

Effingham Parish Council

Proposal for a Village Plan for Effingham



Final 10th Jan 2013

Background

The Localism Act 2011

The Localism Act has introduced a new type of Community Led Plan, building on earlier attempts to develop Parish and Village Plans. Communities now have the right to produce a Neighbourhood Plan, setting out policies on the development and use of land in a parish or neighbourhood area. Where the Local Authority's Local Plan/Core Strategy identifies a requirement for growth within the area, the Neighbourhood Plan will show how that level of growth can be met, so as to be consistent with the wishes of the community. Neighbourhood Plans have the potential to strengthen the intent behind earlier initiatives such as Village and Parish Plans.

Village Plans and Neighbourhood Plans

In recent years many village communities developed a Village Plan or Parish Plan intended to help guide the provision of services and facilities within the village, as well as influencing planning applications for developments in their area. Usually these were based on a village-wide questionnaire of all residents, seeking their views on aspects of village life from housing to recreation, from traffic to the environment.

Local examples include the West Horsley Parish Plan (based on a questionnaire in 2008) and Bookham Vision whose report was produced in 2010. In Effingham, VERA (Village of Effingham Residents Appraisal) was carried out in 2000 using a village-wide questionnaire. The VERA report gave an interesting view of residents' opinions about services and facilities in the village, but it was not progressed into a Village Plan.

These early Village Plans differed from the new Neighbourhood Planning initiative in the extent that they could set out a vision for an area but did not constitute formal input into local planning policy. Now, within the Localism Act (2011), there is provision for local communities to have a stronger, more formal input into the future planning of their area through the preparation of Neighbourhood Plans (sometimes called Neighbourhood Development Plans). These must be consistent with local authority planning policies (the Local Plan), but they provide the opportunity for communities to have a formal influence on the sort of development that is acceptable in their area. Neighbourhood Plans will be adopted and become part of local planning policy if they receive a 50% 'yes' vote in a public referendum. A Neighbourhood Plan might also result in a Neighbourhood Development Order which would grant planning permission for specific proposals if the community agrees.

Several communities in Surrey have already embarked on the road to preparing a Neighbourhood Plan. A nearby example is Bookham Vanguard, which has won government support for the preparation of a Neighbourhood Plan based on the earlier Bookham Vision work – their website is www.bookhamvanguard.co.uk. Few communities have yet produced a Neighbourhood Plan, but the brief Plan ready for submission by parish councils in Upper Eden in Yorkshire provides an example showing the sort of local planning policies which are possible (<http://www.eden.gov.uk/upperedenneighbourhoodplan/>).

Planning policy background

Current planning policy for the Effingham area is laid out in Guildford Borough Council's 2003 Local Plan, together with the 2011 National Planning Policy Framework (NPPF). The latter has greater weight and overrides some of the existing Local Plan policies.

Guildford's Local Plan is currently being revised, and consultation on the new Local Plan is expected to start early in 2013. This follows a lengthy process to produce a 'Core Strategy' to replace the 2003 Local Plan, which was held up by Guildford's legal challenge to the South East Plan and not submitted. Regional plans are due to be abolished by the government, and local authorities are now expected to prepare their own targets for housing growth. Guildford's new Local Plan will take into account both the NPPF and the Borough Council's housing target.

An Effingham Village Plan

In villages such as Effingham, the Parish Council is authorised to take the lead in preparing the Neighbourhood Plan, making sure the whole village community is involved. Effingham Parish Council has decided to embark on preparing such a Plan, but to shape it more broadly as a **Village Plan** so that as well as land-use planning, it will also act as a more comprehensive guide for action by the Parish Council or by voluntary village groups and organisations to provide the services and facilities Effingham residents want.

It is important to note that a Neighbourhood Plan **cannot** be used to resist development which may be required by the Borough Council's Local Plan. However it **can** be used to influence the type and location of development such as housing, businesses, community facilities and precious open green spaces and countryside.

With a Village Plan for Effingham we can set a vision for the future for the civil parish of Effingham. We can identify:

- The essential characteristics of the community we want to live in now and for future generations
- What is needed and desired by residents to sustain and revitalise the village.
- Where the community would prefer new homes to be built (or not built) and the style and characteristics of the homes we build
- Where and what kind of businesses should be promoted (or not promoted) and how we can help our local economy to thrive
- How we can provide for the education, health and wellbeing of our residents by providing community spaces and facilities to learn, to play and to come together.
- How we can safeguard and protect our environment for our enjoyment now and for future generations

The practical effects of a Village Plan will help the community in a number of ways:

- It will identify goals to work towards in a coordinated way and help establish priorities for the Parish Council.

