

**Report of Head of Planning and Local Development and Head of Finance****Neighbourhood Planning****1 Purpose of report**

This serves as an update to the report presented to this Committee on 24 October 2012 and includes a greater level of detail, along with estimated costs, associated with the Council's proposed delivery of the various statutory and suggested non-statutory duties in relation to Neighbourhood Planning.

Further to the suggested services presented to this Committee on 24 October 2012, this report appends the draft 'Neighbourhood Planning Protocol'. The protocol seeks to formalise all of the services that the Council must and could realistically provide to communities to ensure both equitable and consistent support to communities as well as high quality plan making.

This will help to support the Council's priorities of 'Promoting high quality growth' and 'Delivering efficient and responsive services'.

**2 Executive summary**

Neighbourhood Planning was introduced by the Localism Act 2011 and in August 2012 the Department for Communities and Local Government (DCLG) announced that they will provide £30,000 funding for each Neighbourhood Plan subject to a successful examination. This report sets out the various duties and responsibilities that will fall upon the Council and suggests the resources required to deal with them.

**3 Appendices**

Appendix 1 – Neighbourhood Planning Protocol

Appendix 2 – Schedule of Estimated Costs associated with the Draft Protocol

**4 Proposed action:**

- 4.1 The committee is invited to RESOLVE that the support identified in Appendix 1 – Neighbourhood Planning Protocol is provided and that the £15,000 is transferred from earmarked reserves.**

**5 Background**

- 5.1 Neighbourhood Planning was introduced by the Localism Act 2011. A report was taken to Development Committee in April 2012 to provide the details on the two

main mechanisms for Neighbourhood Planning (Neighbourhood Plans and Neighbourhood Development Orders) and to agree the Scheme of delegation for approving Neighbourhood Plans. This report also set out some of the initial costs identified for delivering Neighbourhood Plans. Further reports were also taken to Resources Committee in May 2012 to agree the changes to the constitution required and then in October 2012 to agree the support to be offered to communities.

- 5.2 As outlined in the October 2012 report, Neighbourhood Plans and Neighbourhood Orders are a new way of helping local communities influence the planning of the area they live and work in. If a Neighbourhood Plan is prepared and agreed by the community in a Referendum it will become part of the Development Plan for the area and be used in the determination of planning applications. If a Neighbourhood Order is prepared for a designated area within a community it will effectively grant pre-emptive planning permission for certain times of development detailed within the Order.
- 5.3 The Regulations for Neighbourhood Planning were laid before Parliament on 6 March 2012 and came into force on 6 April 2012. The Localism Act 2011, together with these regulations, place various duties and responsibilities upon the Council required by law, including a general 'duty to support'. Specifically, these duties can be summarised as:
- Determining applications to designate a Neighbourhood Area
  - Determining applications to designate Neighbourhood Forums (areas that do not currently have an appropriate body to represent them)
  - Checking that the plan complies with all legal requirements, including determining the need for SEA or HRA assessments
  - Publicising the plan and receiving representations
  - Organising and paying for the examination including appointing an inspector
  - Organising and paying for the referendum
  - Providing technical advice and support to qualifying bodies.

## **6 Discussion**

- 6.1 The Department for Communities and Local Government (DCLG) announced on 29 August 2012 that they will provide financial support for Neighbourhood Planning in 2012/13. This money is provided as a result of the 'New Burdens Doctrine' introduced in 2010 that seeks to ensure that the expense incurred by local authorities as a result of new statutory duties is covered directly by the treasury to avoid any resultant increase in council tax. In a letter to Chief Planners dated 18 December 2012, it was confirmed that this support would be in the form of a £5,000 payment following a designation of a Neighbourhood Area, an additional £5,000 payment when the plan is publicised prior to examination and a final payment of £20,000 on successful completion of a neighbourhood planning examination. This is deemed successful when an Examiner recommends the plan can go forward to a referendum.

