

Neighbourhood Planning Summary Report

The first meeting of the Neighbourhood Planning Working Group (NPWG) took place on 9th September 2021, in attendance were the volunteers from the Parish as well as Ian Poole (Places4People) and Cllr Turner acting as Chair.

Ian Poole (IP) took the group through the process to develop a Neighbourhood Plan and an approximate time-line of 18 months to 2 years. He explained that this is an evidence-based plan and the working group is responsible for gathering this evidence from the Parish.

The NPWG agreed that the Designated Area of the plan will be whole of the Wickhambrook Parish – **Action:**

- **to Confirm with the Parish Clerk the use of Mapping Software for inclusion in Application to West Suffolk**

Discussion took place on key themes, and IP confirmed that the plan needs to address the housing issues and must comply with the Local Plan, and be supported by evidence.

Additional policy streams were agreed to be included, namely: natural environment; landscape; historic environment; and community facilities.

To align with the Local Plan, it was agreed to run the timeframe on the NP to 2040, with adoption in 2024 or before.

Agreed to take IP's recommendation to have a Landscape appraisal completed to help identify most appropriate areas (least sensitive sites) for potential development.

Grant Applications – **Actions:**

- **IP to liaise with Parish Clerk to apply for technical support grant (£8K) plus the £10K grant available to the Parish.**
- **IP to obtain quotes and grant for Landscape appraisal survey, to liaise with Parish Clerk**

A Housing Survey will also be required, Question for Parish Council on whether this can be combined with the housing needs survey, to streamline the process and not to fatigue the Parish with multiply surveys. A subgroup of the NPWG are working on possible questionnaire for inclusion if agreed by the PC.

IP confirmed that he will not attend every meeting, as this is not the best use of his time or the grant provisions.

Cllr Turner concluded the meeting by reminding all participants, whilst they may have their own opinion of what they want to see in the future Parish, this process is designed to build a plan based upon the consensus of the parish & it's the NPWG task to convert these wishes to a plan.

Meetings will be held monthly, next date 7th October

Actions:

1. Note that the Neighbourhood Plan Working Group intends to appoint Places4People as its consultant, at an indicated cost in the region of £8-10,000, which will be funded through the grant application to Locality for Neighbourhood Planning financial and technical support;
2. Consider whether to include questions on housing need as part of the Housing Survey to be undertaken as part of the evidence building necessary for preparing the plan.

3. Identify the most appropriate survey software for use in development of a household survey as part of evidence gathering for preparation of a neighbourhood plan, and research the most appropriate measures for data control and processing under GDPR.

Recommendations:

The parish council direct the clerk to apply to West Suffolk Council for the parish of Wickhambrook to be designated a Neighbourhood Area for the purpose of preparing a Neighbourhood Plan, and submit the application form and plan attached as Appendix A to report WPC.21.09.07.

Authorise unspent £75 plus VAT allocated under Minute ref 21.07.17 for future delivery of a parish wide Household Survey;

Cllr Turner

September 2021

Neighbourhood Planning Application to designate a Neighbourhood Area

Town and Country Planning Act 1990 Neighbourhood Planning (General) Regulations 2012

Within West Suffolk, only parish councils and Neighbourhood Forums (*see guidance note at end of form) can apply for Neighbourhood Area designation. These will be the 'relevant body' in the area – a term used in the regulations for Neighbourhood Planning. By completing this form you confirm that you represent the parish council and give us permission to publish the form on the Local Authority's website. If you need help to complete this form please contact Planning Policy on 01284 757368 or email neighbourhood.planning.gov.uk

Please complete this form using information we can publish on our website if necessary		
1	The area which the application falls within	West Suffolk
2	Name of parish (or lead parish where there is more than one)	Wickhambrook
3	Address	123 York Road Bury St Edmunds Suffolk IP33 3EG
4	Contact name & position	Hilary Workman, Clerk and Responsible Financial Officer
5	Telephone number	07508 039810
6	E-mail	parishclerk@wickhambrook.org.uk
7	Additional parish contact details If applicable, please list all parishes involved in this application and provide contact details for the clerks of each	n/a
8	Name of Neighbourhood Area Please give a name by which your neighbourhood area will be formally known. In many cases this will reflect the name of the parish/es it covers	Wickhambrook

