improve the quality of life of people living and working in an area. Community plans take a wide view and cover social and economic issues which development plans, including neighbourhood plans, do not normally address.

COMMUNITY PROFILING – Gathering statistical data on the community, e.g. population size, income which helps build up a 'social profile' of the community.

COMMUNITY RIGHT TO BID – Aims to give community groups the time to develop bids and raise money to buy public assets that come onto the open market.

COMMUNITY RIGHT TO BUILD – Allows local people to drive forward new developments in their area where the benefits (e.g. profits from letting homes) could stay within the community. These developments must meet minimum criteria and have local support demonstrated through a referendum.

COMMUNITY RIGHT TO CHALLENGE – Gives voluntary and community groups the right to express an interest in taking over the running of a local service.

COMPULSORY PURCHASE – A legal process initiated by a local authority to acquire privately owned land in order to implement public policy without the agreement of the owner.

CONDITIONS – Planning conditions are provisions attached to the granting of planning permission.

CONFORMITY – There is a requirement for neighbourhood plans to have appropriate regard to national policy and to be in conformity with local policy.

CONSERVATION AREA – An area of special architectural or historic interest, the character and appearance of which are preserved and enhanced by local planning policies and guidance.

CONSERVATION AREA CONSENT – Consent needed for the demolition of unlisted buildings in a conservation area.

CONSULTATION – A communication process with the local community that informs planning decision-making

DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT – Government department that has responsibility for areas such as local government, housing, planning, community cohesion, empowerment and regeneration.

DESIGN AND ACCESS STATEMENT – A short report accompanying a planning permission application. Describes design principles of a development such as layout, townscape characteristics, scale, landscape design and appearance.

DESIGNATED HERITAGE ASSET - A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation.

DEVELOPMENT – Legal definition is “the carrying out of building, mining, engineering or other operations in, on, under or over land, and the making of any material change in the use of buildings or other land.”

DEVELOPMENT BRIEF – Guidance on how a site or area should be developed in terms of uses, design, linkages, conservation, etc.

DEVELOPMENT CONTROL (also Development Management) – The process of administering and making decisions on different kinds of planning applications.

DEVELOPMENT PLAN – A document setting out the local planning authority’s policies and proposals for the development and use of land in the area.

DUTY TO CO-OPERATE – A requirement introduced by the

Localism Act 2011 for local authorities to work together in dealing with cross-boundary issues such as public transport, housing allocations or large retail parks.

ECONOMIC DEVELOPMENT – Improvement of an area’s economy through investment, development, job creation, and other measures.

ENFORCEMENT – Enforcement of planning control ensures that terms and conditions of planning decisions are carried out.

ENFORCEMENT NOTICE – A legal notice served by the local planning authority requiring specified breaches of planning control to be corrected.

ENVIRONMENTAL IMPACT ASSESSMENT – Evaluates the likely environmental impacts of the development, together with an assessment of how these impacts could be reduced.

EVIDENCE BASE – The evidence upon which a development plan is based, principally the background facts and statistics about an area, and the views of stakeholders.

FLOOD PLAIN – An area prone to flooding.

GENERAL (PERMITTED DEVELOPMENT) ORDER – The Town and Country Planning General (Permitted Development) Order is a statutory document that allows specified minor kinds of development (such as small house extensions) to be undertaken without formal planning permission.

GENERAL POWER OF COMPETENCE – A power conveyed by

the Localism Act 2011 to give local authorities the ability to undertake any action in the best interest of their communities unless it is against the law.

GREENFIELD SITE – Land where there has been no previous development

GREEN INFRASTRUCTURE – Landscape, biodiversity, trees, allotments, parks, open spaces and other natural assets.

GREEN SPACE – Those parts of an area which are occupied by natural, designed or agricultural landscape as opposed to built development; open space, parkland, woodland, sports fields, gardens, allotments, and the like.

GREEN TRAVEL PLAN – A package of actions produced by a workplace or an organisation setting out how employees, users or visitors will travel to the place in question using options that are healthy, safe and sustainable, and reduce the use of the private car.

HABITATS REGULATIONS ASSESSMENT - Ensures that your Neighbourhood Plan will not result in significant damage to the network of protected sites across Europe, which includes Special Areas of Conservation (SACs) and Special Protection Areas (SPAs). These are known as European sites, and are considered to be internationally important for nature conservation and wildlife. Ramsar sites are also considered through this process.

HERITAGE ASSET - A building, monument, site, place, area

or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).

HIGHWAY AUTHORITY – The body with legal responsibility for the management and maintenance of public roads. In the UK the highway authority is usually the county council or the unitary authority for a particular area, which can delegate some functions to the district council.

HISTORIC PARKS AND GARDENS REGISTER – The national register managed by English Heritage which provides a listing and classification system for historic parks and gardens.

HOUSING ASSOCIATIONS – Not-for-profit organisations providing homes mainly to those in housing need.

INDEPENDENT EXAMINATION – An examination of a proposed neighbourhood plan, carried out by an independent person, set up to consider whether a neighbourhood plan meets the basic conditions required.

INFRASTRUCTURE – Basic services necessary for development to take place e.g. roads, electricity, water, education and health facilities.

INQUIRY – A hearing by a planning inspector into a planning matter such as a Local Plan or appeal.

JUDICIAL REVIEW – Legal challenge of a planning decision, to

consider whether it has been made in a proper and lawful manner.

LEGISLATION – The Acts of Parliament, regulations, and statutory instruments which provide the legal framework within which public law is administered.

LISTED BUILDINGS – Any building or structure which is included in the statutory list of buildings of special architectural or historic interest.

LISTED BUILDING CONSENT – The formal approval which gives consent to carry out work affecting the special architectural or historic interest of a listed building.

LOCALISM – Shifting power away from central government control to the local level. Making services more locally accountable, devolving more power to local communities, individuals and councils

LOCAL CONNECTION - Local connection means a person who is currently resident in the parish; was previously resident in the parish; is permanently employed in the parish or is connected by close family still living in the parish.

LOCAL DEVELOPMENT FRAMEWORK (LDF) – see Local Plan.

LOCAL AUTHORITY – The administrative body that governs local services such as education, planning and social services.

LOCAL DEVELOPMENT ORDER – Local Development Orders

allow planning authorities to implement policies in their development plan by granting planning permission for a particular development or for a particular class of development.

LOCAL ENTERPRISE PARTNERSHIPS – A partnership between local authorities and businesses formed in 2011 to help determine local economic priorities and lead economic growth and job creation within its local area.

LOCAL LIST – A list produced by a local authority to identify buildings and structures of special local interest which are not included in the statutory list of listed buildings.

LOCAL PLAN – The name for the collection of documents prepared by your local planning authority for the use and development of land and for changes to the transport system. Can contain documents such as development plans and statements of community involvement.