- 6.2 As the Neighbourhood Areas for Earls Barton, Wollaston and Irchester have now been designated, this has allowed the Council to draw down the resultant £15,000 to fund their Neighbourhood Planning support. The main resource towards which this money has been attributed to date is a part time Neighbourhood Planning Officer who has been in position since 9 May 2013.
- 6.3 Since around 12 months prior to the appointment of the Neighbourhood Planning Officer, the Council have been administering a programme of general support for Neighbourhood Plans since the Regulations came into force, which has encompassed a range of tasks and assistance (often varying by Parish). General support to date has included:
- Technical advice on the undertaking of Neighbourhood Plans and the processes that should be followed. It is estimated that this has taken Planning Policy Officer around 70 hours to provide this support to date.
  - Provision of constraints information and housing data
  - Mapping of designations, land use and environmental constraints by the GIS team
  - Loan of exhibition boards
  - Creation of a Local Housing Needs Survey Form, printing and analysis of this by Housing and Planning Policy Officers. The Earls Barton, Wollaston and Irchester surveys are now complete. This work will serve twin purposes as it will also inform the draft Local Plan as the first stage of the Council's ongoing commitment (as agreed at Development Committee on 18 September 2012) to undertake a Local Housing Needs Survey for each parish or ward throughout the Borough. The cost for undertaking this process for Earls Barton and Wollaston has been £400 to date with an estimated cost of £900 for printing and pre-paid envelopes. It is anticipated it will have taken 150 hours of Officers time to input and start the analysis to date. It is anticipated that the information gathered will be used by the Parish, the Council and could also create an income if the Council charges developers for the data.
  - A Neighbourhood Planning section has been added to the website and is updated periodically.
  - A Neighbourhood Planning Information sheet has been prepared and is updated regularly and circulated to any groups requesting information.
  - Bi-monthly meetings are also held to facilitate a general discussion with the three groups already preparing Plans.
- 6.4 In addition, the Planning Policy Officer has spent a further 23 hours undertaking statutory duties imposed by the Act and the Regulations relating to the consideration of the Neighbourhood Area and the SEA and HRA requirements. There have also been significant resources from the Housing Team to attend Housing Needs Assessment meetings, provide housing needs surveys, analysis these surveys and provision of detailed reports for Earls Barton, Wollaston and Irchester.
- 6.5 Building on the lessons learned by Officers to date in terms of the requirements of Parishes, it is not predicted that the types of support required to enable the

delivery of Neighbourhood Plans would necessarily vary from the assistance provided to date, save for the additional statutory requirements set out at Paragraph 5.3 of this report. Certainly there should be no requirement to supply a significantly greater range or amount of materials.

- 6.6 At the same time, upon the recruitment of a dedicated Neighbourhood Planning Officer, who will work a core two days a week, greater capacity has been created within the planning team and a wider range of skills and experiences relating to Neighbourhood Planning have been introduced to the Council. The appointment of the Neighbourhood Planning Officer now presents an opportunity to offer a greater level of service, provided this service comprises the efficient and balanced use of both time and material resources.
- 6.7 To best utilise the Neighbourhood Planning Officer and the additional capacity of other Council Officers as a resource, it is felt that the fairest and the most effective solution to providing a proportionate and balanced service is to prepare a protocol that sets out clearly the maximum range of support that each community can expect as standard within the present allocation of resources. This protocol would formalise the levels of support that has been provided to each Plan to date and would also factor in the extra skills, time and ability to support gained upon the appointment of the Neighbourhood Planning Officer. This protocol attached in Appendix 1 for information will ensure that a fair and equitable level of support is offered to all groups, within budget.
- 6.8 In coming to this conclusion Officers have reviewed the proposed protocol against estimated additional cost (above and beyond the costs associated with the current level of support provided, including the employment of the Neighbourhood Planning Officer). In total, it is not expected that the range of support proposed will exceed the present budget created by the £15,000 drawn down from DCLG.
- 6.9 The alternative is to continue to deliver the levels of support agreed in October 2012.
- 6.10 Whichever range of support is adopted as final by this Committee, the proposal remains to allow groups access to additional support, above and beyond the final protocol, subject to them providing an additional financial contribution as is the case with Irchester Parish Council.
- 6.11 It continues to be proposed that regular reports are presented to Development Committee identifying the Neighbourhood Planning progress with each Parish, the money received by the Council and the resources allocated to each Parish.
- 6.12 A report will be presented at Development Committee on 16 July to seek approval of the Neighbourhood Planning Protocol in Appendix 1 as a Policy document and a verbal update of the outcome of this meeting will be provided at the Committee.

