



# REPORT TO CALSTOCK PARISH COUNCIL

NEIGHBOURHOOD PLAN REVIEW & PROPOSAL

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## Key Themes

- Housing (seeking a balanced supply – strategic requirements / affordable housing needs survey / market needs assessment)
- Character and landscape (conserving village character and green spaces between villages)
- Access to services (transport Links/employment)
- Biodiversity (wild habitats).

## **Introduction**

In November 2016 I prepared a review of the work to that date carried out in bringing forward a Neighbourhood Plan for Calstock.

This was discussed at a meeting with Parish Council and Steering Group members on the same day, and I was asked to prepare a more detailed report and proposal to help the Plan progress.

This report follows.

## **Initial Review Suggestions**

- Evidence gaps
- Consultation imbalance
- Process to go forward
- The next steps - drawing conclusions, vision and aims, policies and proposals
- Estimated costs and grant sources

## **Forward Process**

### **Action 1: Developing the Evidence base:**

Website based document with links to the key evidence material. It should cover, in brief (two – three paragraphs for each subject):

- History of the area and basic population demographics
- Heritage assets (Statutory and non-statutory)
- Landscape
- Biodiversity
- Employment and economy, census data, wages, benefits, range of firms, agricultural diversity, tourism,
- Facilities and amenities, transport, inclusion access to services
- Housing supply and requirements
- Other significant local factors (land contamination, WHS etc).
- Other plans and strategies, e.g. the NPPF, Cornwall Local Plan, AONB management Plan, WHS documentation, Parish Plan etc)

Conclude with a broad summary conclusions statement and SWOT and PEST analyses.

## **Some aspects need more detailed and original study:**

- **Housing supply and requirements** – Whilst the CLP strategic context is now settled, and some data from the Housing Register is available, a housing needs survey and assessment would be very informative and provide stronger justification for any proposals.
- **Heritage assets (Statutory and non-statutory)** - eventually you will need to show how any plan proposals impact on these assets and how the impacts can be mitigated. This could involve a more formalised Heritage and Character Assessment. (see e.g. attached)
- **Landscape** – given the importance of the space between villages and the desire for boundaries, and the presence of multiple designations, I think a full Local Landscape Character Assessment is necessary. This can be carried out by Cornwall’s landscape team with the assistance from volunteers.
- **Village edge assessment** – linked to the above, to provide the evidence that any sites for development constitute ‘sustainable development’, and that boundaries are defensible on same basis, there should be a field by field assessment based on the 12 sustainability principles in the NPPF.
- **Biodiversity** – Clearly seen as important locally, a detailed data set derived from MAGIC, CWT Resource Map, LLCA results etc.
- **Transport, inclusion access to services** – Full audit of what’s available, where, when, accessibility etc.