9	<p>Consultation Please provide information about how you have determined the area you are applying to designate and who you have consulted – e.g. residents, landowners, businesses</p>	<p>The parish council has been gathering information on how to bring forward a Neighbourhood Plan since November 2020 when it considered its response to West Suffolk’s consultation on Issues and Options for its Local Plan. In addition to items on the agenda at each meeting since then (joined by members of the public as on-line meetings), the parish council held a community engagement day on 3rd July at which information on Neighbourhood Planning was displayed. As a result of this community engagement day a steering group was formed to prepare a Neighbourhood Plan.</p>
10	<p>Extent of area Please attach an OS plan showing the extent of the proposed neighbourhood area and indicate in the adjacent column the relationship of the proposed area to parish boundaries.</p> <p>If you need help to prepare a map please contact planning policy on 01284 757368</p>	<p>Please check as appropriate</p> <p>Proposed area covers the whole of a single parish boundary area: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Proposed area covers part of a single parish boundary area: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Proposed area covers multiple parish boundary areas: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Where the proposed area covers multiple parish boundary areas, please specify below as to whether each of the parishes is included in whole or in part within the proposed area:</p>
11	<p>Proposed Neighbourhood Area Please describe why you consider this area is appropriate to be designated as a neighbourhood area (continue on separate sheet if necessary).</p> <p>This is particularly important if it is not the full extent of the parish or includes part of another parish.</p>	<p>Wickhambrook is a large parish made up of a series of (thirteen) smaller greens, in many cases linked by narrow single track lanes.</p> <p>To ensure that any future development in the parish is appropriately distributed and does not adversely affect services, infrastructure and the environment in other parts of the parish, the whole parish should be designated as the proposed Neighbourhood Area.</p>

12	<p>Declaration I/we hereby apply to designate a Neighbourhood Area as described on this form and accompanying map</p> <p>Please ensure all parishes involved have signed this application form. Continue on another sheet if necessary</p>	<p>Name: Hilary Workman</p> <p>Signature:</p> <p>Parish (lead parish where there is more than one): n/a</p> <p>Date (dd/mm/yy):</p>
		<p>Name: Hilary Workman</p> <p>Signature:</p> <p>Parish: Wickhambrook</p> <p>Date (dd/mm/yy):</p>
13	<p>Supplementary information - optional</p> <p>Please tell us what you hope to achieve through the development of a Neighbourhood Plan.</p> <p>Note: Any information given in this section will in no way influence the decision to designate the proposed area. It will simply help officers understand your objectives as they currently stand - it is expected that your ideas will be subject to change until the formal planning process is complete. However, any information given will help us ensure that a Neighbourhood Plan is the correct vehicle for you to achieve your objectives.</p>	<p>The parish hopes to achieve a plan which will ensure that any future development within the parish can be supported by its existing services and infrastructure and not adversely affect its natural environment, historical significance or community facilities and amenity spaces (greens and recreational spaces).</p> <p>This would include a landscape appraisal and identification of suitable sites and scale of development, and the identification of any unmet housing need (to ensure that the housing needs of existing residents can be met as their circumstances change, which might include the establishment of new family units).</p> <p>The parish wants to ensure that the community is adequately supported by access to services, appropriate infrastructure and transport links and that its historic and natural environment is protected.</p>

Guidance Note

Applying for Neighbourhood Area designation

The first formal step in Neighbourhood Planning is the submission of the proposed Neighbourhood Area to the local authority for designation. West Suffolk council has prepared this form to make it simple to apply for this designation.

Filling out the form

Contact details - the address used on this form should be the main contact for future communication on the Neighbourhood Plan. Please be aware when completing the form that the information given may need to be published online.

