

Neighbourhood Planning Summary Report

The NPWG's recommendation on next steps with respect to the Preferred site from West Suffolk is summarised below:

Continue with the master design plan for the site understanding there is very clear opposition to the site being mixed use, the design should consider housing only and under West Suffolk guidelines include mixture of housing types, affordable housing and self-build plots.

This was reported to the parish council meeting on 28th July, when a formal response from the parish council was considered and agreed and subsequently submitted to West Suffolk.

Over the summer, members of the working group have liaised with Ian Poole, the parish council's appointed consultant. A meeting has been arranged with West Suffolk for 30th September to discuss options for Masterplanning of the proposed allocated site (this technical advice having been approved as part of a further grant application to Locality.

The financial element of the grant application (see Appendix A) has now also been approved (and paid). This will cover:

- further consultations of the parish on both the outcome of the Masterplanning technical advice, and later, the draft Neighbourhood Plan (including publishing costs, printed materials, meetings, officer and consultant time and access costs) and
- a landscape survey

The Design Guidance and Codes commissioned as part of the Technical Assistance element of the previous grant have now been finalised and published to the parish council NP web page, which the clerk and webmaster have re-configured.

The group has been looking at Community Actions (to be included in the Neighbourhood Plan) from the Household Questionnaire over the summer.

Recommendation:

- i. In accordance with Financial Regulation 11.1(a)ii, the parish council agree to waive the requirement when entering into a contract of less than £25,000 in value to obtain 3 quotations in respect of contracting the professional planning services of Places4People to support the preparation of the Wickhambrook Neighbourhood Development Plan, enabling a price to be negotiated without competition for specialist services, and note that the parish council has previously contracted services and advice from Places4People for which it has been satisfied.**
- ii. Expenditure under the various categories of the Locality Grant application be authorised for payment on submission of relevant invoices to the clerk to a sum of not more than £9997.00 in accordance with the categories summarised in Appendix B to this report.**

[Neighbourhood Planning Application](#)

Response ID: [1300](#)

Submitted Date: 15/06/22 10:59:07

Completion Time: 1 hr. 14 min. 34 sec.

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IMPORTANT: If you would like to leave and resume the form at a later stage, please use the checkbox above and follow the instructions.

About your organisation

Please provide us with an alternative contact name and details (phone number and email address):

Ian Poole, Places4People, places4people@outlook.com

How many years has your organisation been in operation?

Over 2 years

Please can you briefly outline your organisation's aims?

Parish Council

Which type of organisation are you representing?

Parish council

Have you had previous Locality Neighbourhood Planning grant(s) during the period April 2015 to now, for the production of your neighbourhood development plan (NDP)/neighbourhood development order (NDO)?

Yes

If yes, please give details including the NPG reference number and the amount of grant received:

NPG-12498

Have you submitted your end-of-grant reports for the grant(s) listed above?

Yes

Have you had previous Locality Neighbourhood Planning technical support** during the period April 2015 to now, for the production of your neighbourhood development plan (NDP)/neighbourhood development order (NDO)?

Yes

Have you had other support with your NDP/NDO?

No

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Demographic information

Region/Local Planning Authority Information

Which region and Local Planning Authority (LPA) is the NDP/NDO located in?

Please select the region and the corresponding lead LPA from the list below:

Region

Eastern

East of England - LPA:

St Edmundsbury

Are you working across boundaries or located in a national park?

No

Area Context

Rural

Ward Area Name(s):

Wickhambrook & Wepstead

What is the estimated population of the proposed or designated neighbourhood area to be covered by the NDP/NDO?

1279

As also requested in the Expression of Interest form, please find the percentage of deprivation in your area by copying and pasting this link into your browser, and use the 2019 data:

http://dclgapps.communities.gov.uk/imd/iod_index.html This will help us to establish what issues/challenges you might face.

41% to 60%

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Progress on Your Neighbourhood Plan

Please outline your progress to date with your NDP/NDO below (maximum word limit 200):

We have completed an initial household questionnaire and drawn initial findings for it. We have obtained an affordable Housing Needs Survey. AECOM have commenced work on the design code and feedback community engagement events are being planned.

How long have you been working on your NDP/NDO?

3-6 months

Are you modifying a Made neighbourhood plan?

No

Has the neighbourhood area been designated by the LPA?

Yes

If yes, please provide the date the neighbourhood area was designated:

01/10/2021

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Regulation 14 Consultation (Pre-Submission Consultation)

This is the formal six week consultation on a draft neighbourhood plan before it is submitted to the local planning authority for examination.

Have you commenced your six-week consultation?

No

Have you completed your six-week consultation?

No

Have you submitted your plan to the LPA?

No

What is the target date for completing your NDP/NDO and submitting it to the LPA?

Mar 2023

Has the referendum been arranged?

No

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Additional Information

Does the LPA have an up to date adopted Local Plan?

No

Is the LPA preparing a new Local Plan?

