Looe Neighbourhood Plan Workshop 12th July 2016

An Introduction

Steve Besford-foster

Agenda

4.00 TO 4.30 PM Arrival, sign-in, refreshments

4.30 PM Welcome and introduction - Acting Chair of Looe Neighbourhood Plan Steering Group, Councillor Edwina Hannaford.

4.40 PM Session 1 – What is a Neighbourhood Plan and what have we been doing? - Steve Besford-Foster, Neighbourhood Plan Project Support

4.50 PM Session 2 – Feedback report on the Looe Community Survey 2016 - Steve Besford-Foster, Neighbourhood Plan Project Support

5.10 PM Session 3 – Table discussion: having heard the feedback from the Community Survey, what are the top 3 or 4 issues for the Neighbourhood Plan to deal with?

5.30 PM Feedback from table discussions.

5.45 PM Break – refreshments.

Agenda

6.00 PM Session 4 – Table discussion of a 'future Looe vision': This could be recorded in the form of a 'vision statement' OR as a map/diagram depicting how the future layout of the town might be, or how it might 'work' functionally.

6.20 PM Feedback from table discussions

6.35 PM Session 5 – The next steps in creating the Looe Neighbourhood Plan - Steve Besford-Foster, Neighbourhood Plan Project Support

6.45 PM General Q and A Session.

7.00 PM Chair's Summary.

7.05 PM Sign-up to Working Groups, 1-to-1 discussions, refreshments and dispersal.

7.30 PM Workshop ends

Session 1 – What is a Neighbourhood Plan and what have we been doing?

- A new way of helping local communities to influence the development of the area in which they live.

- Introduced through the Localism Act 2011- a new legal power for local people to make a *land-use* Plan for their neighbourhood.

- In Cornwall, the 'Qualifying Body' to do this is the Parish or Town Council.

Types of Neighbourhood Plan

- **Neighbourhood (Development) Plans**
  - ➢ Statutory Development Plan that forms part of the Local Development Framework.

- **Neighbourhood Development Orders.**
  - ➢ Grant 'automatic' planning permission for certain kinds of development within specified area

- **Community Right to Build Orders**
  - ➢ Grant explicit planning permission for development schemes

Where do they fit in the system?

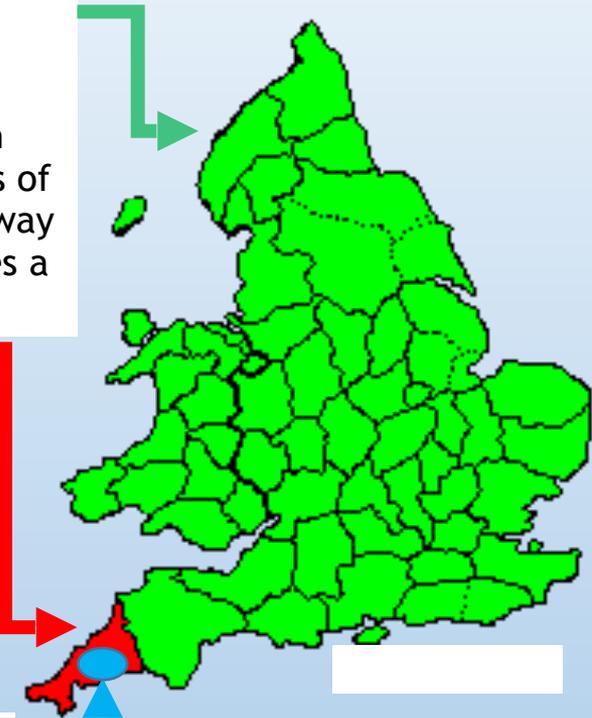## NATIONAL PLANNING POLICY FRAMEWORK

The Government's planning policy for England is set out in the National Planning Policy Framework (NPPF). The focus of this policy is to ensure that development is carried out in a way that makes a positive contribution to our lives but also leaves a lasting legacy for our children.