Map of the area – if you need help to prepare a map showing the Neighbourhood Area please contact neighbourhood.planning@westsuffolk.gov.uk or call 01284 757368. Once completed, the form should be returned to:

Planning Policy
West Suffolk Council
West Suffolk House
Western Way
Bury St Edmunds
IP33 3YU

What happens next?

If the application is for a whole parish area, the local planning authority must designate the area and, upon receipt of the application form and supporting documentation, will issue a designation statement at the earliest opportunity.

If the application relates to more than one parish area or a smaller area within a parish, the Council must publicise the area application on its website and in such other manner as they consider is likely to bring it to the attention of people who live, work or carry out business in the area to which the application relates. There will be a period of not less than 4 weeks of public consultation when the relevant Council will invite comments on the application.

The relevant Council will decide whether to designate the Neighbourhood Area as soon as possible after the consultation ends. To do this it will consider:

- if the application is valid. A valid application will:
 - have a map showing the area
 - have a statement explaining why it is considered an appropriate Neighbourhood Area
 - be from the 'relevant body'
- all representations made during the consultation
- whether the proposed area is appropriate and does not overlap with other areas – only one Neighbourhood Plan is permitted per Neighbourhood Area.

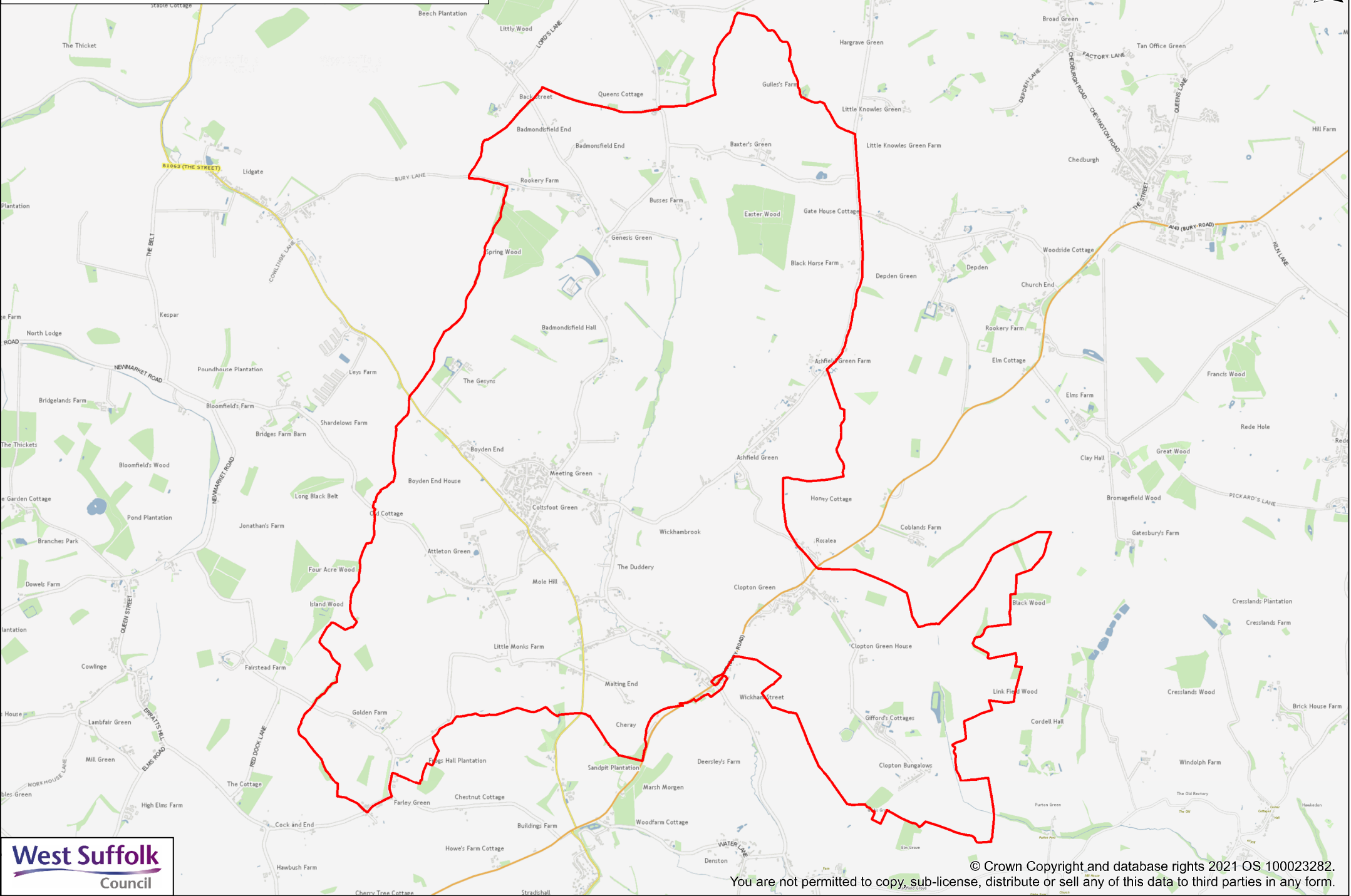
The relevant Council may modify the application with the parish's consent if it is considered the Neighbourhood Area is not appropriate.