LOCAL PLANNING AUTHORITY – Local government body responsible for formulating planning policies and controlling development; a district council, metropolitan council, a county council, a unitary authority or national park authority.

LOCAL REFERENDUM – A direct vote in which communities will be asked to either accept or reject a particular proposal.

LOCAL TRANSPORT PLAN – Plans that set out a local authority's policies on transport on a five yearly basis.

MATERIAL CONSIDERATIONS – Factors which are relevant in the making of planning decisions, such as sustainability, impact on residential amenity, design and traffic impacts.

MICRO-GENERATION – The small-scale generation of renewable energy usually consumed on the site where it is produced.

MINERALS & WASTE PLAN – A statement of the policy, advice and guidance provided by Hampshire County Council regarding the extraction of minerals. It forms part of the development plan.

MINERAL SAFEGUARDING AREA - An area designated by the Minerals Planning Authority (Hampshire County Council) which covers known deposits of minerals which are desired to be kept safeguarded from unnecessary sterilisations by non-mineral development.

MIXED USE – The development of a single building or site with two or more complementary uses.

NATIONALLY SIGNIFICANT INFRASTRUCTURE – Major infrastructure developments such as power plants, airports, railways, major roads, etc.

NATIONAL PARK – An area of natural or semi-natural land designated in order to maintain the special ecological, geomorphological or aesthetic features of the area.

NATIONAL PLANNING POLICY FRAMEWORK – The government policy document adopted in March 2012 intended to make national planning policy and guidance less complex and more accessible. The National Planning Policy Framework introduces a presumption in favour of sustainable development. It gives five guiding principles of sustainable development: living within the planet's means; ensuring a strong, healthy and just society; achieving a sustainable economy; promoting good governance; and using sound science responsibly.

NEIGHBOURHOOD AREA – The local area in which a neighbourhood plan or Neighbourhood Development Order can be introduced.

NEIGHBOURHOOD DEVELOPMENT ORDER – An order introduced by a parish or town council, or a neighbourhood forum, as part of the neighbourhood planning process, which grants planning permission for a specific development or type of development that will fulfil the vision and policies of the neighbourhood plan for the neighbourhood area.

NATIONAL PLANNING PRACTICE GUIDANCE – An online

resource published by central Government which provides guidance on how to apply the National Planning Policy Framework.

NEIGHBOURHOOD PLAN – A planning document created by a parish or town council or a neighbourhood forum, which sets out a vision for the neighbourhood area, and contains policies for the development and use of land in the area. Neighbourhood plans must be subjected to an independent examination to confirm that they meet legal requirements, and then to a local referendum. If approved by a majority vote of the local community, the neighbourhood plan will then form part of the statutory development plan.

NEIGHBOURHOOD FORUM – Designated by the local authority in non-parished areas, an organisation established for the purpose of neighbourhood planning to further the social, economic and environmental wellbeing of the neighbourhood area. There can only be one forum in an area.

NEIGHBOURHOOD PLANNING – A community-initiated process in which people get together through a local forum or parish or town council and produce a plan for their neighbourhood setting out policies and proposals for the development they wish to see in their area.

NIGHTTIME ECONOMY – The network of economic activities which operate in cities and towns principally in the evenings and at night, such as theatres, restaurants, cinemas, nightclubs, and public houses.

NIMBY – ‘Not In My Back Yard’ – used when discussing planning issues. Term is used to define the opposition of residents who are against new developments that they believe will devalue their properties.

NON-DETERMINATION – When a planning application is submitted and the local authority fails to give a decision on it within the defined statutory period.

OPEN SPACE - All open space of public value, including not just land, but also areas of water which offer important opportunities for sport and recreation and can act as a visual amenity.

OPERATIONAL DEVELOPMENT – The carrying out of building, engineering, mining or other operations in, on, over, or under land; part of the statutory definition of development (the other part being material changes of use of buildings or land).

PERMITTED DEVELOPMENT – Certain minor building works that don’t need planning permission e.g. a boundary wall below a certain height.

POLICY – A concise statement of the principles that a particular kind of development proposal should satisfy in order to obtain planning permission.

PARISH PLAN – A plan produced by a parish council that sets out a vision for the future of a parish community and outlines how that can be achieved in an action plan.

PARKING STANDARDS – The requirements of a local authority in respect of the level of car parking provided for different kinds of development.

PLAN-LED – A system of planning which is organised around the implementation of an adopted plan, as opposed to an ad hoc approach to planning in which each case is judged on its own merits.

PLANNING GAIN – The increase in value of land resulting from the granting of planning permission. This value mainly accrues to the owner of the land, but sometimes the local council negotiates with the developer to secure benefit to the public, either through Section 106 Planning Obligations or the setting of a Community Infrastructure Levy.

PLANNING INSPECTORATE – The government body established to provide an independent judgment on planning decisions which are taken to appeal.

PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) ACT 1990 – The primary piece of legislation covering listed buildings and conservation areas.

PLANNING OBLIGATION – Planning obligation under Section 106 of the Town and Country Planning Act 1990, secured by a local planning authority through negotiations with a developer to offset the public cost of permitting a development proposal. Sometimes developers can self impose obligations to pre-empt objections to planning permission being granted. They cover things like highway improvements or open space provision.

PLANNING PERMISSION – Formal approval granted by a council allowing a proposed development to proceed.

PRESUMPTION IN FAVOUR OF SUSTAINABLE DEVELOPMENT

– The concept introduced in 2012 by the UK government with the National Planning Policy Framework to be the 'golden thread running through both plan making and decision taking'.

PREVIOUSLY DEVELOPED LAND - land which is, or was, occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure.

PUBLIC INQUIRY – See Inquiry.

PUBLIC OPEN SPACE – Space that is accessible to the population it serves (including via pedestrian and cycle routes), free from contamination and planned so as to minimise disturbance to local residents. Includes outdoor sports facilities, parks and public gardens, informal recreation areas, provision for children/teenagers and allotments.

PUBLIC REALM – Areas of space usually in town and city centres where the public can circulate freely, including streets, parks and public squares.

QUALIFYING BODY – Either a parish/town council or neighbourhood forum, which can initiate the process of neighbourhood planning.

RAMSAR SITES - Wetlands of international importance, designated under the 1971 Ramsar Convention.

REFERENDUM – A vote by the eligible population of an electoral area may decide on a matter of public policy. Neighbourhood plans and Neighbourhood Development Orders are made by a referendum of the eligible voters within a neighbourhood area.

RETAIL – The process of selling single or small numbers of items directly and in person to customers. The use category defined as Class A1 in the Town and Country Planning (Use Classes) Order 1987.

RURAL – Areas of land which are generally not urbanised; usually with low population densities and a high proportion of land devoted to agriculture.