CORNWALL LOCAL PLAN

Cornwall Council holds responsibility for setting planning policy in the Cornwall Local Plan and determining most planning applications. A Neighbourhood Plan must be in compliance with both the strategic policies set out in the NPPF and the policies of the Cornwall Local Plan.
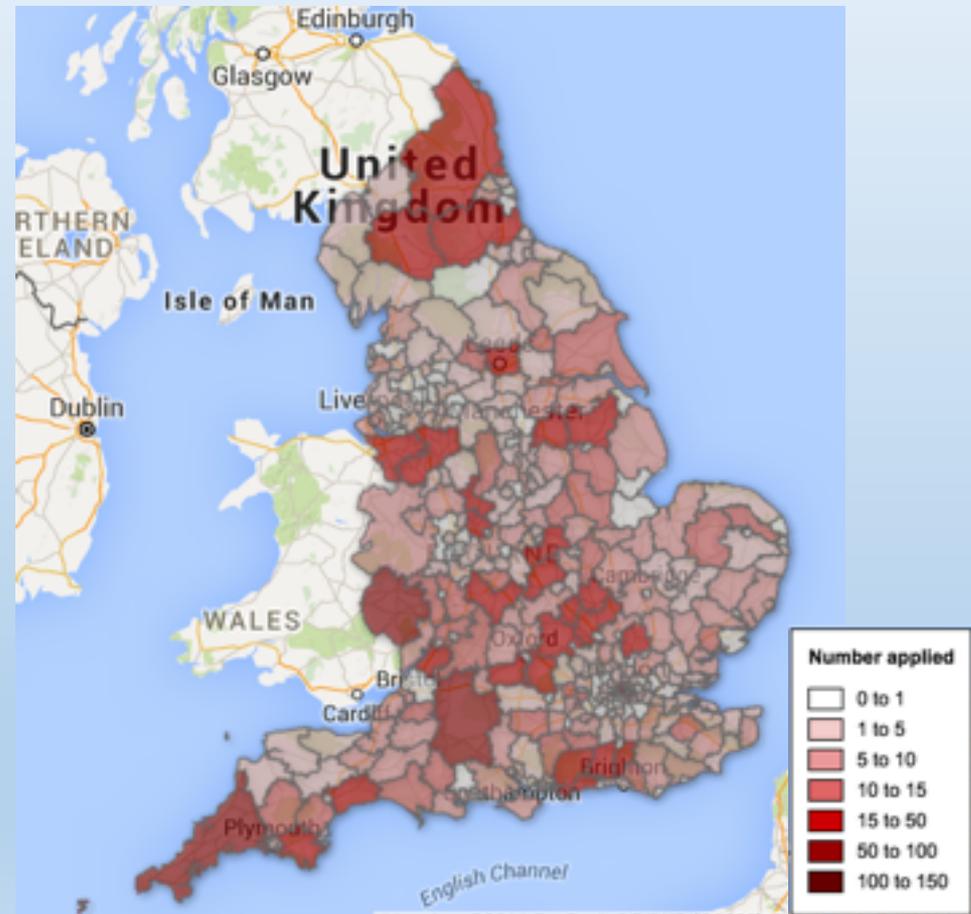
NEIGHBOURHOOD PLAN

Neighbourhood Plan are led by local councils and will enable local residents and businesses to have a greater say in the planning and development of their Town.

Neighbourhood Plans in Numbers

Status	Number
Applications	1852
Designations	1651
Submitted to LPA	303
Examinations	208
Made	124

As at 29/3/16

Number applied

	0 to 1
	1 to 5
	5 to 10
	10 to 15
	15 to 50
	50 to 100
	100 to 150

The Process

Five main stages:
1. Agreeing the Neighbourhood
2. Preparing the Plan
3. Independent check
4. Community Referendum
5. Making the Plan

Creating the Plan

- Designation of Neighbourhood Area
- Form Steering Group
- Initial scoping of themes
- Identify issues and aims
- Develop evidence base

  Develop policies & proposals
- Publish Neighbourhood Plan

Community Engagement

- Initial Community Consultation
- Community Membership of Steering Group
- Initial Community Engagement
- Workshops & continuing Community Engagement
- Statutory Consultation (6 weeks)

