

Annex D

Other Community- Led Housing



Introduction

This annex will guide you through the different approaches to community-led housing that are available to you if all you want to do is deliver housing with and for your community as an alternative to producing an entire neighbourhood plan.

LEAD – a framework for Community Led Planning

When preparing your approach to community-led housing use the four key stages highlighted in the LEAD framework, these are Launch, Evidence, Agree and Deliver. You and your community will need to work through each of these stages in turn to produce your chosen document; once the accompanying checklists are completed you can move onto the next stage.



Framework Stage

Launch

Evidence

Agree & prioritise

Deliver & monitor

Guidance Chapters

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DM2 - Examination and Referendum

DM3 - Adoption and Monitoring

Deliver & Monitor - Key Stages Checklist

Please feel free to contact us at any time through the process of bringing forward community led housing if you want to discuss any particular issues or get any further advice, you can email us at neighbourhoodplanning@testvalley.gov.uk

Framework Stage

Launch



L1 - What is Community Led Housing?

Community-led housing is about local people playing a leading role in solving their specific housing problems, creating long-term affordable homes and strong and resilient communities.

It is a broad movement encompassing a range of models and approaches with varying aims and aspirations. This includes Community Land Trusts (CLTs), mutual and co-operatives, co-housing and self-build.

Community led housing is a key way of delivering affordable housing in our rural area. It is important to sustain our villages, and this approach provides the opportunity for the community to lead on a development which will benefit and support the resilience of your community. If there is land available to the community it would be of great benefit for the community to take the lead of deciding how the site should be developed for the benefit of the residents.

Approaches we will cover

- There are a number of ways to deliver community led housing including:
- Rural and Community-led Exception Sites
- Community Led Development through a Community Land Trust
- Neighbourhood Development Orders and Community Right to Build Orders

These are explained in more detail in the following sections.

L2 - Council Officer Role and Assistance

We are here to assist you throughout the process of bringing forward any community led housing development. We have an enabling role for housing to make sure that housing needs in rural areas are met and that the project fits within the Housing Strategy and Local Plan.

- The TVBC housing team can provide data on local housing need and provide introductions to housing associations.
- The neighbourhood planning team can provide planning guidance on assessing potential sites, advice, and template documents
- The communities team can give guidance on grant funding opportunities and provide support with community consultation and engagement

The Statement of Community Involvement (SCI) sets out the elements of the preparation process and the legal requirements that that we have to follow for such documents. The SCI can be found here: **Statement of Community Involvement (SCI) | Test Valley Borough Council**

L3 - Parish Council and Community Role

The Parish Council will play a key role in engaging with the community to find out the ambitions of the local residents to meet their housing needs and promoting the process, for example during the Housing Needs Survey, giving the community the opportunity to express their views.

Get your community involved

Any approach you take should take into account the views of the wider community, not just be driven by the parish council. At the heart of community led housing development will be community support. The parish council will also play an important role in the process by giving their endorsement for such schemes on behalf of their communities following a thorough consultation period. If you involve the wider community in all stages of your project, it will be more likely to reflect their aspirations and priorities and gain their support.

Involving your Councillor

Your borough councillors are at the heart of a local approach to engaging and working with communities to better understand their needs and develop sustainable solutions within communities themselves.

Your Councillor should be informed in the decision to progress a community led development in your area. This could include helping, build community consensus and addressing other local issues.

They will have a vital role of supporting, mediating, helping to find solutions and explaining the proposals within the borough wide planning policy context.

Find details of who your councillors are here:

Who is my councillor?

L4 - The different approaches available

Local Plan Policies

Community Led Development

Policy COM9 (HOU2 of the draft local plan) helps communities deliver affordable housing, some market housing and community facilities that have community support, meet local needs and support local facilities. This is an alternative way to deliver development without the need to undertake a Neighbourhood Plan or Neighbourhood Development Order (NDO).

