

REPORT 24.122 NEIGHBOURHOOD PLAN REVIEW

LAVERSTOCK AND FORD PARISH COUNCIL

DATE: 12 September 2024

AUTHOR: Trudi Deane, Administration Officer

1. Report Summary

A report to councillors regarding options for a review of elements of the Laverstock and Ford Communities made Neighbourhood Plan LFCNP.

2. Summary

The Neighbourhood Plan Steering Group was formed in 2017 from volunteer residents, including Parish Councillors. The final plan was the result of wide consultation throughout the parish, and hundreds of hours of work by the Steering Group analysing survey results, assessing relevant planning policies and drawing up the plan, associated appendices and supporting documents. Since the LFCNP was 'made' in October 2022, there have been changes made to the National Planning Policy Framework. In addition, Wiltshire Council have produced a new Draft Local Plan, and we currently await the outcome of the Regulation 19 consultation.

At a recent Wiltshire Council Strategic Planning Committee meeting, attended by the chair, the applications for both Old Sarum Airfield [Planning Application: PL/2023/07368 \(wiltshire.gov.uk\)](https://www.wiltshire.gov.uk/planning-application/PL/2023/07368) and Church Road [Planning Application: 20/11598/OUT \(wiltshire.gov.uk\)](https://www.wiltshire.gov.uk/planning-application/20/11598/OUT) were refused. The LFCNP, and in particular the Design Guide, was heavily referenced in the decision making process. No confirmation has yet been received regarding the inclusion of the Church Road site in the Wiltshire Local Plan.

In anticipation that the decision on either, or both, of these applications may be appealed, and in order to ensure that our LFCNP is as robust as possible moving forward, councillors may wish to consider a review.

The Administration Officer has requested quotes from three consultants. Two quoted costs based on £578 per day, which is the maximum allowable under the Locality scheme. One has quoted based on £570 per day. The Administration Officer has applied to Locality for grant funding to meet consultants costs.

3. Recommendations

That the council resolves to appoint Master Land and Planning (Quote 2) to carry out a review of the Laverstock and Ford Communities Neighbourhood Plan, subject to award of grant funding from Locality.

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Quote 1 Estimated 12 days at £578 per day £6936 plus mileage and expenses

Initial Programme from October 2024 (Indicative time required – 7 days)

- We should start with an online inception meeting with Parish Council and Steering Group – discuss the scope of the review. Following the inception meeting, it is proposed that an initial review is undertaken, of matters which might influence the review of the Laverstock and Ford Neighbourhood Plan. The material from the review can also be used in updating the plan. This would be useful whatever the scope of the review is.
- Update population analysis for Laverstock and Ford Parish drawing on the ONS Custom Area Profile information for the 2021 Census. Future population levels and composition can now be projected using household projections published last week. This would be of use in understanding future housing and community infrastructure needs. Write up as Draft chapter or supporting document.
- Update planning and other environmental designations within Laverstock and Ford. This includes habitat and species information which is of relevance to the identification of priorities for local biodiversity net gain within the emerging Wiltshire Local Nature Recovery Strategy. Under the Environment Act 2021 provisions now commenced, new development must result in a biodiversity net gain of at least 10 per cent from the baseline position prior to development.
- Provide details of all planning applications (Full and Outline) determined in the Parish since the plan was made, together with the outcome and the view of the parish council. This provides a means to discuss how well your policies have been used by the parish council and by Wiltshire Council Officers, and to consider whether change or new policies are needed.
- Examine current NP policies, maps, appendices and supporting documents to ask questions/raise considerations for the review.
- Highlight relevant sections from Wiltshire Local Plan Review for consideration/discussion.
- Review Design Guide and prepare recommendations for changes or additions.
- Consultants to visit parish and view key locations.
- *(if the parish is considering site allocations)* Prepare review of site constraints of each Regulation 19 proposal site against made neighbourhood plan policies and material considerations. Review Policies 23, 25 and 30 requirements and comment on these.
- Further meeting to discuss results of the review
- Request Local Housing Requirement breakdown for the parish from Wiltshire Council.
- Request discussion about site allocations if they are being taken forward.

November 2024 (Indicative time required – 5 days)

- *(if considering site allocations)* Dialogue with Wiltshire Council over scope of plan review including sites.
- Decide Consultation Strategy (highly dependent on whether changes are significant and whether sites are to be allocated).
- Decide whether Vision and Aims/Objectives need to be changed.
- Update Design Guide where needed
- Decide how to make changes to the made plan – track changing existing or working to new template?
- Make changes to plan where possible (Policy references, data etc)

December onwards

- Subject to agreed scope of the review. Further tasks and resource requirements to be identified as appropriate.

Quote 2 £9826 plus expenses

Stage 1: Project Plan, Scoping and Monitoring Fixed at £2,890.00

- Establish the Project Plan and Consultation Strategy.
- Prepare a Monitoring and Review Report, taking on board the work done to date by the Steering Group.
- Support in the preparation of a Questionnaire to seek community views on key land use issues experienced in the area and effectiveness of the existing NDP. The results will be collated and summarised to the Steering Group in a Report .

