

Annex C

Neighbourhood Development Plans



Introduction

This annex will guide you through the process of preparing a Neighbourhood Development Plan; this guidance is for you and your community if you have planning matters you want to address by preparing policies to be used in determining future planning applications in your area, your plan can also allocate land for housing and designate local green spaces.

LEAD – a framework for Community Led Planning

When preparing your Neighbourhood Development Plan 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.



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Deliver & Monitor - Key Stages Checklist

Please feel free to contact us at any time through the process of preparing your neighbourhood plan 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 to Consider at the Start of the Process

What is a Neighbourhood Development Plan (NDP)?

Neighbourhood Plans are planning documents with locally distinctive policies which outline how land within a specific area should be utilised. They were introduced by the Localism Act (2011) to enable local people to have more say in determining planning policy for their local area.

They allow local communities to set out the vision for their area and include planning policies for the use and development of land. This can include choosing where you would like new homes, shops, community facilities or employment opportunities to be built and what the buildings look like to protecting green spaces, places on important views and design.

An NDP need not cover every type of land use planning issue; it can focus on just one or a few matters depending on the priorities of the community. However, it is important to note that an NDP is a tool for guiding development rather than stopping it, however the plan can highlight the type of development which would be inappropriate in your area and should be avoided.

NDP's have to conform with planning policies and guidance at a local level as set out in the Local Plan, national level, in the National Planning Policy Framework, International level and also meet the Neighbourhood Planning Regulations. The plan also has to demonstrate involvement of the local community throughout its preparation and decision-making. On completion it is subject to an independent examination and then a community referendum.

Please be advised that this guidance note does not replicate the Neighbourhood Planning regulations which you are advised to consider in detail before undertaking a neighbourhood plan.

Who can produce an NDP?

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

What are the benefits to the parish and community?

There are a number of benefits which may help your community decide on whether to prepare an NDP. An NDP can:

- help you have a say in shaping the future of your local area by deciding where and what type of development should happen within the neighbourhood area;
- have a statutory status – a Neighbourhood Plan will be part of the statutory development plan which means that any decisions made on planning applications would need to be in accordance with the Neighbourhood Plan;
- bring together local residents and groups, businesses, landowners and developers to share ideas and build a consensus about what needs to be done within the local community to shape the local area;
- gather valuable evidence (e.g. Housing Needs Surveys, environmental information) to underpin the planning policies;
- provides an opportunity to focus on more detailed issues in the neighbourhood plan area than the Local Plan, for example, allocating sites for specific developments; and
- include community aspirations within the Plan that can influence various statutory agencies on matters such as highways.

How long does it take to produce a Plan?

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

A neighbourhood plan can deal with just one matter, for example if a community are only seeking to identify and protect their green spaces, they can produce a Local Green Spaces policy without having to cover any other matters, this can make the time it takes to prepare a plan significantly shorter than if you want the plan to cover a number of topic areas and include policies.

What are the costs of preparing a Neighbourhood Development Plan?

The capacity of the steering group to undertake the work themselves will have an impact on the overall costs. You may find it useful to undertake a Neighbourhood Skills Survey as this is a useful way to find out what skills and talent exists in a community

Most of the costs involved in preparing a NDP will fall to the community, although the costs of the Regulation 16 consultation, examination

and the referendum will be our responsibility. It is very difficult to generalise on the cost of producing a NDP, as much will depend on the aspirations of the parish council, the level of consultation undertaken, evidence gathering and the scope and complexity of the proposed plan, however most NDPs in the Borough have been completed from the grants available.

What funding is available?

Funding towards the costs of producing of a NDP are available from:

- Test Valley Community Planning Grant:
 - £2,000 for parishes with a population over 5,000
 - £1,500 for parishes with a population over 1,000 but under 5,000
 - £1,000 for parishes with a population under 1,000

For further details and online application form visit: **www.testvalley.gov.uk/cpgs**

Neighbourhood Planning Support Programme

Once your area is designated funding is available from Neighbourhood Planning Support through Locality: **www.neighbourhoodplanning.org/about/grant-funding**. The government have extended the support for a seventh year (2024/2025) and will continue to offer grants and Technical Support packages.

Basic Grant funding

All groups undertaking a neighbourhood plan or neighbourhood development order are eligible to apply for up to £10,000 in Basic Grant.

As well as applying for a Basic Grant, you can also apply for Technical Support (provided you meet the eligibility criteria) to help you with your neighbourhood plan or neighbourhood development order.

Additional Grant funding

Groups meeting the eligibility criteria are able to apply for Additional Grant of up to £8,000 (in addition to the Basic Grant). This will take the total amount of grant available to you to £18,000.

Any grant support you have received since April 2015 will be taken into account when assessing how much grant you can apply for.

Eligibility for Additional Grant funding

Are you at least one of the following:

- Allocating sites for housing
- Including design codes in your plan
- A designated business neighbourhood plan
- A cluster of three or more parishes writing a single plan
- A neighbourhood area with a population of over 25,000
- A designated neighbourhood forum
- A group based in an area which has a high level of deprivation (where 30% or more of the neighbourhood area or population is in the 20% most deprived areas in England according to the Index of Multiple Deprivation)

If the answer is yes to any of the above you can apply for an additional £8,000 grant.

Technical Support

Technical Support includes professional support and advice on technical or process issues. It is available for eligible groups facing more complex issues in developing their neighbourhood plan or neighbourhood development order.

Technical Support is awarded as a technical work package and is separate to grants. It has no relation to how much grant a group can have. It is delivered free of charge to groups who qualify by meeting the eligibility criteria, e.g. allocating sites for housing.

If you are a group and are struggling with particular technical issues or cannot reach an agreement with one of the statutory agencies and this is preventing you from progressing, you may be able to take advantage of some time-limited support through the technical support route.

Eligibility for Technical Support

Are you at least one of the following:

- Allocating sites for housing
- Including design codes in your plan
- Planning to use a neighbourhood development order
- An undesignated forum needing help to get designated (this unlocks the 'Setting up a Neighbourhood Planning Group (in unparished areas)' package of support only. To be eligible for the other packages of support your forum will need to be designated)
- A designated neighbourhood forum
- A group based in an area which has a high level of deprivation (where 30% or more of the neighbourhood area or population is in the 20% most deprived areas in England according to the Index of Multiple Deprivation)

If the answer is yes to any of the above you can apply for Technical Support.

Don't forget, you can also apply for grant funding as well as Technical Support.

For further information and to apply for technical support please visit the Neighbourhood Planning website at:
<https://neighbourhoodplanning.org/about/technical-support>

L2 - Council Officer Role and Assistance

What is our role in this process?

We can advise you to ensure that the final version of the Plan is in line with the regulations and local and national planning policy, but the content and aspirations of the Plan remains with the local community and should reflect your views.

The Neighbourhood Planning Regulations set out the procedure regarding their preparation and adoption. Parish and Town Councils have the responsibility for leading the process, however, we, as a Local Planning Authority, have a significant role in managing the formal stages of the process and ensuring that the Regulations are complied with such as the Regulation 16 consultation and arranging the final referendum vote. The Statement of Community Involvement (SCI) sets out the main elements of the NDP preparation process and the legal requirements that that we have to follow. The SCI can be found here: **Statement of Community Involvement (SCI) | Test Valley Borough Council**

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

What other support can we offer?

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

- Officer support throughout the plan making process
- Visit you and your community to answer any questions or help with workshops
- Provision of statistics and information on your area
- Mapping
- Housing need survey
- Feedback on draft plans

See the introductory overview document of this toolkit for further information on guidance we provide to communities preparing a range of community planning documents.

L3 - Parish Council and Community Role

Get your community involved

It is essential that the content of your Neighbourhood Development Plan represents the views of the wider community, not just the parish council or steering group. If you involve the wider community in all stages of your Neighbourhood Development Plan, it will be more likely to reflect their aspirations and priorities and gain their support at the referendum.

Neighbourhood planning is not compulsory; the decision to take up the opportunity to shape planning policy will be up to each community. The community should be involved in the decision to progress with a Neighbourhood Development Plan and be kept informed once the decision has been made to progress.

The wider community includes residents, community groups, businesses and landowners. Nobody within the community should feel excluded. This will involve engaging people with differing views and perspectives. Early engagement with the whole community will be key to the success of the plan; a questionnaire asking residents about what they consider to be special about the area they live, such as green spaces and community facilities will be useful to you when

it comes to shaping the vision and objectives in the first draft of your plan.

Producing a plan will require a range of skills. Once the decision has been made to progress a plan the recruiting of volunteers to assist with the various stages will be important. An assessment of the skills which are readily available within the community – a skills audit, is both a great way to involve people and make the task of producing the plan simpler. If your community has any planners, surveyors, environmental or legal professionals, public speakers, IT specialists or graphic designers these could offer useful skills in producing your plan.

It is also important to remember that an additional group of volunteers to help organise meetings, undertake leaflet drops, collating material and putting the plan together will be equally valuable to progressing your plan.

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 of the decision to progress a neighbourhood plan in your area. 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 your councillor here: **Who is my councillor?**

Designate your Neighbourhood Area

In order to undertake a Neighbourhood Plan, you will need to designate your Neighbourhood Area. The Neighbourhood Area will define the area covered by the proposed Plan. Most parishes use the Parish boundary as the Designated Area. You should have discussions with your adjoining parishes as to whether there is a benefit from producing a joint plan, as there may be similar or cross boundary issues. Doing a plan with a neighbouring parish may require less volunteers and the joint plan may take less time than two individual plans.

It should be noted that Neighbourhood Areas/ Plans cannot overlap and there can only be one plan per Neighbourhood Area.

Once you have decided the extent of the area you wish to cover, you will need to apply to us to designate a Neighbourhood Area by submitting the form found in Appendix 1, with an OS map showing the plan area and a copy of the Parish Council meeting minutes agreeing to designate the area. Email this to **neighbourhoodplanning@testvalley.gov.uk**

Establish your project team/ steering group

The parish/town council is the ‘qualifying body’ and therefore responsible for producing Neighbourhood Development Plans for the area. However the parish should enlist the help of others by forming a steering group to assist them to develop the plan.

The steering group should be representative of the Neighbourhood Area. For example, if your Plan will cover more than one parish then this should be reflected in the membership of the steering group. It should also include both Parish Councillors and members of the community.

The selection process will be important and should be seen as open, fair and inclusive in order to ensure a greater degree of community support. All decisions taken by the group should also be transparent and maintain good links with the parish council as they will remain the responsible body.

Some steering groups might use a planning consultant to help with the preparation of your plan, however, remember that this is your neighbourhood plan, and you should be leading on what goes into the plan. A consultant can be a good sounding board and help with the technical elements, and we are also here to advise you on your plan preparation.

Consider producing a Project Plan

Your Steering Group should establish clear terms of reference to help give direction and focus, as well as creating a project plan. A draft Terms of Reference and project plan can be found in Appendix 2a and 2b. Whilst there is not specific time period within which a neighbourhood plan should be produced the average time taken to prepare and take to plan to the final referendum stage to make the plan is about 18 to 24 months, but some do take longer. A project plan can help keep your plan on track.

Decide what needs to be done, think about how you structure your work. These should be thought of as broad objectives which frame everything else you do.

Decide how you will do it, and how you will work towards each key stage of the plan process based on your aspirations, local factors and available resources. You will likely end up with a series of tasks that are dependent on one another, use the template in Appendix 2 to think about who will progress those tasks, the resources required and by when.

Allow time for award of grants and the opportune time of when to apply.

Refer to your project plan frequently to make sure you are on track. It is OK to change tasks as you go through the process and learn from your experience. Remember to keep everyone involved in the process up-to-date.

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 attract community interest in the plan and explore future action
- ☐ Consider designating the area for a NP – item on the PC agenda to discuss
- ☐ Apply to designate – fill in the form and attach the designated area map and submit to us with the minute from the PC meeting
- ☐ Make contact with a range of volunteers who might be able to help out in different ways

Step 2 – Establishing your steering group

- ☐ Form a steering group that is representative of your community
- ☐ Agree the purpose of the steering group and establish the terms of reference
- ☐ Clearly define how the steering group will operate and report back to the parish council

Step 3 – Taking stock and planning the way ahead

Make sure that you have enough volunteers, information and support needed to continue with your plan

Produce a simple project plan that will help you to plan and undertake next steps

Apply for funding

Framework Stage

Evidence



E1 - Evidence Gathering, Vision and Objectives and Key Issues

Evidence Base

What is the evidence for?

