

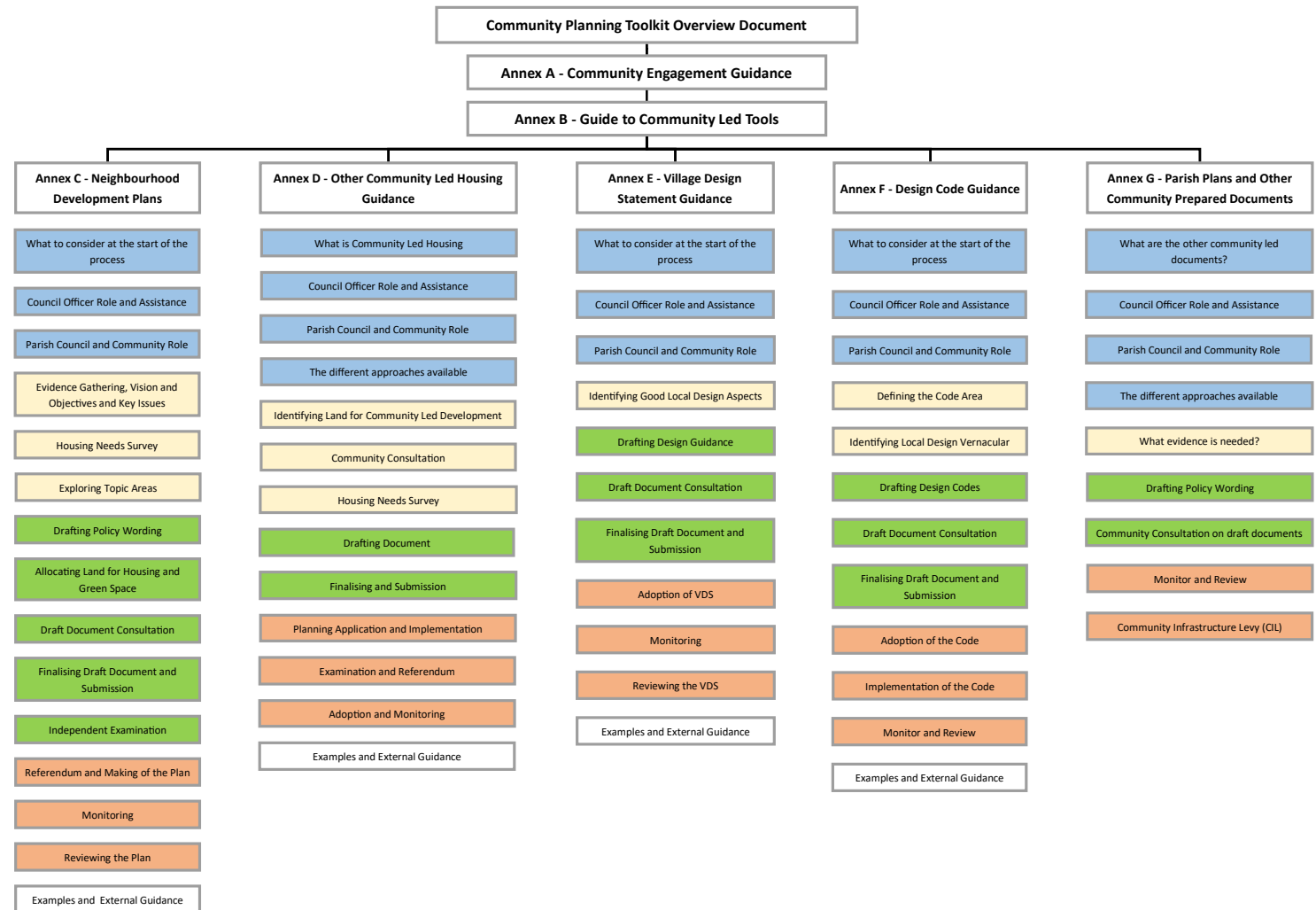
# *Annex B*

# A Guide to Community- Led Tools



# Introduction

This Annex provides more information about each of the main community planning tools, so you can understand what might be involved. Some communities will have a wide range of matters to address, and it may be that more than one of the tools could be prepared. If this is the case, think carefully about whether to develop the tools one at a time, or together. You can save yourself work by taking advantage of engagement and consultation activities to discuss multiple issues provided each of your issues are clearly distinct to your audience and that you don't need more resources than if you tackled each tool separately.



