

Neighbourhood Planning

brought to you by



Technical Support
Available
Packages

Table of Contents

Technical Support Packages	3
What is Technical Support?	3
At what stage should you apply for each of the technical support packages?	5
Setting up a Neighbourhood Planning Group.....	6
Housing Needs Assessment (HNA).....	8
Site Options and Assessment.....	10
Site viability	12
Environmental Impact Assessments (EIA)	14
Evidence Base and Policy Development (EBPD)	16
Strategic Environmental Assessment.....	18
Habitats (Regulations) Assessment	20
Masterplanning.....	23
Design including Design Codes	24
Plan health check review prior to examination	26
Facilitation for designated neighbourhood forums and/or groups in deprived areas	27

Technical Support Packages

If a neighbourhood planning area meets one or more of the eligibility criteria above, subject to Ministry of Housing, Communities and Local Government (MHCLG) sign off the following packages of support may be available:

- Setting up a Neighbourhood Planning Group (in unparished areas only);
- Housing Needs Assessment (HNA);
- Site Options and Assessment;
- Site viability;
- Environmental Impact Assessment (EIA);
- Evidence Base and Policy Development (EBPD);
- Strategic Environmental Assessment (SEA);
- Masterplanning;
- Design including Design Codes;
- Habitats Regulation Assessment (HRA);
- Plan Health Check Review; and
- Facilitation for designated neighbourhood forums and/or groups in deprived areas.

What is Technical Support?

Technical Support providing evidence, advice, policy direction and process support is available for early stage neighbourhood planning groups (not yet designated) or designated Qualifying Bodies (QBs- groups formally designated by a Local Planning Authority (LPA) for the purpose of leading the production a neighbourhood plan or neighbourhood development order (NDO)) which meet certain criteria set down by the Ministry of Housing, Communities and Local Government.

Our partner, AECOM provides most of this support in the form of time-limited packages of independent advice on technical or process issues. They are designed to provide you with information (evidence) and advice (professional judgement) which will help you to:

- Decide your priorities and direction;
- Draft effective and viable policy;
- Avoid legal challenges; and,
- Engage confidently with stakeholders such as developers, councils, local businesses and of course residents, who will have a vote at the end of it all.

AECOM consultants will work with you to a clearly defined brief, helping you to produce specific documents like a Design Guide (for a site(s)), a Strategic Environmental Assessment (SEA), a Housing Needs or Site Assessment. The evidence gathering, assessments and advice can last from a few weeks to several months

depending on the complexity of your situation. All formal assessment reports go through a draft stage where there is an opportunity for you to comment and are then reviewed by Locality before a final version is issued. All reports are also accessible to the Ministry of Housing, Communities and Local Government (MHCLG) who fund this support.

At what stage should you apply for each of the technical support packages?

Groups in unparished areas who are just getting started will be able to apply for the Setting up a neighbourhood planning group package. Groups who are at the gathering evidence and drafting stages can apply for the Housing Needs Assessment, Site Options and Assessment, Master planning and Design including Design Codes packages.

When there is enough information on the neighbourhood plan or NDO contents and where the local authority have requested it, you will be able to apply for the Environmental Impact Assessment, Strategic Environmental Assessment, and Habitats Regulations Assessment packages.

Once you have formulated a clear policy intent based on the evidence already collected you will be able to apply for the Evidence base and policy development package. When you have a full draft plan and associated Basic Conditions and Consultation statements and are either at Regulation 14 stage or post Regulation 14 stage you will be able to apply for a Plan health check review prior to examination.

Descriptions of each package of technical support are laid out in the remainder of this document.

Setting up a Neighbourhood Planning Group (in unparished areas only)

Provides practical help to a potential Neighbourhood Planning Forum over an extended period of time to build up its early knowledge, functionality, the broadest possible membership and best structure in order to apply for successful designation as a Qualifying Body (QB) for Neighbourhood Planning purposes.