## **7 Legal powers**

- 7.1 The Localism Act 2011 (Part 6, Chapter 3, Sections 116-121 and Schedule 9 and 10) and The Neighbourhood Planning (General) Regulations 2012 (SI 2012 No.637) set out the power and duties considered in this report.
- 7.2 Paragraphs 5-7 of Schedule 9 of The Localism Act 2011 amends section 38(6) of the Planning and Compulsory Purchase Act 2004 so as to make Neighbourhood Development Plans part of the development plan in accordance with which planning applications must be determined

## **8 Financial and value for money implications**

- 8.1 The Localism Bill: Neighbourhood Plans and Community Right to Build - Impact Assessment (Jan 2011) set out an anticipated cost of each Plan to the Parish Council or appropriate body of between £17,000 and £63,000 to prepare. These figures include the costs associated with the examination and referendum. These remain the most up-to-date published cost estimates.
- 8.2 As identified at Paragraph 6.1 of this report, DCLG announced on 29 August 2012 that they will provide financial support for Neighbourhood Planning in 2012/13 at a standard rate of £30,000 per plan paid to the Local Authority, regardless of the size and population of the area or the actual total cost of the Plan. This money is intended to cover Officer time, the cost of the examination and the referendum. The way these payments are phased and what they will realistically cover in the instance of the Borough is expanded below. It is predicted that the balance of cost for each Neighbourhood Plan will be borne by the community themselves, albeit DCLG have additionally made £9.5 million worth of support available to communities over the period between 1 May 2013 and 31 April 2015. This includes a grant giving element comprising a pot of £3.69 million (phased over two years) that allows individual communities access to up to £7,000 to help deliver their Plan.

### *Plan making*

- 8.3 The Council already has three 'Area Designations' in place which have resulted in an initial payment of £15,000. Whilst DCLG would usually expect this amount to retrospectively cover any additional costs borne by the Council to support communities through to Area Designation stage, the Council have instead utilised the time of existing Officers to progress each Plan to this point. This has enabled the recruitment of a part time Neighbourhood Planning Officer on a one year fixed contract (accounting for roughly £13,000 of the £15,000) without the Council bearing any financial risk, which then leaves as a potential £2,000 residual fund covering materials and any other support that may have cost implications.
- 8.4 The Neighbourhood Plan Officer will now support each community towards the next stage where payment is due, the publicising of a draft Plan prior to examination. In the event that all Plans under development within the Borough

are progressed to this stage successfully, a further £15,000 (£5,000 for each parish) will be paid by the DCLG to the Borough Council. Due to the proactive stance taken by Officers during the Area Designation stage, the support offered by the Council to work towards this point is now effectively self-funded for the next year with no wider budget implications.

- 8.5 The maximum cost of the materials of the suggested services in Appendix 1 would be £62.75 plus staff time per Plan (as set out in Appendix 2). A proportion of these costs have already been realised within 2012/13 for Earls Barton and Wollaston and will likely be applicable to 2013/14 for Irchester.

#### *Examination stage*

- 8.6 Past the pre-examination publication of Plans, the Council is responsible for organising and paying for the examination. Each examination will likely only be funded in part by the second payment of £5,000 (the current estimated costs for an examination from DCLG are between £5,000 and £10,000). The Council must appoint an independent person to carry out the examination with the agreement of the body preparing the plan. Upon the successful completion of each examination, a further payment of £20,000 is due from DCLG (a potential £60,000 in total, in the event that each of the three current plans are successful). This money is intended to retrospectively cover the balance of cost incurred by the examination, as well as the referendum. It is a statutory duty for the Council to carry out the examination and referendum and if the examination is not successful the Council will need to bear this cost. It is therefore important for the Council to support the Parishes to develop robust Neighbourhood Plans to enable this money to be secured.

#### *Referendum*

- 8.7 The estimated costs of the referendums for Earls Barton is £9,000, Wollaston £5,700 and Irchester £7,500 plus officer time. If these fall within the same time period or can be scheduled to take place at the same time as existing elections that the Council are running then the costs could be reduced between one third and a half. The current anticipated elections are:

- European Parliamentary May 2014
- Borough/Parish and Parliamentary Elections May 2015

- 8.8 There are 18 Parish Councils and Parish Meetings within the Borough and various groups could also come forward within the town. Based on the estimates the average cost of the referendum and examination for these could be £14,500 each plus officer time for other statutory duties. Realistically, however, it is estimated that the minority of the 18 Parish Councils will seek to progress a Neighbourhood Plan.

- 8.9 The costs identified above and in the summary table below identify the cost of providing the Neighbourhood Planning function. The current cost is £15,000 and which the S151 Officer recommends is transferred from earmarked reserves.