Yes

Please cut and paste the URL link to your LPA's Local Plan page here:

https://www.westsuffolk.gov.uk/planning/Planning_Policies/local_plans/west-suffolk-local-plan-review.cfm

Do any parts of your neighbourhood plan area have any special designations? If so, please select all that apply:

- Conservation Area

Does the Local Plan/emerging Local Plan seek to allocate housing in the neighbourhood area?

Yes

How many houses (in total) are allocated in the Local Plan or emerging Local Plan to the neighbourhood area?

40

Are you proposing to allocate sites for housing or mixed development?

Yes

Please give the number of sites you are proposing to allocate:

1

Please add any comments you may have on your site allocations here:

Neighbourhood Plan is looking to work in parallel with the emerging local plan in terms of site allocation but wants to use site master planning to provide more detail and guidance.

Are you considering allocating sites or parts of sites for affordable housing for sale?

No

Is there a need for affordable housing for sale in your neighbourhood area?

No

Are you planning for more homes than are allocated in the Local Plan or emerging Local Plan?

No

Are you assessing sites within your neighbourhood area with a view to making site allocations

in your neighbourhood plan?

Yes

Have you completed a call for sites?

No

Please give the number of sites you are assessing or will assess:

1

What do you already know about the sites?

Identified by West Suffolk under their Preferred Options consultation element of the emerging local plan.

Are you considering assessing sites or parts of sites for affordable housing for sale?

No

Are you seeking to influence design through your NDP?

Yes

Please explain how you are seeking to influence design:

AECOM have completed the draft design code

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Additional Information

What level of planning expertise is available in the group (volunteer or external professional support)?

Low level skills

What is the level of volunteer time available in the group?

Some volunteer time

Is any paid support available, such as staff time, for example from your LPA or Parish Council?

Some staff time

If support is available, please provide details on which groups/organisations are supplying it:

Parish Council Clerk

Please tell us about the sources of income for developing your NDP/NDO:

- None

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Technical Support Needed

You can receive Grant and Technical Support at the same time. Applying for Technical Support will not prevent you from accessing grant, providing you are eligible for grant support, and the Technical Support could be best used to complement the use of grant. This will help groups make the most of grant and move their plan-making process on more smoothly. To find out more about the support offered please see the [Guidance Notes](#).

What kind of support are you looking for? Please select a support package from the list below:

Masterplanning

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Grant Support

All neighbourhood groups can apply for grants of up to £10,000 per neighbourhood planning area, less any funding from grant(s) used after 17 April 2015. Based on the responses you provided in your Expression of Interest form, you may be eligible for Additional Grant, which means the total amount increases to £18,000.

NB: Applications must be between £1,000 and £10,000 per application. This means that if you are deemed eligible for Additional Grant, you cannot apply for more than £10,000 at a time.

Grants can be used to support groups with the production of the NDP/NDO. **The earliest start date for grants is 4 weeks after you submit your grant application. If your application is successful, you will then have until the end of the financial year (31 March 2023) to spend this.** We would like to encourage you to consider your needs for the period up to 31 March, so that you do not need to make multiple applications.

Eligibility for the Additional Grant is dependent upon meeting the relevant criteria. The inclusion of the Additional Grant in your application form is not confirmation that you have met these criteria and this will be checked as part of the grant assessment.

Are you applying for a grant?

Yes

Please tell us the start date of your grant activity:

11/07/2022

Please tell us the end date of the final activity that this grant will cover:

31/03/2023

Any grant funding must be spent by the end of the financial year. Therefore, your application will be automatically rejected if the dates are outside this period.

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Budget Breakdown Section

In this next section of the form you will need to provide details of the estimated costs for the support you require. (i.e. how much grant you are applying for, why you need the support, length of time to be completed). Please apply under the right section.

You will need to tell us the professional fees that you want to pay as part of your project. We will need to know the day rate that you propose to pay for any consultants who are working with you.

Remember to include VAT if you are a designated/prospective neighbourhood forum. **Please note that the maximum day rate that we will pay is £550 per day plus VAT and reasonable expenses.**

If you are a Parish or Town Council, please remove VAT from your budget breakdown. This is because you (as a form of local government) are able to re-claim VAT from HRMC under [notice 749](#).

You also need to tell us the project costs, i.e. how much each item/area of work will cost. (i.e. 5000 leaflets at 20p each - giving a total of £1,000 for printing; Or 5 meetings in the village hall at a cost of £40 per booking - giving a total for £200 for room hire).

Please ensure that the total costs in this application do not exceed £10,000. Grant applications that are outside of this range will be automatically rejected.

What are you applying to fund (please select both options if seeking grant for both)?