Focus of Support and Advice

The relatively slow development of Neighbourhood Planning Forums in urban areas has multiple roots reflecting the social, political and spatial nature of these areas. Complex and often multi-layered regeneration, economic development, place-making and heritage initiatives, some with long histories means there are many individuals and agencies, from different sectors who already have a stake in a given neighbourhood. New potential neighbourhood planning groups entering this arena need therefore to be organised, outward looking, able to form good relationships with statutory and private sector bodies as well as residents and local community groups.

The package will help your group move forward, develop an appropriate constitution and governance arrangement and generally get up to speed as quickly as possible. This can include the following support depending on your ambition and the complexity of your urban area:

- Skills and stakeholder audit;
- Capacity building workshop;
- Initial public meeting and/or steering group support;
- Help with boundary justification and research;
- Mediation across competing interests and motivations of those forming the QB;
- Designation application drafting comment and advice;
- A structure and rules for doing business together in an inclusive way;
- Identifying an agreed contact point with your Local Planning Authority (LPA) and agreement as to manner in which the designation application should be presented; and
- Explanation of content and use of a memorandum of understanding (MOU) with the LPA if required.

Outcomes

- By the end of the support you can expect:
- A Steering Group that has moved through its early phase and is already working together towards ideas for a neighbourhood plan;

- To have an informed, competent and locally representative group ready to become a Forum;
- An evidenced and clearly defined boundary;
- A clear and positive starting relationship with the LPA;
- A competent application for designation;
- A basis for an MOU discussion between group and the LPA; and
- Understanding of skills gap in relation to grant and further TS support required.

Contact Points

Groups will have face to face contact meetings where necessary over an extended period if required (the period will depend on the amount of support your group qualifies for). The primary means of contact will be via e-mail, telephone and video calls (provided free by AECOM).

Housing Needs Assessment (HNA)

This assessment provides vital evidence to help you understand the expected demand for housing in your neighbourhood over your plan period. This includes generating policy options for housing, calculating a suitable housing needs figure¹ and the type and sizes of new dwellings, together with the need for affordable housing and addressing those with specialist requirements such as older residents and newly formed households.

Focus of Support and Advice

A robust housing needs figure is the foundation of all housing policy. As the local authority is required to provide this for all designated areas, it is expected that the HNA will not cover this. We will only provide this in exceptional circumstances where the local authority is unable to fulfil their duty.

The HNA, supported by a clearly set out method and data sources, drills down in to the particular requirements of the community, considering the need for affordable housing, and how this should be split into the different tenures; the type and size of dwellings required to develop a housing stock that is aligned with community needs; including the needs of specialist groups. AECOM has produced pioneering work looking at housing for the elderly, for example, and can help QBs where their area faces an aging population.

Typically the work will involve (depending on the amount of support your group qualifies for):

- A robust, independent study providing clarity as to housing demand that is consistent with Planning Practice Guidance;
- Substantial Evidence base drawing on primary and secondary data sources; and
- Policy options suited to meeting community need relating to housing type and tenure.

Expected Outcomes

By the end of the support you can expect:

¹ The NPPF requires the Local Planning Authority (LPA) to provide each neighbourhood area with a housing requirement figure, or an indicative figure. Given this, we will only provide an estimated quantity figure as an exception if the LPA have been unable to fulfil their requirements. If they have not yet provided you with a figure, you should request this in the first instance.

- A clear starting point for going on to look at availability of sites and justification for using the neighbourhood plan to allocate sites;
- Better understanding by the QB and the wider community on how to act upon the housing challenges facing you; and
- A firm basis for the QB and wider stakeholders to engage with a Local Planning Authority (LPA) developing a new Local Plan, and influence the housing number allocated to them.

Contact Points

The Housing Team at AECOM will be available through the course of the project to deal with client queries and concerns, either by email or phone. We will start with a thorough dialogue to understand the specifics of the neighbourhood's housing relating issues. Once an initial draft has been prepared, the QB will be asked to comment, and, where appropriate, modifications to the draft will be carried out. Please note, AECOM do not send the draft report to the local planning authority for review. If the QB do wish for the local authority to also comment on the draft, then the QB will be expected to liaise with the local authority directly on this and provide AECOM with one consolidated set of comments for AECOM to consider.