8.10 A Summary of the costs involved is shown in the table below:

<b><u>Staff Costs</u></b>		£
Planning Officers time		11,800
Neighbourhood Planning Officer		13,000
Materials and Transport Costs		2,000
		<u><b>26,800</b></u>
<b><u>Funded By</u></b>		£
2013/14 Establishment Budget		11,800
Funding to be released from Earmarked Reserves		15,000
		<u><b>26,800</b></u>
<b><u>Potential Costs</u></b>		£
Examination Fees	Earls Barton	10,000
	Irchester	10,000
	Wollaston	10,000
Referendum Fees	Earls Barton	9,000
	Irchester	7,500
	Wollaston	5,700
<b>Potential Future Costs</b>		<u><b>52,200</b></u>
<b><u>Potential Grant Funding</u></b>		£
At Publication Stage	Earls Barton	5,000
	Irchester	5,000
	Wollaston	5,000
At Completion of Process	Earls Barton	20,000
	Irchester	20,000
	Wollaston	20,000
<b>Potential Future Funding</b>		<u><b>75,000</b></u>

## 9 Risk analysis

Nature of risk	Consequences if realised	Likelihood of occurrence	Control measures
Not offering appropriate support and advice	Plans may not be based on appropriate evidence or may not be in accordance with the strategic policies in the development plan	High	Offer reasonable support and assistance
Neighbourhood Plans are not successful at examination	£20,000 from DCLG not provided as examination not successful and cost of additional examination may have to be borne by Council	Medium	Provide support for Parishes undertaking Neighbourhood Plans to create robust plans.
Imbalance of support between Neighbourhood Plan groups	Potential disenfranchisement of communities receiving least support	Medium	Creation of a set protocol applicable to all groups

## 10 Implications for resources

Whilst the majority of work set out within the suggested protocol will be undertaken by the designated Neighbourhood Planning Officer, there will remain implications on other Officer time, particularly with regards to IT and GIS support. Whilst there will be both time and cost implications involved with the production of Local Housing Needs Surveys, these reports will serve a dual purpose of also informing future district-wide housing policy. The additional forms of support identified within the protocol that will have a material cost will not result in expense exceeding the remaining balance of the existing £15,000 secured funding.

## 11 Implications for stronger and safer communities

Neighbourhood Planning is intended to improve community cohesion.

## 12 Implications for equalities

The Localism Bill was subject to an impact assessment. Neighbourhood Plans will also need to ensure they are not discriminatory.



**13 Author and contact officer**

Victoria Phillipson, Principal Planning Policy and Regeneration Manager

**14 Consultees**

Paula Lawton, Principal Democratic Services Manager

Bridget Lawrence, Head of Resources

Gill Chapman, Principal Community Support Manager

Sue Bateman, Senior Planning Officer

Steven Wood, Head of Planning and Local Development

Chris Pittman, Head of Community

Vicki Jessop, Principal Housing Manager

Geoff Hollands, Connect Law

Tracey Cave, Service Accountant

Andrew Miles, Technical Officer (Housing and Planning)

Steve Butterworth, North Northamptonshire Housing Co-ordinator

Mark Young, GIS Officer IT Services

**15 Background papers**

None



# Neighbourhood Planning Protocol

**Author: Alexander Munro**

**Date: June 2013**

## **Purpose of this Protocol**

Neighbourhood Planning encompasses a new range of powers granted to communities by the Localism Act 2011 that allow them to develop strategies and policies that will form part of the statutory development plan for their area.

As a legal obligation, the Localism Act requires Local Planning Authorities to provide advice and assistance to help people draw up their Neighbourhood Plan.

The Borough Council of Wellingborough is seeking to ensure that communities are supported as fully and as equitably as possible in the delivery of their Plans. As a result, this protocol outlines the breadth of services that we seek to offer as standard to all communities in the interests of ensuring that our support is consistent and balanced.

Additionally, this protocol sets out additional services that may be available to groups upon prior arrangement by Officers. It also sets out services that cannot be undertaken by us, although we are able to give advice to groups to ensure that any tasks that are external to our support are undertaken in an appropriate manner.

## **Resources**

The Borough Council of Wellingborough will as standard:

- Maintain an online resource that provides information about the powers available under neighbourhood planning, the key development stages and any policy or practice updates as the system progresses.
- Provide advice and information about the Neighbourhood Planning process and any funding, resources and skills available to support the process made available by external parties.
- Hold bi-monthly Neighbourhood Planning meetings with invites open to all groups preparing plans (returning a delegation of 3-5) that seek to provide contact with other groups within the Borough, with officers and with key stakeholders.

