

2019 Neighbourhood Planning Application (2018-2022 Neighbourhood Planning Programme)

Neighbourhood Planning Programme 2018-2022

Application Form for Neighbourhood Planning Grant/Technical Support

As part of the 2018-2022 Neighbourhood Planning programme, Locality is providing the following:

- Grant support
- Technical Support in association with sub-contractors

In order to have all the information ready for your application submission, please read our [Guidance Notes](#) thoroughly before proceeding with this form.

Applications are assessed on how well they meet the fund criteria and it is important that you do not rush your application. Make sure that you focus on the content of your application. It is the quality of your application that will determine whether or not it will be recommended for support.

Clicking "Next" will save the information for the page you are on, as well as any previous pages, so you can close and revisit the form as many times as you like within the 15-day time frame.

About your organisation

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

[REDACTED]

This person will be contacted about the application if we cannot get hold of the main applicant.

2. * How many years has your organisation been in operation?

Over 2 years
 Under 6 months
 6 to 12 months
 12months - 2years
 Over 2 years

3. * Are you VAT registered?

No
 Yes
 No

This is so we know whether to deduct VAT from the amount you've applied for if you are registered

4. * Please can you **briefly** outline your organisation's aims?

To realise our vision for our parish, which is a single thriving parish formed of two distinct villages each with its own par icular identity and character, with shared facilities and amenities. This will require new housing to support sustainability through growth, a new site for our existing surgery which does not meet modern standards, improvements to our village hall, sports pavilion and scout hut

Please note: No text you write over the 200 word limit will be considered.

5. * Which type of organisation are you representing?

Parish council
 Town Council
 Designated neighbourhood forum
 Prospec ive neighbourhood forum

Please note that if you are in an area with a Parish or Town Council you cannot be a neighbourhood forum.

6. * 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 No

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

We received a grant of £6500 from Locality NPG in FY 18-19. [REDACTED]

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

Yes No

Please note that we cannot offer grant support if you have not completed end-of-grant-reports for all previous grants.

7. * 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 No

**** Technical support is provided by one of our delivery partners such as AECOM, RICS, Intelligent Plans England etc.**

8. * Have you had other support with your NDP/NDO?

Yes No

Please note: this could include support from Locality, Planning Aid, Campaign to Protect Rural England (CPRE)/National Association of Local Councils (NALC), Design Council CABE plus any consultancy support or pro bono support you have received to progress your neighbourhood plan etc.

* If yes, please indicate who provided this support (tick all that apply):

- Locality
 Planning Aid for London
 Planning Aid England
 CPRE/NALC
 Design Council CABE
 Consultants
 Pro bono support
 Students
 Other

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:

9. * Region:
 North East
 North West
 South East
 South West
 Eastern
 York & Hum
 London
 East Mids
 West Mids

South East England - LPA:

Adur
 Arun
 Ashford
 Aylesbury Vale
 Basingstoke and Deane
 Bracknell Forest
 Brighton and Hove
 Buckinghamshire
 Canterbury
 Cherwell
 Chichester
 Chiltern
 Crawley
 Dartford
 Dover
 East Hampshire
 East Sussex
 Eastbourne
 Eastleigh
 Elmbridge
 Epsom and Ewell
 Fareham
 Gosport
 Gravesham
 Guildford
 Hampshire
 Hart
 Hastings
 Havant
 Horsham
 Isle of Wight
 Kent
 Lewes
 Maidstone
 Medway
 Mid Sussex
 Milton Keynes
 Mole Valley
 New Forest
 Oxford
 Oxfordshire
 Portsmouth
 Reading
 Reigate and Banstead
 Rother
 Runnymede
 Rushmoor
 Sevenoaks

Shepway
 Slough
 South Bucks
 South Oxfordshire
 Southampton
 Spelthorne
 Surrey
 Surrey Heath
 Swale
 Tandridge
 Test Valley
 Thanet
 Tonbridge and Malling
 Tunbridge Wells
 Vale of White Horse
 Waverley
 Wealden
 West Berkshire
 West Oxfordshire
 West Sussex
 Winchester
 Windsor and Maidenhead
 Woking
 Wokingham
 Worthing
 Wycombe

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

Yes No

11. * Area Context:

Urban
 Rural
 Mixed urban/rural
 Coastal
 Suburb
 Inner City
 Market town

12. * Ward Area Name(s):

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

14. * Having looked at the link from the help text below, in terms of the level of deprivation, please tell us the percentage band your area falls into:

20% or less (shows an area least amount of deprivation)
 21% to 40%
 41% to 60%
 61% to 80%
 81% to 100% (shows an area with the most deprivation)

To calculate the percentage of deprivation in your area please copy and paste this link into your browser: <http://dclgapps.communities.gov.uk/imd/dmap.html>

Progress on Your Neighbourhood Plan

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

Our Neighbourhood Plan is being drafted. We have identified two sites for our Neighbourhood Development Order and have formed a NDO steering group with the landowner and other key stakeholders.

