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*Your friendly neighbourhood planner*

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**BY EMAIL ONLY**

21 March 2022

Dear Nicola

### **CORFE MULLEN NEIGHBOURHOOD PLAN ASSISTANCE – APPROACH AND COSTS**

Thank you for contacting me to request a proposal to assist you on your Neighbourhood Plan. I would be delighted to support Corfe Mullen Town Council on this piece of work and, following our conversations, I have considered your current situation and have assembled some thoughts about the way forward. This includes an idea of likely tasks and costs although these are good estimates at this stage because there are many factors which are likely to impact on the overall level of support you may need.

As you are aware, the current government grant round has closed and is due to reopen in April. We do not yet know the details of what funding will be available; in previous years, there has been a basic grant of £10,000 available to all groups, with a further £8,000 available to groups considered 'complex'. This includes areas seeking to allocate sites, those with a population of over 25,000, and areas with high levels of deprivation. It has also been made available to groups preparing design codes within their plans, which is something you may wish to consider.

### **About me**

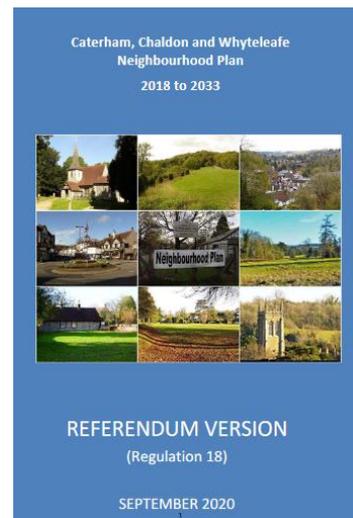
I am an experienced community and neighbourhood planner with a successful track record in neighbourhood planning, having input at various levels into over 50 neighbourhood plans across the country, with upward of 40 of these having passed referendum and now in place. My experience is very broad including support for small rural parishes, market towns, large towns and urban areas, including in London. I have experience of working with both town and parish councils and neighbourhood forums on their plans.

I take a thorough but flexible approach to neighbourhood planning, working with each group to understand their particular skillset and where my support can be used to greatest effect. I am also able to draw on a small team of experts where necessary.

In 2019, the Warnham Neighbourhood Plan I drafted was awarded the Excellence in Planning Award by the Royal Town Planning Institute. More recently, the Caterham, Chaldon and Whyteleafe Neighbourhood Plan, Billingshurst, Bramber and Ashwell Neighbourhood Plans have passed their referendums.

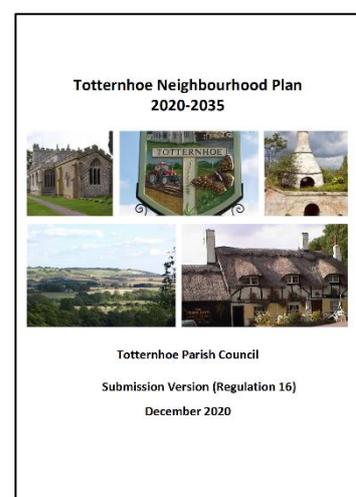
## Testimonials

- **Caterham, Chaldon and Whyteleafe Neighbourhood Plan:** This is an example of four local and village councils working together to produce a neighbourhood plan for their shared boundaries, including the town of Caterham and its surrounding villages, with a collective population of just under 27,000 people. Prior to my involvement, the Steering Group had prepared a Pre-Submission version of their Plan, however the feedback from the Local Authority suggested that much work was needed to ensure that it complied with strategic policy. I was invited to support the project at this point and worked closely with the group to review and rewrite their plan, which led to me supporting them in drafting a range of robust policies that would achieve their desired aims. There was a focus on defining and preserving local character, including both built heritage and local viewpoints. The Plan successfully passed its Referendum last year and has already been used to influence planning decisions.