Site Options and Assessment

This technical support package will provide advice to groups who are intending to assess potential sites with a view to allocating land for development in a neighbourhood plan. Support can include help with identifying, assessing and shortlisting sites to meet an identified need for housing, employment, community uses, local green space or other land uses. It will help to ensure that the sites that are selected for allocation comply with wider national and local planning policy as well as meeting the vision and objectives of the neighbourhood plan. The report will not usually include both site assessment and site allocation advice (e.g. which sites are finally included in a plan) as the preferred sites for allocation will often need additional investigation and discussion with landowners and the Local Planning Authority as well as consultation with the community before they are allocated through the plan.

Focus of Support and Advice

The package will provide independent, objective technical advice to ensure the process of site identification, assessment and selection is robust and defensible. This is usually in the form of a short report that can be used to guide decision making on site selection and, if you choose, as evidence to support the neighbourhood plan. The report will usually set out the Local Plan policy context and neighbourhood plan objectives, the identified housing requirement (or other development requirement) and a summary of the assessment of all known potential sites to establish a shortlist of sites that are suitable and available for the proposed development, or where additional investigation is necessary. It will help to ensure that the proposed allocations and policies align with national and local planning policy and therefore meet the Basic Conditions (legal requirements) that the plan must meet. Support can include one or more of the following depending on your development needs and the complexity of the neighbourhood area:

- Site identification (Local Plan evidence base, local knowledge, Call for Sites);
- Site assessment (based on a standard set of criteria which can be tailored to include local criteria);
- Site shortlisting based on the site assessment;
- Site selection, based on the outcomes of the site assessment and neighbourhood plan objectives;
- Advice on Local Green Space designation; and,
- Advice on whether sites might be suitable for NDO, Self-Build, Co-Housing or Community Right to Build and other alternatives to market housing;
- Advice on development density and site capacity;
- Advice on what a site allocation policy could include; and
- Links with other aspects of neighbourhood planning, including housing need assessment, SEA, development viability and neighbourhood master planning.

Please note, the AECOM site assessment experts undertake site visits. The site visits are an opportunity to better understand the development constraints and opportunities and to assess aspects of the site that cannot be done through the desktop study. The assessment is an entirely objective and independent exercise and relies solely on published evidence and survey findings. Anecdotal or unsubstantiated evidence will not be accepted and will not influence the conclusions.

Expected Outcomes

By the end of the support you can expect to have received specific tailored advice in the form of a technical report that is relevant to the stage of the site selection process you are at. This could cover the site identification process and 'Call for Sites', a full site assessment that can be used as evidence to support the site selection process, or an independent review of the site assessment and selection process you have undertaken to ensure it is sound and will meet Basic Conditions and be supported by your Local Planning Authority (LPA). It could also include specific advice on aspects of the site allocation process included on the list above.

Contact Points

You will receive an initial phone call to discuss the support required and the information requirements. There may also be a meeting with the neighbourhood planning group, as well as a site visit. The primary means of contact will be via e-mail and telephone/conference calls (provided by AECOM).

Site viability

Many neighbourhood planning groups seek to bring forward development on specific sites, for example via an allocation in a neighbourhood plan or via neighbourhood development orders (NDOs) and Community Right to Build Orders (CRtBOs). To ensure the proposals are both successful and deliverable, they must be viable. This site viability package will help you understand the viability of your proposed development scheme, whether it be via the neighbourhood plan, or the NDO and CRtBO routes. In doing so the work will enable groups to identify realistic proposals for site redevelopment and enhance the likelihood that sites will come forward.

Focus of advice and support

An individual development can be said to be viable if, after taking account of all costs, including central and local government policy and regulatory costs and the cost and availability of development finance, the scheme provides a competitive return to the developer to ensure that the development takes place and generates a land value sufficient to persuade the land owner to sell the land for the development proposed. If these conditions are not met, a scheme will not be delivered.