Designation of the area

The relevant Council will notify the parish and publish decisions on its website and within the Neighbourhood Area. Reasons will be given if the application is not successful within the decision document.

**In areas where there is no parish council, parish meetings can either get involved with the Neighbourhood Planning in an adjoining parish or develop a Neighbourhood Forum with the authority to lead on their own Plan. For more information contact Planning Policy on 01284 757368*

Wickhambrook Neighbourhood Plan area



Wickhambrook Neighbourhood Plan

OUTLINE FEE PROPOSAL
January 2021

PLACES4PEOPLE **P4P**
PLANNING CONSULTANCY

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Rushmere St Andrew
Ipswich IP4 5RD



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Background

Places4People Planning Consultancy are pleased to submit this outline fee proposal to provide professional support for the preparation of the Wickhambrook Neighbourhood Plan.

The proposal has been prepared prior to meeting the client and understanding what skills might be available within the community to undertake some of the tasks. It is based on our experience of working with other neighbourhood plan groups since 2015 but we therefore reserve the right to amend the Fee Proposal once more information is known.

The Proposal

The proposal is broken down into phases based upon what we consider to be needed to assist the Parish Council through to the completion of the Plan, having regard to the statutory requirements for the preparation of neighbourhood plans. The phases included in this proposal are:

1. General support in gathering evidence to support the Plan.
2. Preparation of the Draft Neighbourhood Plan and "Pre-Submission" consultation
3. Completion of the statutory documentation required for the submission of the draft Plan to the Local Planning Authority
4. Examination and post-examination stage

Phase 1: General Support and Guidance

We have allowed a set number of hours to provide "critical friend" advice and support in establishing a Working Group and getting work underway on the Plan and to provide guidance on:

- information collection,
- securing free Technical Support available from the Government Neighbourhood Planning support packages,
- advising on other work that might be necessary to provide evidence to support the neighbourhood plan policies, and
- community engagement including the production of consultation material.