**Contact:** Jeremy Webster, Chair of the Neighbourhood Plan Steering Group, [jeremy.webster50@gmail.com](mailto:jeremy.webster50@gmail.com)

- **Totternhoe Neighbourhood Plan:** I undertook an initial health check of the draft Totternhoe Neighbourhood Plan and provided continued support to refine their policies. The Plan has recently successfully passed its Referendum. The Examiner commented: *“It is evident that a considerable amount of time and effort has been devoted to the development and production of this Plan and I congratulate those who have been involved. The Plan should prove to be a useful tool for future planning and change in Totternhoe over the coming years”.*



**Contact:** Amy Shuffleton, Chair of the Neighbourhood Plan Steering Group, [amy.shuffleton@outlook.com](mailto:amy.shuffleton@outlook.com)

- **Horsham Blueprint Business Neighbourhood Plan:** I supported the Neighbourhood Forum on the development of their Neighbourhood Plan. Horsham is the main market town in Horsham district in West Sussex and regeneration and town centre policies formed a key part of the document. The Plan incorporates a green infrastructure policy, which is becoming increasingly important as a way of identifying and safeguarding local networks of green space for wildlife. The Plan has recently passed Examination and is to go to Referendum shortly.

**Contact:** Andrew Cooke, Chair of the Neighbourhood Plan Steering Group, [a.cooke@gmx.com](mailto:a.cooke@gmx.com)



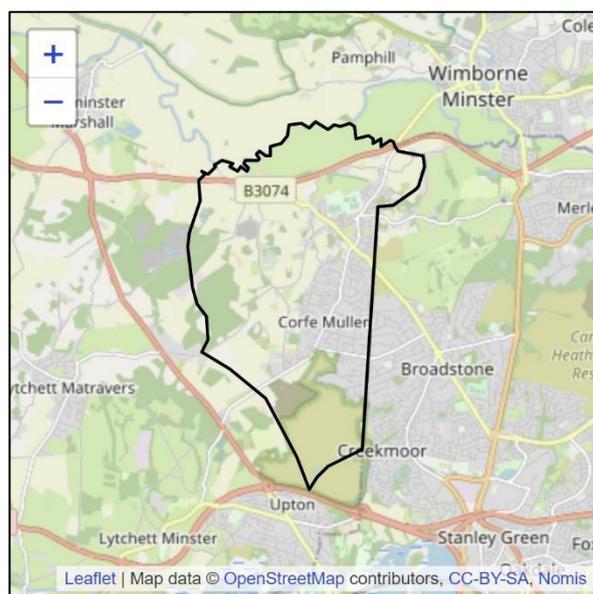
## Understanding the context

### About Corfe Mullen

Corfe Mullen is a linear village and wider parish located in East Dorset, on the edge of Broadstone, near Poole. Its population in 2011 was 10,133 persons living in 4,150 dwellings. Whilst the population is generally aging, the age profile of the parish is younger than the district overall.

The settlement has two distinct parts, with the old village in the north lying in the Stour Valley near the junction of the Blandford Road with the A31(T). The larger, more recent part of the village lies to the south along either side of the Wareham Road on a high plateau.

The area is very attractive and as a result, East Dorset is one of the least affordable locations for housing in the south west. House prices in Corfe Mullen are high when compared to average earnings and it is particularly difficult for younger people to access the housing ladder. A Community Land Trust is being considered to assist in providing affordable homes.



Aside from a small industrial estate at Cogdean Elms, a few businesses along Wareham Road, and facilities such as the schools, there are few employment opportunities locally and most residents commute out of the village for work. Whilst car ownership is high, as with many more rural areas, public transport provision is limited, which restricts access for those reliant on it.

Apart from the village itself, the parish is located wholly within the South East Dorset Green Belt. There are many important natural features in the parish including the fragile Dorset Heathlands, sensitive to development, which lie in the south. The Corfe Hills Local Nature Reserve also falls into the north-eastern part of the parish. These areas are protected as a Special Areas of Conservation and RAMSAR sites of European importance. There are also several Sites of Special Scientific Interest within the

areas, including Upton Heath, and Corfe Mullen Pastures. A large proportion of the Waterloo Valley is identified as an Area of Great Landscape Value.