Approving the Plan

- Neighbourhood Plan becomes part of statutory Development Plan
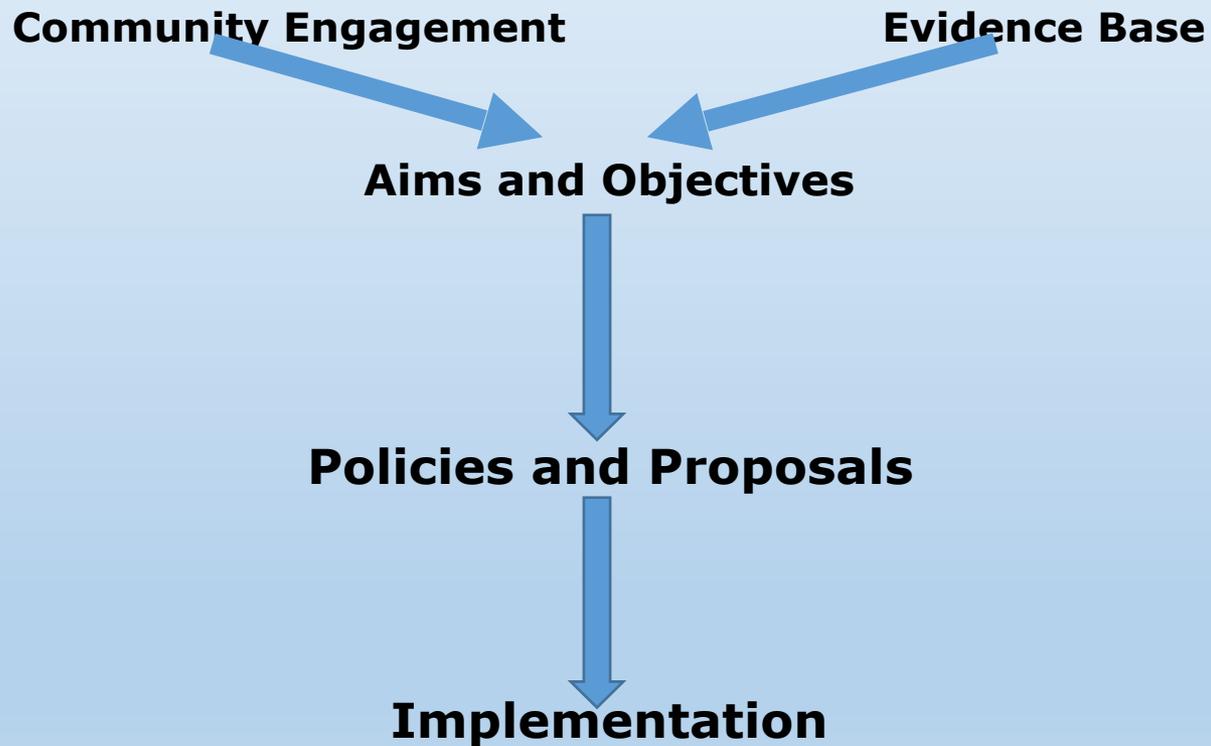- Plan is 'Made' in law
- Referendum
- Modifications
- Independent Examination
- Submit to LPA

Good Neighbourhood Plans have an explicit and logical 'golden thread'

Community Engagement   **Evidence Base**

Aims and Objectives

Policies and Proposals

Implementation

Important limits.

▪**Neighbourhood Plans can't cover things that cannot be obtained through land-use policies** (e.g. the frequency of buses, street cleansing, graffiti control, post box provision, community group activity)

▪But they can be listed as separate projects in a separate section

▪And may be 'influenced' by design (e.g. developer provision of bus-bays, space for community hubs etc)

Important limits

- **Neighbourhood Plans can't reverse or extend designations made by other processes**, eg:
    - Conservation Areas
    - SSSI
    - Special Areas of Conservation
    - But can include planning polices to be used inside some of these areas.
- **Neighbourhood Plans can't include:**
    - Minerals and Waste
    - Nationally Significant Infrastructure Project

Important limits

Must follow some 'Basic Conditions':
- Have 'appropriate regard' to national policy

    (such as the National Planning Policy Framework)

- **Be in '*general conformity*' with *strategic* elements of the Local Plan**

    (eg housing and employment targets and site allocations)

- Be compatible with EU obligations (changes on the way!)

- **Contribute toward sustainable development**

The Benefits

- *Very* local planning policies given status in law
- Gives a local slant to sustainable development
- Planning Authority *must* use them
- Build community consensus around a positive vision for the next ten, fifteen, twenty years
- Generate new projects and ideas, and gives them the land-use support needed to deliver them
- Create new partnerships to get things done
- Motivates more people to become involved in community activity
- Helps people make sense of why things are the way they are, and how to change them: reduces cynicism

The community legacy can be as important as the content of the Plan.