The evidence will be used to inform your plan and underpin the vision, objectives and policies. For example, if one of your objectives is to 'meet the housing needs of all sections of the community' then you will want evidence of the need, and this can be found in a Housing Needs Survey. In general, evidence will help:

- Define the issues currently existing within the area -such as the demography of the parish, housing need and other issues that are important
- Find the solutions - by underpinning the generation and testing of a range of options
- Identify what policies you need – The evidence from the community will highlight the issues and what policies can help to address them. Policies can be drawn up to highlight your parishes distinctiveness, character etc that would not be detailed within the Local Plan policies.
- Identify who is going to help - who holds what evidence, for example the County Council, Environment Agency etc.

- Shape the kind of plan you want - in answering some of the questions around objectives and problems to solve, your evidence might point you in a particular direction - the best outcome might be a Neighbourhood Development Plan or Neighbourhood Development Order, or it might be best dealt with in your Parish Plan or Village Design Statement
- Plan for infrastructure and investment -this includes infrastructure at a neighbourhood level
- Set targets - any numbers or percentages aspired to in the plan will need to be justified by evidence for instance the number and type of homes required.

Putting together your evidence base

You will need to gather your own evidence to address the key issues raised by the local community and others who have a stake in the future of your parish. Evidence gathering can be time consuming and cause delays in getting a plan finished, so you should ask the following questions:

- Do you really need it to inform your choices?
- What would happen if you didn't have it?
- Is it relevant to your area and objectives?
- If so, what is the best way of getting it?

Once you've established what evidence you need, think about where you might obtain it. It could be local evidence you gather yourself through community engagement, including questionnaires and surveys with residents. What do you need to get from external stakeholders, and what could you do by yourselves or with help from us? Consider the types of evidence required to support your plan, what evidence is definitely required and what may be nice to have. Identify early on those evidence base studies which are already freely available from different sources including from us for example the SHELAA and Flood Risk Assessments, and what needs to be commissioned for example a Housing Needs Survey for the parish.

Managing evidence

You will write your document whilst things are still evolving, so your evidence base may need to be updated as the plan develops, and you engage further. As new sources of evidence come to light, some become out of date, and new issues arise to be addressed, just remember that it needs to be relevant and proportionate

It is important to document your evidence as it evolves, as the examiner will be interested in the trail. Is it up-to-date, or at least the latest available, its relevance and completeness in terms of coverage of the parish. A simple evidence base tracker can be created in a spreadsheet and updated in accordance with progress.

Using consultants

The following should be kept in mind should you consider commissioning evidence from consultants:

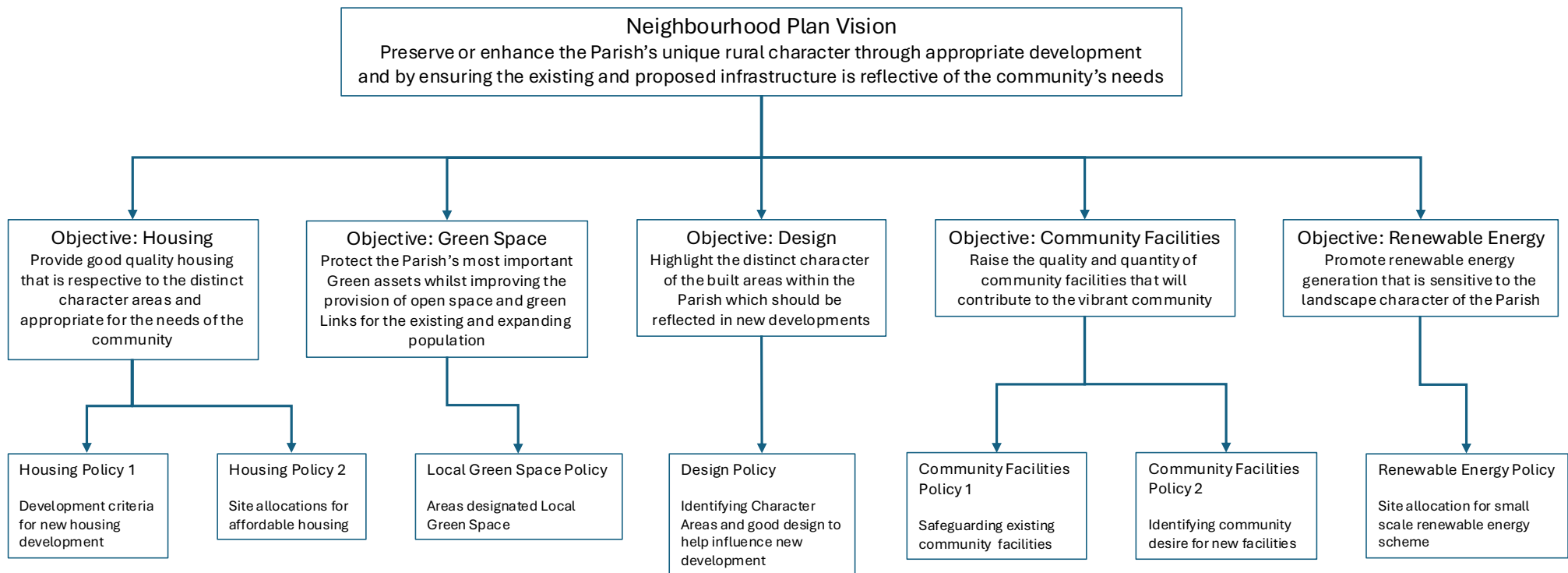
- Write a clear brief with clear objectives
- Make sure you meet the main individual(s) who will be working on the project
- Identify who will be responsible for managing the contract with the consultant
- Be clear about roles and don't be afraid of challenging if the work isn't good enough or the brief isn't kept to

It is worth questioning why to use consultants, and what they will add to the evidence that is already available or that could be undertaken by the steering group.

Vision and Objectives

Early in the process of preparing the plan you should seek to find out the priorities of the community through questionnaires or other survey tools. The purpose is to gather information, awareness of people's views and to identify key issues and themes. Off the back of this you will have the information needed to inform the vision for your plan and a set of objectives to help you meet that vision for through the plan period.

The vision will be an overarching statement, or series of statements, describing your area in 15-20 years' time. It may cover what the area will look like, what facilities will be provided and what it will be like to live and work in. The objectives will be more specific and will set out what you want to achieve to help make the 'vision' a reality. For each element of the vision there may be one or more objectives, depending on the different priorities the community have highlighted. Detailed policies and actions can then follow on from these objectives. The vision, objectives and resultant policies must be in general conformity with the National Planning Policy Framework and the Local Plan.



Below are some examples of Visions and Objectives from some of the Made neighbourhood plans from across the borough.



2. COMMUNITY VISION AND OBJECTIVES

Vision

To ensure that King's Somborne Parish retains its cherished rural identity whilst striving to be a sustainable and forward looking community which is an attractive place to live, work and visit; supporting people of all ages.

Objectives

2.1 To deliver the vision, the NDP is structured around three core areas

- The Villages, Landscape and Environment
- Development and Design
- Community, Facilities and Infrastructure

The following objectives guide the policies within this Plan.

The Villages, Landscape and Environment

1. Protect the quintessential and classic rural character of King's Somborne Village and surrounding hamlets set within a Parish of rolling hills dotted with occasional farmsteads.
2. Protect and improve the biodiversity and water quality of the Somborne stream and its environs, a tributary of the River Test, which is an important chalk stream which flows through water meadows towards the West of the Parish.
3. Ensure development protects and where possible supplements areas of key habitats, in particular those that support endangered species of bats and butterflies.
4. Development sites to provide well managed, high quality open space which delivers multiple benefits to the community and biodiversity.
5. Protect or enhance the historic environment which has links back to Saxon times by preserving the unique and special character, architectural style, historic settlement pattern and spaces.
6. Deliver safer and quieter roads, especially the main routes though the centre of King's Somborne Village.
7. Ensure separation is maintained between the settlements of King's Somborne, Up Somborne, Horsebridge, Brook, Compton, Marsh Court and Furzedown
8. Ensure that the key views of the Village and surrounding countryside from the surrounding high points or from within the Village are not adversely affected by development.
9. Ensure that the Village of King's Somborne remains compact following the historic development pattern, occupying the floor of the valley rather than the sides of the valley.
10. New development should reflect the best of the local vernacular utilising varied designs and local materials to retain and enhance the distinctive character of the natural and built environment.

King's Somborne Parish Council

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The Over Wallop Parish NDP is informed by the following vision for the future:

"The unique mix of an historic village, Conservation Area(s), agriculture and small-scale businesses within a sparsely populated, tranquil and sustainable rural setting will be maintained, conserved and enhanced. The Parish will remain a place where its diverse population, community spirit and environment is supported by local services and sensitive developments which are appropriate to its needs."

4.4 OBJECTIVES

4.4.1 The purpose of the objectives is to spell out more clearly what the Parish needs to be addressed to make the vision a reality. The individual objectives have been grouped thematically under the following headings to aid traceability within this document:

| | |
|--------------------------------|------------------|
| ▪ Parish Character | PCn ⁴ |
| ▪ Environment and Landscape | ELn |
| ▪ Development and Design | DDn |
| ▪ Infrastructure and Community | ICn |

4.4.2 The first of these objectives focuses on Parish Character and may be considered to be high-level objectives which are referenced widely throughout sections 5.0 to 7.0. The remaining three categories – Environment and Landscape, Development and Design and Infrastructure and Community – are dealt within their own specific document sections 5.0, 6.0 and 7.0 respectively.

The following Tables contain the objectives based on responses from the surveys.

Parish Character

| Ref | Description | Link to 1 st survey |
|-----|--|--------------------------------|
| PC1 | To conserve and maintain the character of Over Wallop Village, Palestine and Kentsboro. | Q2 |
| PC2 | To enhance and preserve the peaceful and pleasant nature of the Parish as a place to live. | Q2 |

⁴ Where 'n' is replaced by the objective number being referenced e.g. IC5 represents Infrastructure and Community Objective number 5 - To seek improvements in the provision of fibre broadband and mobile across the Parish.

Use, duplication or disclosure of data contained on this sheet is subject to the restrictions on the title page of this document.

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OWP NDP Referendum Plan Version 3.0

Check the draft vision and objectives with the local community

Your Plan must be a genuine community document in which the whole community have had the opportunity in developing. With community support of the plan will have a positive examination and referendum.

It is important that the community supports the draft vision and objectives as this will set out the overall direction of the plan and shape which policies will be needed. There are many ways in which this endorsement can be sought, including: making copies available for public distribution and asking for comments, meeting with community groups to gain feedback, holding public meetings or drop in events or publishing the information in the local newsletter/ magazine. Following this consultation, any necessary amendments should be made to the vision and objectives prior to developing the detailed content of the Plan.

SEA and HRA Screening Opinions

Not all plans will need detailed environmental assessments, however it will need to be considered at an early stage in the process, so that if they are required, they can be prepared alongside the neighbourhood plan and form part of the evidence base.

Once your Neighbourhood Plan vision and objectives have been established, following the analysis of consultation results, you will need to ask us to undertake Strategic Environmental Assessment (SEA) and Habitat Regulations Assessment (HRA) screenings of your Plan as soon as there is sufficient information/detail about your plan's proposed content or intentions (e.g. whether it will allocate sites). This will ensure that the SEA and HRA process informs the development of the Neighbourhood Plan.

SEA is a requirement that seeks to provide a high level of protection of the environment by integrating environmental considerations into the process of preparing certain plans, including neighbourhood plans. An SEA will not be required for all neighbourhood plans – only when the proposals in a neighbourhood plan are considered likely to have significant environmental effects will an SEA be required, this will be determined by the outcome of the screening of the plan which we will undertake.

The Conservation of Habitats and Species Regulations 2017 include regulations on the assessment of plans (including neighbourhood plans) and projects on European sites. The first stage is to screen the plan to see whether it is likely to have any significant effect on a European Site.

E2 - Housing Needs Survey

If you aspire to bring forward housing through your plan 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 because 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 guidance for parish councils has been produced to explain the roles of all the partners involved in establishing whether there is a need for affordable housing in rural settlements and if a need is identified, for the successful delivery of affordable housing. 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.

E3 - Exploring Topic Areas

This section will provide a suggestion for the evidence that will be needed to underpin the different policies you will have in your plan. If there are any topics, we have not mentioned which you are thinking about including in your plan please get in contact with us to discuss.

Design

How new developments look can be very important to the community; therefore, it may be that having design policies in the plan may be one of the top priorities for the community and may even make up a majority of the document. The current default approach to the design of many housing developments is far from innovative. Better design and place-making can both help to rebuild people's trust in new development and create more resilient communities.