AECOM will undertake an appraisal to determine if your scheme is viable. The output of the support package would be a report summarising the findings from the appraisal completed by AECOM. Any detailed appraisals will be included as an appendix, with the main body of the report putting forward recommendations. If the results indicate a site is viable it would provide a basis for you to push forward with the development proposed, with views on how to improve deliverability if there is a limited viability 'cushion'. If the results indicate the proposed development is unviable the report will state the main influencing factors and suggest the means by which deliverability could be improved.

The appraisal will also take into consideration specific issues relevant to you and the individual scheme. For example, taking into account how the scheme is to be delivered and/or the phasing of a scheme so that both the delivery of elements of the scheme and funding and investment opportunities open to a group can be maximised.

Expected outcomes

By the end of the support you will have a strong understanding of the viability of your proposals, and where viability issues were identified, you will also have clear guidance on how you could address these to make your scheme deliverable.

Contact points

You will receive an initial phone call to discuss the support required and the information requirements. There may also be a meeting with the neighbourhood planning group. The primary means of contact will be via email and telephone conference calls.

Prerequisites

This package is open to all groups bringing forward a site specific development within the context of a neighbourhood plan, NDO or CRtBO.

To receive the support, one of the following pre-requisites should be met:

- If bringing forward a proposal via an allocation in your neighbourhood, you must have completed site options and assessment work and a housing needs assessment, where appropriate, and have a strategic masterplan for the proposed development;
- If bringing forward a proposal via an NDO or CRtBO, you must have a site specific scheme with the minimum of a strategic masterplan for the proposed development and some form of agreement with the landowner that they can complete feasibility and viability work on the site to bring it forward for development.

Environmental Impact Assessments (EIA)

Under this package, where a neighbourhood planning group has been told by a Local Planning Authority that they need an EIA ‘screening opinion’, the group will receive clear advice on whether an EIA is required under the Town and Country Planning (EIA) Regulations 2017, where a development is promoted through the following consenting routes: a NDO and Community Right to Build. In most cases, it is unlikely that an EIA will be required.

Focus of Support and Advice

Developments requiring ‘screening’, to determine if EIA is required, include those located within ‘sensitive areas’ such as Areas of Outstanding Natural Beauty (as defined in the EIA Regulations), and those which will exceed the thresholds set out in Schedule 2 of EIA Regulations. Most, if not all, developments that are likely to be promoted through one of the above consenting routes are likely to fall within Schedule 2 Part 10 ‘Urban Development’.

The package will help your group move forward with their NDOs and Community Right to Build Orders in full knowledge of the requirements under the EIA Regulations.

This will include the following support:

- Assistance with obtaining an EIA Screening Opinion from the Local Planning Authority;
- Advice on the scope of an EIA, including the range of topics to be assessed and the method of assessment, should one be required, and assistance in agreeing this with the Local Planning Authority through an EIA Scoping Opinion; and,
- Advice on the scope of technical supporting documents required for a planning application, if an EIA is not required.

Expected Outcomes

In most cases, the likely outcome is that EIA is screened out, and the planning application can be submitted with specific technical supporting documents.

By the end of the support you can expect:

- Where necessary, an EIA screening opinion for the development, with the likely outcome that EIA is not required; and,
- A clear scope of work, agreed with the Local Planning Authority either for an EIA or a package of technical supporting documents to accompany the NDO or Community Right to Build.

Contact Points

Groups will have an initial face to face meeting with AECOM and support at a meeting with the Local Planning Authority, as required. The primary means of contact will be via e-mail, telephone and video calls (provided free by AECOM).

Evidence Base and Policy Development (EBPD)

Introduction

Aims to help Qualifying Bodies (QBs) with their most ambitious and challenging policy aspirations, and ensure the final policy wording is justified in terms of evidence, is capable of standing scrutiny at examination and proves effective when applied in the real world.

Focus of Support and Advice

Many made Neighbourhood Plans now demonstrate the ambition, power and detail of neighbourhood planning policies. However, we are also seeing examiners re-drafting policies, rejecting some as unworkable and others as not conforming. Not surprisingly, the task of drafting effective and appropriately evidenced policies can be daunting. QBs are increasingly receiving help from their Local Planning Authority (LPA) and local consultants on matters of policy refinement. However, there will be occasion when more specialist policy advice, particularly relating to ambitious, complex and/or contentious policy areas is needed.

