

# Neighbourhood Planning in Bristol – Edition 3

June 2016



Neighbourhood Planning is about making sure a community gets the development it needs for the future - through the building of homes, job opportunities, and leisure and community facilities.

Any community in the city can get involved in helping to plan their future development. There are lots of ways to do this, for example, by contacting the Bristol Neighbourhood Planning Network (see useful links – page 7) or your local Neighbourhood Partnership. The Localism Bill also introduced a new opportunity for communities to write their own Development Plan Documents and so help guide future development in their area.

There are 2 key steps to this process:

- 1. Designating a Neighbourhood Planning Area**
- 2. Designating a Neighbourhood Planning Forum for that area**

Neighbourhood organisations in Bristol are able to formally ask the council to designate their area as a 'Neighbourhood Planning Area' and 'Neighbourhood Planning Forum' so that local voices can get involved and influence the planning process more easily. Areas coming forward now would join the previously designated Neighbourhood Planning Areas and the responsible neighbourhood Planning Forums in Lockleaze, Redcliffe Way, Lawrence Weston, and Old Market Quarter.

Details of how to put forward a Neighbourhood Planning Area and become a designated Neighbourhood Planning Forum for that area are available in this information sheet. Details are also available on our web-site - [www.bristol.gov.uk/neighbourhoodplanning](http://www.bristol.gov.uk/neighbourhoodplanning).

## What you need to know

### 1. Are you a relevant organisation who can apply for a Neighbourhood Planning Area?

To be able to apply for a Neighbourhood Planning Area (and apply to be a Neighbourhood Planning Forum), there are a number of requirements that are set out in the Localism Act, these are summarised for Bristol below.

An organisation which wants to apply for a Neighbourhood Planning Area and wants to be the Neighbourhood Planning Forum for a Neighbourhood Planning Area must:

- be set up to promote or improve the social, economic and environmental wellbeing of the area that has been designated;
- have at least 21 people who live in or work in the neighbourhood area concerned, or are the elected Council Members for the area;



- be open to any others who wish to join the organisation at any time who live or work in the area.

The organisation must have a written constitution.

The organisation must be able to show that:

- it has members who are local residents, workers and elected Council Members, or has tried to get participants from each of these groups;
- its members come from different places in the neighbourhood area concerned and from different sections of the community in that area;
- that the purpose of the organisation reflects (in general terms) the character of the area.

If you believe that your organisation meets the formal criteria then you may want to make an application for a Neighbourhood Planning Area. You can do this at any time. If your organization meets the criteria you may wish to apply to be a Neighbourhood Planning Forum for a specific area. Whilst you can make an independent application for a Neighbourhood Planning Area – you can only apply to be a Neighbourhood Planning Forum either at the same time as an application for a Neighbourhood Planning Area, or after a neighbourhood Planning Area has been designated, and in relation to that area.

**If you are thinking about applying for designation of a Neighbourhood Planning Area or Forum – please decide whether your organisation can meet these requirements now, or in the future, *before* an application is made.**

## **2. What area do you want to identify as a Neighbourhood Planning Area?**

You will need to decide as an organisation what the best area to identify is. This area should make sense to your organisation as a 'neighbourhood'. It should have easily definable boundaries, be recognisable as a neighbourhood to the local community and have potential for development growth in the future – with empty or underused land or buildings which could be developed or built on to provide for new homes, jobs or other uses the area needs.

## **3. How to apply for a Neighbourhood Planning Area**

You can submit a letter of application containing the information.

This should include:

- the information about your organization required to meet the legal requirements summarised in section 1;
- the name of the organisation;
- the constitution of your organisation and evidence of when it was agreed;

- the name you want to call the area you are proposing;
- a map of the area on an Ordnance Survey base with the boundaries you believe are appropriate for your neighbourhood;
- a statement which describes the boundaries and explains why you think this area is appropriate for designation - this should include your initial ideas about level of opportunity for development in the area.

You will also need to include evidence of your membership, for example:

- the names of your members and whether they are residents, people who live in the area, or are Elected Members of the Council;
- a map identifying where the residents live.

You will need to have a named and published contact that any member of the public can get in touch with about your ideas.

You will also need to have, or soon develop, a website to share your ideas with the community.



#### **4. How to apply for Neighbourhood Planning Forum status** You

can submit a letter of application containing all the information. This

should include:

- the name of the area which has been designated by the Council;
- the information about your organisation to meet the legal requirements summarised in section 1;
- the name of the organisation;
- the constitution of your organisation, and evidence of when it was agreed;
- evidence of your membership, including the names of your members and whether they are residents, people who live in the area, or Elected Members of the Council;
- a map identifying where the residents live;
- a statement which explains why you want your organisation to be designated as the Neighbourhood Planning Forum for the area;

- proof that this application is made on behalf of and with the knowledge of your organisation (e.g. formal minutes of a meeting supporting the application).

You will need to have a named and published contact that any member of the public can use to get in touch with about your ideas.

You will also need to have, or soon develop, a website to share your ideas with the community.