Upon request, we will also offer the following resources at no cost:

- A GIS mapping service and the provision of electronic versions and up to 5 printed copies for use at consultation events and workshops and for inclusion within draft and final plan documents.  
(Parish Councils will need to sign an Ordnance Survey agreement with the Council prior to this work).
- Both electronic versions and up to 5 printed copies of adopted Proposals Maps.
- Both electronic versions and up to 5 printed copies of aerial photographs of the plan area.
- Both electronic versions and up to 5 printed copies of mapped constraints information (e.g. wildlife sites, heritage sites)
- A Housing Needs Assessment for rural parishes.
- The available up-to-date evidence base, including the Strategic Housing Market Assessment (SHMA), Strategic Housing Land Availability Assessment (SHLAA), Strategic Flood Risk Assessment (SFRA) by making them available on the Council's website.
- The loan of exhibition boards for consultation events.

- Contact details for Statutory Consultees and other groups relevant to the plan process.
- Use of the web-based Limehouse (Objective) consultation system for the two statutory periods of consultation on Neighbourhood Plans and export all comments to Excel (CSV file) for use by the community group.
- The plotting of the final adopted Proposals Map on GIS for inclusion on the Council's interactive Proposals Map.

### **General support**

Over the course of the Neighbourhood Plan process, officers will be happy to provide the following support to communities free of charge (only by appointment where stated) on a stage by stage basis:

#### **Determining the need for a Neighbourhood Plan**

Where requested, officers can provide:

- An explanation of the role of Neighbourhood Plans and what they can, cannot and must achieve.
- Advice on issues that are 'Neighbourhood Planning matters' and can adequately be dealt with within your plan.
- An outline of the alternatives to Neighbourhood Planning that exist to communities, including Parish Plans, Village Design Statements, input into the Local Plan consultation process etc.
- An outline of the first steps involved in the delivery of your Neighbourhood Plan.
- All of the above by way of an interactive presentation in your community (by appointment).

#### **Identifying the scope of your plan and developing a project plan**

Where requested, officers can provide:

- Advice on the first steps your community will need to undertake to ensure that the organisational structure is in place locally to successfully deliver a Neighbourhood Plan.
- Advice on consultation techniques and the best way to engage your community.
- Advice on the requirement of your plan to conform with the adopted development plan and the National Planning Policy Framework (NPPF) and what this may mean for your community.
- An overview of the other legislative requirements of your plan, including the need to comply with EU Directives.
- Guidance on developing a methodology that will allow you to test the sustainability of your plan.
- Support in identifying a timeline from inception to referendum and assistance in the production of a project plan (compiled as a CSV Excel file and sent to you both electronically and in hard copy) that will allow you to manage the development of your Neighbourhood Plan document (done as a half day session in your community, by appointment).

## **Designating Neighbourhood Areas / Business Areas and Forums**

By statute, officers must provide:

- Publicity of the application for a Neighbourhood Area or Business Area in such a manner that is considered likely to bring the application to the attention of people who work or carry out business in the area to which the application relates for a minimum of six weeks. This includes through Wellingborough Council and Parish Council's web pages, local and/or parish newspapers, local notice boards and libraries where relevant.
- The statutory consultation and approval of the boundary of the area to be covered by the Neighbourhood Area or Business Area. Responsibility is delegated to the Head of Planning and Local Development where there are no objections, otherwise the application will be considered by the Development Committee. Where the boundary is not considered 'coherent, consistent and appropriate in planning terms' officers will work with the Parish Council/Forum to come to a suitable resolution.
- The publication of the area and/or forum's adoption on the Council's website, in local and parish newspapers and newsletters where relevant as soon as practical after formal designation.

Where requested, officers can provide in addition:

- Availability to meet local communities who contact us expressing an interest in designating their Neighbourhood Area and/or their Neighbourhood Forum in order to provide initial advice and information and discuss the options available to them prior to designation (by appointment).
- Mapping of Neighbourhood Area boundaries required for the designation of the Neighbourhood Plan Area or Business Area.

## **Supporting Neighbourhood Plan making**

By statute, officers must provide:

- At the appropriate stage in the plan process, the screening for any Strategic Environmental Assessment (SEA) or Habitat Regulation Assessment (HRA) required by EU Directives and liaison with the relevant statutory consultees and a written determination stating whether any formal assessment is required in each instance.
- Formal consultation with statutory consultees in the event that either SEA or HRA is required and confirmation of the scope of any assessment.