## **Action 2: Mapping and Geography**

- All to be mapped – suggest use Parish Online

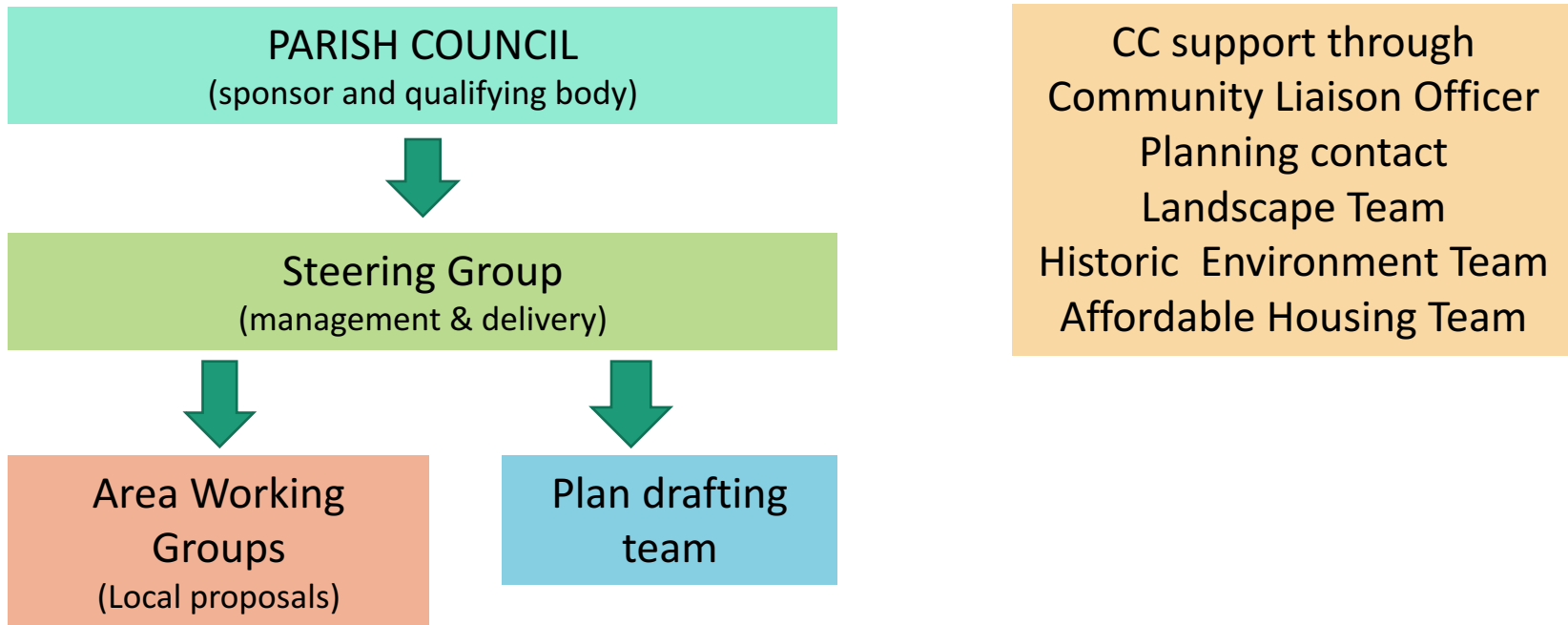
### **Action 3: Deepening engagement**

- Write an engagement statement of intent and improve communications
- Additional volunteer recruitment to tasks.
- Stakeholder engagement – identify and ensure they are involved.
- Getting a younger view – for example by:
  - a small stall set up in or outside the local pubs, village shops etc, or
  - hosting a gig in the community centre and incorporating the consultation with that
  - School events such a summer fairs

### **Action 4: Drawing conclusions, vision and aims, policies and proposals**

- Community workshop to generate overall vision and aims from the evidence base
- Data for each village area drawn-out from evidence base and area working groups to come forward with proposals for their areas
- Community workshop to put together outline principles of the Plan with policy intentions identified
- Steering group draw up first draft plan
- Steering group prepare Sustainability Statement

## Organisation



### Project Manager:

- provide basic support and project management of the preparation of the neighbourhood plan,
- assist with the creation and carrying out of community engagement proposals,
- act on behalf of the Steering Group and Working Groups in securing action,
- give a basic policy advice service,
- support the plan writing stages with the editing and assembly process,
- prepare Neighbourhood Plan funding applications on behalf of the Parish Council
- set up basic IT systems to facilitate the Neighbourhood Plan process, including Dropbox (for the Steering Group and each working group to store and manipulate documents), Doodle (making meetings), SurveyMonkey (for online surveys) and Parish Online (for digital mapping)