RURAL HOUSING ENABLERS - The RHEs are employed by Action Hampshire and are independent of the Borough Council. Their role is to encourage and support Parish Councils and local communities to help identify housing need and engage with the process of developing affordable housing in their parish and then to support and assist the Parish Council and local community throughout the process.

SCHEDULED ANCIENT MONUMENT – A nationally important archaeological site, building or structure which is protected against unauthorised change by the Ancient Monuments and Archaeological Areas Act 1979.

SECTION 106 – see Planning Obligation.

SEQUENTIAL TEST – A principle for making a planning decision based on developing certain sites or types of land before others, for example, developing brownfield land before greenfield sites, or developing sites within town centres before sites outside town centres.

SETTING – The immediate context in which a building is situated, for example, the setting of a listed building could include neighbouring land or development with which it is historically associated, or the surrounding townscape of which it forms a part.

SETTLEMENT BOUNDARY – The boundary which, in planning terms, marks the area where development would be allowed in principle. Settlement boundaries are defined in the local plan under Policy COM2.

SHLAA (see STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT)

SIGNIFICANCE – The qualities and characteristics which define the special interest of a historic building or area.

SITE ALLOCATION PLAN – A plan accompanying a planning policy document or statement which identifies sites within the plan area on which certain kinds of development are proposed, e.g. residential or retail development.

SITE OF IMPORTANCE FOR NATURE CONSERVATION - SINIC are sites of particular value for wildlife in a county context. They receive no statutory protection but their conservation is important if the overall biodiversity of the county is to be maintained.

SITE OF SPECIAL SCIENTIFIC INTEREST – A protected area designated as being of special interest by virtue of its flora, fauna, geological or geomorphological features. SSSIs are designated under the Wildlife and Countryside Act 1981 by the official nature conservation body for the particular part of the UK in question.

SOUNDNESS – The soundness of a statutory local planning document is determined by the planning inspector against three criteria: whether the plan is justified, whether it is effective, and whether it is consistent with national and local planning policy. Plans found to be unsound cannot be adopted by the local planning authority. It should be noted, neighbourhood plans are NOT required to meet these tests of soundness.

SPACE STANDARDS – Quantified dimensions set down by a local planning authority to determine whether a particular development proposal provides enough space around it so as not to affect the amenity of existing neighbouring developments. Space standards can also apply to garden areas.

SPATIAL PLANNING – A wider view of planning, which involves co-ordination and integration across different sectors such as transport and industry. Brings together all policies and programmes which have an impact on the environment in which you work, live or play.

SPECIAL AREAS OF CONSERVATION (SAC) - Areas given special protection under the European Union's Habitats Directive, which is transposed into UK law by the Habitats and Conservation of Species Regulations 2010.

SPECIAL PROTECTION AREAS - Areas which have been identified as being of international importance for the breeding, feeding, wintering or the migration of rare and vulnerable species of birds found within European Union countries. They are European designated sites, classified under the Birds Directive.

STAKEHOLDERS – People who have an interest in an organisation or process including residents, business owners and government.

STATEMENT OF COMMUNITY INVOLVEMENT – A formal statement of the process of community consultation undertaken in the preparation of a statutory plan.

STATUTORY DEVELOPMENT PLAN – Focus on land use development set within the context of wider social, economic and environmental trends and considerations. Reflects national planning policies to make provisions for the long-term use of land and buildings.

STATUTORY UNDERTAKER – An agency or company with legal rights to carry out certain developments and highway works. Such bodies include utility companies, telecom companies, and nationalised companies. Statutory undertakers are exempt from planning permission for many minor developments and highway works they carry out.

STRATEGIC ENVIRONMENTAL ASSESSMENT – Environmental assessment as applied to policies, plans and programmes. Has been in place since the European SEA directive (2001/42/EC).

STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT - A technical document produced by the Borough Council, which provides information on potential housing sites submitted by landowners and their agents in relation to their availability, suitability, and achievability.

STRATEGIC PLANNING – The overall vision and policies for the planning system in an area. Lays out what an area wants development to accomplish.

SUSTAINABILITY APPRAISAL – An assessment of the environmental, social and economic impacts of a Local Plan from the outset of the preparation process to check that the plan accords with the principles of sustainable development.

STRATEGIC POLICY – A policy that is essential for the delivery of a strategy, for example, the overall scale and distribution of housing and employment in an area. Neighbourhood Plans need to be in conformity with strategic policies. These are identified in annex A of the Local Plan.

SUPPLEMENTARY PLANNING DOCUMENT – Provides detailed thematic or site-specific guidance explaining or supporting the policies in the Local Plan.

SUSTAINABLE DEVELOPMENT – An approach to development that aims to allow economic growth without damaging the environment or natural resources. Development that “meets the needs of the present without compromising the ability of future generations to meet their own needs”.

TOWN AND COUNTRY PLANNING ACT 1990 – Currently the main planning legislation for England and Wales is consolidated in the Town and Country Planning Act 1990.

TOWNSCAPE – The pattern and form of urban development; the configuration of built forms, streets and spaces.

TENURE – The terms and conditions under which land or property is held or occupied, e.g. five year leasehold, freehold owner occupation, etc.

TREE PRESERVATION ORDER – An order made by a local planning authority to protect a specific tree, a group of trees or woodland. TPOs prevent the felling, lopping, topping, uprooting or other deliberate damage of trees without the permission of the local planning authority.

URBAN – Having the characteristics of a town or a city; an area dominated by built development.

URBAN DESIGN – The design of towns and cities, including the physical characteristics of groups of buildings, streets and public spaces, whole neighbourhoods and districts, and even entire cities.

URBAN FRINGE – The area on the edge of towns and cities where the urban form starts to fragment and the density of development reduces significantly.

USE CLASS – The legally defined category into which the use of a building or land falls (see Use Classes Order).

USE CLASSES ORDER – The Town and Country Planning (Use Classes) Order 1987 (as amended) is the statutory instrument that defines the categories of use of buildings or land for the purposes of planning legislation. Planning permission must be obtained to change the use of a building or land to another use class.

VILLAGE DESIGN STATEMENT – A document that identifies and defines the distinctive characteristics of a locality, and

provides design guidance to influence its future development and improve the physical qualities of the area. Village design statements have generally been produced for rural areas, often by parish councils.

WORLD HERITAGE SITE – A place that has been designated by UNESCO as being of outstanding cultural or physical importance to the common heritage of humanity.