Community led development should be brought forward by the parish council, or by groups acting in partnership with, or supported by the parish council, such as a Community Land Trust. Evidence will need to show the need for the development and how it will support the existing community facilities and services. This should be through a parish plan or other local research. As a minimum, evidence of the community support will need to:

- Show how the process was publicised to the local community
- Explain the extent to which different groups within the local community were involved and the different methods used so that the views of the whole community have been reflected

- Include details of the community engagement carried out at each stage, including meetings and other consultation events, and record of the outcome of these. This can include questionnaires and surveys undertaken
- Explain how the community engagement has shaped the initial proposal and its evolution at each stage, including any changes made.
- Provide a record of the community support for the proposal including that there is majority support from those involved in the process.
- Allow opportunities to comment on the proposal.
- Include a record of parish council or steering group meetings including minutes, detailing support for the process and the proposed development proposal at each stage
- Explain how the community group was selected and its terms of reference and relationship with the parish council.

Community Led Development through a Community Land Trust

What is a Community Land Trust?

A Community Land Trusts (CLTs) is a non-profit community-based organisation 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 must be set up to benefit a defined local community, 'Local community' means the individuals who live or work or want to live or work in a specified area. Local people must be able to join the CLT, those living and working in the community must have the opportunity to join the CLT as members if they support the CLT's aims. Those members control the CLT and members must have a controlling vote in Annual General Meetings and the Board, though other stakeholders can be included in the governance.

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 land on which the homes are built, 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 to a CLT:

- 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?

We are here to assist you throughout the process of bringing forward any community led housing development. We have an enabling role for housing to make sure that housing needs in rural areas are met and that the project fits within the Housing Strategy and Local Plan. The council can provide data on local demand for housing, provide guidance on assessing potential sites, provide planning guidance on potential sites, grant funding opportunities, template documents, support with community consultation and engagement and provide introductions to housing associations should this be the preferred CLT route. The council can also signpost to various organisations which offer advice and assistance on the setting up of a CLT

How long does it take to deliver a CLT development?

There is no correct way to deliver a CLT development, and no set timescales. The five main steps are:

1. Set up a steering group, recruit members of the community, agree what you want the CLT to achieve, incorporate and develop a business plan
2. Find a suitable site, including investigating any potential problems and how much you can pay for it, then get the funding to buy it
3. Work up a full planning application, with detailed plans for your homes and other facilities and get planning permission
4. Explore other options for building the homes from using local contractors or partnering with a developer or housing association
5. 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 funds 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 may be available to groups at every stage of the community led housing journey up to when the project is completed, both repayable and non-repayable.

For up to date information on current funding opportunities, it is recommended that you refer to the National Community Land Trust Network **Get funding | Community Led Homes**.

Rural Exception Sites and Community-Led Exception Sites

Policy COM8 (HOU3 of the draft local plan) supports Rural Exception Sites to deliver affordable housing. Rural Exception Sites are small sites located on the edge of villages, where development would not normally be allowed, providing it is used to build affordable housing for local people or those with a connection to the area. They should be supported by evidence of the housing need as well as support from the Parish Council and the local community. A range of affordable housing can be delivered, including homes to rent, shared ownership or first homes, which will be based on the evidence of local need. This is an alternative way to deliver affordable homes without the need to undertake a Neighbourhood Plan or Neighbourhood Development Order (NDO).

The NPPF (December 2024) allows for the development of exception sites for community-led development on sites that would not otherwise be suitable as rural exception sites. They should not be larger than 1 hectare or exceed 5% of the size of the existing settlement and include one or more types of affordable housing.

Where either proposal includes an element of open market housing to enable deliverability, this needs to be on the same site, and only to achieve viability. It will need to demonstrate that the open market housing is limited to the necessary maximum amount of market housing in order to bring forward the affordable housing and is proportionate to the size of the overall development.