This package provides the opportunity for QBs to put forward a policy or policies (which may have several sub-sections) for review and advice relating to the evidence collected and draft policy objectives/intents. A QB can apply for an Evidence Base and Policy Development package at the point where they have formulated a clear policy intent based on the evidence already collected.

The support will include:

- Identification and interpretation of evidence relating to the specific policy area, or a number of policy areas;
- Recommendations on additional evidence that could be referenced;
- Providing text that may be later 'dropped into' a NDP's Basic Conditions Statement;
- A check that the proposed policy or policies can be realistically applied in the real world;
- Whether the plan meets the basic conditions, and recommended changes to the proposed policy or policies if it doesn't;
- Policy advice in the form of options, refinement and/or the writing or editing of the specific policy or policies for QBs;
- Limited use of 'model' policies where appropriate to the evidence and planning context; and
- A 3-way conversation with QB and the LPA if required.

Expected Outcomes

AECOM will work with your group to improve the credibility and robustness of the evidence material and to re-draft the policy or policies where required to meet a proportional standard acceptable at examination and in the real world.

By the end of the review you can expect:

- A report with specialist technical input clearly identifying policy options, refinement and/or specific recommended policy or policies;
- Specific independent help and advice and professional judgement taking a proportional approach to the evidence-policy balance;
- Greater understanding of the policy context and more robust policy wording; and
- Adequate, relevant and properly referenced evidence relating to a specific policy or policies that is robust enough to withstand challenge.

Contact Points:

The EBPD starts with a telephone or video conference meeting with the QB as to the particular challenges they are facing in terms of the policy aspirations they have set themselves and the particular policy or policies that has been put forward for review. Face to face support for more complex discussions needed with the QB and/or the Local Planning Authority, is also possible. The primary means of contact will be via e-mail, telephone and video calls (provided free by AECOM).

Strategic Environmental Assessment

Where the Local Planning Authority (LPA) have confirmed a Strategic Environmental Assessment (SEA) is required for your Neighbourhood Area, this package will provide evidence to integrate environmental considerations into the plan-making process, through a formal SEA and associated environmental report (that reports the outcomes of the SEA process).

Focus of Support and Advice

A SEA is required for neighbourhood plans where a draft plan has been 'screened in' as potentially leading to significant environmental effects. This is usually the case where a neighbourhood plan is allocating sites that a Local Plan has not previously identified or recently assessed, and where important environmental constraints are present locally.

The SEA technical package will organise the SEA process for your neighbourhood plan following screening of your emerging plan (usually when your key plan objectives have been formulated) by your Local Planning Authority (LPA).

The package not only comments on but will seek to proactively inform your plan's development process and evidence base. Therefore, in addition to undertaking a robust process which meets the requirements of the relevant regulations, the SEA process will:

- Support the environmental and socio-economic evidence base for your Neighbourhood Plan;
- Enable a range of alternative (and often contentious) site development strategies and policy approaches to be effectively considered;
- Facilitate engagement with stakeholders and the public; and
- Help enable your Neighbourhood Plan to withstand scrutiny at Independent Examination.

The two main outputs of the package will be as follows:

- An SEA Scoping Report, which will present to key stakeholders (the Environment Agency, Historic England and Natural England) the evidence base for the SEA process, and explain how the assessment will be undertaken; and
- An SEA Environmental Report, which, as the key output of the SEA process, will accompany your draft plan for consultation.

Expected Outcomes

By the end of the support you can expect:

- A robust and accessible SEA process which meets the relevant statutory requirements;
- An SEA process which has effectively informed and influenced Neighbourhood Plan policy development;
- Support for you to have considered alternative development strategies and enabled contentious policy issues to be explored;
- A process which helps maximise, and evidences your Neighbourhood Plan's contribution to sustainable development; and
- A process which will help your Neighbourhood Plan withstand scrutiny at Independent Examination and any potential subsequent challenge.