RESOURCE SHEETS

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1. SYMPTOM CHECKER

Issue	Neighbourhood Development Plan	Local Plan Review	Village Or Town Design Statement	Parish Or Town Plan
Selecting sites for new housing				
Selecting sites for new employment uses				
Protecting valued 'Local Green Spaces'				
Design (locally distinctive) standards for all new buildings				
Strengthening controls in Conservation Areas				
More/better paths and cycleways				
Renewable energy provision				
Improving public areas/spaces				
Affordable housing for local people				
Controlling house extensions				
Controlling the density of new housing				
Parking				
Better road and path signage				
Retaining/enhancing biodiversity				
Retaining historic features/landmarks				
Better broadband coverage				
Flood mitigation				

Issue	Neighbourhood Development Plan	Local Plan Review	Village Or Town Design Statement	Parish Or Town Plan
Traffic speed and safety				
Downsizing housing				
Conversion of agricultural buildings				
Retaining local facilities/services				
Encouraging home-working				
Providing new/additional facilities				
Community safety/security				
Street lighting				
Community events				
Provision of play and recreation facilities				
Sports and other leisure pursuits				
Social isolation				
Recycling				
Litter				
Communications				

2. APPLICATION TO DESIGNATE A NEIGHBOURHOOD AREA

Town and Country Planning Act 1990
(as amended)

Neighbourhood Planning (General) Regulations
2012

Please note that the information provided on this application form may be published on the Authority's website.

If completing by hand, please use block capitals and black ink.

1) Applicant contact details (Clerk to the Parish Council)

Title and full name

.....

Address and postcode

.....

Email address

.....

2) Relevant body

Please confirm that you are the relevant body to undertake neighbourhood planning in your area in accordance with section 61G of the 1990 Act and Regulation 5(c) of the 2012 Regulations.

Name of parish

Confirmation that you are a relevant body: Yes..... No.....

3) Name of Neighbourhood Area

Please give the name by which your Neighbourhood Area will be formally known.

.....

4) Extent of the area

Please indicate below and attach an OS plan showing the intended extent of the area. (please select one answer)

a) Whole Parish boundary area

.....

b) Part of one Parish

.....

c) Includes more than one Parish

.....

A map showing the area to which the application relates has been attached.....

If option c) has been selected please add additional Parish details. Please provide details of the additional area covered and the name(s) of the relevant Parish/Parishes.

.....

If the neighbourhood area includes the whole or any part of the area of another Parish council, the lead Parish council is authorised to act in relation to the neighbourhood area only if the other Parish council(s) have given their consent. Please provide the name and signature of a representative from each relevant Parish council to confirm that the Parish council have provided formal agreement and are happy for you to act on their behalf.

If this is a joint application with joint control each Parish will need to complete this application form.

5) For all applications

Please describe below why you consider that the extent of the neighbourhood area is appropriate.

Please attach a copy of the signed minutes of the Parish Council meeting(s) at which it was agreed that an application would be submitted and that whole/part of the Parish council area could be included in the Neighbourhood Area.

6) Declaration

I hereby apply to designate a Neighbourhood Area as described on this form and the accompanying plan.

Name..... Date.....

3. ASSESSMENT OF THE CONTRIBUTION OF THE NDP TO THE ACHIEVEMENT OF SUSTAINABLE DEVELOPMENT

Introduction:

Contributing to the achievement of sustainable development is a basic condition draft neighbourhood plans must meet if they are to proceed to a referendum.

In order to demonstrate that a draft neighbourhood plan contributes to sustainable development, sufficient and proportionate evidence should be presented on how the draft neighbourhood plan guides development to sustainable solutions.

There is no legal requirement for a neighbourhood plan to have a sustainability appraisal. However, an assessment of the draft neighbourhood plan's contribution towards achieving sustainable development may be a useful approach for the Parish Council to demonstrate how it satisfies this basic condition. The assessment template (pg 79) could be used.

Assessment:

Topic	Objectives	Neighbourhood Development Plan Contribution to Sustainable Development	Type of impact	
			Positive/ neutral/ negative	Solutions to negative impacts
Air	Maintain and enhance air quality.			
Biodiversity	Conserve, and where possible enhance / restore and connect, habitats, species and/or sites of biodiversity interest.			
Climate change	<p>Seek to reduce greenhouse gas emissions and demand for energy. Increase the proportion of energy from renewable / low carbon sources.</p> <p>Reduce vulnerability to the effects of a changing climate¹.</p>			

1 For more information on what this could include see: www.gov.uk/guidance/climate-change

<p>Community & Wellbeing</p>	<p>Meet the needs of the local population, including the needs of an ageing population.</p> <p>Encourage social inclusion and the promotion of equality.</p> <p>Encourage healthy lifestyles.</p> <p>Provide opportunities for physical activity, including access to the countryside, and leisure and recreation facilities.</p> <p>Promote safe places, seeking to reduce crime and fear of crime.</p> <p>Promote opportunities to access training and education and improving skills.</p>		
---	--	--	--

<p>Economy & Employment</p>	<p>Support a strong, diverse, vibrant and sustainable local economy to foster balanced economic growth.</p> <p>Develop the local economy within its environmental limits.</p> <p>Maintain and enhance employment opportunities within the District to meet both current and future needs.</p>		
<p>Housing</p>	<p>Provide housing to meet local needs.</p>		
<p>Landscape, Heritage and Settlement Character</p>	<p>Conserve and enhance local distinctiveness, local environmental quality, amenity and built and cultural heritage.</p> <p>Conserve and enhance landscapes and townscapes.</p>		

<p>Land, Geology & Soil</p>	<p>Conserve and enhance geology and soil resources.</p> <p>Encourage the use of appropriate previously developed land and the efficient use of land.</p>		
<p>Transport, Travel & Accessibility</p>	<p>Maintain and improve access to key facilities and services</p> <p>Seek to reduce the need to travel and encourage more sustainable forms of transport.</p>		
<p>Waste</p>	<p>Minimise the amount of waste produced, maximise the opportunities for reuse, recycling and composting.</p>		

Water (including flood risk)	<p>Conserve and enhance the quality of water resources (including groundwater and surface water).</p> <p>Encourage the sustainable use of water resources (e.g. promote water efficiency).</p> <p>Manage and reduce the risk of flooding in new and existing development.</p>		
---	---	--	--

4. SAMPLE TERMS OF REFERENCE FOR A COMMUNITY PLAN STEERING GROUP

[Parish Name] [Type of Plan]

Steering Group Terms of Reference

1. Purpose

- a. The main purpose of the Steering Group is to oversee and co-ordinate the preparation of the **[Type of Plan]** for **[Parish]**.
- b. The Steering Group will work with the local community, working groups, the Parish/Town Council and local authorities to ensure that the Plan is truly representative of the ambitions of **[Parish]**. The Group will maximise support for the approach taken in the **[Type of Plan]** by ensuring high levels of community engagement throughout the plan-making process.

2. Principles

- a. That the Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community
- b. All decisions made shall be fully evidenced and supported through consultation with the local community.

