

Neighbourhood Planning

Topic Notes for Town and Parish Councils

6. Support and Funding for Town and Parish Councils

Neighbourhood Plan Exhibition
The Cottingham Neighbourhood Plan aims to be a **community led, locally relevant and widely influential** guide for the future development of Cottingham
Join us on:
Friday 19th September (12pm-6pm)
&
Saturday 20th September (10am-4pm)
Cottingham Civic Hall, Market Green
to view and comment on the work undertaken so far and to discuss the process with experts and professionals who are helping to guide the process

Cottingham Neighbourhood Plan

contact: Dave Hickling: 01164 551017
dave@plancep.co.uk
www.cottinghamparishcouncil.org.uk
info@integreatplus.com

Have Your Say

Woodmansey
Neighbourhood Development Plan

Your Neighbourhood...

Have Your Say!
North Cave Neighbourhood Plan

The government's Localism Act has given communities such as ours the opportunity to express our wishes about the future of our area by creating a Neighbourhood Plan. This plan can cover a whole range of different aspects of planning that we, as a community, know to be important to us and our village. Once correctly drawn up and submitted to East Riding Council, the Neighbourhood Plan can ultimately become a statutory document which has to be respected by developers and planners alike.

On Thursday 9th of October from 6pm onwards the Neighbourhood Plan Steering Group is holding an event in the Village Hall and would like everyone in the Parish to come along and explore ideas around the future development of North Cave and Everthorpe. In particular we will be thinking about housing, the local economy and environment, traffic management and design guidelines for any future buildings and developments.

Want to know more?
Want to help shape the future of our community?

Come Along – Have Your Say – Get Involved

6pm – 9pm Thursday 9th October North Cave Village Hall
Don't worry if you can't make the whole event – feel free to drop in when you can.

www.northcaveplan.org.uk
@NorthCavePlan North Cave Plan



EAST RIDING
OF YORKSHIRE COUNCIL

November 2015

East Riding of Yorkshire Council has prepared a series of topic notes on Neighbourhood Planning for Town and Parish Councils in the East Riding. The notes cover a range of topics and together aim to answer the key questions Town and Parish Councils may have in relation to Neighbourhood Planning in the East Riding.

The topic notes can found on the East Riding of Yorkshire Council's dedicated Neighbourhood Planning webpage at:

<http://www2.eastriding.gov.uk/environment/planning-and-building-control/east-riding-local-plan/neighbourhood-planning/>

A summary of each note is provided below.

Summary of Neighbourhood Planning topic notes

Note 1 - Introduction to Neighbourhood Planning	Explains what Neighbourhood Plans and Orders are and provides information on the different types of Plans and Orders, the role of Town and Parish Councils in Neighbourhood Planning and examples of Neighbourhood Plans in the East Riding.
Note 2 - Neighbourhood Planning and the East Riding Local Plan	Provides further information on the East Riding Local Plan and explains the relationship between Neighbourhood Planning and the Local Plan.
Note 3 - Step by Step Guide to preparing Neighbourhood Plans and Order	Explains in detail the process for preparing a Neighbourhood Plan or Order. The role of East Riding of Yorkshire Council and Town and Parish Councils is explained.
Note 4 - Undertaking Environmental Assessments	Considers environmental assessments and when they are required. Explains the process for requesting a Screening Opinion from East Riding of Yorkshire Council.
Note 5 - Guide to community consultation and engagement	Considers community consultation for Neighbourhood Plans and Orders. Provides advice and best practice on how to involve the community in the preparation of Plans and Orders.
Note 6 - Support and Funding for Town and Parish Council's	Explains the support offered by East Riding of Yorkshire Council to Town and Parish Councils and provides up to date information on sources of funding.

Note 7 - Further Information	Includes sources of further information on Neighbourhood Planning.
------------------------------	--

These notes should not to be regarded as definitive legal advice. It is the responsibility of Town and Parish Councils to obtain their own independent legal advice in relation to their responsibilities under the Localism Act (2011).

This note (Topic Note 6) explains the support offered by East Riding of Yorkshire Council and up to date information on the sources of funding offered to Town and Parish Councils. Key information has been included within a green box.

A glossary of key terms for Neighbourhood Planning has been set out in East Riding of Yorkshire Neighbourhood Planning Topic Note 1.

Town and Parish Councils may also wish to read East Riding Neighbourhood Planning Topic Note 3 which provides a step by step guide to the preparation of a Neighbourhood Plan or Order.