- It will be a solid basis for influencing the Borough and County Councils whose activities cover the Parish, in particular concerning land-use planning, roads, parking, public transport, and housing.
- It will give strong support to the organisations within the Parish that are conducting improvement projects and initiatives and who may be seeking grants and other aid from outside bodies.
- Although led by the Parish Council this will be a community effort. It is hoped that the Plan will enable residents of Effingham Parish to take action for themselves, and set about making the Parish a better place to live.
- If the community supports them, the Plan could include Neighbourhood Development Orders which provide for planning consent for the development of key sites as desired by the community and for the protection for certain areas from development

This paper proposes a process to support the preparation of such a Plan for Effingham.

What are the components of the plan?

Provisionally, the Village Plan will eventually be a compilation of various documents put together at different stages of the research and consultation process. By the end of it all, it is likely to include the following 'chapters':

1. A Profile of the village

- a. History
- b. Demographic make up including social sub-groups
- c. Map
- d. Character of the parish and main sub-areas
- e. Summary of existing services and facilities

2. Planning Policy Framework

- a. Guildford's Local Plan and the National Planning Policy Framework as they apply to Effingham
- b. Major Planning issues for Effingham

3. Consultation and community involvement

Description of the process used to involve and consult the Effingham community throughout all the stages of collecting information and formulating resulting policies, e.g. establishment of working groups including volunteers and other interested people, and a village-wide questionnaire

4. Audit & Assessment of Existing Services & Facilities

Each section below will include a description of the existing situation together with an assessment of what people think about this, based on consultation with the Effingham community.

- a. Housing requirements of the village and the Local Plan
- b. Public transport; roads and footways; Public Rights of Way (e.g. Footpaths, Bridleways, cycle routes)

- c. Schools & Education
- d. Health & Social Services
- e. Shops & local businesses including agriculture and light industry
- f. Social, Spiritual, Cultural, Sports & Recreation
- g. Environment & open spaces
- h. Heritage & Conservation
- i. Crime, Safety & Policing

5. Audit & Assessment of Existing Village Community Groups & Events

- a. A profile of existing clubs & Societies
 - i. Description
 - ii. Purpose
 - iii. Goals
 - iv. Existing improvement Plan
- b. A Timetable of Annual Events
- c. Appraisal of key gaps
- d. Design appraisal and evaluation

6. Summary of Main Findings from 1-4 above

Key Priorities, Gaps and Needs (across Parish and within demographic sub groups)

7. Key Objectives for the Village Plan

Key priorities and aims, with measurable goals

8. Outline of the Plan Strategy

- a. The key initiatives
- b. The role for existing groups
- c. The role for Parish Council

9. Village Action Plans

- a. Housing
- b. Public transport; roads and footways; Public Rights of Way (e.g. Footpaths, Bridleways, cycle routes)
- c. Schools & Education
- d. Health & Social Services
- e. The Local Economy - Shops, local business, agriculture, light industry and social enterprise
- f. Social, Spiritual, Cultural, Sports & Recreation
- g. The Environment & open spaces
- h. Heritage and Conservation

- i. Crime, Safety & Policing
- j. Resilience planning and Emergency Action Plans
- k. Young People
- l. Senior citizens
- m. People with disabilities
- n. Sustainability, Equality impacts Assessment & Design Statement
- o. Parish Asset List
- p. Action Plans summarized by sub group to address 5a and 5b above