Each site and location has its own set of challenges, opportunities and requirements, and a 'one-size' approach will not fit all circumstances. The National Model Design Code and National Design Guidance is fairly broad, therefore if you wish for a specific design policy for your area then you need to produce it. Identifying the different character areas where you live is important to set out key locational criteria for the design of new development coming forward. You will need to think big over the long term and whole area,

but 'act small' and consider the detail, design and function of each part of the area your plan covers or a particular site allocation. If you already have a Village Design Statement use the guidance in this document as a starting point for your design policy, otherwise you can also refer to the National Design Guidance and National Model Design Code or Annex D of this toolkit on producing a design code and further detail on what to consider.

Local Green Space

All communities have their favourite green spaces, such as a village green or recreation ground or even some informal spaces which they would like to see protected for future generations to enjoy. Community involvement in identifying these Local Green Spaces is essential to build the evidence base to back up these designations.

There are a number of criteria that each green space will have to meet to be designated, the process you will need to take for identifying and designating your Local Green Spaces is explained further on in this guidance. Once an area is designated as a Local Green Space in a made Neighbourhood Plan it will have the same planning protection as that for Green Belt.

Important Views

The community should be asked which views within the plan area are the most important, with reasons to support each view. There are no particular criteria which goes into determining what type of view can be identified in a neighbourhood plan, it could be a view overlooking a local landmark or a particular vista which highlights the local landscape character; you should also reference our Landscape Character Assessment.

Most importantly however, the views you identify for inclusion in your plan should only be those which are entirely within the boundary of your plan area and cannot include any areas which fall outside of the plan boundary as the policies in your plan cannot influence development in a neighbouring area. If your area lies within or close to a protected landscape, such as a National Park or National Landscape, you should comply with these policies in the NPPF.

Community Facilities

The best places to live are not just those areas with lots of houses, they need to be supported by local facilities for residents to live sustainably. Community facilities are important to your community and their opinions are key if you want to include in your plan a policy on community facilities.

You should carry out an audit of the facilities you already have in your area, but also do a survey asking the community about their opinions on the current facilities, are there any which they think need to be improved? Does your community have any registered Assets of Community Value? Also, if there was to be a possibility of a development providing a community benefit what might residents like to see delivered alongside new housing?

Heritage

Great weight should be given to conserving heritage assets, the NPPF addresses the balance required between preserving and sustaining heritage assets. If your area has a Conservation Area Appraisal it will already contain information on the designated historic heritage assets in your area and their settings, include listed buildings, historic public realm, sites of archaeological significance and scheduled ancient monuments.

You can also ask your community to help you identify additional non-designated heritage assets or buildings of local interest which they wish to be conserved.

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
- ☐ Understand the issues that your community consider are most important and should be addressed in your Neighbourhood Plan
- ☐ Gather existing facts and information about your area from as many sources as possible including through surveys/questionnaires, information you hold yourselves, information we can provide and third-party sources
- ☐ Continue to engage members of your community using a mix of different methods to find out how they experience the local area and what they consider to be their priorities
- ☐ Prepare the Vision and Objectives for your Neighbourhood Plan

Framework Stage

Agree & Prioritise



AP1 - Drafting Policy Wording

Top Policy Tips

Add value - There is little point in your neighbourhood plan addressing issues that have already been covered in the Local Plan. A neighbourhood plan should address gaps or provide further local detail rather than duplicating existing policies.

Your vision and objectives - Your planning policies will need to be linked to the vision and objectives of the plan. Planning policies don't exist in isolation – they are there to deliver your community's aspirations through planning decisions.

Clear intentions - Some groups have found it very helpful to write down in everyday English what they want each planning policy to achieve as a first step. If you are clear on your policy intent then you can be sure each policy will address what you want before getting bogged down in the language of planning. The policies can also be tested against your Plan's vision and objectives to ensure completeness.

Positive wording - Your planning policies should be positively worded – Government policy requires neighbourhood plans to “plan positively” and that “Neighbourhood plans should not promote less development than set out in the strategic policies for the area, or undermine those strategic policies” (NPPF, paragraph 30).

Keep it simple - There is no limit to the number of objectives or policies you can include although you are best focusing on the issues where your neighbourhood plan can add most value. Don't become too enthusiastic or over stretch your resources. The best neighbourhood plans are often the simplest.

Writing your policies

There are different ways of writing policies, but it is recommended that the policies set down the key components of development, or use of land, that your Plan will support. Any criteria within a policy will be used to decide whether a proposal is likely to be acceptable or not. There is specific planning terminology which can be reviewed by us while you are drafting your plan and will be commented on during the public consultation stage by other planning professionals such as developers.

Some policies may be ‘actions’ - things that the community want to happen, such as the development of housing or community facilities. Other policies might be a set of ‘criteria’ – such as describing what development should look like, and the issues development will need to take into account if it's to be granted planning permission. Once drafted, consider applying “what if” to the policy to help determine if its robustly written.

Policy Wording Templates

Appendix 3 contains a series of templates with suggested wording for neighbourhood plan policies on a number of different topic areas. This suggested wording could be used or adapted to meet your areas individual needs.

Policy types

There are a number of different formats that policy may take:

- The policy may allocate land for development detailing the development types(s) considered acceptable and or sought in principle;
- Policies may specify particular requirements relating to each or any allocation (e.g. access, landscaping, location of green space, assessments needed etc);
- Policies may specify sites or designate areas within the neighbourhood area to be protected or enhanced, an environmental asset or areas of landscape character;
- Policies may be more generic and apply to several types or all future development within the neighbourhood plan (e.g. local design policies, policies relating to transport and access etc);

- Criteria based policy - Some policies may be better expressed as two policies, and more complex policies can be simplified by breaking it down into bullet points or a list of criteria. Criteria based policy should have a flow taking the reader through the list of criteria generally in a priority order.
- List criteria in order of priority; and/ or
- Put criteria in a chronological order. To check that you have the chronology right, apply the criteria backwards, what result do you get?

Develop the policies

Government guidance is clear that the intention of Neighbourhood Development Plans should be to set out policies on the development and use of land in your Neighbourhood Area. All policies within your Neighbourhood Development Plan must be credible, justifiable and achievable.

Policies set out the key details of what you want to happen in your area. They may be quite short (a few sentences) or quite long (but generally no longer than one page). You may find it useful to include a more detailed explanation in the 'supporting text' for each policy. This can help to explain why there is a policy and what the policy is trying to achieve or deliver.

Below are some examples of policies in some of the Made neighbourhood plans from across the borough

Checking your policies

As you are writing each of your policies it is worth checking them against the agreed vision and objectives of your Plan to ensure they will help to achieve the aspirations of your plan and do not create any conflicts with any other policies. It is also a good opportunity to check that nothing important is missing in terms of addressing the vision and all of the objectives in your plan.

It is essential at this stage to ensure that your draft policies are in general conformity with the policies of the Local Plan. If in doubt or if you need assistance please contact us.

When you think you have finished compiling your policies, proof read all of them together for errors and omissions. Do they work for you; do they do what you want them to do?

Apply the **SMART** test to your draft policies and reasoned justifications. Are they **S**pecific, able to be **M**onitored, **A**ppropriate, **R**ealistic and **T**ime-related?

We are also here to help you if you wish for us to read through your final policy wording and provide you with feedback before any community consultation.

Supporting Text

The plan should include a more detailed explanation in the 'supporting text' for each policy. This can help to explain each policy and to put the details on what the policy is seeking to achieve. This text should be clear and relevant to aid the interpretation of the policy to which it relates but it is not itself a policy or part of the policy it is supporting.

Site policies maps

Site allocations and site-specific policies within your Plan should have a map(s), to show the proposed site locations and boundaries, this map is called the 'policies map'. The policies map will also include those areas identified within the policies of your Plan, for example: Locally designated green space.

Developing the policies map alongside the policies will help to illustrate to the community what the policy is seeking to achieve, providing a visual aid to assist residents' and other consultees in forming their opinions of a particular proposal.

AP2 - Allocating Land for Housing and Green Space

Delivering homes to meet the local community's needs.

Why provide sites for housing?

Ensuring that there are enough homes within your community to meet local needs is usually a priority for communities. The wrong housing mix can be detrimental to communities, and can result in issues such as high house prices and a falling population which can impact on local facilities and services such as local schools, community facilities, shops and bus services. Once you designate your area we will provide a minimum housing number for you to deliver in your neighbourhood plan - this figure will be based on factors such as the existing households, population and provision of local facilities.

Identifying the need

As well as the minimum housing figure that we will provide, it is good practice 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, as they think that there is no chance of housing becoming available in their village. Remember that affordable housing need can change over the course of your plan and so consider this when writing your policies and referring to "up-to-date" assessment of evidence. More information on the HNS process is in the previous Evidence section.

Suggested approach to choosing sites

The site selection process should be carried out in an open and transparent way, including consultation with the community and the production of an evidence base to support and justify the conclusions reached.

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 our 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, has a broad assessment of the potential suitability and deliverability of land for housing and should be used as a starting point.

Call for sites

In rural villages, not all landowners submit their land as a site in the SHELAA, as there is the assumption that rural sites are not needed or that the site is too small to be included. Given this, a local 'Call for Sites' with local landowners is recommended. The Parish Council or the NDP Steering Group invites developers, landowners and other interested parties to submit potential sites for consideration in the plan, with the caveat that not all sites will be acceptable or needed. An example of a call for sites form can be found in Appendix 4.

Site Assessment

Where a neighbourhood planning body intends to allocate sites for development, it will need to carry out an appraisal of options and an assessment of individual sites against clearly identified criteria. Appendix 4a contains a Site Assessment Template which can be used to assess each site. 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.

Site Assessment Template assess sites against a range of designations or constraints. These 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

Consultation on proposed site allocations

You need to check that residents, businesses and other stakeholders are happy with the draft plan, including any site allocations. Perhaps produce brief concept statements as part of your consultation material, setting out how a proposed development may be achieved and consider the following:

- Site size and capacity – What is the site size in hectares how many homes can be delivered?
- Housing mix and type – Market and affordable? What type of homes will be provided? Flats, bungalows, houses. How many bedrooms 1, 2 or 3 beds?
- Concept - how the site may be developed including access points
- Site assets - this includes any important features or attributes to the site, or nearby, which should be taken into consideration in planning for development on the site.
- Other considerations - this relates to specific issues which may apply to individual sites. For larger sites provision may be sought for affordable housing and open space provision.

Viability

It is your responsibility in collaboration with the local community, developers and other stakeholders, to create realistic, deliverable policies. Landowners and site promoters should be prepared to provide sufficient and good quality information at an early stage. This will allow us to give an informed judgement regarding the inclusion of sites based on their potential viability and deliverability. Engage with us if you have any further questions relating to the viability of your housing sites; such as the formulation of your Plan and the need for SEA and HRA prior to Regulation 14.

Identifying Local Green Spaces that are important to the community.

Planning for Local Green Space

Designation of Local Green Space must be done in accordance with criteria contained in the National Planning Policy Framework. Good planning requires that green infrastructure be considered in terms of its value to the local community, local environment and local economy. This can be demonstrated by providing clear evidence for Local Green Space designations and policies.

Care is required to ensure that green space policies are not being misused, for example through making designations to stop development, rather than to identify those Local Green Spaces that are special to the community.

Is a site suitable for a Local Green Space designation?

- **Is the green space a Local Plan or Neighbourhood Plan allocation? Or does the green area have existing planning permission?**

If a green area has been identified in a Local or Neighbourhood Plan or has existing planning permission, Local Green Space designation would not normally be appropriate. Special exceptions to this would be those sites which are large

enough to accommodate a green space designation as part of the development.

- **Is the green space located reasonably close to the community it serves?**
The maximum distance of a green area to the community it serves is not defined in the NPPF but will depend on local circumstances and may vary according to the size of the community. It is expected that the green space is within easy walking distance of your community. You will need to illustrate the location of each site on a map.
- **Is the green space demonstrably special to your community, or does it hold any local significance?**
You will need to demonstrate that the green space holds particular local significance for one, or more, of the following reasons:
 - Beauty
 - Historic Significance
 - Recreational Value
 - Tranquillity
 - Richness of wildlife

- **Is the green space an extensive tract of land?**

There is no minimum or maximum size for a green space, and the sizes will vary between different communities, however it will need to be local in character. The independent examiner will need to consider whether the LGS is an extensive tract of land.