Important opportunities

- Neighbourhood Plan can add to Strategic policy
- Can 'alter' detailed Local Plan elements
- Can make planning policies designed for wider areas more responsive to local conditions.
- Can add policies for dealing with development in designated areas (e.g. design criteria in conservation areas)
- **Can give a local dimension to the 'presumption in favour of sustainable development'**

Why is having a Neighbourhood Plan important?

- Focus on **supporting sustainable development** that meets the needs of the people who live, work in and visit a town

- Bring a **local dimension** to sustainable development, avoiding unsympathetic national prescriptions

- *BUT what is Sustainable Development?*

SUSTAINABLE DEVELOPMENT

Making sure we grow and develop in a way that meets our needs, is safe, and fair for future generations.

- **Living within the planet's environmental limits** – *by protecting and enhancing the natural and man-made environment, and responding to climate change.*

- **Ensuring a strong, healthy and just society** – *by meeting present and future needs for the housing, work and services that support the wellbeing of all the community.*

- **Achieving a sustainable economy** – *by supporting actions that build prosperity for all and use resources wisely.*

- **Promoting good governance** – *by ensuring that everyone is involved in creating the Neighbourhood Plan.*

- ***But what does that mean locally?***

What can be included?

Environment
- Design guidance & policies
- Protection of Local Green Space
- Small scale renewable energy
- Improving biodiversity
- Control of advertisements
- Protection of traditional shop fronts

Economy
- Allocation of employment land
- Development of workshops
- Town centre or village regeneration
- Encouragement of 'home working'

What can be included?

Housing
- Allocation of new housing land
- Mix and design
- Car parking standards
- Meeting local housing need
- Affordable housing
- 'Self-build' sites
- properties

Community Facilities
- Protection of allotments
- Cycle & pedestrian links
- Protection of local shops and pubs
- New community facilities
- Developer contributions to improvement of community facilities

What can be included?

Through an NDO:

- PD for replacement windows that accord with specific design guidance in Cons Areas
- PD for C of U of:
  - ground floors of shops and offices to cafes in a tourism dominated town square
  - designated land in the public highway for seated consumption of food and beverages
  - upper floors above shops and offices to create residential flats
- Replacement of shop fronts following design guide

Through a Community Right to Build Order

- A village community hub and shop
- An affordable housing development
- Village workshops
- Use in conjunction with the Community Right to Bid or the Community Right to Challenge as part of a wider proposal

2. Preparing the Plan

Local Council then prepare the Plan

National Planning Practice Guidance:
*A qualifying body should be **inclusive and open** in the preparation of its Neighbourhood plan … and ensure that the wider community:*
- *is **kept fully informed***
- ***able to make their views known***
- *has opportunities to be **actively involved***
- *is made aware of how their views have informed the draft neighbourhood plan.*

2. Preparing the Plan - Evidence

Needs a sound **evidence base** :
- Demographic – who lives here? current and trends
- Socio-economic – who works? where? & at what?
- Environmental issues – flooding, air quality, sustainability
- Designations - heritage, landscape, wildlife
- Transport – services, capacity, usage
- Infrastructure – capacity, fitness for purpose, need
- Housing stock - type, tenure, condition, need
- Land uses – potential development sites
- Existing/emerging planning policies – Cornwall Local Plan, NPPF etc

2. Preparing the Plan

- Core Steering Group
- Working Groups to tackle specific issues
- *Engage* with community, infrastructure bodies during process
- Draw up Plan and *consult* the community
- Amend and submit to Cornwall Council

3. Independent Check

- Cornwall Counil checks the plan meets regulatory requirements

- Submits the Plan to an **independent Assessor** who:
    - ✓Checks that it meets the basic conditions:
    - ✓Conformity with EU and UK law
    - ✓Conformity with the NPPF and local policy
    - ✓Contributes to sustainable development

- Usually by Written Representations but may be a hearing if Assessor feels it necessary.