Stage 2: Options Development Fixed at £1,734.00 (*Quotation for Design Code or Site Allocations TBC and quoted at later stage if required)

- Prepare option development worksheets; utilising the fundamental aspects of working out if specific options can be allowed within the rules of Neighbourhood Planning to be developed into Policies for the plan.
- Update and prepare new evidence documents and Topic Papers to support policy options.
- Neighbourhood Plan Design Codes have recently been introduced as an optional tool that can be used if there are specific design issues or features in a neighbourhood plan area that are not covered by design codes produced by the local planning authority. Design codes are clear design requirements for new developments, based on principles and priorities agreed upon with the local community. They are supported by evidence and adopted as part of a neighbourhood plan, with the full support of the local planning authority.

Stage 3: Writing the Draft Policies - Fixed at £1,734.00

- Assist the Steering Group in the review and update of all evidence reports.
- Update the Draft Plan and prepare a live working draft of the policies.
- Prepare a live working draft of the Consultation Report.
- Meet with the Steering Group to discuss the draft policies and implications for development management planning.

Stage 4: Production of 'Pre-Submission' Plan - Fixed at £2,312.00

- Finalise in cooperation with the Steering Group, including allowance for meetings, the draft Neighbourhood Plan Review.
- Finalise all supporting documents to enable a Reg.14 consultation in accordance with the requirements and publicity - based on the following:
- Draft Plan Policies document
- Evidence Papers
- Initial Consultation Statement and Draft statement of Modifications
- Screening Report / Habitats Regulation Assessment / Strategic Environmental Assessment (to be provided through Technical Support) if required
- Design of consultation material and helping to organise the formal advertising of the consultation with consultees and stakeholders.
- Be your point of contact with Locality and AECOM who will conduct technical reports in support of the plan such as the Strategic Environment Assessment if required.

Stage 5: Considering representations and modifications Submission of a plan proposal Fixed at £1,156.00

- Undertake a review of all representations made to the Reg.14 consultation.

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- Prepare a written report to summarise each of the representations made by reference to section / policy / text.
- Meet to discuss the implications of each representation with the Steering Group and Officers to enable an informed decision on whether or not to amend the plan, including need for additional consultation.
- Finalise a Reg.15 submission version of the Plan and Evidence into final presentation format with the Steering Group, taking into account the feedback received.
- Prepare the statement of reasons for the modification of the Plan.
- Prepare the Basic Conditions Statement to explain how regard has been made to relevant policies in the NPPF; an analysis of how the plan contributes to achieving sustainable development; an explanation of how the NDP is in general conformity with the strategic policies in the development plan, including in meeting growth requirements; information on EU obligations, including screening outcomes from the LPA and, where required, an accompanying strategic environmental assessment report (to be provided through Technical Support); confirmation that the plan is compatible with human rights legislation; and confirmation that the plan meets other legal requirements.
- Finalise the Consultation Statement of the Reg.14 consultation including: details of people and organisations consulted about the proposed NDP; details of how they were consulted; a summary of the main issues and concerns raised through the consultation process; descriptions of how these issues and concerns were considered and addressed in the proposed NDP.

Stage 6 – Examination

We can support the Qualifying Body through the examination stage including updating the Plan to reflect the Examiner Report – which would be pro bono. We can also provide support should public hearing be necessary and undertake finalising the Plan in accordance with recommended modifications – such support would be chargeable at a day rate not exceeding £578.

QUOTE 3 £5130 plus expenses

TASKS DAYS COST

1: Initial desktop review

- To identify areas of compliance and potential conflict with the emerging local plan and national planning policy and guidance.
- Online meeting with appropriate representatives of the Parish Council to understand key issues/ concerns regarding the implementation of the policies within the neighbourhood plan, as well as progress with the delivery of community actions.

1 £570

2: Detailed assessment

- Assessment of the current neighbourhood planning policies against the requirements of the strategic policies of the emerging local plan and provisions of national planning policy and guidance.
- Review of planning decisions within the plan area since the adoption of the neighbourhood plan to identify any issues with how the policies have been applied.

1 £570

3: Preparation and discussion of draft scoping report

- Initial draft scoping report prepared to present the findings of tasks 1 and 2. To include recommendations on the scope of the review, approach to engagement, governance and an initial project plan.
- Online meeting to discuss the draft report.
- Amendments to the final report following feedback.

2 £1,140

4: Potential initial evidence work to inform the review

At this stage this work could cover:

- Input to design codes (delivered through Locality Technical Support Package or through our direct input) for proposed housing allocations (to inform the preparation of design policies for the sites).
- Commence review of local green spaces and consideration of further sites;
- Heritage - consideration of the identification of nondesignated heritage assets and potentially a policy for the conservation area.

5 £2,850

Total 9 £5,130