## 5. Level of support available from the Council

Support will be available to a designated Neighbourhood Planning Forum at 2 levels:

### Level 1 support - for areas that are:

- outside the Core Strategy regeneration areas (Northern Arc and Inner East Bristol or South Bristol);
- not within areas of significant multiple deprivation (see note 1 – page 7);
- without identifiable and significant development potential (see note 2 – page 7);

The organisation will be:

- signposted to data and evidence on our web site and to available guidance only (with limited bespoke geography analysis of key data);
- provided with start-up advice and guidance on the **process** of preparing a Neighbourhood Development Plan or Order;
- provided with a limited level of officer advice on content of Neighbourhood Development Plans and Orders – the Neighbourhood Planning Forum will need to source the majority of skills from within the community;

### Level 2 support - for areas that are:

- within the Core Strategy regeneration areas (Northern Arc and Inner East Bristol, South Bristol);

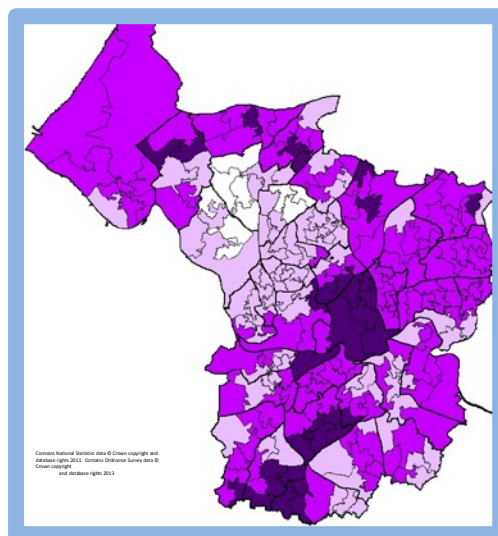
- where there is a high level of deprivation (see note 1 – page 7);
- where there is identifiable and significant development potential in the area (see note 2 – page 7).

The organisation will be:

- signposted to data and evidence on our web site and to available guidance and be provided with geographical analysis of key data;
- provided with start-up advice and guidance on **process** of preparing a Neighbourhood Development Plan or Order;
- provided with ongoing support for process and compliance issues with regular attendance at meetings and advice on content of Neighbourhood Development Plans and Orders.

For Level 2 support the Council and Neighbourhood Planning Forum will also agree a Memorandum of Understanding with a single point of contact for any issues arising.

For further information, maps displaying the areas of significant multiple deprivation, Core Strategy regeneration areas or identified potential development sites, please visit [www.bristol.gov.uk/neighbourhoodplanning](http://www.bristol.gov.uk/neighbourhoodplanning) or contact the Strategic City Planning team using the contact details provided on page 7 of this information sheet.



**To help the Council to plan and make the best use of its limited resources you should also provide the following information:**

**Evidence of how much experience your organisation has....**

***....in representing the wider community***

This should include a statement on:

- experience of involving the wider community in local projects or proposals, and getting support for your ideas ;

- experience of involving the wider community in commenting on local projects or proposals, and getting support for your ideas;
- how actions are agreed and decisions are made by your organisation and how these are recorded and shared by all members.

#### ***....in planning and managing projects to deadlines***

This should include a statement on:

- experience of identifying tasks and working out timetables for key tasks and milestones ;
- experience of managing and handling finance, budgets and resources.

The Council will expect Neighbourhood Planning Forums to prepare a work programme for a Neighbourhood Development Plan or Order and to provide quarterly progress reports to enable the local planning authority to measure resource requirements and implications for resource allocation.

#### ***....in commenting on planning documents and planning applications***

This should include a statement on:

- experience of commenting on policies of the Core Strategy, or the Local Transport Plan or the emerging Site Allocations and Development Management Plan, or the emerging Central Area Action Plan;
- experience of commenting on planning applications for development in the area.

If your organisation is lacking experience in one of these areas the Council will expect to see a statement of commitment that the organisation ***will seek training that would support the development of relevant skills.***

## **6. Application for Neighbourhood Planning Area or Forum Status**

You can apply for Neighbourhood Planning Area or Forum status at any time.

### **Apply for a Neighbourhood Planning Area**

Applications for Neighbourhood Planning Areas will be published for anyone to comment on the area/ boundaries for a six week period from the date they are confirmed as valid applications. The Council will aim to consider comments received on applications and decide on the appropriate boundaries for Neighbourhood Planning Areas within a 12 week period.

### **Apply to be a designated Neighbourhood Planning Forum**

Applications for Neighbourhood Planning Forum status will be published for anyone to comment on for a six week period from the date they are confirmed as valid applications. The council will aim to consider applications and comments and decide on the organisations that can be designated as a Neighbourhood Planning Forum within a 12 week period.

## Notes:

### 1: High levels of deprivation – areas that:

- include one or more Lower Level Super Output Area (LSOA) in the 20% most deprived in England for multiple deprivation (based on 2010 Indices of Deprivation);
- where the Neighbourhood Planning Area proposed includes LSOAs which have been identified as falling within the most deprived 20% of areas in England for multiple deprivation, then the majority of the deprived area (i.e. more than 50%) must be within the proposed Neighbourhood Planning Area for this factor to be considered as contributing to the provision of priority support.

LSOA in 20% most deprived (i.e. ranked 1 - 6496)

Please contact the Strategic City Planning team for advice on identifying areas of deprivation.

### 2: Development potential

The area will be considered to have development potential if:

- it includes sites identified in the emerging Sites Allocation and Development Management Development Plan Document;
- the submission statement from the organisation is able to identify a number of sites with development potential which could be brought forward by a Neighbourhood Development Plan or Order.

### Useful Links:

Bristol Neighbourhood Planning network: <http://www.bristolnbn.net/>

Planning Advisory Service: <http://www.pas.gov.uk/>

Locality: <http://locality.org.uk>

Forum for Neighbourhood Planning: <http://www.ourneighbourhoodplanning.org.uk/>

### Contact details

Strategic City Planning  
City Hall  
College Green  
Bristol  
BS1 5UY

E-mail: [blp@bristol.gov.uk](mailto:blp@bristol.gov.uk)

Web: [www.bristol.gov.uk/neighbourhoodplanning](http://www.bristol.gov.uk/neighbourhoodplanning)