- **Is the green space already designated?**

If a green area is already protected by another designation, you will need to consider whether designating it as a Local Green Space would confer any additional benefit to the community. Existing designations include:

- Special Protection Area (SPA)
- Site of Special Scientific Interest (SSSI)
- Special Area of Conservation (SAC)
- Registered Historic Park and Garden
- Local Nature Reserve
- Ramsar Site

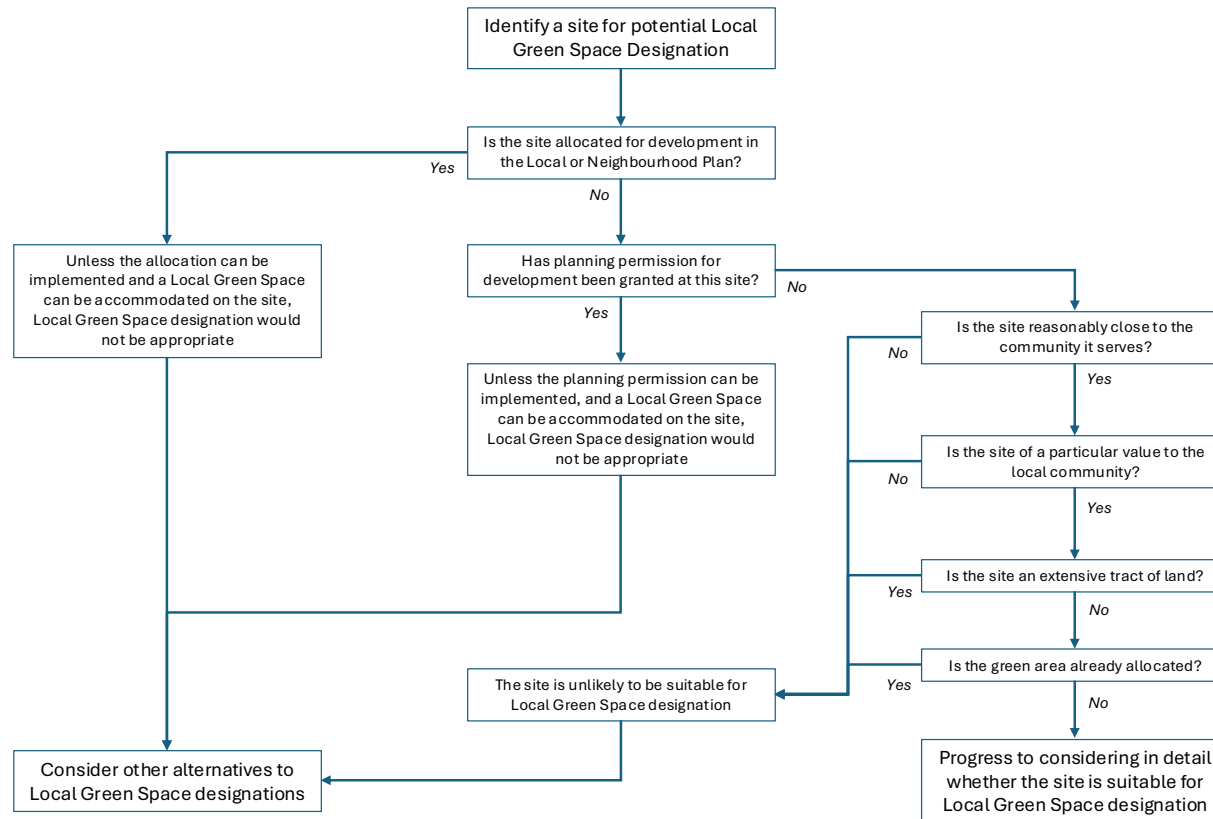
Key LGS Designation Process

Stage 1 - Establish whether your green area has potential to be suitable using the assessment matrix in Appendix 5. You will need to prepare evidence indicating why you believe a green area is suitable for designation.

Stage 2 - Ensure that a landowner is made aware that their site has been proposed for Local Green Space designation; notice must be given in writing. If you do not know the ownership of a site, this can be determined via the Land Registry.

Landowners will be given the opportunity to make representations for or against the proposed designation during the Neighbourhood Plan examination.

Stage 3 - Draft your Local Green Space policy be sure to include an accompanying map illustrating the green space, its size, and its proximity to your community.



AP3 - Draft Document Consultation

Consulting on a Neighbourhood Development Plan

Consultation within your community should not be a one-off event. It is important to consider all feedback you receive on draft versions of the NDP so you should ensure that people continue to be involved in the process by sharing consultation responses and views with them so everybody can see the progression of the plan throughout the process.

There is a requirement to consult and publicise the plan to people who live, work and carry out business in the neighbourhood area the plan. The Regulation 14 consultation on the draft plan is carried out by the parish council and should last at least 6 weeks. A checklist of the stages for the Regulation 14 consultation of your plan is available in Appendix 6.

Consultation requirements include publicising the draft plan to people who live, work or run businesses in the area. The publicity must include details of the proposed neighbourhood plan, where and when it may be viewed, and how to make comments on the plan and by what date. You will also need to send us a copy of the plan for us to make formal comments on the Regulation 14

version and consult any significant landowners and anyone on your neighbourhood plan database that has previously been consulted.

The Neighbourhood Planning (General) Regulations lists a range of consultation bodies who should be consulted, if the qualifying body considers they may be affected by proposals in the neighbourhood plan. These include, the County Council, adjacent parish councils, Natural England, Environment Agency, Historic England, National Highways, Integrated Care Systems, sewage and water undertakings plus a range of voluntary bodies in the neighbourhood area. We can provide this list to you.

Many people will not want to read through the whole document, so it is useful to produce a simple leaflet or display boards that set out the main aims and the focus of the policies in the plan. Drop-in sessions may be a useful way of allowing people to ask questions or discuss the plan on a one-to-one basis. The draft plan proposal should be uploaded to the Parish council or neighbourhood plan website. Printed copies should be made available at convenient locations, such as community centres, shops and village halls.

Consultation Do's and Don'ts

- **Do** have a plan; **don't** rely on ad hoc meetings;
- **Do** think through your consultation strategy early;
- **Do** allow everyone to have their say and feel involved;
- **Do** think how it is best to reach everyone within your community including those who live and work in the area and local landowners;
- **Do** refine; amend; test the questions;
- **Do** invite others to offer advice; for example third parties/stakeholders;
- **Do** have a method for collecting, collating and displaying all responses transparently;
- **Do** have a method for acknowledging responses and telling people how their responses have been acted upon;
- **Do** keep thorough records for your consultation statement;
- **Don't** just talk to those who are friendly or who share your views;
- **Don't** get into arguments on the substance.

Considering representations and modifications

Any comments received by the end of the consultation period must be taken into consideration by the Steering Group. A fair judgement needs to be taken for every comment throughout the process. A decision will need to be made over whether or not to amend the plan in response to each representation. The decisions on whether or not to amend the plan, and the reasoning behind them, should be recorded, as this information will need to be incorporated into the consultation statement. The Steering Group will then need to agree the modifications and approve the final draft of the plan, to be made ready for submission to us.

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 8.

AP4 - Finalising Draft Document and Submission

Layout of the document

Stripped to its essentials a neighbourhood plan should:

- Provide a clear community-led vision for the area
- Translate the vision into specific objective(s)
- Express these objective(s) as planning policies
- Validate this with an evidence base that includes the results of community engagement

And example for a planning policy and its supporting text can be found in Appendix 7. You can include other content and be more ambitious but always match your ambitions to the resources and enthusiasm you have available; there are some topics which are important to the community but are not planning matters to be covered by a policy in a neighbourhood plan. These do not need to be ignored and they can be included these in a Community Aspiration section so they can be considered as material consideration going forward.

Mapping

If not already registered, the parish council should sign up to the Ordnance Survey's Public Sector Geospatial Agreement (PSGA). This will licence your parish council to use a range of Ordnance Survey mapping products for council business and enable us to share Ordnance Survey mapping data with you. If you are not able to produce your own maps, then we are happy to help you with the creation of certain maps.

The final policies maps will form an important part of your Neighbourhood Plan. It will be used by developers, planners and the community to help their understanding of your policies and proposals.

Web enabling your plan

Parish webpages are a good way of ensuring that all relevant documents are easily accessible. If your parish does not currently have a website, it is worth considering setting one up.

All forms of social media are convenient and accessible to an increasing number and range of people which can be the key to successful consultation. It is a growing way of linking communities, parish councils and organisations and sharing information and ideas.

Hard copies of the Neighbourhood Plan should also be available for people who can't access a digital copy over the web.

Consultation Statement

When your Plan is submitted, the Neighbourhood Planning regulations require it to be accompanied by a consultation statement. This should be written and prepared as the plan progresses to show how the plan has changed in light of the comments received. The examiner will use the consultation statement to judge the effectiveness of the process for engaging the whole community in the preparation of the Plan. All consultation should be compiled in the Consultation Statement document. See Appendix 8a for an example of a table to fill out after each consultation, to be included in your final consultation statement.

Neighbourhood Plan SEA and/or HRA process

Strategic Environmental Assessment

Once we receive a request for a screening opinion, we will consider the submitted information and undertake consultation with Natural England, the Environment Agency and Historic England (as required by legislation). Having considered the information submitted and any responses from these organisations, we will prepare a letter / statement stating whether SEA is required. Our opinion will clearly indicate the reasons for such a decision. It will be important that you keep a record of this opinion – if it is stated that SEA

is not required, this evidence would need to be submitted alongside the neighbourhood plan as evidence that the basic conditions are satisfied.

Whether SEA is required will depend on the specific circumstances under consideration. For information, national guidance indicates that SEA may be required for neighbourhood plans that allocate sites for development, contain sensitive natural or heritage assets that may be affected by any proposals in the plan, and where the plan may have a significant effect that has not already been dealt with through the assessment of the Local Plan.

If SEA is required then you will be informed that they will be required to prepare an Environmental Report (the output of the SEA process). In order to prepare this report, you will need to know what to include. This is undertaken at the 'scoping' stage, which considers the scope and level of detail required. You can ask us to confirm whether the intended scope of the SEA process is appropriate – ideally this would be done through the submission of a Scoping Report. Where this is undertaken, we are required to consult Natural England, the Environment Agency and Historic England (each given 5 weeks to respond).

Legislation¹ sets out the range of topics that should be considered through the SEA process. All such topics would need to be considered unless it is justified that they can be scoped out. Subsequent stages of the SEA process should be integrated into the production of your neighbourhood plan and can be used to provide valuable context, and identify mitigation measures, within the plan.

The Environmental Report prepared through the SEA process needs to be subject to public consultation alongside the draft neighbourhood plan.

Habitats Regulations Assessment

The first stage is to assess whether the plan is likely to have a significant effect on any international site – this is akin to a ‘screening’ stage. This is a technical process that needs to be based on an understanding of how the international sites could be affected by proposals / policies within your neighbourhood plan, either considered on their own, or when also accounting for other plans, policies and programmes.

If the outcome is that your neighbourhood plan is likely to have a significant effect, then the next stage that needs to be undertaken is called an ‘appropriate assessment’. If appropriate, we can discuss subsequent stages of the process with you.

As with the SEA process, HRA needs to be undertaken alongside the preparation of the neighbourhood plan. It should be given consideration early in the process. For example, you should be thinking about the first screening stage at about the same time you are thinking about screening for the SEA process. If you want us to give you an initial indication of whether an ‘appropriate assessment’ may be required, this can be included when you request a SEA screening opinion (referred to above). Natural England is the key consultee for the HRA process and we would get input from them as appropriate.

See Appendix 9 for a SEA and HRA process for Neighbourhood Plans. Appendix 9a provides a list of the ‘international sites’ within 10 kilometres of Test Valley, along with maps showing their location.

Submission of the Plan (Regulation 16)

A checklist of all of the elements you will need to provide as part of your submission is provided in Appendix 10, after submission responsibility for taking the process forward lies with us. We will publicise the plan and arrange for the independent examination. This will consider whether the neighbourhood plan meets the basic conditions and other legal requirements.

On receiving the submitted plan and supporting documents, we are responsible for checking that the submitted neighbourhood plan has followed the proper legal process, such as the neighbourhood area being designated and the legal requirements for consultation and publicity having been followed. We are then responsible for publicising the plan, arranging for the independent examination and arranging for the referendum to take place.

The plan must be publicised for a 6-week period and we will notify anyone referred to in the consultation statement that the plan has been received. We will arrange for hard copies of the documents to be available to view at the relevant Council office, library or place in the local community. The publicity gives anybody an opportunity to make representations that will be passed to the independent examiner.

¹ <http://www.legislation.gov.uk/ukxi/2004/1633/introduction/made> (see in Schedule 2, point 6).

AP5 - Independent Examination

Once your Neighbourhood Development Plan has been submitted to the Neighbourhood Planning team, this starts the first stage of the examination process. Therefore, it is important that the plan you submit is the plan you wish to be examined.

The Basic Conditions

Plans will only be successful at the examination if all these basic conditions can be demonstrated. These basic conditions are that the plan must be:

- Appropriate having regard to national policy;
- Contributing to the achievement of sustainable development;
- In general conformity with the strategic policies of the local plan;
- Compatible with Human Rights requirements;
- Compatible with Habitats and Species Regulations

We can provide you with advice throughout the preparation of your plan with regards to any conformity issues.