*Part 1*

# **Community Led Planning Documents**

## Neighbourhood Development Plan (NDP) (Annex C)

Communities can shape development in their areas through the production of Neighbourhood Plans, this tool enables local communities, typically within a parish or town council area, to set out the vision for an area and planning policies for the use and development of land. Neighbourhood Plans become part of the development plan and the policies contained within them are then used in the determination of planning applications.

### You should do a Neighbourhood Plan if...

- the community has highlighted a number of land use or development issues (often housing) that can be delivered through an NDP
- you are seeking to allocate land for development and not simply to prevent development from taking place

Where there are issues over affordability of local housing, a **housing need survey** can provide evidence of the amount and type of housing needed to support allocating sites for housing. More details on the process of doing a housing need survey with support from the Council can be found at the end of this section.



## Other Community Led Housing (Annex D)

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. Community led housing is a key way of delivering housing in our rural area, this can include wholly affordable housing schemes or schemes which provide a mix of both market housing and affordable housing. It is important to sustain our villages and this approach provides the opportunity for the community to lead on a development which will benefit where you live and support the resilience of your community, all based on local evidence and the input of local residents highlighting the local requirements. There are policies in the adopted Local Plan (2016) and emerging Local Plan that enable community-led development to come forward. As above, this can be supported by a housing need survey.

**i. A Community Land Trust (CLT)** 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.

### You should set up a Community Land Trust if you...

- have the time available to set up and run a CLT
- wish to control the allocation, management and maintenance of the homes either directly, or by working in partnership with a housing provider
- want to use the homes as an asset base to raise funding to provide other community facilities or benefits
- have or could access support, to deliver the knowledge and skills to take on the responsibilities that come with ownership
- have or could access support to develop the knowledge and skills to take on managing a build contract
- have an awareness of the potential risk, particularly in terms of financial commitment
- know or can find out, how some of the risks can be managed
- can work with other local organisations that could share the risk and take on some of the responsibility

**ii. Rural Exception Sites** deliver affordable housing. They 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 proven 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, or for shared ownership, which will be based on the evidence of local need through a housing need survey.

#### **You should consider a Rural Exception Site if...**

- you live in a rural area and have an identified need for affordable housing
- you have identified an appropriate site with a willing landowner to be developed
- you wish to collaborate with us (the Council), a developer (non-profit or private), and landowner to ensure smooth delivery

**iii. A Neighbourhood Development Order (NDO)** grants 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.

#### **You should consider a Neighbourhood Development Order if...**

- you want to grant planning permission for specific types of development in a specific neighbourhood area
- you wish to allow development without the need to submit a planning application
- you are seeking to provide certainty to developers on things like conditions and infrastructure requirements

**iv. A Community Right to Build Order (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.

#### **You should consider a Community Right to Build Order if...**

- you want to grant planning permission for small-scale community-led developments
- you want to ensure any proceeds from the development are used for community benefit
- you want to ensure that properties remain available for rent

## Housing Needs Surveys

If your community aspires to bring forward community led housing development, one of the first things to do is seek a **Housing Need Survey** as part of the evidence base. This will help the parish council or neighbourhood plan group to understand and facilitate the process of delivering affordable housing through community planning tools and understand the needs of residents in the area.

A key part of the evidence to support the delivery of community led housing is to undertake a parish wide Housing Need Survey. This will provide you with the evidence of the affordable housing need for the area. Additional questions ask 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: **Test Valley - Housing need surveys**

### You should do a HNS if...?

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

*Part 2*

# **Community Led Design Guidance**



## Village or Town Design Statement (VDS / TDS) (Annex E)

A VDS or TDS is a document that describes and analyses what it is that makes a town or village distinctive and provides design guidance for future development. Its purpose is to help to guide the design of new development so that the towns or villages essential character can remain. A VDS does not suggest development sites or uses; its sole focus is design. A VDS can cover just the built area of a town or village or the whole parish.

### You should do a Village Design Statement if...

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

## Design Codes (Annex F)

These can help shape places in keeping with their local character and needs, foster community involvement, facilitate the building of more and better homes and public spaces and speed up decision-making.