East Riding of Yorkshire Council contact details

For information in relation to Neighbourhood Planning in the East Riding please contact:

Jessica Hobson
Planning Officer
Tel: (01482) 391738
E-mail: forward.planning@eastriding.gov.uk

Contents Page

How much will Neighbourhood Planning cost overall?	5
How much will Neighbourhood Planning cost Town and Parish Councils?	5
What Government funding is available to Town and Parish Council's for Neighbourhood Planning?.....	5
What financial assistance can East Riding of Yorkshire Council provide to Town and Parish Councils?.....	7
What financial assistance can local businesses provide to Town and Parish Councils?	7
What non-financial support will East Riding of Yorkshire Council provide?	8
What support is available from consultants?.....	9
What about the Community Infrastructure Levy?	10

How much will Neighbourhood Planning cost overall?

The Government acknowledges that Neighbourhood Planning may impose significant costs on both Town and Parish Councils and Local Planning Authorities. It is anticipated that the total (overall) cost of preparing a Plan or Order will be between £17,000 - £63,000, although some may cost as much as £200,000.

There may also be costs in terms of reviewing the Plan or Order, which could be 70% of the original cost¹.

The cost to community organisations of bringing forward a Community Right to Build Scheme is estimated at £40,000.

How much will Neighbourhood Planning cost Town and Parish Councils?

The specific cost to Town and Parish Councils will depend on the resources available to Town or Parish Councils and the policies and development proposals being considered in the Neighbourhood Plan or Order.

Neighbourhood Plans allocating land for development are, for example, likely to cost more as there will be work associated with the assessment of sites and Environmental Assessment of the Plan (see East Riding Neighbourhood Planning Topic Note 4). However, Plans with a couple of policies or proposals, that do not relate to the allocations of land for development, will cost significantly less.

Locality have prepared several case studies outlining how much real life Neighbourhood Plans have cost. These case studies are available here:

www.mycommunity.org.uk/resources/how-much-does-it-cost-to-produce-a-neighbourhood-plan/

What Government funding is available to Town and Parish Council's for Neighbourhood Planning?

Town and Parish Councils lead and resource the preparation of their Neighbourhood Plan or Order and the associated public consultation. External funding and support is available to do this, in addition to the support and advice offered by East Riding of Yorkshire Council.

¹ Costs quoted derived from the Summary Impact Assessment Accompanying the Localism Bill (2011 page 16), available here: <https://www.gov.uk/government/publications/localism-bill-summary-impact-assessment>

The Department for Communities and Local Government has committed to making £22.5 million available between 2015 and 2018 to support Neighbourhood Planning. This will provide Town and Parish Councils with funding to access expert advice and technical assistance. The programme is being delivered by Locality, a national network of community-led organisations, on behalf of the Government.

Town and Parish Councils demonstrating a need for grant support will be eligible to apply for up to a total of £8,000 over the period to 2018. This money could cover developing a website, training sessions for members of the steering group, help with putting together a project plan, undertaking a household survey, help with developing the evidence base, engaging a planning expert, venue hire, publicity materials, printing and other costs associated with consultation.

Town and Parish Councils facing complex issues in their Neighbourhood Plans and Orders may be eligible for to apply for an additional £6,000 grant of technical support. Complex issues include:

- High growth areas, for example a Neighbourhood Plan that seeks to deliver more housing than the East Riding Local Plan;
- Areas of high deprivation;
- A cluster of three or more parishes; or
- The Neighbourhood Plan or Order covers an area with a population of over 25,000 people.

The current funding programme commenced in April 2015. Town and Parish Councils can complete an expression of interest form to establish what type of support they are eligible for. Further guidance (effective 29 June 2015) and the expression of interest form are available to view here:

http://mycommunity.org.uk/programme/neighbourhood-planning/?_a=funding

Are there any other sources of funding available to Town and Parish Council's for Neighbourhood Planning?

Awards for All provides small lottery grants of between £300 and £10,000. They fund a wide range of community projects and have previously provided funding for Town and Parish Councils in the East Riding. Further information on the eligibility criteria and how to apply for this funding is available here:

<https://www.biglotteryfund.org.uk/global-content/programmes/england/awards-for-all-england>

Town and Parish Councils may also wish to contact the funding team at East Riding of Yorkshire Council. This team provide support and advice to organisations looking for grants and funding, with a focus on the voluntary and community sector. Further information can be found here:

<http://www2.eastriding.gov.uk/council/grants-and-funding/finding-a-grant/>

What financial assistance can East Riding of Yorkshire Council provide to Town and Parish Councils?

East Riding of Yorkshire Council is not obliged to provide financial assistance to Town or Parish Councils as they prepare Neighbourhood Plans or Orders. However, the Council will assist Town and Parish Councils early in the process to explore opportunities that seek to minimise the cost of preparing a Neighbourhood Plan or Order. East Riding of Yorkshire Council will cover the cost of the Independent Examination and community referendum once the Plan or Order is prepared.