10. Planning policies for Effingham

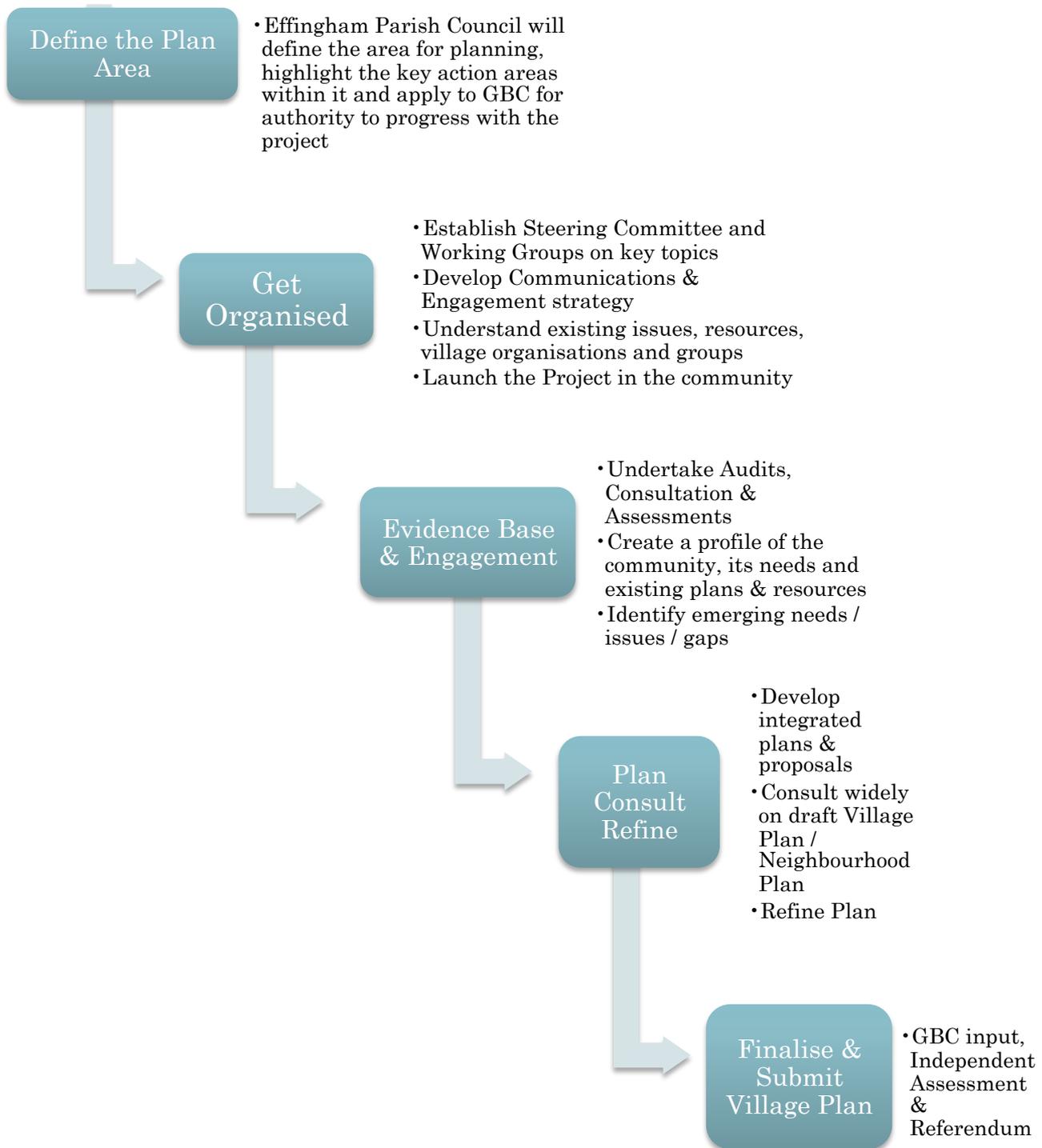
Formal planning policies proposed for Effingham parish (these cannot be in conflict with GBC policies which apply within Effingham)

11. Neighbourhood Development Orders

Neighbourhood Development Orders, if these have the support of the village community

12. Resources, Funding & Timescales

The Proposed Process - Summary



Milestone Plan Summary

KEY STAGE	REFERENCE	KEY STEPS
Milestone 1 Get Started	1.1	Seek formal agreement to the Village Plan process from Parish Council
	1.2	Set up Steering Committee as formal sub-committee of Parish Council. Agree terms of reference, carry out a risk assessment for the Village Plan project, set a timetable and draft a budget, define Workstreams with associated Working Group Leaders
	1.3	Identify key stakeholders within workstreams, both village organisations and sub-groups within the community
	1.4	Define Neighbourhood Plan Area & Submit proposal to Guildford Borough Council
Milestone 2 Get Organised	2.1	Secure Sources of funding / Draft Budget Develop
	2.2	Draft Detailed Project brief for Working Group leaders, & agree timelines / reporting
	2.3	Prepare Launch & Communication Strategy
	2.4	Establish a central log for detailing all community engagement, input & consultation. Create a central information hub that can be securely accessed by ALL
	2.5	Set up Working Groups for each workstream area, including other stakeholders where appropriate
	2.6	Prepare Engagement and Consultation Strategy
	2.7	Undertake Sustainability Appraisal (Draft) and Equality Impact Assessment (Draft) and Strategic Environmental Appraisal
	2.8	Review risk assessment in the light of progress
	2.9	Launch project: publicise the Timeline & Process

KEY STAGE	REFERENCE	KEY STEPS
Milestone 3 Prepare the Evidence Base	3.1	Create a detailed profile of the village/parish, set out planning policy context
	3.2	Audit of existing infrastructure / services / organisations for each workstream
	3.3	Prepare Village Wide Questionnaire / Survey with input from each Working Group to determine priorities, concerns and satisfaction with 3.2 above
	3.4	Consult with Village organisations and community sub-groups on their priorities, concerns and ideas for the future
	3.5	Carry out Village Wide Questionnaire / Survey
	3.6	Review Sustainability Appraisal (Draft), Design statement (DRAFT) and Equality Impact Assessment (Draft)
	3.7	Review risk assessment
	3.8	Summarise findings 2.2-3.5 & fill in gaps through further community research – seminars / meetings
	3.9	Summarise the Evidence Base (Aims / Needs / Issues)
Milestone 4 Plan, Consult & Refine Proposals	4.1	Develop key objectives of Plan and Strategy for delivery
	4.2	Working Groups develop Action Plan options
	4.3	Working Groups develop Effingham-specific planning policy options
	4.4	Consider whether Neighbourhood Development Orders should be sought. If so, repeat community engagement and consultation on use of specified sites, and analyse results
	4.5	Prepare Village Plan and check for adherence to GBC Local Plan and NPPF
	4.6	Launch Event to share vision, showcase plan options & seek community feedback & support
	4.7	Refine proposals, consider impacts & feasibility
	4.8	Finalise SA Report
	4.9	Finalise EIA