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

We are able to support rural communities with rural exception sites by:

- Helping to identify local housing need with Parish Councils and communities through carrying out housing need surveys
- Working with Parish Councils to find suitable sites for small affordable housing schemes; the schemes are usually built on land outside of but adjacent to a village's settlement boundary, where other development would not normally be permitted
- Working with landowners to identify land and/or who have offered land for rural exception site housing
- Providing guidance on holding public consultation events to give residents the opportunity to comment on potential sites and schemes
- provide introductions to partner Affordable Housing Providers to deliver the homes and making sure the homes are allocated to those with a local connection to the parish, and in perpetuity.

Other Approaches

Neighbourhood Development Orders and Community Right to Build Orders

What is a Neighbourhood Development Order?

Neighbourhood Development Orders (NDOs) grant planning permission for specific development in a particular area. An NDO could be used to grant outline planning permission for specified uses on allocated sites, such as housing, commercial uses or recreational uses. If a neighbourhood plan allocated sites for housing or employment uses, an NDO could be used to grant permission for those uses and to provide a greater level of certainty to developers over the requirements associated with developing the site.

What are the benefits of producing a Neighbourhood Development Order?

The benefits of preparing a NDO for residents and businesses include:

- Being locally controlled and democratically accountable
- Being flexible to meet local priorities
- Creating community support
- Community benefits by attracting development of a higher standard that reflects local distinctiveness;
- A positive perception of the planning process due to reductions in bureaucracy
- Speed - once adopted by the Council, the NDO would remove the need to apply to the council for planning permission if it is for the type of development covered by the order.
- Certainty of outcome.
- Financial savings to applicants;

However, the NDO must still be in line with national planning policy, the strategic vision for the wider area set by the council, and any other legal requirements.

Who can prepare a Neighbourhood Development Order?

Parish and town councils are the only 'relevant bodies' who can prepare a NDO for their area. The parish/town council can enlist help from others within the community but only the relevant body can make a Neighbourhood Area application and submit the draft documents for consideration.

What is a Community Right to Build Order and what can it do?

The Community Right to Build (CRtB) gives groups of local people the power to deliver the development that their local community wants, from building new homes or new community amenities without the need for a planning application - so long as proposals meet certain criteria and there is community support in a local referendum.

A CRtB order is a particular type of Neighbourhood Development order which allows community organisations to bring forward small scale development on specific sites without following the usual planning permission process. Where the community organisation wishes to develop the land itself (subject to acquiring the land if appropriate), then the resulting assets can only be disposed of, improved or developed in a manner which the organisation considers benefits the local community or a section of it.

What does Community Right to Build do?

Development proposals can be incorporated as part of a Neighbourhood Development Plan, or on their own. Any community can undertake a CRtB Order via their parish council or through establishing a community group. The introduction of the CRtB will be of benefit to community groups who have specific development (either new build or conversion of existing buildings) in mind but have been unable to deliver it due to the complexities of the planning system.

Provided the proposed development does not breach and is compatible with legislation and Human Rights obligations, it is up to the community to decide what they want for the benefit of their local area. Importantly, CRtBO's can be drawn up in any area; rural or urban, although it is anticipated that they will be of most benefit to rural communities who have an urgent need for new homes, facilities and businesses to be provided.

What type of permission can be granted by a Neighbourhood Development Order or Community Right to Build Order?

A Neighbourhood Development Order can grant planning permission for specific types of development in a specific neighbourhood area. They can:

- apply to a specific site, sites, or wider geographical area
- grant planning permission for a certain type or types of development
- grant planning permission outright or subject to conditions

What type of development can be granted planning permission by a Neighbourhood Development Order or Community Right to Build Order?