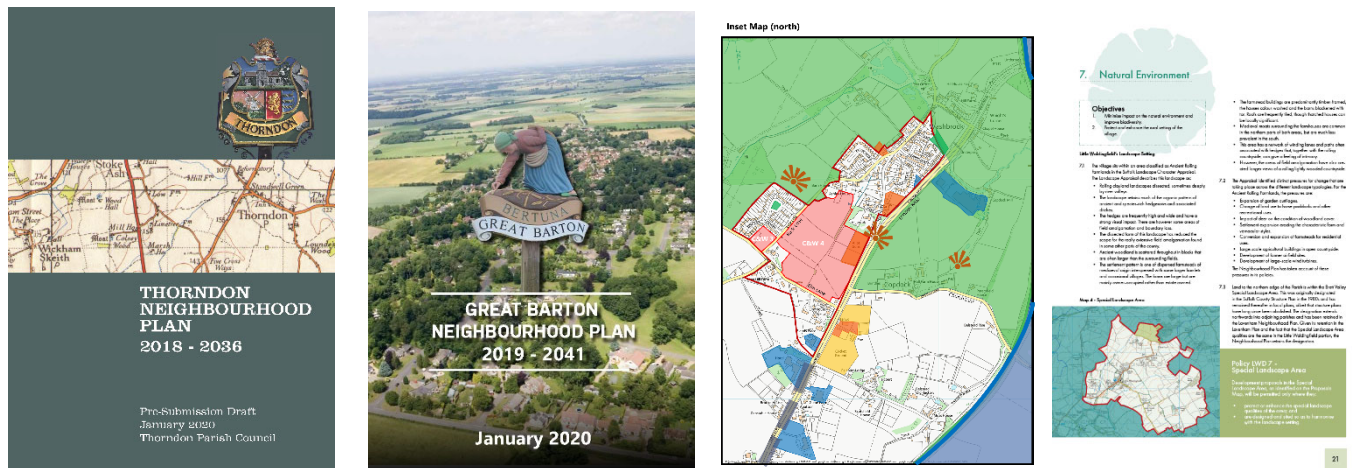
The support would also include attending meetings of the Working Group as necessary. Given the unknown quantity of work involved at this stage, we would provide a set number of hours to provide support including, subject to the lifting of current restrictions, travel costs involved in attending up to six meetings of the Group.



Phase 2: Preparation of Draft Neighbourhood Plan and "Pre-Submission" consultation

We would liaise with the Working Group to complete the preparation of the draft Neighbourhood Plan. Typically, we would prepare the draft planning policies and supporting text in accordance with a timetable to be agreed with the Working Group. The Working Group would contribute additional content. We would also prepare the statutory maps that are required within the Plan but will require the Parish Council to subscribe to the Parish Online mapping package. We would allow for attending three meetings of the Working Group.

Prior to finalising the Plan for the formal "pre-submission" consultation stage (Regulation 14 of the Neighbourhood Plan regulations), we would seek informal comments from West Suffolk Council Planning Policy Officers and ask the Council to screen the emerging Plan as required by the Strategic Environmental and the Habitats Regulations.



Once the draft Plan has been agreed by the Working Group, we would advise on consultation arrangements in order that the statutory requirements under Regulation 14 of the Neighbourhood Planning Regulations are met. The Parish Council, as the "qualifying body" will be responsible for heading up the consultation process and therefore the draft Plan will need to be formally approved for consultation by the Council.

We would also provide document design and desk-top publishing of the Neighbourhood Plan (examples are illustrated above).

Phase 3: Submission of Plan to West Suffolk Council

We would liaise with the Working Group to agree post-consultation modifications and the preparation of the supporting material that is required to be submitted to West Suffolk Council.

Phase 4: Examination of the Plan

We would advise and provide support on matters relating to the public consultation to be undertaken by West Suffolk Council and the independent examination of the Plan.

Fees

Without knowing the detail of the amount of support required or what the Plan will cover, we can only provide an indicative fee range based on experience of working with other Parish Councils. On this basis and without prejudice, it is considered that our fees would be in the region of £8,000 to £10,000 +VAT. These costs could be met by applying for a Government Neighbourhood Planning Grant, where up to £18,000 plus additional free Technical Support is available. Generally, there is rarely a need for a Parish Council to incur any costs in preparing a Plan.

Places4People Planning Consultancy

About us

Places4People draws on over 40 years of experience in a range of town planning fields including the preparation of strategic and local plans, site briefs and concept statements, community engagement, public realm advice, parish plans and projects in historic towns.