3. Roles and Responsibilities

In order to achieve this, the Steering Group will carry out the following roles (add or remove as necessary):

- a. Be accountable for steering and providing strategic management of the **[Type of Plan]** for **[Parish]**;
- b. Produce, monitor and update a budget and project timetable;

- c. Produce a consultation and engagement strategy, showing how the public will be involved throughout the process;
- d. Identify sources of funding;
- e. Regularly report back to the Parish/Town Council for endorsement of decisions taken;
- f. Consult as widely and thoroughly as is possible to ensure that the draft and final **[Type of Plan]** is representative of the views of residents.
- g. To undertake analysis and evidence gathering from a wide range of sources to support the **[Type of Plan]** production process;
- h. Actively support and promote the preparation of the **[Type of Plan]** throughout the duration of the project;
- i. Liaise with relevant authorities and organisations to make the **[Type of Plan]** as effective as possible;
- j. Agree, subject to ratification by the Parish/Town Council, a final submission version of the **[Type of Plan]**.
- k. Work with partners as required to:
 - i. coordinate the implementation of any actions specified;
 - ii. identify responsibility for monitoring and reviewing progress.

4. Membership

- a. The Steering Group will be made up of a cross-section of residents from **[Parish]**, including Parish/Town Councillors. Effort will be made to seek representation from under-represented sections of the community.
- b. Membership of the Steering Group will include between **[X]** and **[Y]** people, elected at the first meeting or co-opted thereafter.
- c. No more than **[Z]** members will have a formal connection to the Parish/Town Council.

5. Decision Making

(for Neighbourhood Development Plans only)

- a. The Steering Group has authority from the Parish/Town Council to deliver its plan making functions up to and including publication of the Consultation Draft Plan. The Group will report monthly to the Parish/Town Council setting out progress on its work. The Parish/Town Council will approve the Submission Draft Neighbourhood Development Plan prior to publication for consultation and independent examination.
- b. The plan-making process remains the responsibility of the Parish/Town Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Parish/Town Council with appropriate recognition of the Parish/Town Council's position given in all communications associated with the project.

6. Meetings

- a. Steering Group meetings will take place **[frequency]** as a minimum.
- b. Where possible, all meetings should be held within the Parish. The dates of future meetings will be made publicly available.
- c. The Steering Group will elect a Chair, Treasurer and Secretary from its membership to remain in those positions until the project is completed. If these positions should become vacant, the Group will elect an alternate.
- d. The Secretary shall keep a record of meetings and circulate notes to Steering Group members in a timely fashion. Minutes shall be made publicly available.
- e. At least **[X]** clear days' notice of meetings shall be sent to members via email (or an alternative agreed communication method).
- f. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A minimum of **[X]** members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The Chairperson shall have one casting vote.
- g. If members have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.

7. Working Groups

- a. The Steering Group may establish working groups, including others from the community, to aid them in any **[Type of Plan]** related work.
- b. Each Working Group should include at least one member of the Steering Group.
- c. Working Groups do not have the power to authorise expenditure.
- d. Members of the community will be encouraged to participate in the process at all stages.

8. Finance

- a. All grants and funding will be held by [name of organisation], who will ring-fence the funds for [Type of Plan] work and only use the funds in accordance with the Steering Group's purposes.
- b. A full record of income and expenditure will be kept and will be made available to anybody upon request.
- c. Steering Group members and volunteers from any working groups may claim back any previously agreed expenditure incurred during **[Type of Plan]** related work.

9. Conduct

- a. It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.
- b. Whilst members as individuals will be accountable to their parent organisations, the Steering Group as a whole is accountable to the wider community for ensuring that the **[Type of Plan]** reflects their collective expectations.
- c. The Steering Group will achieve this through applying the following principles:
 - i. Be clear and open when their individual roles or interests are in conflict;
 - ii. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief; and

- ii. Actively promote equality of access and opportunity.

10. Changes to the Terms of Reference

- a. This constitution may be amended with the support of at least two-thirds of the current membership at a Steering Group Meeting and with the approval of the Parish/Town Council.

11. Dissolution

- a. The Steering Group will be dissolved once its objectives have been attained and/or the Parish/Town Council consider its services are no longer required.

- b. The Steering Group will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and for an appropriate charitable purpose in the best interests of **[Parish]**.

5. NOTIFICATION OF DISCLOSABLE PECUNIARY INTERESTS

Notification by a Member of the XX Steering Group of disclosable pecuniary interests (2012)

I (print full name)

[Redacted area for name]

As a Member of XX Steering Group, I give notice that I have the following disclosable pecuniary interests under sections 29-34 of Localism Act 2011.

These disclosable pecuniary interests apply to myself or my partner (which means spouse or civil partner, a person with whom I am living as husband or wife, or a person with whom I am living as though we are civil partners).

Employment, office, trade, profession or vocation carried out for profit or gain.

Self

[Redacted area for self employment details]

Partner

[Redacted area for partner employment details]

Sponsorship received in respect of carrying out duties as a member of the authority, or towards my election expenses

Self

[Redacted area for self sponsorship details]

Partner

[Redacted area for partner sponsorship details]

Contracts between myself (or body in which I have a beneficial interest) and the XX Steering Group (or organisation contracted to carry out business on its behalf)

Self

Partner

Address of property or land in the XXX in which I have a beneficial interest

Self

Partner

Any licence (alone or jointly with others) to occupy land in the XXX for a month or longer

Self

Partner

Any tenancy where (a) the landlord is **XXXX**; and (b) the tenant is a body in which the relevant person has a beneficial interest

Self

Partner

Any beneficial interest in securities (stocks, shares, bonds etc) of a body where (a) that body has a place of business or land in the XXX; and (B) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) of the share capital is of more than one class, the total nominal value of any one class in which I have a relevant interest exceeds one hundredth of the total issued share capital of that class

Self

Partner

Signed:.....

Dated:.....

NOTE: A Member must, within 28 days of becoming aware of any change to the interests specified above, provide written notification to the authority’s monitoring officer of that change.

Sensitive Information

Where you consider that disclosure of the details of an interest could lead you, or a person connected to you, or a person connected with you, being subject to violence or intimidation, and the Monitoring Officer agrees, any published version of the register will exclude details of the interest but may state that you have an interest, the details of which are withheld.

6. CREATING A SIMPLE PROJECT PLAN

This guidance note is reproduced courtesy of Action with Communities in Rural England (ACRE).

Why create a project plan?

Many steering groups have found it useful to put together a simple project plan to help them think through the next steps of their Community Led Plan. This can save groups time and effort in the long run by making sure that everyone knows exactly what needs to be done when, by whom and with what resources.

It's up to the steering group to decide how much time to spend planning the work ahead. This will depend on how ambitious you want to be!

The following are some pointers for producing a simple project plan along with a template shown overleaf that you can adapt for your own use.

1. Decide what needs to be done

To start with, it is important that members of your steering group have read and understood the remaining sections of this toolkit. Think about how you can structure the work of your plan around the steps outlined. These should be thought of as broad objectives which frame everything else that you do.