A Neighbourhood Development Order or Community Right to Build Order can be used to permit:

- building operations (e.g. structural alterations, construction, demolition or other works carried out by a builder)
- material changes of use of land and buildings; and/or
- engineering operations

LAUNCH

Key Stages Checklist

Once these steps have been completed you can move onto the next stage

Step 1 – Getting started

- ☐ Contact made between all partners including parish or town council and local authority
- ☐ Hold an initial event to determine community interest in delivering community led housing
- ☐ Decide on the best approach based on evidence and community engagement
- ☐ Make contact with a range of stakeholders who will be involved in bringing forward a development including landowners and potential developers/ registered providers

Step 2 – Establishing your working group

- ☐ Form a working group that is representative of your community
- ☐ Agree the purpose of the working group and establish the terms of reference

Step 3 – Taking stock and planning the way ahead

- ☐ Make sure that you have enough information and support needed to continue with your proposal to bring forward community led housing
- ☐ Produce a simple project plan that will help you to plan and undertake next steps
- ☐ Apply for funding

Framework Stage **Evidence**



E1 - Identifying Land for Community Led Development

As part of the evidence base for the Local Plan a Strategic Housing and Economic Land Availability Assessment (SHELAA) has been undertaken and is available on the TVBC website. **Strategic Housing and Economic Land Availability Assessment (SHELAA) | Test Valley Borough Council**

The SHELAA provides a source of information about potential land available for housing. It offers a broad assessment of the potential availability of land for housing and should be used as a starting point.

Call for sites

Especially in rural villages, not all landowners submit their land as a site in the SHELAA, as there may be a no prospect of the site coming forward, or that the site is too small to be included. Given this, the most commonly used method of identifying potential housing land in rural areas is by undertaking a 'Call for Sites' exercise. This is where the Parish Council or the NDP Steering Group invites developers, landowners and other interested parties to submit potential sites for consideration, with the caveat that not all sites will be necessary or acceptable. An example of a call for sites form can be found in Appendix 1

Once the sites have been identified they should be fairly assessed to see which are the best sites. There is guidance on site selection in the Site Assessment Template which can be found in Appendix 1a. By following this approach you will identify the most appropriate sites which can then be put forward to the community and other stakeholders for consultation.

The template assess sites against a range of designations or constraints that can include:

- Proximity to and impact on national and international **nature conservation designations** - suggested sites within areas protected for their international or national wildlife significance must be rejected. In addition, any sites where development is likely to have a significant negative effect on protected wildlife sites should also be rejected.
- **Flood risk** - sequential tests must be carried out on all sites. Development within flood risk zone 3 (based on Environment Agency maps) should be rejected.
- **Other criteria** - Also of importance in terms of assessing the suitability of sites are the following issues:
 - Contaminated land;
 - Transport and highways access;
 - Proximity to shops, schools, employment and public transport;
 - Impact upon the landscape and the wider environment;
 - Visual impact;
 - Connection and availability of utilities such as water supply and drainage
- Compliance with the Local Plan -Proposals must take account of and be in general conformity with the Local Plan

E2 - Community Consultation

Community led development should be brought forward by the Parish Council, or by groups acting in partnership with, or supported by the parish council, such as a Community Land Trust. Evidence will need to show the need for the development and how it will support the existing community facilities and services. This should be through a parish plan or other local research. As a minimum, evidence of the community support will need to:

- Show how the process was publicised to the local community
- Explain the extent to which different groups within the local community were involved and the different methods used so that the views of the whole community have been reflected
- Include details of the community engagement carried out at each stage, including meetings and other consultation events, and record of the outcome of these. This can include questionnaires and surveys undertaken
- Explain how the community engagement has shaped the initial proposal and its evolution at each stage, including any changes made.

- Provide a record of the community support for the proposal including that there is majority support from those involved in the process.
- Allow opportunities to comment on the proposal.
- Include a record of parish council or steering group meetings including minutes, detailing support for the process and the proposed development proposal at each stage
- Explain how the community group was selected and its terms of reference and relationship with the parish council.

This should be incorporated into a community consultation statement, that should contain the following:

- Details of the people and organisations consulted about the proposal and how they were consulted
- A summary of the main issues and concerns raised
- An explanation of how the issues and concerns were considered and how they were addressed in the in the final proposal if considered relevant

An example of a community consultation statement can be found in Appendix 2

GDPR

When your group collects personal data, or uses someone's data to contact them, it should be made clear to them why you have their data, what you are using it for, and what their rights are. This means you should provide them with a privacy notice. A privacy notice is a piece of written information which tells people why you need or have their data. It should include:

- the name of your group;
- what the data will be used for;
- which legal basis you have for using the data;
- how long the data will be kept; whether the data will be shared with a third party, including if it will be stored on a third-party website (e.g. in Google Drive or DropBox);
- that individuals can ask to have their data removed at any time, and contact details to use to do this.