- Professional Fees

- Project Costs

Budget Item: Professional Fees

Type of Activity

Consultants

Type of Activity Detail

Community Engagement Events

Budget Breakdown

Facilitation Meetings & Mileage

Cost (£0.00)

2172.00

Type of Activity

Consultants

Type of Activity Detail

Draft Neighbourhood Plan Preparation

Budget Breakdown

Preparation, meetings and mileage

Cost (£0.00)

3504.00

Type of Activity

Consultants

Type of Activity Detail

Pre-submission NP Consultation

Budget Breakdown

Advice, Prep for drop in event, publishing, mileage

Cost (£0.00)

2556.00

Type of Activity

Consultants

Type of Activity Detail

Submission of Plan to DC

Budget Breakdown

Review, meetings, conditions statement, publishing, mileage

Cost (£0.00)

2592.00

Type of Activity

Consultants

Type of Activity Detail

Post Examination

Budget Breakdown

Advice & support, amendments to plan

Cost (£0.00)

420.00

Budget Item: Project Costs

Type of Activity

Other

Type of Activity Detail

Delivery of pre-consultation material

Budget Breakdown

Door to door delivery

Cost (£0.00)

225.00

Type of Activity

Room hire

Type of Activity Detail

NP Meetings

Budget Breakdown

£20 per meeting

Cost (£0.00)

200.00

Type of Activity

Room hire

Type of Activity Detail

Drop in events

Budget Breakdown

£10 per hour

Cost (£0.00)

160.00

Type of Activity

Website development

Type of Activity Detail

Updating NP Page

Budget Breakdown

9 days

Cost (£0.00)

450

Type of Activity

Printing costs

Type of Activity Detail

Display, Publicity, Draft Plan

Budget Breakdown

As itemised in Places4People Proposal

Cost (£0.00)

892.50

Total value of grant you are applying for:

12,946.50

Please explain why this grant is needed:

This grant is needed to continue to prepare for the Neighbourhood Plan - pre-consultation drop in events, preparing the document and consultation.

Please explain how it will help your NDP/NDO to move forward:

To ensure that we can complete the plan in a timely manner, in parallel with the preparation of the Local Plan.

If you are commissioning expert support, please give details of the name, qualifications and professional memberships of the person(s) you intend to use:

Ian Poole, Places4People, BA(Hons) Town Planning MRTPI

Please attach a supporting document for consultant/website costs here:

Wickhambrook NP Fee Proposal June 2022.pdf

Would you like to upload another document?

No

IMPORTANT: If you would like to leave and resume the form at a later stage, please use the checkbox above and follow the instructions.

Please indicate which category applies to your organisation:

I am a Parish Council/Town Council

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From time to time we'd like to send you information by email.

Would you like to receive the quarterly Neighbourhood planning newsletter?

Yes

Would you like to receive relevant information about neighbourhood planning, events, funding opportunities and other items of interest?

No

Do you consent for us to use your data for the purposes of any research or evaluation which might be commissioned in respect of neighbourhood planning?

Yes

Thank you for taking the time to complete the form and provide your information. Please click "Submit" to complete.

Once you have clicked "Submit", you will receive two emails. One with a PDF copy of your application and a second with your application reference details.

By submitting an application you are providing us with data, including your personal details and those of the alternative contact. Locality, Groundwork (as grant administrator), our delivery partners and the funders of the programme (DLUHC) will use this data to process your application.

In submitting this application I declare that all the information provided is true

and accurate. I understand that if the information provided is false or misleading, then this may invalidate my application.

Please do not press the submit button unless you are ready to submit your complete application.

Once you have submitted this form you will not be able to make changes or submit this unique form again.

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File List (Protected)

Wickhambrook NP Fee Proposal June 2022.pdf (286Kb.):

<https://locality.tfaforms.net/uploads/get/55fa18deb822ed2eb1552837a749bb67-Wickhambrook-NP-Fee-Proposal-June-2022.pdf>

Phase	Activity	Days	Rate	Fee	Disbursements	Costs	PC related costs	Costs	
Landscape Appraisal - Lucy Batchelor-Wylam				£ 3,490.00					£ 3,490.00
1 - Community Engagement Events									
	Facilitation Meetings plus preparation of consultation material	5	£ 420.00	£ 2,100.00	Display Boards for Consultation Events	£ 100.00	Delivery pre-consultation material	£ 80.00	
	Mileage - 160		£ 0.45	£ 72.00			Room Hire - Drop in Event	£ 120.00	
							Refreshments	£ 100.00	
							Updating Web pages	£ 150.00	
							Publicity leaflets for drop-in events - 500 x A5 postcards full colour	£ 145.00	
				£ 2,172.00		£ 100.00		£ 595.00	£ 2,867.00
2 - Draft Neighbourhood Plan Preparation									
	Agree Content & Policies						Room Hire - WG Meetings	£ 100.00	
	Prepare Draft Plan including mapping						Updating Web pages	£ 36.00	
	Attend 4 Working Group meetings	8	£ 420.00	£ 3,360.00					
	Mileage - 4 trips - 320 miles		£ 0.45	£ 144.00					
				£ 3,504.00		£ -		£ 136.00	£ 3,640.00
		13		£ 9,166.00	£ -	£ 100.00	£ -	£ 731.00	£ 9,997.00