The Green Belt, coupled with the sensitive natural landscape features and areas prone to flooding are development constraints in the parish.

### **Development Plan context**

Your neighbourhood plan will provide you with an opportunity to set out planning policies that will shape development in the village and wider parish over the next 15 to 20 years. Importantly, the policies in your neighbourhood plan will need to be in general conformity with the National Planning Policy Framework and the strategic policies of Dorset Council's Local Plan.

The current development plan for Dorset council comprises the following planning documents, with the two in bold most relevant to Corfe Mullen:

- **Christchurch and East Dorset Local Plan Part 1: Core Strategy (2014)**
- **East Dorset Local Plan (2002): Saved policies only**
- North Dorset Local Plan Part 1 (2016)
- North Dorset District-Wide Local Plan (2003): Saved policies only
- Purbeck Local Plan Part 1 (2012)
- Swanage Local Plan (2017)
- West Dorset, Weymouth and Portland Local Plan (2015)

In addition to these, there are minerals and waste strategies, a number of 'made' neighbourhood plans, and supplementary planning documents (SPDs). The latter includes the Dorset Heathlands SPD, which seeks to ensure that there is no net increase in urban pressures on the heaths as a result of additional residential development between 400 metres and five kilometres of heathland – parts of the built up area of Corfe Mullen fall within this.

The adopted Core Strategy categorises Corfe Mullen as a Main Settlement, alongside Christchurch, Wimborne Minster, Ferndown and West Parley, and Verwood. It is these settlements that will provide the major focus for community, cultural, leisure, retail, utility, employment and residential development. This will include infill development as well as options for some greenfield development.

Policy CM1 amends the Green Belt boundary and allocates 250 homes as a new 'neighbourhood', incorporating new facilities (for instance playing pitches) and a new Lockyer's School (although this is no longer proposed). 112 of these homes have received planning consent and are under construction.

A new Local Plan, to 2038, is in the early stages of being prepared and an Options Consultation was completed in Spring 2021. Comments received are being considered by Dorset Council, with the intention of publishing a draft Local Plan in May 2022. The new Local Plan is anticipated to be adopted in the Winter of 2023.

The consultation proposed amending the green belt in part and focussing new housing to the edges of existing settlements. This includes within Corfe Mullen parish, as shown in Table 1:

Table 1: Homes proposed/consented for allocation in Corfe Mullen

Allocation	Number of homes	With consent	Employment land (HA)	With consent
<b>Large built-up area (edge of the built-up area of Bournemouth, Christchurch and Poole)</b>				
CORM2: Land north of Corfe Mullen	112	112	0	0
CORM3: Land west of Pardy's Hill	50	0	0	0
CORM4: Land to the east of Haywards Lane	150	0	0	0
CORM5: Land to the west of Haywards Lane	200	0	0	0

The Town Council has reservations about this proposed strategy, as outlined in their response to the Local Plan Consultation, dated 1 March 2021<sup>1</sup>. Concerns include flooding issues, location and type of green space proposed, erosion of the Green Belt, and lack of provision of affordable homes.

Whilst the Corfe Mullen Neighbourhood Plan must conform to the strategic policies of the adopted Local Plan, it will be important to ensure that the document is synchronised to the emerging Local Plan.

## The Neighbourhood Plan Process

### What is a neighbourhood plan?

A neighbourhood plan is a document that contains planning policies to guide development and land-use within a designated neighbourhood area. It will be used by those wishing to submit a planning application, to inform their proposal, and by local authority planning officers and local and borough councillors in their role in determining the outcome of applications.

Neighbourhood plans are prepared in accordance with the Town & Country Planning Act 1990, the Planning & Compulsory Purchase Act 2004, the Localism Act 2011 and the Neighbourhood Development Planning Regulations 2012 (as amended). Once 'made', the plan forms part of the strategic development plan for the local planning authority area, carrying equal weight to the local plan policies. The plans therefore have a legal status and must be considered when future plans and proposed actions are considered and implemented.