An example of a privacy notice can be found in Appendix 2a.

E3 - Housing Needs Survey

If you aspire to bring forward housing a key part of the evidence to support the delivery of community led housing is to undertake a parish wide Housing Needs Survey. This will provide you with the evidence of the affordable housing need for the area. Additional questions can also be asked about people's requirements for homes for sale in the future, for example if people are looking to downsize. This evidence, along with the information held on the Housing Register can then be used to support the right type and size of homes to be provided. In rural areas, the Housing Register alone is not always reliable to identify the need, as given the lack of affordable homes in rural villages, local people in need do not always join the register, or put their village down as a preferred area as they think that there is no chance of housing becoming available in their village.

The in-house housing need survey service is free and is carried out by our Housing Development team. They are also able to meet with parish councils or attend parish council meetings to help enable affordable housing delivery, discuss affordable housing opportunities or talk through the completed housing needs survey report. The survey usually takes around 3-4 months to complete from the initial discussion to the adoption of the final report by the parish council.

Guidance on delivering rural affordable housing has been produced to explain the roles of all the partners involved in establishing whether there is a need for affordable housing in rural villages and if a need is identified, for the successful delivery of affordable housing. The guidance can be found here: **Housing need surveys | Test Valley Borough Council**

The housing need survey service will assist, inform and compliment parishes in plans to establish housing need and to support plans for affordable housing delivery.

The free survey service will include:

- An established survey distributed to all households in the parish
- Information for advertising the survey by the Parish Council
- Guidance on the survey process and timescales
- Production of paper surveys (usually distributed by the Parish Council) and pre-paid return envelopes
- Online survey via Survey Monkey
- Survey data analysis
- Detailed report

Our Housing Development colleagues can arrange a meeting to discuss the HNS. The standard survey questions are set by us, and there may be scope for some additional questions to be agreed with the parish council and/or neighbourhood plan steering group. A report containing this data and the findings of the HNS will be provided to the parish council outlining the local need and how many homes should be provided to meet the need identified.

EVIDENCE

Key Stages Checklist

Once these steps have been completed you can move onto the next stage

Step 4 - Understanding your community

- ☐ Conduct a housing need survey
- ☐ Continue to engage members of your community using a mix of different methods on the development proposals in your Order

OR

- ☐ Continue to engage members of your community using a mix of different methods on the plans being prepared to ensure ongoing community input and support

Framework Stage

Agree & Prioritise



AP1 - Drafting the Documents

What will a Neighbourhood Development Order and Community Right to Build Order look like?

An NDO and CRtB should be a simple and concise document that extends the permitted development rights for the area to which it relates, but it will be up to the community to choose the most appropriate level of detail. The following could be included in the order:

- Background/context;
- Objectives;
- Purpose;
- Area covered (including map of proposed area and/or list of addresses);
- Description of development to be permitted;
- Justification for the Order: the issue to be resolved by designation, why the area has been chosen, details of specific sites;
- Statement of policies: where there is a link to the Local Plan or Neighbourhood Plan;
- Timescale: period of the Order and options for renewal if appropriate;
- Monitoring: data sources, timescales and notification procedures for developers;
- Description of risk assessment and risk management, for example, how residential amenity has been considered;
- Conditions to be applied;
- Identify who to consult.

AP2 - Finalising and Submission

What needs to be submitted for Neighbourhood Development Orders and Community Right to Build Orders?