Where requested, officers can provide in addition:

- Existing information and pre-existing evidence base work held by the Local Planning Authority, as appropriate and subject to any data protection or confidentiality issues.
- Contact details of local partners and/or organisations to help community liaison.
- Comments on the emerging plan and other supporting documents (e.g. basic condition statement) prior to formal submission.
- Ongoing remote technical support to the project manager of the plan;

Unless specifically agreed in exceptional circumstances, officers will unfortunately **not** be able to:

- Distribute consultation questionnaires or correlate findings (except for correlation of data for housing needs surveys).
- Directly project manage the production of the Neighbourhood Plan.
- Draft the Neighbourhood Plan or any policies, although we can advise on where similar plans or policies might have been prepared.
- Advise on education or highways matters (this will need to come from Northamptonshire County Council).
- Produce the Strategic Environmental Assessment, Sustainability Appraisal or Habitat Regulation Assessment, if these are required following screening/scoping, nor provide the funding for such assessments. However, officers can direct you towards best practice and template reports.
- Funding or officer time for any background evidence in support of the plan.

### **Independent Examination**

By statute, officers must provide:

- The validation of a Neighbourhood Plan on receipt, checking that all of the necessary supporting documents have been produced and that all of the correct procedures have been undertaken. A review of the plan will also be undertaken to ensure that it stands a reasonable chance of success at examination (with or without amendments to be suggested by the examiner).
- Publication of the Neighbourhood Plans on the Council website for a minimum of six weeks and give details of how to respond to it in advance of the Independent Examination (in line with the Neighbourhood Planning Regulations).
- The appointment of and funding for the Independent Examiner, who will check the plan meets the 'basic conditions' (note: the examiner to be appointed will firstly have to be agreed on by the Parish Council or Neighbourhood Forum).
- An Examination venue, if a hearing is required, and if no other suitable town/village venue can be provided.
- Written confirmation of the Council's position following the recommendation of the examiner, relating to any amendments that may need to be made to the plan before it proceeds to referendum, any enlargement of the referendum area, whether the plan may proceed to directly to referendum or whether its passage should be refused.

### **Referendum**

By statute, officers must provide:

- The organisation of, and funding for, the public Referendum (it must be noted that two referendums will be required for Business Areas – one for residents and one for businesses).