2. Decide how you will do it

It is up to the community to decide how you will work towards each step of your Community Led Plan. This should be based on your aspirations for the plan, the local context and the resources available. When planning this work, you will probably end up with a sequence of tasks that are often dependent on one another. Using the template provided overleaf try to think about each task in turn, mapping out who will be responsible for making it happen, when it needs to be done by and the resources that will be required (making sure all costs are reflected in your budget).

3. Do it!

This is the important part. Refer to your project plan frequently to make sure that you are on track. In some cases, you may need to change some of the tasks proposed as you learn from experience. This is ok, so long as you keep your sights on the bigger picture. Also, remember to keep everyone up to date with what's happening and evaluate progress as you go along.

7. COMMUNITY ACTION PLANNING - A QUICK GUIDE TO GETTING STARTED

Step	We would recommend that you...	We can help you by...
<p>1. Understanding your community</p>	<p>Do some basic research to gather information and facts about your community to help you begin to identify key issues for now and the future.</p> <p>Involve your local parish and ward councillors at the earliest possible stage. They are crucial to your success!</p> <p>Speak to local people to get feedback from them about what it's like to live in the area and their expectations for the future.</p> <p>Consider forming a project group that is representative of your community.</p>	<p>Providing access to some of the local statistics you may need.</p> <p>Use your local ward profile by clicking on the link below www.testvalley.gov.uk/mylocalarea</p> <p>Putting you in contact with the Community Engagement officer for your area, and local parish and ward councillors who can provide additional information at parish level if needed.</p> <p>Providing access to our survey tool which you can use to host your survey online.</p> <p>Providing a template and some advice on the types of questions you could ask at this stage.</p> <p>Helping you plan consultation/engagement activity.</p>

<p>2. Action planning</p>	<p>Think of what can be done to tackle the issues you want to address, if possible coming up with a range of options.</p> <p>Consider whose help you need to achieve your goals.</p> <p>Identify what funding you need to deliver the things you have chosen.</p> <p>Prioritise your actions using the research and feedback from local people to help you. How important is it – low, medium or high?</p> <p>Maintain communication with the local community and your councillors to ensure your ideas have wider support.</p>	<p>Providing practical tools and techniques you can use to develop the action areas.</p> <p>Providing facilitation support and advice through our Community Engagement team</p> <p>Signposting to other people/organisations whose input you need to assist you achieve your aims.</p> <p>Assisting you to identify sources of funding for your projects.</p> <p>Making links with existing strategies, plans, projects and initiatives so that your projects have the best possible chance of success.</p> <p>Helping you plan consultation/engagement activity.</p>
<p>3. Producing your Plan</p>	<p>Document your evidence so that it is clear what you did and how you reached your findings.</p> <p>Develop an action plan setting out the top priorities you have chosen to work on. Focus on key questions such as:</p> <ul style="list-style-type: none"> • What exactly needs to be done? • How long will it take to achieve? • What funding is needed? • Who is leading the project? • Who is delivering the project? • Who will make sure the project is completed? <p>Get your Plan endorsed by your Parish or Town Council and by the Borough Council.</p> <p>Publish your Plan and ensure that the local community and other stakeholders are aware of it.</p>	<p>Providing examples of similar plans that other communities have produced.</p> <p>Advising on the drafting of your Plan and how best to present your findings. Provision of suitable maps for inclusion in the finished Plan.</p> <p>Assistance with the creation of a realistic and deliverable action plan.</p> <p>Taking the Plan through the necessary steps to get it endorsed by the Borough Council.</p> <p>Publishing your Plan on our website.</p> <p>Raising awareness of your Plan with Borough Councillors, Council Officers and other key agencies.</p> <p>Promoting the successes that come about as a result of your efforts.</p>

8. CONSULTATION TEMPLATES

Keep

1.....

2.....

3.....

Change

1.....

2.....

3.....

Keep

1.....

2.....

3.....

Change

1.....

2.....

3.....

The 'Like it, Don't like it, I Wish' community survey for Townsville

To help us make Townsville an even better place to live and work, the Townsville Community Plan Group would love to hear from you to find out what you either like about Townsville, don't like about Townsville, wish that we had in Townsville or don't want in to Townsville. It can be to do with the area itself, the services available, shops, transport, housing, or anything else you would like to tell us about. So if you live, work or go to school in Townsville we really would like to hear from you. Just tell us what you think by completing the boxes below and return this survey to any of the places listed overleaf.



3 things I most like about Townsville

- 1.
- 2.
- 3.



3 things I don't like about Townsville

- 1.
- 2.
- 3.



3 things I wish we had in Townsville

- 1.
- 2.
- 3.



3 things I don't want in Townsville

- 1.
- 2.
- 3.

Please complete this box if you would like to be included in the free draw:

Name:.....

Address:.....

Phone:email:.....

Please return this survey to any of the places listed overleaf. If there's more you would like to say, by all means attach additional pages with your comments.

9. CONSULTATION TECHNIQUES

There are a range of visual and interactive techniques that you can use during a drop-in, workshop or focus group to prompt discussion and capture the views, opinions and ideas of those present. Details of several consultation tools are described below;

1 Graffiti wall/Talking wall

This is an informal way to engage community members, people can write down their thoughts, ideas about their community, parish and its facilities on a 'wall'.

Method

Ask people to write their ideas/answers to a question on post it notes or bricks (pieces of paper) and then stick them on to a wall. The answers can be left as they are or can be moved around to show groups or themes emerging.

'Graffiti walls' also known as 'talking walls' are similar - answers/comments can also be written directly onto the wall or paper.



Advantages

- Supports creative thinking
- Useful for people who think visually- people see the effect of moving or removing ideas
- People can write short or more detailed answers
- Answers can be drawn - useful if writing is an issue
- Can be quick - useful to capture people's views as they go past e.g. in a reception
- Answers/ideas can be anonymous, less confrontational way of obtaining feedback.

Limitations

- Because it is participatory, it can feel a bit chaotic
- You need sufficient pens – pens mean power!
- Takes time to transcribe answers if you want to keep a record of the consultation. You could take a phot of the wall as a record.

2 Model Making (Planning for Real)

This involves making 3D models of the parish, area you are consulting on, including roads, community buildings, businesses, parks.

Method

Require polystyrene blocks 1cm – 1inch thick. Cover with paper then draw the community you are consulting on - onto the blocks. Depending on size of the community will depend on the scale of the models/drawing, this might also influence whether you want to do this for the whole village or a particular area i.e. cul de sac, housing estate, conservation area.

If the whole parish you will need to include houses, businesses, schools roads, parks etc. Then using pens colour the respective areas accordingly i.e. parks, rivers, roads and make the appropriate model buildings – colour coding the type of building.

This is consultation tool is best done as a group, you can ask different groups to make different areas, ask the local school, youth group to help with making the models. Once completed, the model can be taken to different groups to consult.