The submission of an order proposal must include:

- A map identifying the land to which the order proposal relates
- A definition of the development to which the order proposal relates, including any supporting documentation and plans
- A consultation statement saying who was consulted, how they were consulted, what were the main issues and concerns arising from the consultation, and how the order addresses those issues and concerns
- An archaeology statement, if required
- A statement explaining how the proposed order meets the basic conditions

The basic conditions statement provides an opportunity to explain how each of the basic conditions has been considered, referencing relevant evidence.

AGREE & PRIORITISE

Key Stages Checklist

Once these steps have been completed you can move onto the next stage

Step 5 – Prioritising and planning action

- ☐ Make sense of the information you have gathered about your community
Consult with members of your community and prioritise the objectives that your Order will address

OR

- ☐ Consult with members of your community and seek input on the plans being prepared as other community benefits being proposed as part of the community led development

Step 6 – Drafting your document (NDO/CRtBO only)

- ☐ Prepare draft objectives, Justification for the Order and statement of policies

Step 7 – Finalising your approach

- ☐ Carry out a public consultation on you draft Order or proposals and record all submitted comments
- ☐ Complete modifications based on community feedback
- ☐ Formally submit your NDO/CRtBO with the consultation statement and basic conditions statement

OR

- ☐ Formally submit your planning application for a community led development ensuring you have also submitted evidence of public involvement and community support

Framework Stage

Deliver & Monitor



DM1 - Planning Application and Implementation

For Community Led Planning Applications including Community Land Trusts

Once you are happy with the final version of your plans and you are confident that you have done all you can to garner support from the community you could submit a pre planning application proposal for comment from the Planning department to refine your proposal. Depending on the feedback, this may require further community consultation. After this process you can then submit an application to us for either full or outline planning permission.

Your planning application will be assessed against the policies in the Local Plan which were highlighted at the beginning of this document; you will need to demonstrate that you have met the criteria which shows that:

- there has been a thorough program of public consultation with the community,
- that a community benefit is being delivered in addition to the housing where necessary and
- that most of all there is clearly support for the scheme from the majority of the community and the parish council

All of this information can be provided in the consultation statement which you should submit as part of the planning application.

If outline permission is granted, the full details of the application need to be submitted before works can commence (within 3 years) - these are known as 'reserved matters'. The full details of the scheme (layout, number of houses etc.) must be in line with the outline permission. All of these details would have been covered in an application for full planning permissions, this permission will last 3 years.

DM2 - Examination and Referendum

For Neighbourhood Development Orders and Community Right to Build Orders

Once we have confirmed that the order proposal has followed the required process and includes the necessary documents, it will be assessed by an independent examiner. If the NDO or CRtBO meets the basic conditions, then the local planning authority must hold a local referendum on whether the order should be made. If there is a majority vote in favour of the order, then the local planning authority will bring it into force. Then you're ready to build! The community organisation then oversees completion of the development and determines how any profits will be utilised

DM3 - Adoption and Monitoring

For Neighbourhood Development Orders and Community Right to Build Orders

Development that is permitted under an NDO or CRtBO can take place without having to apply for planning permission. However, if the order is subject to conditions or limitations, then an 'approvals application' may have to be made to the local planning authority to confirm that each development proposal satisfies the relevant conditions or limitations.

Proposed development that does not fit the description, plans, conditions and limitations of an NDO or CRtBO would need to be amended to fit or would need to be submitted using the conventional planning application process.

DELIVER & MONITOR

Key Stages Checklist

Step 8 – Making of the Order (NDO/ CRtBO only)

- ☐ Take into account the regulations surrounding promotion of the plan prior to referendum
- ☐ Vote in the referendum
- ☐ If the result of the referendum is over 50% in favour the Order is brought into force

Step 9 – Implementing, monitoring and reviewing your approach

- ☐ Commence development in line with the Order
- OR
- ☐ Commence development in line with the planning permission for the community led development

Examples and External Guidance

Further information on Community-Led housing: **Locality | Community-led Housing**

For further information please visit **Neighbourhood Planning Support** provided by Locality, where you'll find everything you need to know about how to develop a neighbourhood development order or CRtBO and what support is available to you.