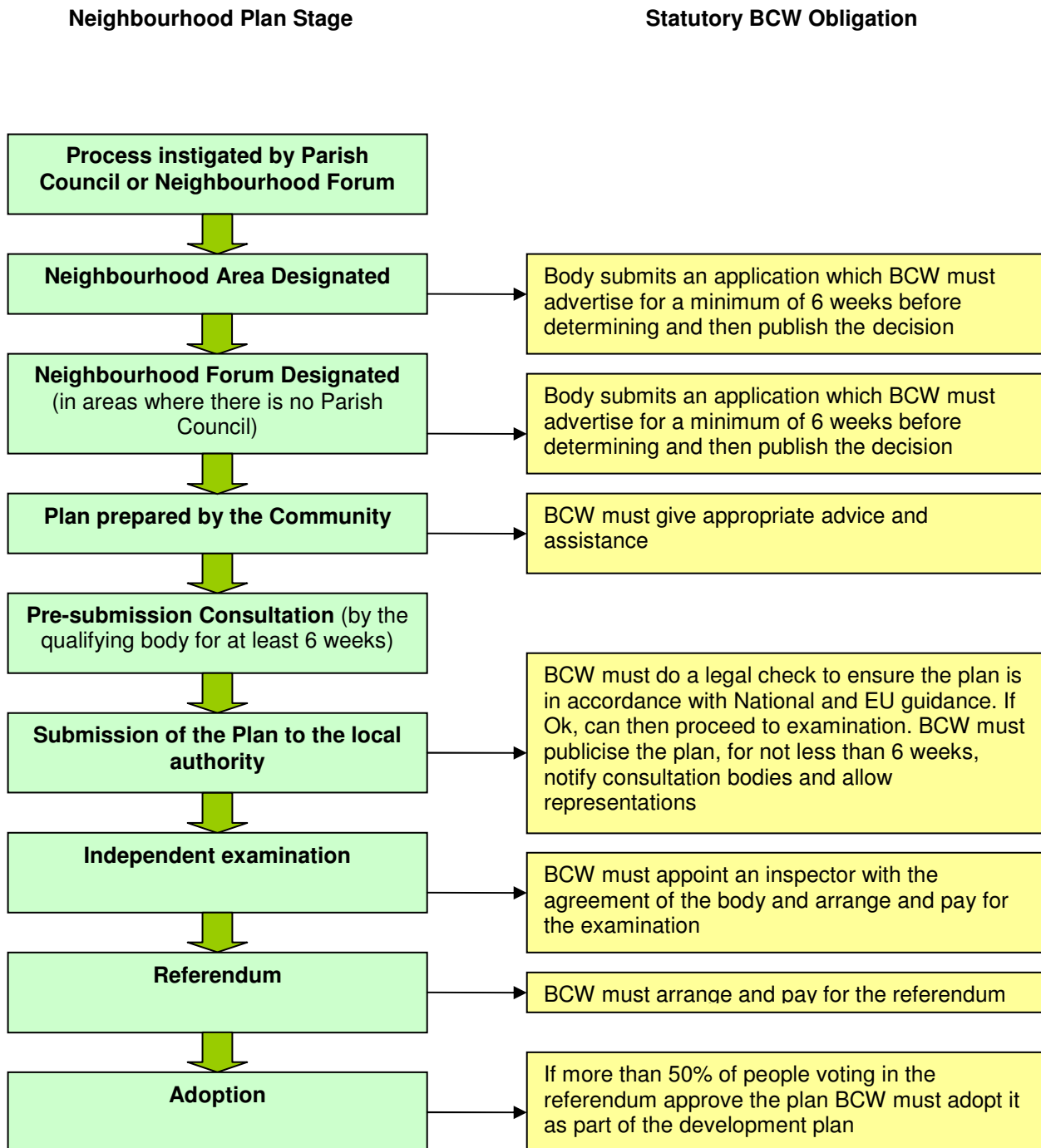
### **'Making' the plan**

- If the Neighbourhood Plan receives support from more than 50% of those that vote in the public Referendum then the Borough Council of Wellingborough will formally make the Neighbourhood Plan. Once made, the Plan will form part of the Development Plan and will be a primary consideration in determining planning applications within the Neighbourhood or Business Area.



## **Appendix A**

### **Neighbourhood Plan Process**



<b>Statutory duties required by law – full Plan process</b>				
<b>Duty</b>	<b>Additional to schedule of support agreed Oct 2012</b>	<b>Officer time by dept</b>	<b>Additional cost</b>	<b>Comments</b>
Publicity of the application for a Neighbourhood Area or Business Area	N/A	PP&R, IT	No	
The statutory consultation and approval of the boundary of the area to be covered by the Neighbourhood Area or Business Area.	N/A	PP&R, Legal Services	No	
The publication of the area and/or forum's adoption	N/A	PP&R, IT	No	
The screening for any Strategic Environmental Assessment (SEA) or Habitat Regulation Assessment (HRA) required by EU Directives	N/A	PP&R	No	
Formal consultation with statutory consultees in the event that either SEA or HRA is required	N/A	PP&R	No	
Pre-examination review of the draft Plan	N/A	PP&R, Legal Services	No	
Pre-examination publication of Plans on the Council website for a minimum of six weeks	N/A	PP&R, IT	No	
The appointment and funding of the Independent Examiner	N/A	PP&R, Legal Services	Estimated £5,000 - £10,000 (higher estimate in the event of a hearing)	
An Examination venue, if a hearing is required	N/A	PP&R		
Written confirmation of the Council's position following the recommendation of the examiner	N/A	PP&R	No	
The organisation of, and funding for, the public Referendum	N/A	PP&R, DS	Estimated £5,700 - £9,000 (cost saving if combined with a pre-existing local election)	
Making the Plan	N/A	PP&R	No	

<b>Proposed standard support – all groups</b>				
<b>Duty</b>	<b>Additional to schedule of support agreed Oct 2012</b>	<b>Officer time by dept</b>	<b>Additional cost</b>	<b>Comments</b>
Maintenance of the website / online resource	<b>Yes</b>	PP&R, IT	No	
Provision of information about the Neighbourhood Planning process	<b>Yes</b>	PP&R	No	
Bi-monthly Neighbourhood Planning meetings	<b>Yes</b>	PP&R	No	
Electronic mapping and up to 5 printed versions of the Neighbourhood Plan area	No	GIS	£3.50	Additional copies at cost to community
Electronic mapping and up to 5 printed versions of the adopted Proposals Map	No	GIS	£3.50	Additional copies at cost to community
Electronic mapping and up to 5 printed versions of an aerial photograph of the Plan area	No	GIS	£3.50	Additional copies at cost to community
Electronic mapping and up to 5 printed versions of the constraints / designations in the Plan area	No	GIS	£3.50	Additional copies at cost to community
Rural Housing Needs Assessment	No	Housing	Estimated £900	Comprises work already being undertaken to inform district-wide housing strategy
Access to and availability of the up-to-date Local Plan evidence base	No	PP&R	No	
The loan of exhibition boards for events	No	PP&R	No	Loan only
Contact details of statutory consultees	No	PP&R	No	
Use of the web-based Limehouse (Objective) consultation system for the two statutory periods of consultation on Neighbourhood Plans	No	IT	No	
The plotting of the final adopted Proposals Map on GIS for inclusion on the Council's interactive Proposals Map	No	GIS	No	