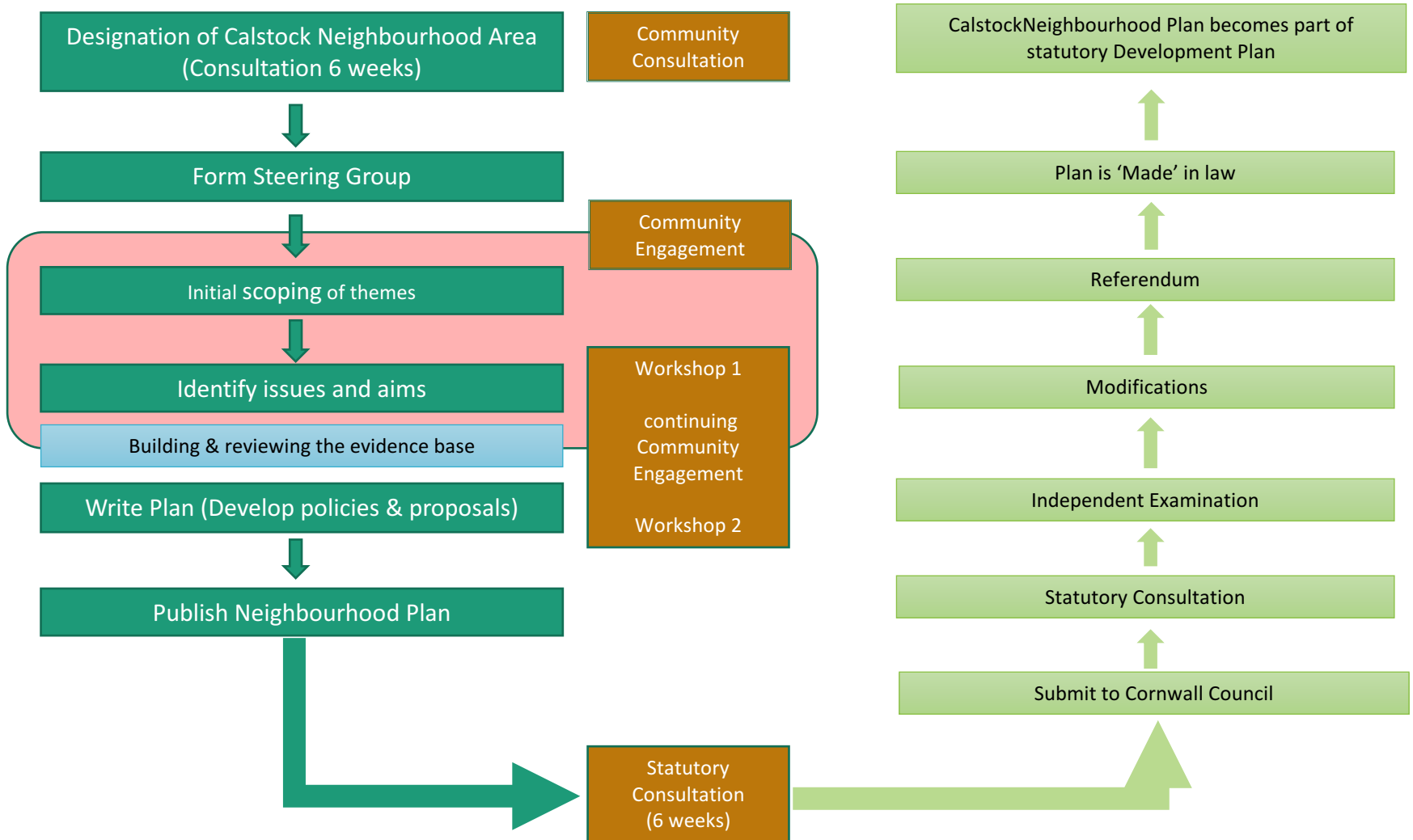
# Project Manager Support

ACTIONS	PROPOSED ACTIVITY
<p><b>Setting Up</b></p>	<p>Familiarisation discussions and setting up administrative arrangements</p> <p>Brief review of organisational structure and documentation and recommendations for adjustment if necessary, and preparation of revised ToR.</p> <p>Set up task list and project plan (see below)</p> <p>Budget preparation, forecasting and management</p> <p>Preparation of Locality Grant bid, liaison with Locality</p>
<p><b>Developing the evidence base</b></p>	<p>Including setting up website, preparing briefs and seeking quotations, liaison and correspondence with external agencies, support with finding and reviewing data, design of questionnaires for original research, setting up Survey Monkey, Twitter etc.</p>
<p><b>Deepening the engagement process</b></p>	<p>Write engagement strategy, support volunteer recruitment, stakeholder identification and support in engagement process, exhibition preparation, room booking, engagement event management, media liaison, etc</p>
<p><b>Drawing conclusions, vision and aims, policies and proposals</b></p>	<p>Work with Steering Group to design workshop process; Facilitate meetings; create documentation, attend and record/advise workshops. Etc</p> <p>Provide support for working group chairs in setting up and managing meetings; carrying out research; meeting with CC, landowners, developers etc.; running focus groups; designing community involvement approaches, questionnaire, flyers, leaflets; providing planning policy interpretation and advice etc.</p>



<b>Preparation of Draft Neighbourhood Plan</b>	<b>Facilitate outline strategy and policy/proposal development sessions (2), technical writing training workshop, advice on technical writing, drafting and editing support.</b>
<b>Pre-submission Consultation</b>	Preparation of consultation materials, formal letters and adverts, press liaison. Setting up consultation response management system.
<b>Submission</b>	Assistance with review in light of consultation feedback, Ensuring all Basic Conditions documents are in good order and submitted as per legal requirements.
<b>General administrative, project planning and policy support not included above.</b>	Maintaining records, assisting with agenda preparation, progress chasing, liaison with Steering Group Chairperson and Parish Clerk, responding to queries, attending Steering Group etc, setting up and maintaining Twitter, Survey Monkey, Parish Online.

# The Milestones



# Cost estimate and potential grant sources

CORE COSTS				
Source	Item	Unit Cost	Cost	Note
Consultants (SBF)	Project management of NP Process	-	£6,500	
Local organisations	Room Hire for drop in sessions etc	£75	£150	
Local organisations	Refreshments	£35	£70	
Local Companies	Printing of leaflets, questionnaires, pop-up banners, etc	£ Varies	£1,100	
Professional	Door 2 Door delivery and RM return licence	£550	£550	
Online	SurveyMonkey licence for 1 year	£300	£300	
Online	Parish Online GIS licence for 2 year	£100	£200	
Consultants	Plan Drafting	Inclusive with SBF	Nil	Restricted to support in Plan drafting: if Plan writing is required then this would be subject to further agreement*.
Local companies	Graphic design and print	£1,000	£1,000	
Consultants (CC)	Local Landscape Character Assessment	£3,500	£3,500	
Consultants	Heritage and Character Assessment	£2,500	£2,500	
		TOTAL	£15,870	

POSSIBLE ADDITIONAL COSTS				
Consultants	Specialist Surveys	£5,000	£5,000	
Consultants	Plan Drafting	£350 PD	£3,500	See above*
	Printing of agendas, surveys etc etc	£100	£1, 000	
		TOTAL	£9,500	
	POTENTIAL TOTAL COST		£25,370	

Possible Locality grant £9000 to be spent by 31/1/18

Plus additional £6,000 and 'technical support' if Calstock is regarded as a 'complex' area.