Contact Points

Qualifying Bodies (QBs) will have up to two face-to-face contact meetings over a period of 18-56 weeks (depending on the amount of support your group qualifies for). The primary means of contact will be via e-mail, telephone and video calls (provided free by AECOM).

Habitats (Regulations) Assessment

Habitat (Regulations) Assessment is an assessment regarding the impact of a plan on internationally important wildlife sites. This support assists the Qualifying Body (QB) to navigate a key regulatory process by providing the local planning authority with the evidence they need to draw conclusions regarding effects on internationally important wildlife sites. It will also assist the Qualifying Body with removing any clashes with such sites (e.g. an adverse water quality effect on an international wildlife site from a proposed allocation in a draft neighbourhood plan) before they submit their plan to the Local Planning Authority (LPA).

Focus of Support and Advice

When a Neighbourhood Plan is submitted to the relevant local planning authority they will need to undertake an assessment regarding its impact on internationally important wildlife sites. This is important because the plan cannot legally be 'made' if there are adverse effects on such sites and no adequate mitigation solution. This process is known as Habitat Regulations Assessment. The formal assessment is the legal responsibility of the local planning authority (known as the competent authority) but they can request a technical report from the Qualifying Body to inform their decision. It is also advantageous for the Qualifying Body themselves to understand the potential implications of their plan.

Before initiating this package, the following questions will be asked:

- Has the local planning authority or Natural England stated that HRA is required and requested a technical report?
- Will the scale of development in the Neighbourhood Plan be greater than that allowed for in the submitted or adopted Local Plan?
- Will the Neighbourhood Plan allocate sites?

If the answer to any of the above questions is 'no', then either the QB or AECOM will have a brief initial conversation with the local planning authority will seek to confirm the need for a technical report and/or whether the plan's impacts can be adequately covered by the over-arching Local Plan HRA. If the HRA decision-making process is straightforward, the local planning authority may not require a technical report, in which case this package would not be required.

Once initiated, this package will involve:

- Liaison via phone/email with the Qualifying Body to understand their plan and any advice they have had already from Natural England or the local planning authority;

- Scrutiny and evaluation of Natural England/local planning authority requests for a technical study to inform the HRA decision-making, in order to confirm it is necessary and useful;
- Assembling the baseline with regard to those internationally important wildlife sites that may need consideration and any other plans or projects that may operate cumulatively ('in combination') with the plan;
- Undertaking the technical analysis of each policy and allocation in the Neighbourhood Plan to confirm whether effects on European sites will result and how to avoid such effects;
- Advice to the Qualifying Body regarding the steps they need to take (if any) to address any potential conflicts with internationally important wildlife sites; and
- Liaison with the local planning authority, and Natural England if required, via email/phone to confirm they concur with the report.

Note that several iterations of HRA may be required in order to identify any measures for inclusion in the plan and confirm the local planning authority is content with the technical report. This package caps the number of iterations at three.

Occasionally, modelling or survey can be required to inform the technical report. The need for these elements will need to be discussed on a case-by-case basis and are not a standard part of the package.

In April 2018, the Court of Justice of the European Union clarified that it is not appropriate to take account of mitigation measures when screening plans and projects under the Habitats Directive. This means if a likely significant effect is identified at the screening stage, an 'Appropriate Assessment' must be undertaken.

A new basic condition will come into force on 28 December 2018 to allow neighbourhood plans and orders to undertake a full 'appropriate assessment' to demonstrate how impacts will be mitigated.

If you have undertaken HRA screening previously which included mitigation and do not yet have a made neighbourhood plan, you may now need to produce an appropriate assessment, where the mitigation information can be included. We can support you with this process (provided that you are eligible for technical support).

Expected Outcomes

By the end of the support you can expect:

- A Neighbourhood Plan that avoids or mitigates conflicts with European sites;
- A positive relationship with LPA and Natural England;
- A technical report to inform Neighbourhood Plan development (particularly when allocating sites); and

- A technical report that assists the local planning authority in making their decision regarding legal compliance of the Neighbourhood Plan.

Contact Points

In general, meetings are not required to inform this package. Day to day contact will be via e-mail, telephone and video calls (provided free by AECOM).