<b>Proposed additional support by phase – determining the need for a Neighbourhood Plan</b>				
<b>Duty</b>	<b>Additional to schedule of support agreed Oct 2012</b>	<b>Officer time by dept</b>	<b>Additional cost</b>	<b>Comments</b>
An explanation of the role of Neighbourhood Plans and what they can, cannot and must achieve	<b>Yes</b>	PP&R	No	
Advice on issues that are 'Neighbourhood Planning matters' and can adequately be dealt with within your plan	<b>Yes</b>	PP&R	No	
An outline of the alternatives to Neighbourhood Planning that exist to communities, including Parish Plans, Village Design Statements, input into the Local Plan consultation process etc	<b>Yes</b>	PP&R	No	
An outline of the first steps involved in the delivery of your Neighbourhood Plan	<b>Yes</b>	PP&R	No	
All of the above by way of an interactive presentation in your community	<b>Yes</b>	PP&R	Mileage estimated at no more than £15.00	Not as standard. Appointment only.

<b>Proposed additional support by phase – identifying the scope of the Neighbourhood Plan and developing a project plan</b>				
<b>Duty</b>	<b>Additional to schedule of support agreed Oct 2012</b>	<b>Officer time by dept</b>	<b>Additional cost</b>	<b>Comments</b>
Advice on the first steps the community will need to undertake to ensure that the organisational structure is in place locally to successfully deliver a Neighbourhood Plan.	<b>Yes</b>	PP&R	No	
Advice on consultation techniques and the best way to engage the community.	<b>Yes</b>	PP&R	No	
Advice on the requirement of the Plan to conform with the adopted development plan and the National	<b>Yes</b>	PP&R	No	

Planning Policy Framework (NPPF)				
An overview of the other legislative requirements of the Plan	<b>Yes</b>	PP&R	No	
Guidance on developing a methodology that will allow the sustainability of the Plan to be tested	<b>Yes</b>	PP&R	No	
Support in identifying a timeline from inception to referendum and assistance in the production of a project plan (compiled as a CSV Excel file and sent to the group both electronically and in hard copy)	<b>Yes</b>	PP&R	Mileage estimated at no more than £15.00 Materials no more than £1.75	Not as standard. Appointment only.

<b>Proposed additional support by phase – designating Neighbourhood Areas / Forums</b>				
<b>Duty</b>	<b>Additional to schedule of support agreed Oct 2012</b>	<b>Officer time by dept</b>	<b>Additional cost</b>	<b>Comments</b>
Availability to meet local communities who contact us expressing an interest in designating their Neighbourhood Area and/or their Neighbourhood Forum in order to provide initial advice and information and discuss the options available to them prior to designation	<b>Yes</b>	PP&R	Mileage estimated at no more than £15.00	Not as standard. Appointment only.
Mapping of Neighbourhood Area boundaries required for the designation of the Neighbourhood Plan Area or Business Area	<b>Yes</b>	GIS	No	Reusing work undertaken as part of statutory duty to support

<b>Proposed additional support by phase – Neighbourhood Plan making</b>				
<b>Duty</b>	<b>Additional to schedule of support agreed Oct 2012</b>	<b>Officer time by dept</b>	<b>Additional cost</b>	<b>Comments</b>
Existing information and pre-existing evidence base work held by the Local Planning Authority, as appropriate and subject to any data protection or confidentiality issues	<b>Yes</b>	PP&R	No	
Contact details of local partners and/or organisations to help community liaison	<b>Yes</b>	PP&R	No	
Comments on the emerging plan and other supporting documents	<b>Yes</b>	PP&R, Legal Services	No	
Ongoing remote technical support to the project manager of the plan	<b>Yes</b>	PP&R	No	

**Additional fixed costs above and beyond the standard duties proposed above:**

Use of the Borough Council's large scale plotter, based on internal recharge costs to cover paper and ink only, no element of staff time is included:

A3 size prints - £0.35

A2 - A0 size prints - £0.70

Additional officer time for Neighbourhood Planning Officer:

Hourly rate of £45.50 p/h