Since our formation in 2015 we have concentrated on providing specialist support services for neighbourhood planning, providing advice to the following:

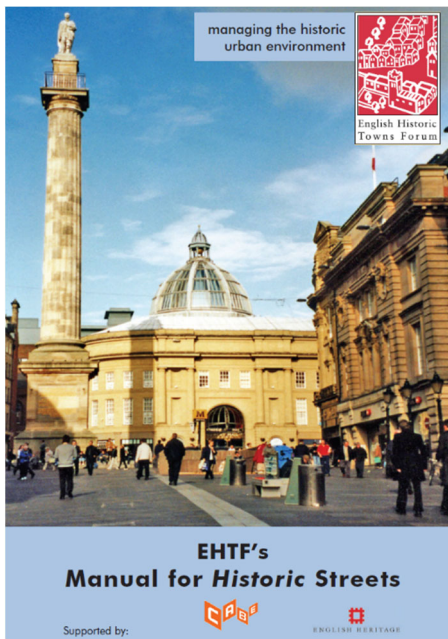
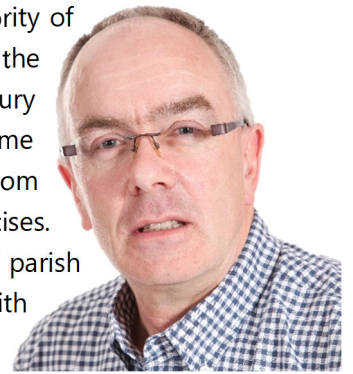
- **Cambridge City Council & South Cambridgeshire District Council** – Neighbourhood Plan support.
- **Thanet District Council** – Neighbourhood Plan support.
- **Mid Suffolk and Babergh District Councils** - Neighbourhood Plan “Critical Friend” Advice to parish councils including Debenham, Elmswell, Haughley, Stowupland, Stradbroke and Woolpit
- **Direct Neighbourhood Plan support** - We have specialised in providing support packages to parish councils preparing neighbourhood plans. This has included everything from occasional document review and advice to a complete package of project management and document preparation.

To date we have completed seven neighbourhood plans with four currently awaiting a Referendum in May 2021:

Lawshall (made)	Assington (Examination)	Haddenham, Cambs
Hargrave (made)	Little Waldingfield	Reach, Cambs
Aldham (made)	(Examination)	Barningham
Sutton, Cambs (made)	Copdock & Washbrook (at	Freckenham
Rickinghall & Botesdale	consultation)	Great Waldingfield
(made)	West Mersea (at consultation)	Great Bardfield, Essex
Elmsett (made)	Bentley (at consultation)	Rushmere St Andrew
Newmarket (made)	Hartest (at consultation)	Earl Soham
Drinkstone (Referendum)	Beyton	Chilton
Thorndon (Referendum)	Easton	Watton, Norfolk
Great Barton (Referendum)	Broomfield, Essex	Brettenham
Laxfield (Referendum)	Glemsford	

Ian Poole, Owner & Director

Ian has been a Member of the Royal Town Planning Institute for 25 years. The majority of Ian's experience has been at local authority level, more recently as the manager of the planning policy, conservation, landscape and urban design service at St Edmundsbury Borough Council. He has also had short periods as Acting Head of Planning at the same authority. Ian has successfully managed the delivery of several local plan documents from inception to adoption and delivered a number of community engagement exercises. During his career, he has also worked with parishes to facilitate their preparation of parish plans and organised community engagement and facilitation courses in conjunction with the then Suffolk ACRE (now Community Action Suffolk).



Planning in historic built environments has figured largely in Ian's career and he has contributed to the preparation of good practice guidance published by the English Historic Towns Forum, an organisation that he chaired between 2004 and 2006. In 2008 he was awarded a travel scholarship by the government backed organisation CABE Space, which involved studying the management and maintenance of streets and squares in European historic cities. Ian was also a major contributor and advisor for the preparation of the Manual for Historic Streets.

Ian is the founder and Managing Director of Places4People Planning Consultancy and is currently advising clients both in local authorities and the private sector. In addition, he is regularly invited to talk at seminars and conferences in the UK and Europe on topics covering planning, historic towns and

public realm.

Ian is also a Commissaire (race referee) for the Union Cycliste International, the World governing body for cycle sport and is employed as a tutor on a casual basis by British Cycling. He is part of the organising committee for the 2021 and 2022 World Masters Cyclo-Cross Championships to be held at Trinity Park, Ipswich.

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