### You should prepare a Design Code if...

- you want to shape places in keeping with your areas local character and needs;
- you want to provide a framework for creating beautiful, successful places in your area



*Part 3*

# **Other Documents Prepared at Community Level**

## Other Community-Led Documents (Annex G)

**Neighbourhood Priority Statements (NPS)** are intended to be a simpler and more accessible way than a Neighbourhood Plan for communities to set out their key priorities and preferences for their local areas. NPS will summarise the principal needs and views of the community in respect of local matters, but do not become part of the development plan.

### ***You should do a Neighbourhood Priority Statement if...***

- the community highlight very wide-ranging and not just address planning-related issues to address;
- you need to be directed to the key policies and programmes to resolve identified issues;
- you want to influence the use of any Section 106 or Community Infrastructure Levy funding for the projects you have identified.

**Parish or Town Plan (PP)** identifies what is important to local people, identifies local issues and opportunities and can cover a wide range of social, economic and environmental issues.

### ***You should do a Parish or Town Plan if...***

- the community highlighted a number of issues that are not related to land use and/or development;
- you want to influence the use of any Section 106 or Community Infrastructure Levy funding for the projects you have identified.

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

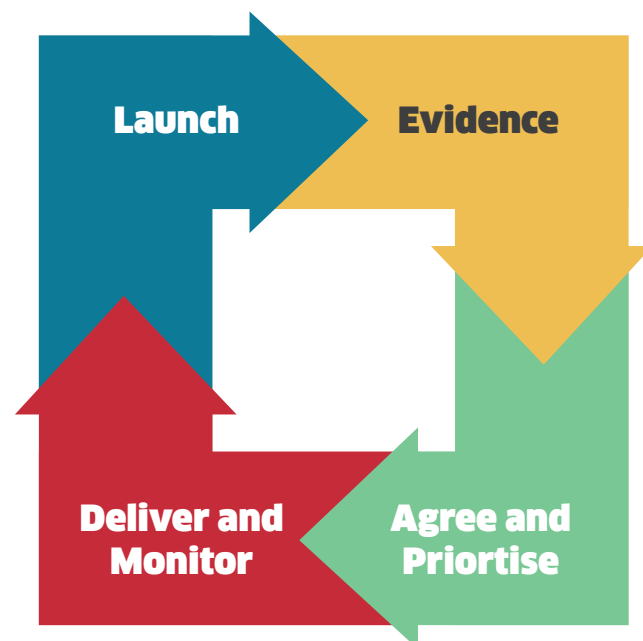
### ***You should consider a Community Resilience Plan in order to...***

- understand why it is important to be involved and be prepared for an emergency event.
- know what you can do to make it your community more resilient.
- understand the help available to you in certain situations.

## LEAD Framework

There are four key stages which provide a framework for the process of Community Led Planning.

The framework is centred around the 'LEAD' approach - Launch, Evidence, Agree and Deliver. LEAD is a simplification of the step-by-step guidance provided in this toolkit showing the lifecycle of any plan.



### Stage

#### Launch the Plan

**Evidence local need and aspirations**

**Agree and prioritise actions**

**Deliver and monitor actions**

### Process Checklist

**Getting Started**

**Establishing the steering group**

**Taking stock and planning ahead**

**Understanding your community**

**Prioritising and planning action**

**Drafting your plan**

**Finalising your plan**

**Implementing and monitoring actions**

**Reviewing your plan**

We highlight these key stages in the individual guidance for each of the community planning tools provided as part of the toolkit, to help you identify the stage you are at in the process. You can refer to the checklist set out associated with each of stage of the LEAD sections within each of the annexes of this toolkit to ensure you are on the right track to completing your chosen community-led planning tool.

As part of the process of step-by-step approach to engagement and gathering evidence, the LEAD approach is set out in more detail below:

## 1. Launch

- Get in touch with your nearest parish or town council, if they are not leading the process.
- Attract interest from the wider community in the possibility of producing a community planning document.
- Make contact with a range of volunteers who might be able to help out in different ways.
- Launch the process. The best way is via a public event where people can learn about the process and consider getting involved.
- Start a working group. This will be essential for making sure that your community planning document keeps going even if interest begins to fade after the first event.
- You might decide that as the plan progresses you need to set up separate working groups that can work on different issues as they come up.
- Make sure you have enough funding, volunteers, information and support needed to continue the process.
- Produce a Project Plan which sets out the work that needs to be done.