Masterplanning

The masterplanning package provides a high level spatial plan for part of your neighbourhood area, setting out how you would like to see development or regeneration come forward.

Focus of Support and Advice

Masterplanning provides an opportunity for you to look at the bigger picture for a part of or your entire neighbourhood and proactively influence how it changes and which parts of it stay largely as they are. It allows you to map out the scale and nature of development that could occur in your area, whilst taking into consideration the needs and wishes of the community.

Masterplanning takes a bird's eye view of a neighbourhood to understand its future development, assessing how an area will evolve based on established thematic areas and policies. Its focus can include town or village centres, parts of a neighbourhood, parks or mixed use area – or sometimes a whole settlement.

Themes that could be tackled include how best to make linkages between parts of your neighbourhood and surrounding areas, how to help local centres to flourish, how to bring life back to tired employment areas, how to strategically focus growth in the most appropriate places or how to make the most historic assets.

Outputs will be tailored to meet the specific needs of the Qualifying Body (QB), but may include:

- Neighbourhood masterplans;
- Public realm improvement schemes, where these can be influenced by neighbourhood planning;
- Community regeneration plans;
- Land use plans;
- The results of any community planning engagement exercises carried out; and
- Plans, drawings, illustrations and mapping.

All outputs will be produced with a view to then being able to be directly included in Neighbourhood Plans, as policies, supporting text or evidence base documents.

Expected Outcomes

By the end of the support you can expect:

- A community-led visionary masterplan, with options for to provide a starting point for a sub-neighbourhood or site(s) specific spatial objectives;

- Clearer understanding of challenges and opportunities relating to a given site, a part of your neighbourhood or series of sites depending on scenario; and
- New ideas and perspective for your group, and any development partners.

Contact Points

Depending on the amount of support your group qualifies for, you can expect one or two meetings with the technical specialists, including an initial site visit. QBs qualifying as 'complex' will see their consultant three or four times, possibly including workshops and design exercises.

Design including Design Codes

Urban Design seeks to understand, shape, improve and plan for our places and spaces, ensuring that our neighbourhoods work well and look great. In this package, AECOM's professional urban designers will work alongside Qualifying Bodies (QBs), harnessing their ideas and local knowledge, to produce bespoke urban design guides or codes for potential development or regeneration sites.

Focus of Support and Advice

It is sadly too easy for bad development to take place. This package is designed to ensure that any development is influenced by and reflects the views of the local community – for example, that homes are designed in the local vernacular and respect existing assets, that schemes encourage walking and cycling and reduce the impact of traffic, and that open space is provided to benefit the wider neighbourhood and its biodiversity. To make sure that development in your neighbourhood is attractive, interesting and in-keeping; something local people are proud of.

This is a flexible package of support with a tailored approach to suit the particular requirements of your group, but we include a range of hands-on engagement techniques to establish a high level vision and start to detail up the designs that would be welcomed.

The focus of this package (as opposed to its sister Neighbourhood Masterplanning package, which considers the wider area) is usually a single site or set of sites.

Outputs will be tailored to meet the specific needs of the QBs, but could include:

- Site development briefs;
- Design guidance and codes;
- Site feasibility studies;
- Land use plans;
- The results of any community planning engagement exercises carried out; and
- Plans, drawings, illustrations, 3D sketches and mapping.

All outputs will be produced with a view to then being able to be directly included in Neighbourhood Plans, as policies, supporting text or evidence base documents.

Expected Outcomes

By the end of the support you can expect:

- Quality and viable design advice that can be embedded into your neighbourhood plan as expectations;
- Proposals enabling you to shape, and for potential development to be more acceptable to local stakeholders;
- Proposals that put the community at the heart of the development and regeneration process relating to specific site(s);
- Proposals allowing you to engage with the full range of stakeholders as appropriate: the wider community, landowners, developers, local planning authority, housing providers, utility companies, neighbouring communities; and,
- Proposals that facilitate and guide development that is of community benefit.