4. Community Referendum

- LPA considers Examiner's Recommendations and if satisfied basic conditions & EU & human rights requirements met a referendum **must** be held

- Neighbourhood Planning (Referendums) Regulations 2013 cover organising & conducting the poll:
  - One yes/no question "Do you want Anycity Council to use the neighbourhood plan for Anytown to help it decide planning applications in the neighbourhood area?"
  - Limit on 'referendum campaign' expenditure (determined by population)
  - Publicity material correctly attributed
  - 'Purdah' period on Council
  - No flyposting, defamatory information, or offence to public order

Community Referendum

- Cornwall Council arrange local referendum

- One yes/no question:

    - "Do you want Cornwall Council to use the neighbourhood plan for XXXX to help it decide planning applications in the neighbourhood area?"

- No minimum turn out

- Plans with more than 50% YES vote are 'made'

- The 50% is of those who are on the electoral roll and vote on the day – not those who live or work in the area

- May include electors from adjoining parish if they are significantly impacted by the Plan

Making the Plan

If Plan earns a majority vote it is formally 'Made' - not 'adopted' – the Local Planning Authority and the Qualifying Body has no choice!

• Neighbourhood Plans are legally recognized as part of the Development Plan

• The Neighbourhood Plan must be taken into account when planning applications are determined with the same weight as the Local Plan.

Then its up to the community and the local council to see that their Local Planning Authority use the NP properly!

• Make reference to its policies in response to consutations

• Plan to deliver aspects locally

• Use in pre-app discussions

Next……Applying the Plan

- Monitoring use by the Local Planning Authority

- Bringing forward proposals

  - City/District/County Council or other bodies

  - Investors and Developers

  - Interventions by local Council

- Seeking and using Community Infrastructure Levy

- Review and update in light of changing circumstances….

Work so far...

- Set up Neighbourhood Plan Core Steering Group - September 2013

- Publicity and presentations to local organisations (18) - October 2013 to May 2014

- Community Survey – February to March 2015
- Project Manager appointed
- Locality Grant obtained
- Detailed Household, Business and Youth Surveys Spring/Summer 2016
- Visioning workshop July 2016
- Working groups start work…

DO YOU WANT TO GET MORE INVOLVED?

- Keep up-to-date via the web-site, posters, Twitter, and the press and radio.

- Talk about the Plan with friends and neighbours – spread the word!

- Contribute your ideas and suggestions through comments forms or write to the Town Council.

- Comment on the draft plan before it goes off for inspection and we all vote on it.

- Volunteer practical help to create the Plan, from note-taking to photocopying, doing surveys and delivering leaflets, and supporting exhibitions.

- **Join the Steering Group or a Working Group that focuses on a particular topic to help develop options for the future.**

Session 5 - The next steps in creating the Looe Neighbourhood Plan

Suggested Working Groups

• Economy (including harbour/Polean development)

• Housing

• Shopping and access to services

• Culture/heritage/tourism

• Meet between now and October, working to a brief, to review the evidence and work up proposals and policies to go in the Neighbourhood Plan

Resources: OutsideHelp

Resource needs

Cornwall Council

- Free, but working with 200+ local councils
- Mapping etc – initial free then at cost

Consultants

- Can cover planning/design expertise or assist with project management
- Buy one-off items or agree a 'bespoke package': Always seek quotes, use formal ordering procedures
- Locality cap of £500 pd

Printing, materials etc

- Seek quotes initially, when you have a reliable source stick with it!

Maps, surveys etc

- Use web resources e.g. Parish Online GIS, SurveyMonkey

Resource needs

- Mapping - Parish Online, CC online GIS Mapping
- Surveys – SurveyMonkey or similar
- Internal Comms – email, Dropbox, Google Drive, WeTransfer, Texting, Messenger etc
- External Comms – website (WordPress), Facebook (Page, or Forum), Twitter (Hootsuite), Pintrest.
- Presentation – YouTube video, Wordle, Tawe, etc

- General software – stick to MS Word, PowePoint and Excel as they ae most common in use.

Resource needs

- Volunteers to serve on the Working Groups
- A 'Convenor' and a note taker for each
- Training
- Meeting places
- A small budget – say £250 each group
- Consumables – paper, flipcharts, post-it notes, pens, printing etc etc

Training for the working groups

- Session 1 – Tools and models: use of SWOT, PESTLE, stakeholder analysis, programme management, evidence researching, GIS mapping etc.

- Session 2 – Policies, proposals and projects: generating aims, objectives and actions, planning policy writing, etc

- Session 3 – 1 hour for selected volunteers on using Parish Online.