KEY STAGE	REFERENCE	KEY STEPS
Milestone 5 Finalise Village Plan	5.1	Review risk assessment
	5.2	Draft Final version of Village Plan, including Timeline, Budget, impact assessment
	5.3	Consult widely on the Plan - Publicise
	5.4	Final revision using consultation results
	5.5	Submit Plan to GBC for Independent Review
	5.6	Referendum
	5.7	Publish

Work Streams and Working Groups

WORKSTREAM / WORKING GROUP	PLAN AREAS	LEADER / DEPUTY
LEARNING & LIVING WELL	Schools, education, Health, social services, crime safety & policing	Chris Bell, Andrea Lightfoot
ECONOMY & SOCIAL ENTERPRISE	Shops, Local businesses & Social Enterprise,	Paula Moss, Chris Bell, Arnold Pindar
COMMUNITY RECREATION	Sports, Spiritual, Social, Cultural Recreation	Gill Bowerman, Paula Moss, Ian Symes
CREATING A FAIR & SUSTAINABLE ENVIRONMENT	The Environment, Open spaces, sustainability policies, Heritage & Conservation.EIA	Ian Symes, Sarah Peskett
TRANSPORT & ROADS	Roads, Transport, Safety, Pedestrian areas, footpaths, cycle routes	Sarah Peskett, James Wettenhall
HOUSING	Meeting the requirements of village communities and the Local Plan.	Liz Hogger, Andrea Lightfoot
EMERGENCY & RESILIENCE PLANNING	Emergency planning to include adverse weather, flooding, infrastructure and media events	Arnold Pinder
COMMUNICATION STRATEGY & CONSULTATION	Communications strategy and coordinating community consultation / engagement across groups / workstream support	Paula Moss, Liz Hogger

STEERING COMMITTEE, set up as a formal sub-committee of the Parish Council and comprising all Working Group Leaders	Coordination and management of process across all working groups, Setting a timetable, Identifying & managing budget, liaison with GBC, Risk assessment, Adherence to Local and National policies & frameworks (SAI / EIA)	Paula Moss, Chris Bell, Gill Bowerman, Ian Symes, Sarah Peskett, Liz Hogger, Arnold Pindar
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Tasks for Working Groups

<p>Milestone 1</p>	<p>Define the scope of your workstream in more detail</p> <p>Identify ‘stakeholders’ for your workstream, including organisations and individuals:</p> <ul style="list-style-type: none"> who are the potential users of the service or facility who has the technical skills and expertise that we need who will be affected by any decisions made who is directly responsible for decisions on relevant issues who holds positions of responsibility in interested organisations <p>Stakeholder groups could include school children (5-16), young people (16-30), older people, commuters, community groups and societies, single parent families, people with physical needs, people with learning needs, churches, people employed in the village, local businesses, ethnic minority groups including Gypsies and Travellers, families</p> <p>Identify non-parish councillors who could be invited to join your working group, subject to authorisation from the Steering Committee.</p>
<p>Milestone 2</p>	<p>Design a consultation and engagement strategy for the stakeholders within your workstream, in discussion with Steering Committee.</p>
<p>Milestone 3</p>	<p>Prepare a section of the Village Profile for your workstream, including planning policy context</p> <p>Carry out an audit of existing infrastructure / services / organisations for your workstream</p> <p>Prepare questions for Village-wide Survey for your workstream</p> <p>Consult with village organisations and community sub-groups on their priorities, concerns and ideas for the future, in cooperation with other Working Groups</p> <p>Consult with stakeholders who are specific to your workstream</p> <p>Draft Sustainability Appraisal and Equality Impact Statement for your workstream</p> <p>Summarise your findings and fill in the gaps through further community research</p>
<p>Milestone 4</p>	<p>Develop Action Plan options for your workstream</p> <p>Draft Effingham-specific planning policy options for your workstream</p> <p>Consider whether Neighbourhood Development Orders should be sought. If so, repeat community engagement and consultation on use of specified sites, and analyse results</p>
<p>Milestone 5</p>	<p>Contribute to final version of Village Plan</p>