Contact Points

Depending on the amount of support your group qualifies for, you can expect one or two meetings with the technical specialists, including an initial site visit. QBs with more complex situations will see their consultant three or four times, including any workshops and design exercises.

Plan health check review prior to examination

The review (or health check) will look into whether the draft plan meets the basic conditions and provide advice on any potential amendments required to ensure the conditions are met, prior to submission of the plan to the local planning authority (LPA). This will not involve the rewriting of policies, but general advice on what changes need to be made. This process has been developed to help Neighbourhood Planning bodies approach the independent examination with greater confidence. All the examiners used are members of the Royal Institute of Chartered Surveyors NPIERS panel (Neighbourhood Planning Independent Examiners Referral Service).

In order to receive this support you will need to be towards the end of the neighbourhood planning process and to have produced:

- A completed draft plan;
- A draft Basic Conditions Statement; and
- A draft Consultation Statement.

Facilitation for designated neighbourhood forums and/or groups in deprived areas

Designated neighbourhood forums and/or groups in deprived areas (i.e. areas that are amongst the 20% most deprived areas in England) often face unique challenges in neighbourhood planning. This package is designed to support these groups in a range of ways to make the neighbourhood planning journey as smooth and efficient as possible.

This package is available only to designated neighbourhood forums and groups in deprived areas.

Focus of support and advice

This package has a broad scope with a wide menu of support available. The package can provide support on:

- Good governance within a group, including the role of the chair;
- How to attract a diverse range of people with a variety of skills and experience to become members of the group, and to maintain their involvement and make best use of their skills and capacity. This would include a skills audit and training and development for members;
- Good financial management, budget setting and accounting for the group. This would include, specifically for designated neighbourhood forums, working with an eligible body to act as fundholder for their neighbourhood planning grant;
- Setting goals and objectives for the group. This will set out which can be achieved through land use planning (as policies in the neighbourhood plan) and which can be achieved through other mechanisms (and how);
- A road map that establishes the tasks that need to be undertaken to move towards having a made neighbourhood plan, and its subsequent implementation;
- Helping a group that has stalled in their plan making to move forward;
- Engaging and managing contractors, consultants, and other professionals (e.g. those undertaking community capacity building, conducting housing surveys or drafting the neighbourhood plan);
- How to raise the profile of the group with the local community;
- How to engage and consult with a wide spectrum of the community. This includes different ethnicities and socio-economic backgrounds;
- How to engage local community organisations with good reach to different parts of the community;
- Support with preparing a brief and commissioning a consultant to develop a website;

- How to attract funding beyond the grant support available through the neighbourhood planning support programme;
- How to develop good working relationships with the LPA and other statutory agencies to progress the neighbourhood plan;
- How to develop knowledge and skills within the group on planning matters;
- Other work to act as a critical friend of the groups proposals.

Expected outcomes

This is a broad package offering various types of support, so the outcomes will be different depending on which types of support listed above you need. For example, if you are a group that has stalled, by the end of this support it is anticipated that the blockage will be overcome and you will have a clear route to move forward with your neighbourhood plan. If you struggled with community engagement, by the end of the support it is anticipated that you will have a strong engagement plan that sets out how to secure community buy-in from as wide a spectrum of the community as possible.

Contact points

You will receive an initial phone call to discuss the support required. The package will involve meetings with the group and, depending on the nature of the support to be provided, other stakeholders. It is anticipated that this contact will take place remotely (e.g. Zoom etc.), unless otherwise indicated. You will be kept up to date on progress via e-mail and phone calls.

Locality is the national membership network supporting community organisations to be strong and successful.

Unlock the power in your community with us

Locality central office
33 Corsham Street, London N1 6DR
0345 458 8336

Locality is the trading name of Locality (UK) a company limited by guarantee, registered in England no. 2787912 and a registered charity no. 1036460.

©Locality

The content of this guidance is for your general information and use only. It is subject to change without notice. Neither we nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information offered in this guidance for any particular purpose. You acknowledge that such information may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law. Your use of this guidance is entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that this guidance meets your specific requirements. For formal Government guidance on Neighbourhood planning please visit gov.uk