Role of the Examiner

The examiner will only be testing whether the plan meets with the basic conditions and other relevant legal requirements. Therefore, whilst representations will assist them in reaching their view, there will be no analysis of the soundness of your plan or other material considerations. The basic conditions are all that are considered.

Appointment of the Examiner

The Examiner is appointed, and paid for by us, but we will provide a list of available examiners and a summary of their experience for the Parish Council for you to choose from. We need to ensure that the independent examiner meets the following criteria before they are appointed:

Independent of the parish council;

Have no interest in any land that may be affected by the draft plan; and

Have the appropriate qualifications and experience.

The examination

We will submit the Plan and any representations received during the consultation to the Examiner. Most examinations are by written representations rather than a public hearing, but this will be decided by the examiner, depending on the issues raised.

The Examiners questions

Once the plan has been submitted, it is usual practice for the examiner to respond with questions or issues that they would like clarified. These questions could be for us to respond, you, or a joint response from both of us. This is usually the only engagement that we have with the examiner during the examination, and it is important that the responses are carefully considered. We are happy to advise on the responses.

The Examiner's report

Once the examination is concluded the Examiner will send a draft report for fact checking to us both. This is just to ensure that there are no factual inaccuracies that need updating before issuing the final report. The final report will then be issued and will set out the extent to which your draft plan meets with the basic conditions, and if any modifications are needed to ensure the plan does meet these requirements. The report will give the reasons for each recommendation and contain a summary of its findings.

- The examiner then has three options:
- The plan proceeds to referendum as submitted;
- The plan is modified to meet the basic conditions and then the modified version proceeds to referendum;
- The plan does not proceed to referendum.

After the report is received

Once the examiner's report has been received, we will arrange for it to be made available on the Neighbourhood Planning webpages.

The Examiner's report is not binding, but it is always suggested to carefully consider the recommendations made. Each of the Examiner's recommendations will be considered and any proposed modifications and reasons for them will be outlined.

Changes needed to the plan as result of the examiners report

If the examiner considers that it is necessary to make modifications (changes) so that the policy or proposal meets the basic conditions or other requirements you will need to make the changes to the plan.

If it is not possible to make a modification to ensure that a policy will meet the basic conditions and other requirements, the Examiner will recommend the policy be deleted. If the examiner has recommended modifications to the plan, the report should set out their reasons for suggesting the changes. It should be clear why changes are being suggested.

If it is decided not to accept one or more of the examiners recommendations, then those who made a representation at submission stage and any consultation body previously

consulted must be notified of the decision and the reason for it. There is then an opportunity for further representations to be made. A period of six weeks is given for any such representations to be made.

You can withdraw the neighbourhood plan before we publish our decision statement on what action will be taken on each of the examiner's modifications. Once we publish the decision statement, the plan cannot be withdrawn.

Publication of the Decision Statement

Following the final Examiners Report we will publish 'the Decision Statement'. The decision on the examiner's recommendations must be published within 5 weeks from the day following receipt of the examiner's report. The purpose of the Decision Statement is to ensure that all the basic conditions are still met once any modifications have been made.

Following approval of the Decision Statement, it will be placed on the Neighbourhood Planning webpages and a copy will be sent to your Clerk. All those who wished to be informed of the decision and reasons will also be notified of when and where the document will be available.

Progress to referendum

Once the Decision Statement has been published and your plan has met the basic conditions the plan will move to referendum. The referendum will take place within 56 working days of the Decision Statement being published.

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 key issues that your plan will address
- ☐ Begin to scope out various policies that will feature in your final plan

Step 6 – Drafting your plan

- ☐ Prepare draft policies and consult on these with us and the community to ensure they cover all issues raised by residents
- ☐ Undertake the site selection process to allow you to allocation land for housing and designate Local Green Space
- ☐ Carry out a Regulation 14 consultation on you draft plan document and record all submitted comments and make changes off the back of these comments.

Step 7 – Finalising your plan

- ☐ Select and instruct an Examiner
- ☐ Formally submit your Plan to us for Regulation 16 consultation and Examination
- ☐ Engage with us on the Examiner's Report and agree modifications
- ☐ Complete modifications on final version of Referendum Plan

Framework Stage

Deliver & Monitor



DM1 - Referendum and Making of the Plan

The referendum process

A Neighbourhood Planning referendum will be undertaken in the same way to those for local elections and will be organised by our Elections Team.

How will the referendum be organised?

The referendum will usually take place within 56 working days of you receiving your 'Decision Statement'. The Elections Team will organise the referendum on your behalf, and we are responsible for meeting the costs. The referendum will be run in the same way as any other election, therefore the option for postal voting will be made available, as well as the ability to vote in person. All referendums will be advertised no later than 25 working days before the poll is due to take place indicating the referendum, location and the date.

How to gain support for your referendum

The referendum is the important last step before your Neighbourhood Development Plan can be Made (adopted). Gaining support for your plan will be the key to a successful result. It could be possible for you to have a plan which meets all the basic conditions and a positive examiner's report, but if it does not gain the majority support at the referendum, it will not be Made.

Regulations prohibit us and parish councils from publishing any promotional material other than the required Information Statement and specified documents during the referendum period. Resources cannot be used to campaign for the referendum, for example posters cannot be displayed on notice boards or premises, and any publicity material relating to the referendum published on behalf of any campaigning group should include the name and address of the printer and promoter of publicity material.

The neighbourhood planning body may encourage voting and disseminate information on the proposed neighbourhood plan, within reasonable expense limits. Public money and parish councils can only produce factual material about the neighbourhood plan, not promote a yes vote. However, members of the parish council and others may act independently, using independent funds, to campaign for a 'yes' vote.

We therefore recommend you ensure adequate publicity is given to your Plan throughout the process. If people understand the importance of the document and have had a chance to be involved, they are more likely to not only vote but vote in favour. Guidance is available on this and can be found at : **Getting Started and Guidance | Test Valley Borough Council**

Following a successful referendum

Following a positive referendum result (If more than 50% of those voting in the referendum vote 'yes'), your Plan will be Made. Once your plan is Made it will become part of the Development Plan for the area, will be published on our website and will be used by Planning Officers and Planning committee to determine planning applications in your neighbourhood area.

When a neighbourhood plan is Made it is subject to a six-week period where applications can be made to the High Court on the grounds that the plans are not within the appropriate powers and/or a procedural requirement has not been complied with.

DM2 - Monitoring

Monitoring and implementation

Before completing your Plan, it is recommended that you carefully check its content to make sure that what you are proposing can be achieved. Your plan should indicate how and when it will be monitored.

The implementation section will set out what actions are required to turn your Neighbourhood Development Plan into reality on the ground. Those of you who have completed Parish Plans will be familiar with this process. You may find it useful to include targets and indicators to measure whether or not the policy is being achieved once your Neighbourhood Development Plan is made.

Why monitor?

Monitoring is essential to establish what is happening now and what may happen in the future and then compare these trends against existing policies and targets to determine what needs to be done. Monitoring helps to address questions like:

- Are policies achieving their objectives and in particular are they delivering development?
- Have policies had unintended consequences?
- Are the assumptions and objectives behind policies still relevant?

- Are the targets being achieved?

Monitoring provides information on the performance of policy and its surrounding environment, taking a forward-thinking approach by identifying the key challenges and opportunities and enabling adjustments and revisions to be made if necessary.

Bringing forward Allocations

The process of delivering housing allocations will require regular conversations between your steering group the landowners, developers and other relevant stakeholders including our planning officers. Landowners and site promoters should be prepared to provide sufficient and good quality information on when their site is likely to come forward. This will allow us to give an informed judgement regarding the inclusion or otherwise of sites into our 5-year housing land supply calculations based on their potential deliverability.

It will be important to you as well as us that there is ongoing communication and verification about timescales for the delivery of your housing sites; if it can be proven that the site is unlikely to come forward within a 5 year period then it cannot be counted towards out housing land supply and you could be at risk of applications for speculative development being submitted within your area.

Objectives-Targets-Indicators

Your Plan may include objectives to describe the circumstances the community wishes to achieve during the plan period. Policies and proposals drafted to meet these objectives must be clear and directional, which means targets will need to be set to allow simple and efficient monitoring. These targets should follow the **SMART** model and should be:

Specific - each target should consist of just one element and be clearly related to a specified policy objective.

Measurable - each target should be measurable in order that progress can be assessed.

Achievable - each target should be achievable within the specified time period and resources and delivery programme available. Aspirational targets may be desirable to move agendas forward but are not helpful when trying to measure the operational performance of policies.

Realistic - each target should be based upon an assessment of what is realistic in the context of regional circumstances.

Time-related - each target should specify the date by which it will be achieved. This will enable true progress to be monitored and is crucial for understanding how implementation links to changing policy context.

DM3 - Reviewing the Plan

Things to consider since you plan was Made

Plans should be reviewed every 5 years or if there is a change in policy. This could include:

- An update in government policy through the National Planning Policy Framework
- Review of the Local Plan
- Change in local circumstances
- Allocated sites in the plan have been delivered.

Scope of the review

As you will ascertain from above, the need and level of review will vary from neighbourhood plan to neighbourhood plan. There is not a one size fits all solution.

This guidance note is aiming to give some general principles but it is highly recommended that you discuss your review in the first instance with the Neighbourhood Planning team.

The review process

If you do decide to review your made neighbourhood plan, there are a number of options available.

Minor – Non-material updates

This is essentially for minor typographical errors, updating inconsistencies and adding information for clarification. This would not result in any changes to the policy stance or interpretation.

Because these changes are so minor in nature, no consultation needs to be undertaken and thus there would be no requirement for an examination or referendum. Non-material updates can be agreed between the parish council and Officers. This would not result in the ‘remaking’ of the neighbourhood plan and therefore the adoption/made date of the original plan would still apply.

The next two review methods follow similar routes during the review process with the examination determining the final process. At the time of writing, there is very little case law or examples of second generation plans, therefore where the line is between material modifications and substantial modification will become clear over time.

Material modifications

A material modification would be considered as a change which does not alter the overall strategy of the plan but adds additional details to the existing policies. This method would require a Regulation 16 consultation to be undertaken and an examination. We both need to submit a joint statement to the examiner indicating whether we consider the modifications to be of a material or substantial nature. It will be the examiner who makes the final decision as to whether the modifications would require a referendum (if seen as substantial) or the plan could just move to made/adoption within a 5 week period.

Substantial modifications

If you are considering including new site allocations, changes to a settlement boundary or new policy areas, then this would constitute a substantial review. The plan would be required to follow the same process as your first neighbourhood plan i.e. regulation 16, examination and referendum. The plan will require a successful referendum result in order to be made.

| Minor | Material Mods | Substantial |
|---|--|---|
| <ul style="list-style-type: none"> - Non-Material - Correcting Errors - References | <ul style="list-style-type: none"> - Do not change the strategy of the plan - Additional detail to existing policies | <ul style="list-style-type: none"> - New allocations - Changes to boundaries - New policies |
| <ul style="list-style-type: none"> - No consultation - No examination - No referendum | <ul style="list-style-type: none"> - Regulation 16 - Examination - Plan Made within a 5-week period | <ul style="list-style-type: none"> - Regulation 16 - Examination - Referendum - Plan Made |

Parish councils should discuss their review with the Neighbourhood Planning team so that individual and clear advice can be given.

DELIVER & MONITOR

Key Stages Checklist

Step 8 – Making of your plan

- ☐ 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 plan is Made and forms part of the Development Plan

Step 9 – (If the plan is Made) Implementing, monitoring and reviewing your plan

- ☐ Agree that either your steering group or parish/town council will monitor progress being made toward the implementation of policies in your plan
- ☐ Refer to the Neighbourhood Plan in responses to planning applications which come forward in your area
- ☐ Support community-led development within your community and work proactively to bring forward development on housing sites allocated within your Plan.
- ☐ Work towards undertaking a 5-year review of your plan
- ☐ Re-visit Steps 1-8 of this toolkit and thought about how you can review your plan, building upon previous efforts and taking shortcuts where possible

Examples and External Guidance

National Neighbourhood Planning Guidance

<https://www.gov.uk/guidance/neighbourhood-planning--2#consulting-on-and-publicising-a-neighbourhood-plan-or-order>

Locality Neighbourhood Planning Support

<https://neighbourhoodplanning.org>

Planning Advisory Service - Neighbourhood Planning for Smaller communities

<https://www.local.gov.uk/pas/plan-making/neighbourhood-plans/dclg-neighbourhood-planning-case-studies/engaging-local-5>

Appendix 1

**Neighbourhood
Area Designation
submission form**

Appendix 1 – Neighbourhood Area Designation submission form

Application to designate a Neighbourhood Area

Town and Country Planning Act 1990 (as amended)

Neighbourhood Planning (General) Regulations 2012

Please note that the information provided on this application form may be published on the Authority's website.
If completing by hand, please use block capitals and black ink.