Please note: No text you write over the 200 word limit will be considered.

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

0-3 mon hs
 3-6 mon hs
 6-12 months
 12-18 months
 more than 18 months

17. * Are you modifying a Made neighbourhood plan?

Yes No

18. * Has the neighbourhood area been designated by the LPA?

Yes No

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

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.

19. * Have you commenced your six-week consultation?

Yes No

20. * Have you completed your six-week consultation?

Yes No

21. * Have you submitted your plan to the LPA?

Yes No

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

Please provide an estimate if not known.

Jul 2020

Apr 2020

May 2020

Jun 2020

Jul 2020

Aug 2020

Sept 2020

Oct 2020

Nov 2020

Dec 2020

Jan 2021

Feb 2021

Mar 2021

Apr 2021

May 2021

Jun 2021

Jul 2021

Aug 2021

Sept 2021

Oct 2021

Nov 2021

Dec 2021

Jan 2022

Feb 2022

Mar 2022

Apr 2022

May 2022

Jun 2022

Jul 2022

Aug 2022

Sept 2022

Oct 2022

Nov 2022

Dec 2022

Jan 2023

Feb 2023

Mar 2023

Apr 2023

22. * Has the referendum been arranged?

Yes No

Please note, owing to COVID-19, all neighbourhood planning referendums that have recently been cancelled, or are scheduled to take place, between 16 March 2020 and 5 May 2021 are postponed in line with the [Local Government and Police and Crime Commissioner \(Coronavirus\) \(Postponement of Elections and Referendums\) \(England and Wales\) Regulations 2020](#) until 6 May 2021.

Additional Information I.

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

Yes No

The Local Plan is the name for the collection of documents prepared by your LPA for the future development of the local area. You can find out if your LPA has an up to date adopted Local Plan by speaking to them directly.

You can find the contact details for your LPA by clicking [here](#).

24. * Is the LPA preparing a new Local Plan?

Yes No

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

<http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/lo>

Please include the full URL, including "http://" or "https://"

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

Conservation Area

Area of Outstanding Natural Beauty

National Park

Sites of Special Scientific Interest

Ramsar

No

Other

* If other, please specify:

Green Belt

(Maximum 25 words)

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

Yes No

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

Yes No

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

2

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

Two sites selected for their proximity to the centre of the village and its shop, school, present surgery location, and least conflict with purposes of the green belt. One site to have housing only, the other a mixed site with housing and the new surgery

Please note: No text you write over the 200 word limit will be considered.

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

Yes

Yes

No

Too early to say

* Please provide more information about the site(s)

Affordable housing split across the two sites

Please note: No text you write over the 200 word limit will be considered.

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

Yes

Yes

No

Too early to say

* Do you know what the need is?

Yes No

* Please explain

There is currently no affordable housing in the N

Please note: No text you write over the 200 word limit will be considered.

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

Yes No

* Please specify the number of houses you are planning for in the neighbourhood plan:

30

* Why are you seeking to allocate more homes than the Local Plan or emerging Local Plan?

We need to grow our village to make it and its amenities, school, shop, surgery etc sustainable in the long term. We need new housing: to provide opportunities for older residents to downsize; to provide affordable housing for purchase and for rent; to provide low cost starter homes

Please note: No text you write over 200 words will be considered.

31. * Are you assessing sites within your neighbourhood area with a view to making site allocations in your neighbourhood plan?

Yes No

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

Yes

Yes

No

Too early to say

* Please provide more information about the site(s)

A neighbourhood plan in the Green Belt cannot make site allocations. This is one reason we are using an NDO. The sites chosen for the NDO are the two that we assess will have the least conflict with the purposes of the Green Belt.

Please note: No text you write over the 200 word limit will be considered.

33. * Are you seeking to influence design through your NDP?

Yes No

34. * Please explain how you are seeking to influence design:

To ensure that any development maintains the rural character and identity of the parish, respects the conservation area within which both of the proposed sites lie, and respects the various heritage assets in the vicinity of the sites.

Additional Information II.

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

Low level skills

High level skills

Medium level skills

Low level skills

36. * What is the level of volunteer time available in the group?

Limited volunteer time

Considerable volunteer time

Some volunteer time

Limited volunteer time

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

Limited or no staff time

Considerable staff time

Some staff time

Limited or no staff time

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

None

LPA

Other Grants

Parish Precept

Fundraising

Other

Please tick all that apply.