Cherhill Village Hall CRtBO

The Community Land Trust Network want to mainstream the community ownership of affordable land and housing, their website is a good resource for finding out further information on CLTs:

www.communitylandtrusts.org.uk

Appendix 1

**Call for Sites
submission form and
Site Assessment
Template**

Appendix 1 – Call for Sites submission form

Your Details

Title Name

Address.....

Tel No..... Email.....

Agent details (if applicable)

Name

Organisation

Address.....Postcode

Tel No Email

An Ordnance Survey map (or similar) showing exact site location and boundary in red must be submitted with this form

Site Information

Site Name.....

Address.....

Site Area (Ha) Your interest in the land (e.g. owner)

Site Details

Current Use

Previous Use

Proposed Use (tick appropriate)

☐ Housing

☐ Employment

☐ Mixed-Use

☐ Other (details).....

Access to an adopted Highway? (details)

Vegetation on the site (e.g. trees, hedgerows)

Hydrological features (e.g. rivers, watercourses)

Other on-site features (e.g. existing buildings, etc.)

Other constraints (e.g. covenants, heritage, etc.)

Are there any site contamination issues? ☐ Yes ☐ No

Site Accessibility

Parish Settlement (or nearest settlement)

What community facilities does this settlement have? (e.g. a shop, pub, village hall)

.....

Is the settlement served by public transport? ☐ Yes ☐ No

If yes, how frequent is this service?

Does the site have access to utility services? (e.g. gas, electricity, water, sewerage)

.....

Timescales

Likely timeframe for development: ☐ 0-5 years

(tick appropriate) ☐ 6-10 years

☐ 11-15 years

☐ over 15 years

Please return this form along with a site plan to:

.....

Appendix 1a – Site Assessment Template

Section 1: General Site Information	
Site Reference/Name	
Site Address	
Site Size (Ha)	
Brownfield or Greenfield	
Vacant Land? Previous/ Existing Land Use	
Surrounding Land Uses	
Planning History	
Source of Site (SHELAA/ Call for Sites)	

Section 2: General Site Information (Complete for all sites)**Suitability**

Is the site within the settlement boundary?	
If no, where is the site located in relation to the built-up area of the settlement?	
Would redevelopment of the site relate well to the site surroundings?	

Designations and constraints

Is the site affected by any of the following?	Yes	No	Comments
Is the site within the North Wessex Downs Area of Outstanding National Landscape?			
Is the site within a Local Gap?			
Is the site within, or adjacent to, a SSSI/ SAC/SINC/SPA or Ramsar site?			
Is the site within a Conservation Area?			
Are there any Listed Buildings on, or within close proximity of, the site?			
Is the site located within a Historic Park or Garden?			
Does the site have any known archaeological remains?			

Does the site have any trees/vegetation subject to a Tree Preservation Order?			
Does the site have any ecological potential or known protected species? e.g. badgers, bats, great crested newts etc.			
What Agricultural Land Classification does the site fall into?			
Is the site within a Groundwater Protection Zone?			
What Flood Risk Zone does the site fall into?			
Does the site fall within a Minerals and Waste Consultation Area?			
Does the site have any known contaminants?			
Are there any powerlines, overhead cables, pipelines or other infrastructure crossing the site?			
Are there any Public Rights of Way within the vicinity of the site?			
Could development result in conflict with the surrounding uses?			
Would the development of this site result in the loss of green/open space separating settlements?			

Are there are any other Local Plan designations affecting the site or close by? e.g. Residential Area of Special Character.			
How is the site currently accessed? Is it easily accessible from the road?			
Are you aware of any other factors that could hinder development of the site?			
Proximity to local services and facilities			
Facility	Distance (m)	Comments e.g. route quality, safety, lighting etc.	
Town/local centre			
Primary school			
Secondary school			
Convenience store			
Doctors' surgery			
Bus stop			
Railway station			
Open space			
Any other facility?			