1) Applicant contact details (representative from Parish Council)

Title and full name

.....

Address and Postcode

.....

Email address

.....

2) Relevant body

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

Name of parish

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

3) Name of Neighbourhood Area

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

.....

4) Extent of the area

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

- a) Whole Parish boundary area
- b) Part of one Parish
- c) Includes more than one Parish

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

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

.....//

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

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

5) For all applications

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

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

6) Declaration

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

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

Appendix 2

Draft Terms of Reference and Project Plan Template

Appendix 2a – Draft Terms of Reference

[Parish Name] [Type of Plan]

Steering Group Terms of Reference

1. Purpose

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

2. Principles

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

3. Roles and Responsibilities

- In order to achieve this, the Steering Group will carry out the following roles (add or remove as necessary):
- a. Be accountable for steering and providing strategic management of the [Type of Plan] for [Parish];
 - b. Produce, monitor and update a budget and project timetable;
 - c. Produce a consultation and engagement strategy, showing how the public will be involved throughout the process;
 - d. Identify sources of funding;
 - e. Regularly report back to the Parish/Town Council for endorsement of decisions taken;
 - f. Consult as widely and thoroughly as is possible to ensure that the draft and final [Type of Plan] is representative of the views of residents.
 - g. To undertake analysis and evidence gathering from a wide range of sources to support the [Type of Plan] production process;

- h. Actively support and promote the preparation of the [Type of Plan] throughout the duration of the project;
- i. Liaise with relevant authorities and organisations to make the [Type of Plan] as effective as possible;
- j. Agree, subject to ratification by the Parish/Town Council, a final submission version of the [Type of Plan].
- k. Work with partners as required to:
 - i. coordinate the implementation of any actions specified;
 - ii. identify responsibility for monitoring and reviewing progress.

4. Membership

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

5. Decision Making

(for Neighbourhood Development Plans only)

- a. The Steering Group has authority from the Parish/Town Council to deliver its plan making functions up to and including publication of the Consultation Draft Plan. The Group will report monthly to the Parish/Town Council setting out progress on its work. The Parish/Town Council will approve the Submission Draft Neighbourhood Development Plan prior to publication for consultation and independent examination.

- b. The plan-making process remains the responsibility of the Parish/Town Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Parish/Town Council with appropriate recognition of the Parish/Town Council's position given in all communications associated with the project.

6. Meetings

- a. Steering Group meetings will take place [frequency] as a minimum.
- b. Where possible, all meetings should be held within the Parish. The dates of future meetings will be made publicly available.
- c. The Steering Group will elect a Chair, Treasurer and Secretary from its membership to remain in those positions until the project is completed. If these positions should become vacant, the Group will elect an alternate.
- d. The Secretary shall keep a record of meetings and circulate notes to Steering Group members in a timely fashion. Minutes shall be made publicly available.

- e. At least [X] clear days' notice of meetings shall be sent to members via email (or an alternative agreed communication method).
- f. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A minimum of [X] members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The Chairperson shall have one casting vote.
- g. If members have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.

7. Working Groups

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

8. Finance

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

9. Conduct

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

10. Changes to the Terms of Reference

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

11. Dissolution

- a. The Steering Group will be dissolved once its objectives have been attained and/or the Parish/Town Council consider its services are no longer required.
- b. The Steering Group will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and for an appropriate charitable purpose in the best interests of [Parish].

Appendix 2b – Project Plan Template

| Step/Task | Who | Resource Needed | Complete by | | | | | | | | | | | | | | | | | | | | | | | |
|-----------|-----|-----------------|-------------|---|---|---|---|---|---|---|---|---|---|---|------|---|---|---|---|---|---|---|---|---|---|---|
| | | | 202X | | | | | | | | | | | | 202X | | | | | | | | | | | |
| | | | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D |
| Step 1: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 1: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 2: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 3: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 4: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Step 2: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 1: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 2: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 3: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 4: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Step 3: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 1: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 2: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 3: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 4: | | | | | | | | | | | | | | | | | | | | | | | | | | |

Appendix 3

Policy Wording Templates

Appendix 3 – Policy Wording Templates

Paragraph 16d) of the NPPF states that plans should “contain policies that are clearly written and unambiguous, so it is evident how a decision maker should react to development proposals”. It is important to justify policy with evidence, paragraph 31 of the NPPF states “The preparation and review of all policies should be underpinned by relevant and up-to-date evidence. This should be adequate and proportionate, focused tightly on supporting and justifying the policies concerned, and take into account relevant market signals”

To make the Neighbourhood Planning process as easy as possible for our communities we have created some templates for policies which commonly appear within made neighbourhood plans across the Borough. You can use these templates to help you draft your own wording for your specific requirements raised in you plan area, once you have completed drafting your policy wording we are happy to provide you with feedback.

These templates do not cover all policy areas, if you have a need for any additional policies in your plan do not hesitate to come to us for assistance in drafting your wording.

Housing Policies

| Issue | Example Wording |
|---|---|
| Housing Need | <p>The Plan seeks to deliver about [#] new homes over the plan period. This shall be achieved by the allocation of new suitable sites outside the existing settlement boundary.</p> <p>The type of homes, including the mix of affordable homes required within the Parish shall be in line with the latest evidence of housing need.</p> |
| <p>Site Allocations</p> <p>Note: Consider linking this policy to any other related policies e.g. design policy/code, community facilities</p> <p>Note: criteria to be added depending on site characteristic, for example public rights of way, landscaping, views and highways</p> | <p>The Neighbourhood Plan allocates land for housing development during the plan period on the following site(s):</p> <p>At least [# no.] dwellings on [Site name] – comprising a mix of predominantly [insert number based on evidence of local need] bed homes, provided the scheme [suggested criteria wording]:</p> <p>a. it makes a positive contribution to the local character and distinctiveness, and...</p> <p>Have a separate policy for each site allocation in you plan</p> |
| <p>Housing Mix</p> <p>Note: This evidence will come out of your housing needs survey, however local need may also change over the period of the plan. Also specify the mix of affordable and market housing to be delivered</p> | <p>In order to meet local need, all new residential developments should provide a mix of [# - #] bed properties based on the housing needs evidence: An alternative approach will only be considered if there is a more up-to-date assessment of parish needs. The presumption will always be in favour of smaller homes.</p> <p>All proposals for new housing should provide affordable housing as required by Local Plan Policy HOU2. Affordable homes should be indistinguishable from any market housing.</p> |

Economy Policies

| Issue | Example Wording |
|--|---|
| <p>New Employment Space</p> <p>Note: other criteria could include matters around highways, sustainable travel etc.</p> | <p>Proposals for new small scale employment development are encouraged provided it can ensure [suggested criteria wording]:</p> <ul style="list-style-type: none"> a. the proposed use is in keeping with the rural character of the area and will contribute to the sustainability of the local area, and b. their size, materials and design respects the immediate surroundings which they are to be located whilst enhancing the location, and c. they do not have significant adverse impact on the local environment and the amenities of adjacent residential properties or other land uses, and... |

Community Facilities Policies

| Issue | Example Wording |
|--------------------|---|
| Local Green Spaces | <p>The Neighbourhood Plan designates Local Green Spaces in the following locations, as shown on the [Figure/Map No.]:</p> <ul style="list-style-type: none"> I. Land adjoining [xxx]; II. Land at Recreation Ground; and III. Land at rear of [xxx]; and IV. Land between [xxx]; and ... <p>Development will be managed in a manner consistent with that applicable to designated green belt.</p> |

Retaining, Enhancing or Replacing Local Facilities

Note: Community priorities can be delivered provided there is local evidence to support and sufficient development to deliver

Community services and facilities

Development involving the loss of services such as:

- [public house]
- [village shop]

shown on map # will only be supported where it has been satisfactorily demonstrated that the current use is no longer or cannot be made commercially viable, or the building is no longer suitable, or it is no longer needed. Proposals for community-led provision of services will be supported.

Development involving the loss of facilities such as those provided at:

- [church]
- [village hall]

shown on map # will only be supported where it has been satisfactorily demonstrated that there is no longer a need for the facility for the existing or another community use, or that the building is no longer suitable. Proposals for the enhancement of community facilities and for new provision will be supported.

Recreational land and buildings

Development resulting in the loss of open space, sport and recreational land and buildings such as those provided at:

- [playing field]
- [play area]
- [village green]

shown on map # will only be supported if:

1. It has been satisfactorily demonstrated the facility is surplus to requirements, taking into account the full range of community needs for leisure and recreation, or
2. The loss would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location, taking into account accessibility by foot, cycle and public transport; or
3. The development is for alternative sports or recreational provision, the benefits of which clearly outweigh the loss of the current or former use.

Community priorities in terms of additional local facilities to be provided as a result of new development are:

[List of priorities derived through community engagement]

The delivery of these will be supported provided will not have an adverse substantial impact on the amenity of neighbouring residents.

Design and Character Policies

| Issue | Example Wording |
|---|--|
| <p>Layout, Design and Setting</p> <p>Note: Criteria could include matters such as existing building styles and forms, street pattern, density, plot sizes, plot coverage, gaps between buildings, materials, detailing and architectural features and external storage for bins, bikes and storage tanks etc.</p> | <p>Proposals for new development (including extensions) should demonstrate high quality design, which takes account of its individual location and reflects the specific local identity as set out in the character area appraisal and [Village Design Code or National Model Design Code].</p> <p>Development proposals should demonstrate how they have taken account of the principles and/or relevant design code for the character area, and must demonstrate how general consideration has been given to: [include criteria wording]</p> <p>The provision of associated natural landscaping, including native trees, hedgerows and the retention or incorporation of habitats for species of small mammals, birds and insects will be supported.</p> |
| Materials | New development should undertake a contextual analysis of the local materials and features in design proposals. The incorporation of features and materials connected with sustainable design will be encouraged where appropriate. |
| Residential Outdoor Space | New dwellings should provide outdoor space to meet the needs of occupants. |

Heritage Policies

| Issue | Example Wording |
|---|--|
| <p>Historic Environment</p> <p>Note: Use your conservation area appraisal for the wording of the criteria for any particular features which require protection.</p> | <p>A number of non-designated heritage assets are listed below and shown in Figure X. These assets and their settings (as appropriate) should be protected from harm or loss depending on their significance as described.</p> |

Environment Policies

| Issue | Example Wording |
|-----------------|--|
| Mottisfont Bats | <p>Development proposals on greenfield sites and sites that support or are in close proximity to suitable commuting and foraging habitat (including mature vegetative linear features such as woodlands, hedgerows riverine and wetland habitats) should have due regard to the possibility that barbastelle bats will be utilising the site. Such proposals will be required to incorporate necessary surveys and ensure that key features (foraging habitat and commuting routes) are retained, in addition to a suitable buffer to safeguard against disturbance.</p> <p>Planning applications for development shall be supported by an appropriate level of ecological survey undertaken in accordance with best practise survey guidelines. This will establish the ecological baseline in respect of bats and thereby determine the need for, and inform the formulation of any avoidance, mitigation and where required as a last resort, compensation measures necessary as part of the project design, to ensure no adverse effect on the integrity of the Mottisfont Bats Special Area of Conservation (SAC) over the lifetime of the proposed development and to promote the conservation of bats generally.</p> <p>Exterior lighting affecting roosting, foraging and/or commuting habitat for bats will need to conform with the latest best practice guidelines outlined by the Bat Conservation Trust and the Institute of Lighting Professionals (current guidelines being Guidance note 08/18 Bats and artificial lighting in the UK) due to the proximity to the Mottisfont Bats SAC.</p> <p>The above information will be required to enable the planning authority to assess planning applications under the Conservation of Habitats and Species (Amendment) (EU Exit) Regulations 2019 (or any subsequent amendments) and confirm there is no reasonable scientific doubt of any adverse effects to the SAC.</p> |
| New Forest SPA | <p>New residential development and overnight accommodation (including seasonal workers accommodation) within the New Forest SPA recreation buffer zone will need to mitigate against the recreation pressure on the New Forest Special Protection Area. This could be in the form of a financial contribution or provision of alternative natural green space for recreational use to the standard in force at the time of the application. Such mitigation measures must be secured for the duration of the development's effects and must fully adhere to any updates to the guidance issued following the approval of this Plan.</p> |