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](#).

39. * What kind of support are you looking for?

NDO Facilitation

NDO Facilitation

Technical Support Not Required

* Please describe how this support package would help you to move forward:

The support package will enable us to prepare our NDO.

* Are there any barriers to making progress with your plan (such as active planning applications, conflicting local views over how the area should be developed, lack of support from the LPA etc.)?

The main challenge is that we are Green Belt, and it has taken 4 years working with the LPA to receive support in principle for development and establish that an NDO is the only planning policy route available to us. There is broad support from the community for the development. As we have to use an NDO, the main challenge now is accessing the technical support and grant funding to prepare what is in effect the planning application.

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 also be eligible for Additional Grant (a further £8,000) and Affordable Housing for Sale grant (a further £10,000), which would mean that you can apply for up to £28,000 in total over the duration of your plan development.

NB: **Applications must be between £1,000 and £10,000 per application.** This means that if you are deemed eligible for Additional Grant and Affordable Housing for Sale 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 2021) 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.

41. * Are you applying for a grant?

Yes No

42. * Please tell us the start date of your grant activity:

2019-12-01

Under no circumstances can we fund activity that has happened in the past, or prior to a grant being awarded. Therefore, this date should not be less than a month from the date of your application and fall no later than February 2021.

43. * Please tell us the end date of the final activity that his grant will cover:

2020-03-31

Please tell us when the activities funded by this grant will end. Please note that no activity can take place later than the end of the financial year in which you submitted your application (31 March, 2021).

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.

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, and planned start date). 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.**

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.

44. * What are you applying to fund?

Professional Fees

Project Costs

Budget Item 1: Professional Fees

1.1 Type of Activity	1.1 Type of Activity Detail	1.1 Budget Breakdown	1.1 Cost (£0.00)
<input type="text" value="Consultants"/> Consultants Technical reports Training sessions Facilitator costs Other	<input type="text" value="Neighbourhood Plan"/>	<input type="text" value="Consultant fees - complete the drafting of our Neighbourhood Plan"/>	<input type="text" value="7150"/>
<input type="text" value="[Please Select]"/> Consultants Technical reports Training sessions Facilitator costs Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="[Please Select]"/> Consultants Technical reports Training sessions Facilitator costs Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="[Please Select]"/> Consultants Technical reports Training sessions Facilitator costs Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="[Please Select]"/> Consultants Technical reports Training sessions Facilitator costs Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="[Please Select]"/> Consultants Technical reports Training sessions Facilitator costs Other	<input type="text"/>	<input type="text"/>	<input type="text"/>

45. * Total value of grant you are applying for:

Please note that the minimum value you can apply for is £1,000 and the maximum value you can apply for is £10,000. Grant applications that are outside of this range will be automatically rejected.

46. * Please explain why this grant is needed:

Please note that the answer given here is important in the grant assessment, and should explain what you hope to achieve.

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

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

Please do not insert a CV/CVs here - up to 50 words is sufficient.

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

Consolidated_Project_plan_and_Fee_Estimate_from_ONeillHomer.docx - 53.65KB

You must include all the quotes from all the professionals/consultants you are thinking about using. Please compile these into one document to upload.

* Would you like to upload another document?

Yes No

50. * Are you incurring any additional costs related to coronavirus (COVID-19)?

Yes No

54. * Please indicate which category applies to your organisation:

- I am a Parish Council/Town Council
- I am an incorporated forum and have a bank account with 2 signatories
- I am an incorporated forum but do not have a bank account with 2 signatories but have a fund holder that meets the grant criteria
- I am NOT an incorporated forum but have a fund holder that meets the grant criteria

Please Note

If you are a prospective forum/unincorporated neighbourhood forum and you are successful, you will need to nominate an incorporated organisation/charity to hold the grant on your behalf. Similarly, if you are an incorporated neighbourhood forum, and you do not have a bank account (with two named signatories), you will need to open one in your organisation's name, or nominate an Incorporated organisation/charity to hold the grant on your behalf please provide details of this organisation in the section below.

If you are a Town/Parish Council, or an Incorporated Neighbourhood Forum with a bank account the above does not apply.

* Fund-holder Organisation Name:

* Fund-holder Email Address:

* Fund-holder Phone Number:

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

* Would you like to receive the quarterly Neighbourhood planning newsletter?

Yes
 No

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

Yes
 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
 No

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

Once you have clicked "Submit", you will receive an automated response from us, which will contain a link to your submitted application which you can save (by clicking "Print" at the top-right of the page and changing the "Print Destination" to "Save as PDF") or print for your records.

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 (MHCLG) 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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