Site Characteristics	Comments
Landform e.g. Flat, Gently Undulating, Strongly Undulating, Steep Valley, Valley Floor, Plateau	
Views In e.g. wide, channelled, long, short, glimpsed	
Views Out e.g. wide, channelled, long, short, glimpsed	
Natural features on and around the site e.g. boundary hedgerow, trees, shrubs, grass What age/condition/value?	
Ecology e.g. birds, signs of mammals, wildlife corridors, water habitats	
Built form on and around the site e.g. walls, on site freestanding buildings/ structures, neighbouring buildings/ structures in view	
Are there any noises generated from surrounding uses which can be heard on the site?	
What Landscape Character Area is the site in?	

Section 3: Availability

Single or Multiple Ownership?	
Is/are the landowner(s) aware of the sites inclusion/ assessment?	
Is/are the landowner(s) willing for the land to be developed? Do you have their written permission?	
Are there any factors which might prevent or hinder development, e.g. tenancies, leases, ransom strips etc?	
Other comments	

Section 4: Achievability

Estimate the developable area of the site (Ha)	
Are there any areas of the site which cannot be developed? (e.g. due to steep topography/trees which should be retained etc?)	
Estimate how many houses could be accommodated on the site	
Infrastructure requirements Is there capacity within existing infrastructure to support new development, or would development of the site require additional infrastructure to be provided?	
Highways	
Biodiversity Net Gain	
Water Supply	
Sewerage	

Gas Supply			
Mains Electricity Supply			
Is there sufficient capacity at local schools or would additional places be required?			
Is the site viable for development? Considering the issues above, are there likely to be any major financial costs associated with preparing the site for development? Are these costs likely to be offset by the type of proposed development?			
Considering the issues identified above, what are the potential timescales for development? How many dwellings could be delivered on the site within these timescales?	0 – 5 years	6 – 10 years	11 – 15 years

Section 5: Assessment Summary

Choose one of the following:	<p>The site is suitable for allocation (The site is well located and has lower environmental sensitivity to change)</p> <p>The site is a potential allocation subject to on- or off-site mitigation (The site is either well-located but with higher environmental sensitivity to change, or poorly located but with lower environmental sensitivity to change)</p> <p>The site is not suitable for allocation (The site is poorly connected and located and has higher environmental sensitivity to change)</p>
If judged to be suitable or potentially suitable, what type of development is proposed on the site?	
Are there any types of development which would be inappropriate?	
If judged to be suitable, what mitigation would be required to make the site properly suitable for development?	

Appendix 2

**Consultation
Statement Template
and Data protection
privacy notice**

Appendix 2 -Consultation Statement Template

Consultation Stage	Engagement Method	Who was consulted	Who responded	Summary of Comment Received	Project Group Response	Action
1- Initial consultation event	Stall set up at village fete asking the public to complete a survey on recent events in the village	Community wide consultation	46 responses	Concerns raised affordability of housing There are too many big detached executive houses being built in the village and not enough smaller homes The sports pavilion needs to be repaired after a tree fell into it following the recent high winds	Off the back of consultation decided to proceed with a community-led housing development	Feedback will be taken into consideration as part of first draft of document

Appendix 2a – Data protection privacy notice

Neighbourhood Development Order

The information you have supplied is being collected in accordance with the Neighbourhood Planning (General) Regulations 2012 (as amended) and will be used to inform the preparation of the Neighbourhood Development Order.

By responding to this consultation, you are accepting that your name and response will be made available for public inspection and published online in accordance with the Act stated above. However, other personal information such as email addresses and telephone numbers will not be published.

After the end of the representations period, the Council will submit all comments received to the Examiner in a secure manner, this will include any personal data you have supplied.

Data will be processed and held securely and in accordance with the Data Protection Act 2018 and UK General Data Protection Regulation (and any updates). Your personal information will be retained securely until the end of the Neighbourhood Plan plan period + 1 year, or until superseded + 1 year, or the Neighbourhood Area is withdrawn or expires + 1 year whichever is the earlier date (local retention policy).