| | |
|--|---|
| Solent and Southampton Water SPA and Solent Maritime SAC | <p>Applications for development that will result in a net increase in nitrogen reaching the Solent Region International Sites through e.g. additional units of overnight accommodation or increased intensity of farming will be required to confirm the nitrogen budget and set out specific and appropriately located mitigation measures that will be implemented in order to ensure development is nutrient neutral from the start of its operational phase. Such mitigation measures must be secured for the duration of the development's effects. A financial contribution to strategic mitigation measures may be an appropriate alternative to direct provision of mitigation. In this case it will be necessary to liaise with Natural England to confirm an appropriate mitigation scheme to which the contributions will be directed and to ensure any contributions are sufficient to fully mitigate the impacts of the development on the Solent internationally designated sites.</p> <p>Development proposals will only be supported if they can achieve nutrient neutrality regarding the Solent Maritime, Solent & Southampton Water and the Solent and Dorset Coast European sites. Assuming the developer's nutrient neutrality calculation confirms that mitigation is required, it is likely that some or all of the following may need to be undertaken.</p> <p>If mitigation is required, the following should be explored:</p> <ul style="list-style-type: none"> • Provide measures that will remove nitrogen draining from the development site or discharged by the Waste Water Treatment Works (WwTW) (such as wetland or reedbed). • Increase the size of the Open Space provision for the development on agricultural land that removes more nitrogen from this source or establish changes to agricultural land in the wider landholding in perpetuity that removes more nitrogen from this source. • Use Nutrient Neutrality – Off Site Mitigation Financial Contributions Framework to help offset an increase in nitrogen off-site. Acquire, or support others in acquiring, agricultural land elsewhere within the river catchment area containing the development site (or the waste water treatment discharge if different), changing the land use in perpetuity (e.g. to woodland, heathland, saltmarsh, wetland or conservation grassland) to remove more nitrogen from this source and/or, if conditions are suitable, provide measures that will remove nitrogen on drainage pathways from land higher up the catchment (e.g. interception wetland). |
| Flood Risk | Development proposals that impact [watercourse], should include evidence that they would cause no increased risk of flooding, water pollution or adverse nutrient loading and that the character and biodiversity of the [watercourse] will be protected and enhanced. |

Energy Policies

| Issue | Example Wording |
|--|--|
| <p>Renewable Energy</p> <p>Note: Impacts could include matters such as visual impact (on immediate locality and wider area), landscape impact, residential amenity, highway safety and heritage impact</p> | <p>Development comprising the use of renewable and low carbon energy sources will be supported where it does not harm the character and appearance of the landscape.</p> <p>Proposals for installations will need to include specific assessments related to these criteria and to consider the cumulative impacts:</p> <ul style="list-style-type: none"> • [include criteria wording] |

Transport Policies

| Issue | Example Wording |
|---|--|
| Local Traffic Management and Highway Safety | Traffic management measures will be encouraged where they will improve highway safety. Any measures should be of a design appropriate to the character of the rural area. |
| Sustainable Travel | Where appropriate proposals should seek to promote safety measures for public highways between settlements and encourage active travel. Support will be given to highways or other transport improvements which facilitate safe access for pedestrians, mobility vehicles, runners, horse riders and cyclists through and between all parts of [xxx] |

Other Policies

| Issue | Example Wording |
|----------------|--|
| Lighting | Where external lighting is installed, it should avoid intruding into areas where darkness is a characteristic of the village and the wider countryside. This can be achieved by fitting directional cowls, lower wattage (LED) bulbs, timers and sensors. No lighting scheme should adversely impact woodland edges or hedgerows used by bats for foraging. |
| Views | <p>New developments should consider the important views into and out of the village (including the Conservation Area), and across the surrounding countryside, and minimise the visual impact on the landscape. These important views are identified on [Policy Map #]</p> <p>Planning applications that are likely to have a significant impact on the landscape and views must include a Landscape Appraisal to be prepared in accordance with the Guidelines for Landscape and Visual Impact Assessment (Landscape Institute & IEMA) or its successors.</p> |
| Infrastructure | Improvements to utilities, transport and communications infrastructure will be supported. |

Appendix 4

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

Appendix 4 – Call for Sites submission form

Your Details

Title Name

Address.....Postcode

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 4a – 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 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 5

Local Green Space Assessment Matrix

Appendix 5 – Local Green Space Assessment Matrix

| Site details | Publicly accessible | Subject to other designations? | Demonstrably special to the community with regard to: | | | | | Comments | Does this site meet the criteria? Yes / No |
|--------------|---------------------|--------------------------------|---|---------|------------|--------------|----------|----------|--|
| | | | Beauty | History | Recreation | Tranquillity | Wildlife | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Appendix 6

Regulation 14 consultation checklist

Appendix 6 – Regulation 14 consultation checklist

There is a specific requirement for you to consult on your draft plan, before you submit your final neighbourhood plan you must undertake a consultation of your draft plan. This checklist will assist you with the requirements for pre-submission and publicity (Regulation 14).

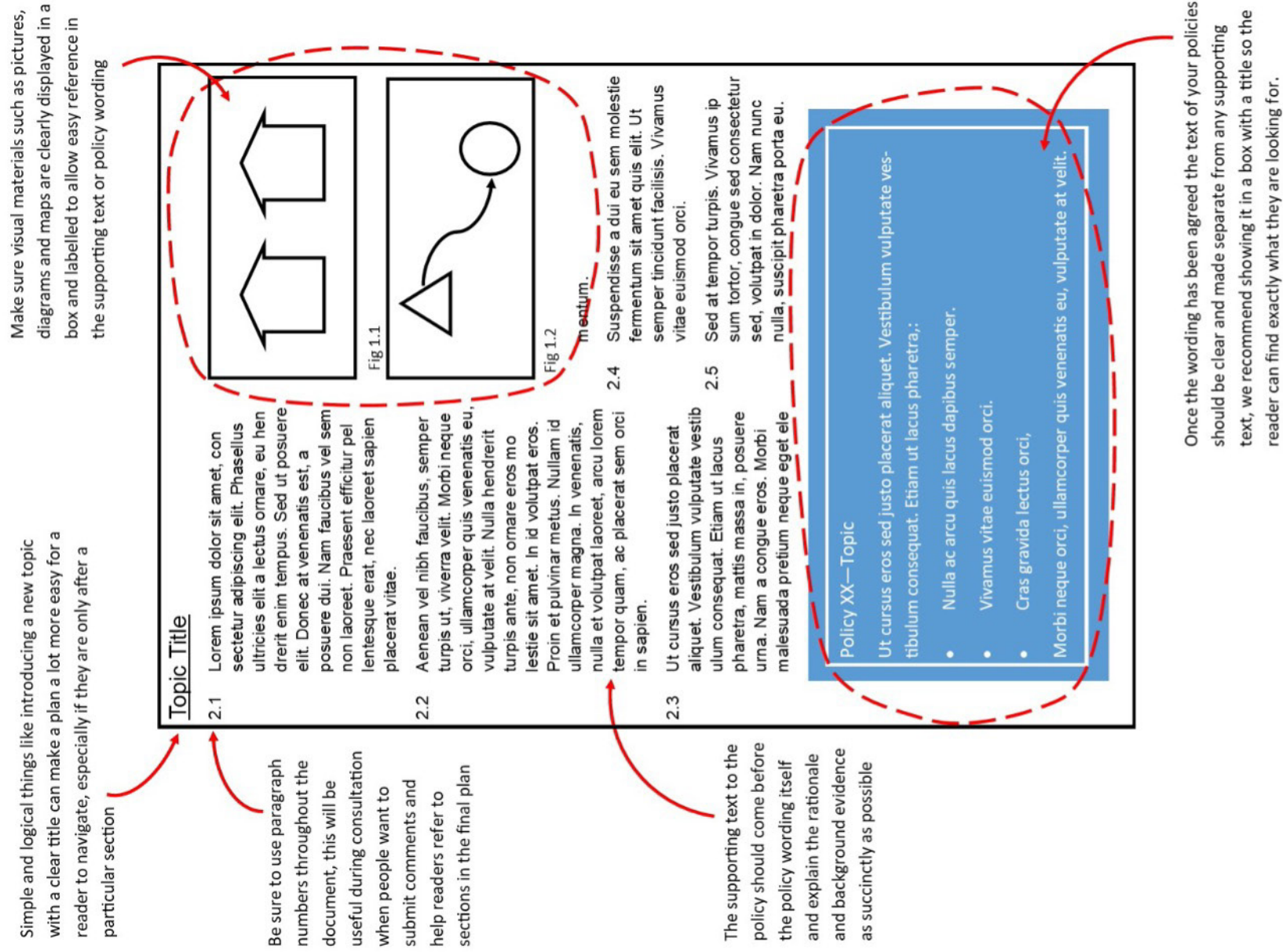
Evidence will be required that you have done the following:

- ☐ Advertised the proposals in your draft plan within the designated plan area to ensure that all residents, businesses or people that work in the area are aware of them
- ☐ Made clear where a copy of the plan could be seen
- ☐ Made clear how people can make comments on your plan
- ☐ Set a consultation period of at least 6 weeks
- ☐ Highlighted the closing date for comments to be received
- ☐ Consulted with all relevant statutory bodies particularly those whose interests may be affected by proposals within your plan (we can provide you with the details of all statutory consultees)
- ☐ Sent us a draft copy of your plan
- ☐ Sent us draft copies of any SEA and HRA

Appendix 7

Planning Policy page layout

Appendix 7 - Planning Policy page layout



Appendix 8

Neighbourhood Planning data protection privacy notice

Appendix 8 – Neighbourhood Planning data protection privacy notice

Neighbourhood Plans

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 Plan.

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).

Appendix 8a – Consultation Statement Template

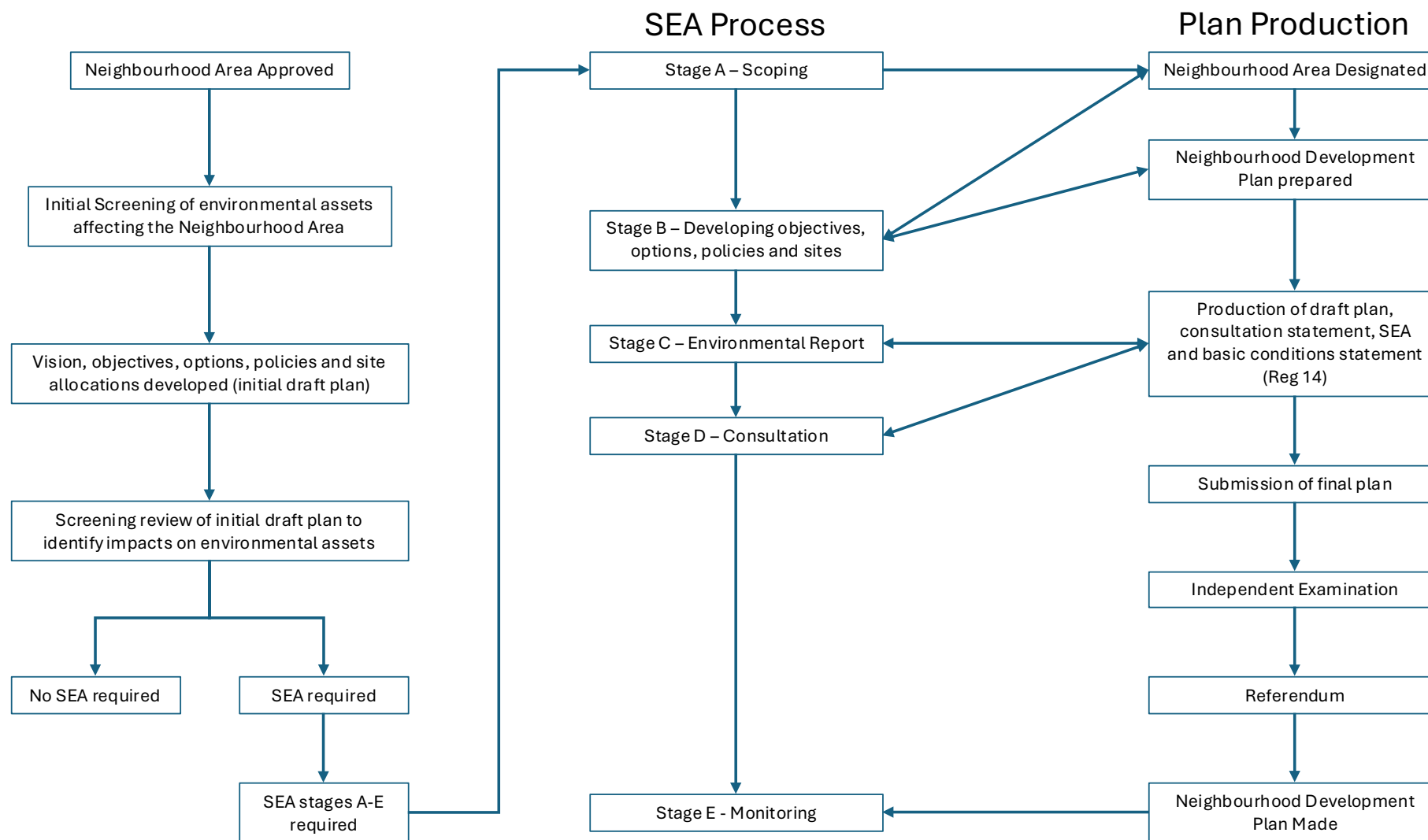
| Consultation Stage | Engagement Method | Who was consulted | Who responded | Summary of Comment Received | Project Group Response | Action |
|-------------------------------|---|-----------------------------|---------------|---|---|--|
| 1- Initial consultation event | Stall set up at village fete asking the public to complete a survey on what matters to them | 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 Need to protect our green spaces and the local shop | Off the back of consultation decided to proceed with a neighbourhood plan | Feedback will be taken into consideration as part of first draft of document |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Appendix 9