Residents can then comment on the models, on what they like, dislike and give their views on the future, identify areas for improvement or development. This is an interactive and visual way of engaging a range of people who like to participate in a more 'hands on' way.



Advantages	Limitations
Supports creative thinking	Need to purchase specific materials
Useful for people who think visually	Time consuming making models.
Allows participants to see the bigger picture – not just their road	Need somewhere to store or display once complete.
Can be used with all age groups	
Able to use the model at numerous groups once model is made	
Acts a focal point for all the community. Can be kept and used in consultations at a later date	

3 Maps and Flags

The use of maps and flags is another visual tool and can be used to obtain a variety of information. A variety of aspects can be mapped including land use, community assets, facilities, and transport options to develop a snapshot of an area.

Method

Use a large map of the parish or village, and then make flags by using cocktail sticks with labels around them at one end. Place the map on a notice board, polystyrene, or cardboard, so the cocktail stick flags will have something in which to embed.

Community mapping can be used to map where people live that come to an event, by asking residents to place a flag on the map of where they live. Alternatively they can be asked to write on the flag, positives or negatives of a particular area of a village and place on a map. Discussions should be facilitated to help people explore issues, build consensus or identify areas of conflict.



Advantages	Limitations
Can help people see and understand their community in different ways	Few resources required
Useful way to engage people of all levels of capability.	Limited as to what you can record on the flags.
Used to gain a range of information and feedback	Need to transfer info collected on flags recorded after the session
Good visual tool	

4 Washing line

This is a visual interactive technique for involving all the community.

Method

Using a washing line suspended between two trees or poles, use cut outs of tops and pants, ask residents to write positive comments about the area on the tops – tops being good and negative things about the area on the pants. Then residents can peg them to the washing line.



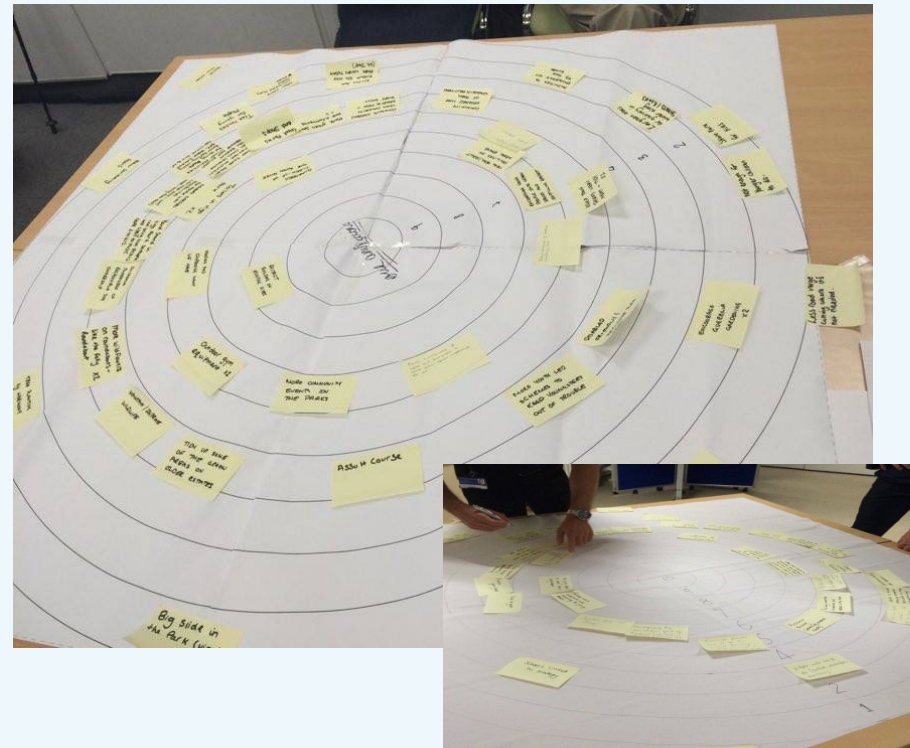
Advantages	Limitations
Good visual and interactive tool	Minimal resources, a washing line, pegs and somewhere to suspend the line.
Useful way to engage people of all levels of capability.	Specific to collating negative positive/negative feedback
Easy to use outdoors at a community event, fete etc.	
Will attract more interest from those not usually engaged in process.	

5 Concentric circles

This tool can be used at different stages throughout the consultation process. It is best done with a smaller number of people and can be used when identifying how to prioritise actions, help to decide what is important to people or for focusing on particular issue.

Method

You will need a large piece of paper with circles like a dart board on it, with either 8 or 10 circles, number the circles 1-8, with the 'bullseye' being the most important (please refer to photo below). Then round the outside of the circle, on post-it notes, write down the issues or actions, for example; litter, speeding traffic, lack of car parking, anti-social behaviour, affordable housing, new community centre. Then working in a group, all participants must move round the outer circle moving those issues that they feel are most important and need addressing up the circles towards the center of the circles – but they can only move one post-it note once. Once everyone has done it you should find that some issues are closer to the centre showing that they have been identified as most important issues. On occasion, depending on number in focus group, it may be necessary to move round the table twice.



Advantages

- Good visual and interactive tool
- Useful way to engage people of all levels of capability.
- Flexible tool, which can be used to achieve a number of outcomes, prioritisation of actions, issues of importance etc.
- Simple, yet effective

Limitations

- Drawing circles can be slightly problematic.

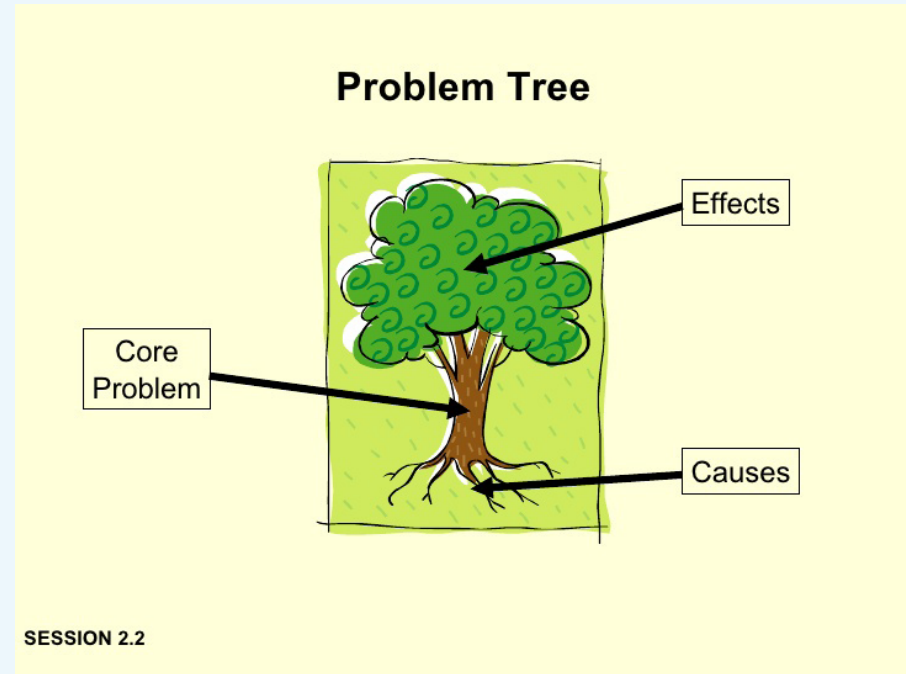
6 Problem Tree

This tool encourages people to discuss a difficult issue in depth by asking participants to identify the causes and effects of the problems. This can then be addressed in the action plan.