## 2. Evidence

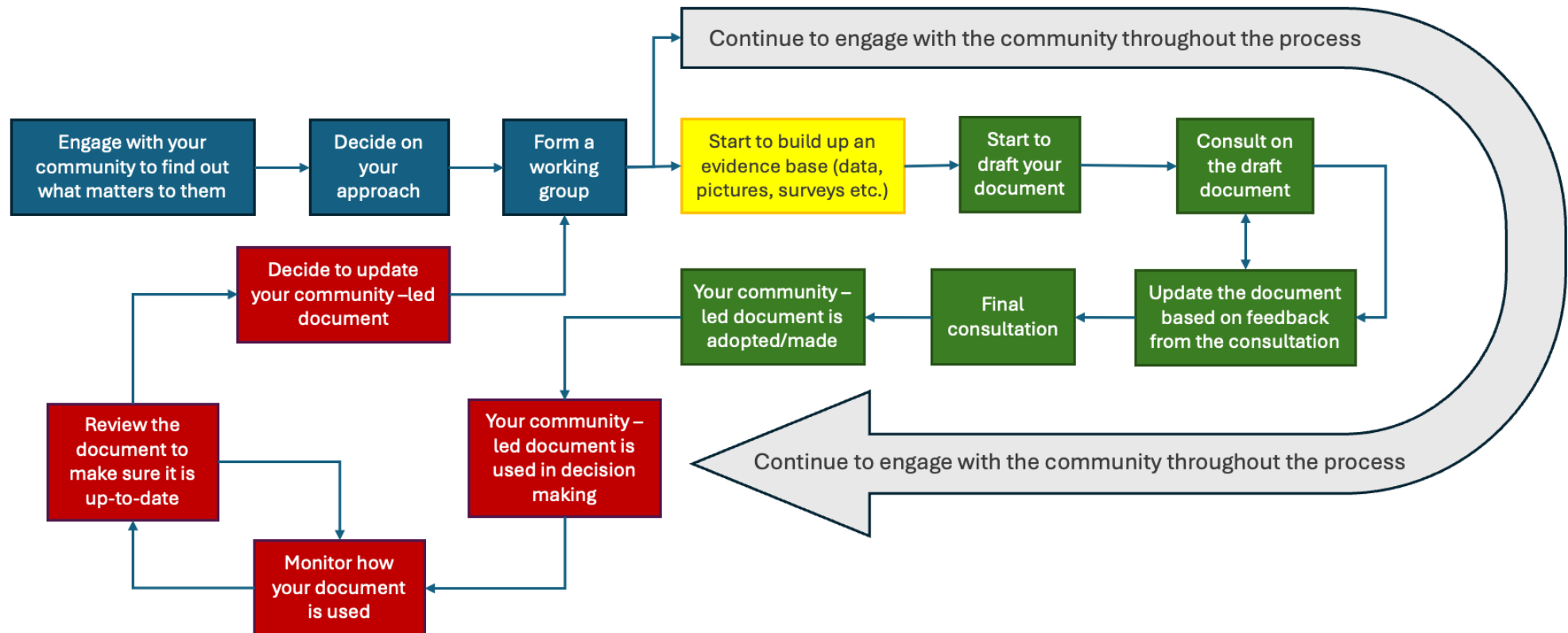
- Ensure you understand your community.
- Gather existing facts and information about your local area
- Consult with your community as they will know the local area best.
- Think about what makes your local community a place where people want to live, prosper and be happy, both now and in the future through a questionnaire and other methods. We are here to help you develop the questions you might want to ask.

## 3. Agree

- Make sense of the information you've gathered.
- Test your findings with the rest of your community and prioritise the most important actions.
- Are people in general agreement with the evidence presented?
- Is there anything missing?
- Are there any themes or issues that are the most important?
- Produce and consult on a draft document. This may need repeating

## 4. Deliver

- The draft document should be an accurate and fair reflection of the communities needs and expectations
- Once everyone is happy produce a Final Version
- Go through the necessary steps to get your document adopted.
- Launch the document it in a way that gains maximum recognition and support.
- Put your document into action.
- Consider how you are going to monitor the progress of your document.
- Undertake a review your Community Planning Document to make sure it is up to date and still fits with the needs and aspirations of your community.



The flowchart below shows a simplified representation of how the LEAD Framework would work in practice.