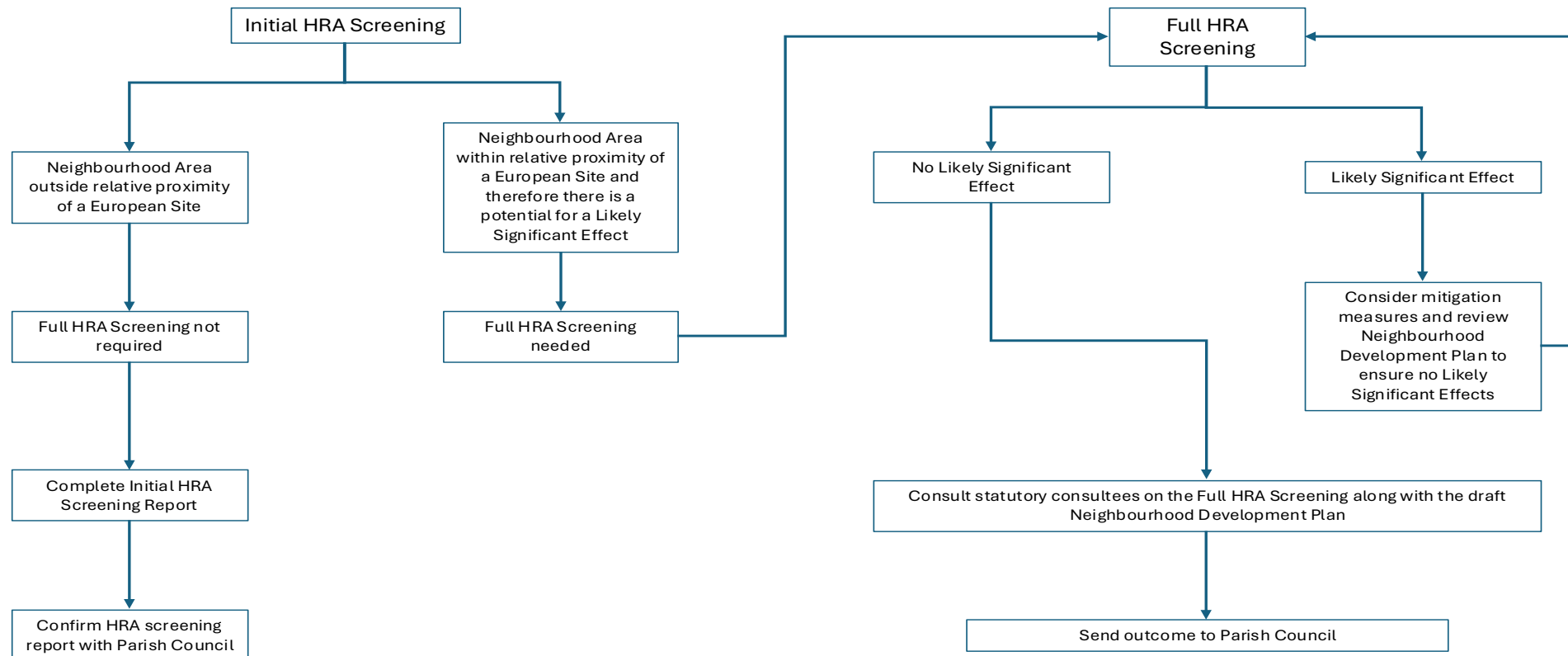
**SEA and HRA
processes for
Neighbourhood
Plans**

Appendix 9 – SEA and HRA processes for Neighbourhood Plans

Process for undertaking SEA Screening of Neighbourhood Plans



HRA process for Neighbourhood Plans

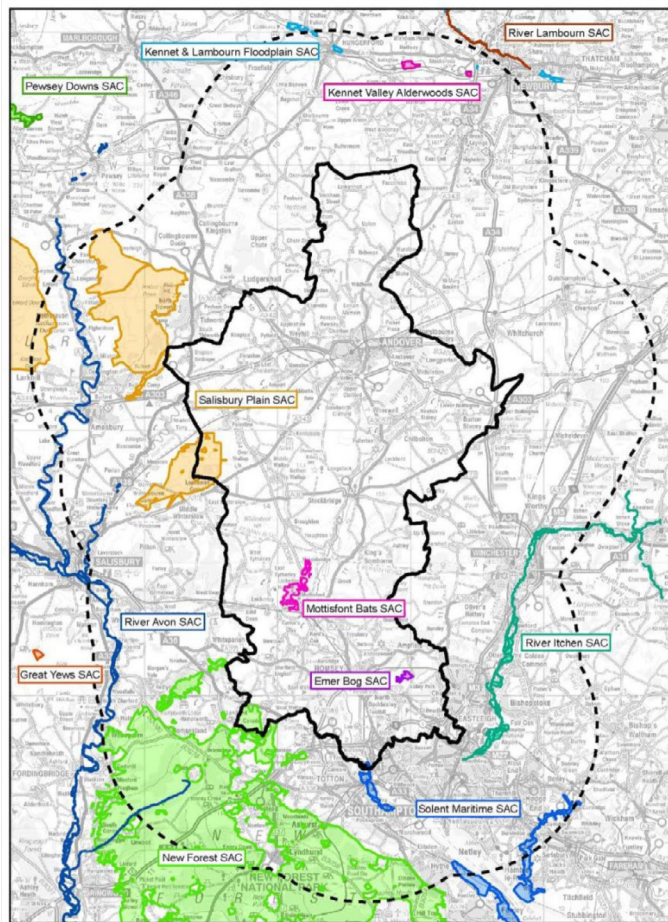


Appendix 9a – International Sites within 10km of Test Valley

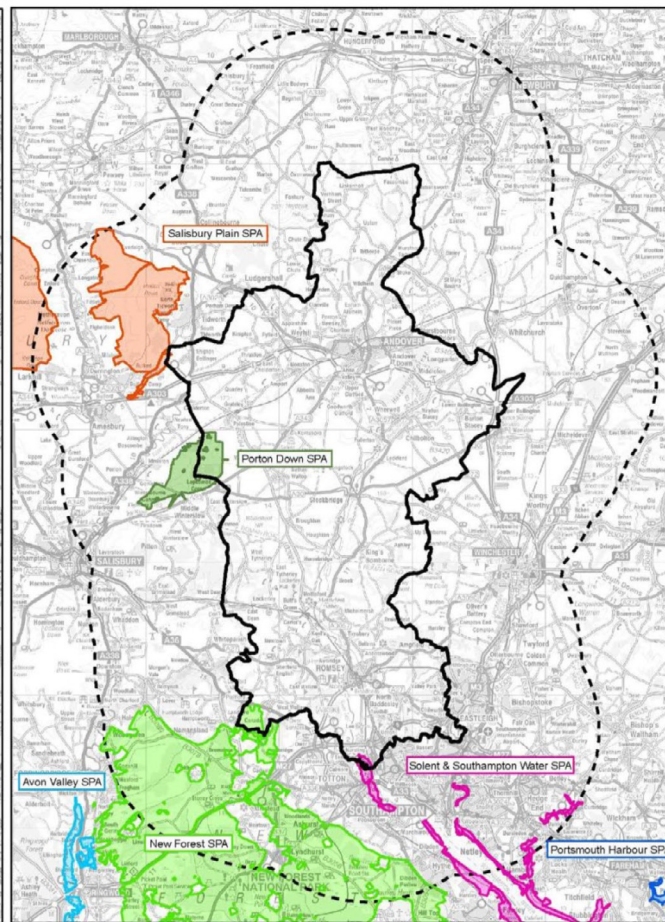
| Nature Conservation Site | Designation | | |
|---|-------------|-----|--------|
| | SAC | SPA | Ramsar |
| Sites within or partially within Test Valley | | | |
| Emer Bog | ✓ | | |
| Mottisfont Bats | ✓ | | |
| New Forest | ✓ | ✓ | ✓ |
| Porton Down | ✓ | ✓ | |
| Salisbury Plain | ✓ | ✓ | |
| Solent Maritime | ✓ | | |
| Solent and Southampton Water | | ✓ | ✓ |
| Sites wholly outside Test Valley but within 10 kilometres | | | |
| Kennet and Lambourn Floodplain | ✓ | | |
| Kennet Valley Alderwoods | ✓ | | |
| River Avon | ✓ | | |
| River Itchen | ✓ | | |

Maps of the location and extent of these designations can be found at: <http://www.magic.gov.uk/MagicMap.aspx>

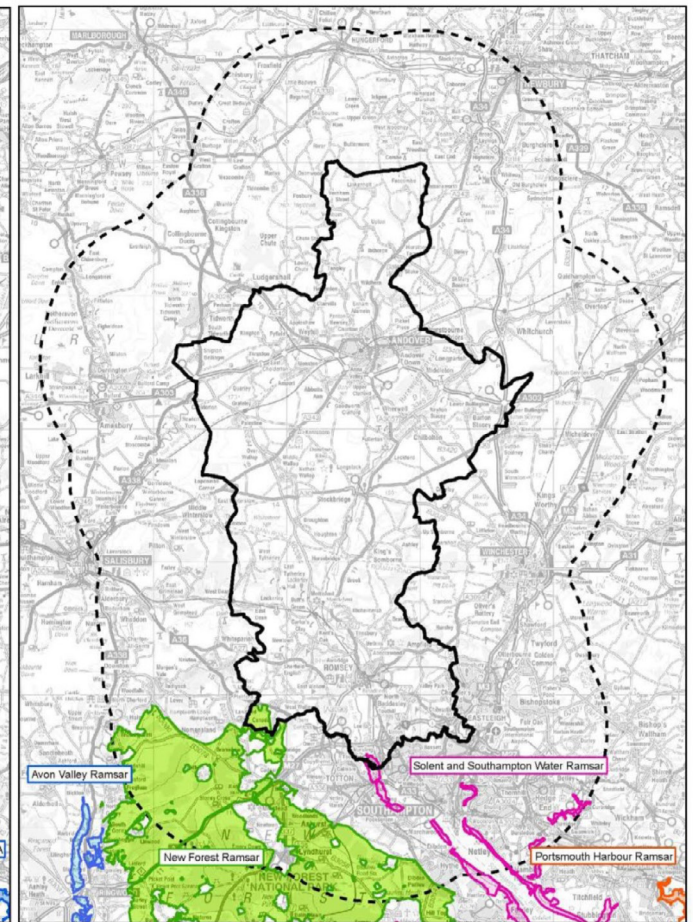
Maps of the SACs, SPAs and Ramsar sites included in the above list are provided on the next page.



Special Areas of Conservation (SACs) within 10 km of the Test Valley Borough Boundary.
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Special Protection Areas (SPAs) within 10 km of the Test Valley Borough Boundary.
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Ramsar Sites within 10 km of the Test Valley Borough Boundary.
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Appendix 10

Pre-submission checklist

Appendix 10 – Pre-submission checklist

There is a specific requirement for you to meet when submitting your final neighbourhood plan for consideration by the examiner. This checklist will assist you with the requirements for the submission of your neighbourhood development plan prior to Regulation 16.

When you submit your final plan to us it must include:

- ☐ A map showing the area which your plan will cover – your designated area
- ☐ A consultation statement

The consultation statement should contain:

- ☐ The people and bodies you have consulted on your plan
 - ☐ An explanation how they were consulted
 - ☐ Summaries of the main issues and concerns
 - ☐ Details of how the issues have been considered and where relevant addressed in your plan
- ☐ The final Neighbourhood Development Plan
 - ☐ Any accompanying SEA and HRA

A statement outlining how your plan has met the requirements basic conditions to:

- ☐ Have regard to national policy
- ☐ Contribute to sustainable development
- ☐ Be in general conformity with our Local Plan
- ☐ Not breaching and is compatible with International obligations