Method

Draw a tree trunk shape in the middle of the paper, draw root shapes below the trunk, write the issue under discussion on the trunk e.g. cars are speeding in the village/ young people hanging around in the village and then ask residents to focus on why this happening and answers should be written on post it notes and stuck on the 'roots' of a tree, then on the branches and post its, write the effects of the issue.

This exercise should help differentiate between the causes (roots) and effects (branches) of the problem and then encourage people to focus on how to change this.



Advantages	Limitations
Good visual and interactive tool	This exercise focuses only on cause and effect, still need to carry out further action planning exercise to resolve issues.
Useful way to engage people of all levels of capability.	
Helps to differentiate between the causes and effect of a problem.	

10. MAPPING/AERIAL PHOTO REQUEST FORM/GUIDANCE NOTE

This note is designed to assist Parish/Town Councils with information relating to the use of maps and aerial photographs within your Neighbourhood Plan.

Using Ordnance Survey based mapping

The use of maps at all stages of the Neighbourhood Planning process will help bring your document or consultation event to life. People often relate better to maps or pictures, and can express their feelings about an area with the aid of a map easier, than with just the written word.

Maps are necessary within your plan as there is a requirement to include them within your submission document. More information on this requirement is contained throughout this document.

Test Valley Borough Council are able to supply some maps free of charge. A list of maps that can be supplied to you free of charge is detailed later in this guidance note.

When will you require a map?

Neighbourhood Area

The first stage of a Neighbourhood Development Plan is defining your Neighbourhood Area, this is the area your plan is going to cover. We are advising parishes to follow their parish boundaries, although you may wish to consider joining with a neighbouring parish(es).

A map showing your Neighbourhood Area is required as part of the application under the Regulations. Application forms and more details are available on the web. Test Valley Borough Council will then use this information to produce the decision documents for your designated Neighbourhood Area.

Consultation and engagement

Maps will potentially be needed within draft consultation documents or draft plans, especially those which outline such things as, potential housing, employment or community sites, settlement boundary lines and any areas for protection such as recreation, green space or important local buildings.

Using Ordnance Survey

Mapping

Parish Councils will need to sign up to Ordnance Survey's Public Service Mapping Agreement (PSMA). This will licence your Parish Council to use a range of Ordnance Survey mapping products for council business and enable Test Valley Borough Council to share Ordnance Survey mapping data with you more easily.

It requires the Parish Council to visit the Ordnance Survey website (link below) and fill in a simple online form. This service is free of charge.

<http://tinyurl.com/gmvjsfk>

On-line internet mapping sites can also provide the facility to produce maps of your parish. You may have to pay a subscription to such sites.

Please bear in mind that some online mapping sites rely on members of the public to keep them updated, and therefore Test Valley Borough Council can not guarantee that the data on these sites is up to date or valid for Neighbourhood Planning purposes.

Obtaining printed maps

If you are not able to produce your own maps then we can provide Ordnance Survey maps from:

Neighbourhood Planning Officer

Email: neighbourhoodplanning@testvalley.gov.uk, Web: www.testvalley.gov.uk/PP, Tel. 01264 36800

Test Valley Borough Council supply the following maps free of charge.

- **Neighbourhood Area map.** This will be used for the designated area decision documents. Once you have obtained the necessary PSMA licence requirements it can also be used in your NDP.
- **Environmental maps.** These are produced to assist you with any Strategic Environmental Assessment or Habitats Regulations Assessment reports that will be required for your plan to progress to draft plan (Regulation 14) stage.
- **Policies map.** These will need to be produced for your plan before it gets to submission (Regulation 16) stage. Please see the 'Final policies map' section of this document for more information on this.

The Planning Policy Team may be able to produce other simple digital maps for your plan free of charge.

Final policies map

Test Valley Borough Council will provide you with final policies maps in a digital format for your Neighbourhood Development Plan. This will enable the adopted version of your plan to be fully integrated into the council's mapping systems. The Planning Policy Team will work with you on your final map to ensure any notations are correct. There will be no charge for this.

It is important that you get in touch with the Neighbourhood Planning Officer as soon as possible between your draft plan consultation ending and the submission of your final plan for examination in order to ensure your policies maps can be planned into the work programme.

11. ACTION PLAN TEMPLATE (ACRE)

Introduction

This Resource Sheet provides a template for summarising the actions proposed in your Community Led Plan. Enter each action into the table completing all fields as indicated. This will ensure that you have a useful summary in your final plan document which clearly communicates the purpose of each action, the issue it seeks to address and how you will achieve it. Your community should continually refer back to this document to make sure the implementation of actions stay on track.

Theme (see Egan's Wheel)	Issue	Action	Outcome sought	Key milestones	Responsible person(s)/ organisation(s)	Resources needed	Expected completion date
Transport and connectivity	Some people find it hard to get to the local hospital in town	Set up transport scheme, either Link Scheme, good neighbour scheme, community transport or new bus timetable	Hospital appointments are kept	Set up working group Meet the key agencies Discuss issues Agree deliverable solutions Set up scheme Publicise new services Monitor usage	Parish council District council Bus company Community transport association Community development worker for advice	Time for meetings possibly funding	1 year from start
Housing and the built environment	People told us that younger people are moving out of the village because they can't afford to buy a house	Investigate whether there is a need for more "affordable" housing in the village Carry out a housing needs survey	Younger couples and families are able to live in the village and do not have to move away	Housing working group set up Housing needs survey completed Report produced	Parish council lead District council Rural housing enabler	Some funding to carry out a housing needs survey Printing and stationery costs	1 year from start
Social and cultural	Older people said they wanted more things to do in the week	Establish the type of things they want to do and set up appropriate activities	More leisure time activities for older people	Meeting held with key people Visit venues Apply for funding from parish council Buy equipment Publicise the activity Start	Community Led Plan steering group Village Hall committee Church Local college Any local groups E.g. short mat bowls club, W.I.	Meeting room Venue for activities Possibly funding	1 year from start