The Government have made up to £30,000 available to Local Planning Authorities to fund their contribution towards the preparation of a Neighbourhood Plan or Order. This money will usually be sufficient to ensure East Riding of Yorkshire Council is able to meet the legislative duties on Neighbourhood Planning.

What financial assistance can local businesses provide to Town and Parish Councils?

Town and Parish Councils may wish to involve businesses and organisations within their Neighbourhood Area in the preparation of Neighbourhood Plans or Orders. Practice from around the country suggests other Town and Parish Councils have successfully received support from businesses and organisations, including free use of meeting rooms and funding for specific elements of the Plan or Order.

It will be important for Town and Parish Councils to consider probity and any perception of bias or undue influence when deciding whether to accept financial contributions from businesses towards their Neighbourhood Plan or Order. They must ensure Plans and Orders are prepared in an open and transparent manner.

What non-financial support will East Riding of Yorkshire Council provide?

The approaches Town and Parish Councils can follow to introduce Neighbourhood Planning is likely to vary according to local circumstances and the priorities identified for the area. East Riding of Yorkshire Council will actively support the development of Neighbourhood Plans and Orders within the East Riding by providing advice and support to Town and Parish Councils.

East Riding of Yorkshire Council and local communities need to work together if Neighbourhood Planning is to be successful.

The support offered by East Riding of Yorkshire Council could include:

- Advice on good practice in plan-making, for example best practice in community engagement;
- Advice on general conformity with the East Riding Local Plan;
- Technical support, including advice on the evidence that may be required to prepare a Neighbourhood Plan or Order and what existing Local Plan evidence is available; and
- Advice on conducting environmental assessment for a Neighbourhood Plan.

There are Memoranda of Understanding available for both Plans and Orders outlining the main responsibilities of East Riding of Yorkshire Council and Town and Parish Councils involved in preparing a Neighbourhood Plan or Order. The Memoranda confirm:

- How East Riding of Yorkshire Council will undertake its statutory duties;
- The level and extent of the technical advice and assistance that East Riding of Yorkshire Council will provide;
- How the relevant Town or Parish Council will aim to progress the Neighbourhood Plan or Order; and
- How the relevant Town or Parish Council will engage with East Riding of Yorkshire Council.

Town and Parish Councils are expected to sign the Memorandum of Understanding, which can be viewed here:

www2.eastriding.gov.uk/environment/planning-and-building-control/east-riding-local-plan/neighbourhood-planning

Further information

The 'how to engage and work constructively with your local planning authority' online guidance by Planning Aid provides top tips for Town and Parish Councils. This could help Town and Parish Councils to establish constructive working with East Riding of Yorkshire Council on Neighbourhood Planning. The resource is available from:

www.ourneighbourhoodplanning.org.uk/resources/documents

What support is available from consultants?

In some cases, Town and Parish Councils may wish to consider appointing consultants to help them prepare their Neighbourhood Plan or Order. Further information on planning consultants is available from the following online directory provided by the Royal Town Planning Institute (RTPI):

www.rtpiconsultants.co.uk

An early meeting with a representative from the Forward Planning team at East Riding of Yorkshire Council is a useful way of scoping out the potential content of a Neighbourhood Plan or Order. This will help to work out what can be achieved through a Plan or Order and the support available from East Riding of Yorkshire Council.

It may not always be appropriate for Town and Parish Councils to appoint a consultant.

Before approaching a consultant it is important for Town and Parish Councils to consider what they wish to achieve through a Neighbourhood Plan or Order. This should be discussed with East Riding of Yorkshire Council to minimise any potential for duplicating work and resources.

The following article useful as it provides top tips for appointing consultants for a Neighbourhood Plan or Order.

http://www.ourneighbourhoodplanning.org.uk/news/2013/10/29/Tips_for_appointing_consultants

What about the Community Infrastructure Levy?

The Community Infrastructure Levy (CIL), which was introduced by the Planning Act 2008, is a standard charge applied to new development. It will enable local authorities to deliver infrastructure to support the development of their area.

Communities with a made (adopted) Neighbourhood Plan or Order will benefit from 25 percent of the revenues from CIL arising from development that takes place in their area. The use of CIL funds should match priorities expressed by local communities, including priorities set out formally in Neighbourhood Plans. In areas without a made (adopted) Neighbourhood Plan, 15 percent of receipts will be passed to the Town or Parish Council.

CIL has not been formally introduced in the East Riding although the principle of introducing CIL has been agreed by Cabinet.

Further information

The 'how to resource your Neighbourhood Plan' online guidance by Planning Aid provides useful information on identifying resources and skills within a community, external sources of advice and guidance, and financial resources for Neighbourhood Planning. This resource is available from:

www.ourneighbourhoodplanning.org.uk/resources/documents