### What can a neighbourhood plan include?

There is scope for a variety of different topics to be covered in a neighbourhood plan, depending on what is important to the community. This can include policies relating to housing, the environment, the local economy, community and recreational facilities, and walking and cycling.

<sup>1</sup> <http://www.corfemullen-tc.gov.uk/UserFiles/Files/Final%20CMTc%20Response%20to%20DLP.pdf>

There are several types of planning policy common to neighbourhood plans:

- **Generic policies:** these are simple policies which apply universally to development across the entire neighbourhood plan area and which all planning applications will need to be mindful of. For example, a spatial policy could set out where development is considered to be suitable and where it should be avoided.
- **Criteria based policies:** these policies include a set of requirements that should be met by development proposals, as appropriate. For example, a policy on the design of development might require applicants to consider materials used, orientation of their proposal, the height of the proposal and impact on neighbouring properties.
- **Site specific policies:** these are policies which apply only to particular areas of land only, rather than the whole area. For example, you may wish to identify a site to allocate housing, or a site for a new community facility. Equally, this might be used to allocate a site for a particular use, such as a green space or allotment. There is no requirement for neighbourhood plans to allocate sites, including for housing.
- **Protective policies:** these policies enable you to identify specific features or sites within the area and protect them. For instance, there might be heritage assets that are not nationally listed, but which are important locally, or there might be natural features that you wish to protect from inappropriate development.

Importantly the neighbourhood plan policies must conform to national policy, as set out in the National Planning Policy Framework. They must also conform to the strategic policies of the adopted local plan. Where a new local plan is being prepared, this can also be used to inform the neighbourhood plan.

Some matters sit outside the planning system (such as the setting of speed limits, school provision, healthcare, and strategic highways issues) or matters covered by other planning procedures (such as new or extended conservation areas). Whilst these will not form part of the planning policies, they may be included as community projects/aspirations or as infrastructure priorities. It is useful to include projects and priorities as these can inform the allocation of any developer funding, such as section 106 and community infrastructure levy.

An important consideration is that the neighbourhood plan is not a tool to prevent development, rather to shape it.

### **Who prepares the neighbourhood plan?**

In a 'parished' area, such as yours, the Town Council is the 'qualifying body' legally required to lead the neighbourhood plan process. It is common, however, for councils to set up a separate steering group, usually comprising a mix of local councillors and volunteers, to oversee the project. Additional volunteers can assist in specific topics to be covered by the plan.

The local authority has a statutory duty to support the plan preparation process. Different authorities offer varying levels of support, but during the development phase, this might include assisting with identifying evidence, providing help with mapping, offering ongoing advice to the group and reviewing emerging policy ideas. The local authority is responsible for running the second round of formal consultation on the plan (the so-called Regulation 16 consultation), as well as

organising and funding the examination and the referendum. They receive government grants to assist in this.

Support is also available to groups from Locality, the organisation overseeing the implementation of neighbourhood planning at a national level. They offer advice via their website and newsletter, including case studies and workshops. They also offer direct support, which to date has comprised grant funding and technical support.

### The Steps involved in developing the Plan

The steps involved in developing a Neighbourhood Plan are summarised in Figure 1. It is difficult to estimate timescales as this is dependent on the complexity of the Plan and the resource available at the local level (funding and volunteer time) to support the process.

Figure 1: Summary of the Neighbourhood Plan process



The overall process can be considered in a series of steps, detailed below, with areas where support can be most helpfully provided.

## Step 1: Defining the Neighbourhood Area and setting up the Steering Group

### Step 1.1: Designating the neighbourhood plan area

The Town Council will need to apply to Dorset Council (DC) to officially designate the neighbourhood area. It is recommended that the area aligns with your parish boundary, which means that no formal consultation is required to enable the designation. The application will require a letter setting out that you wish to prepare a neighbourhood plan and a map showing the boundary to be designated.

### **Step 1.2: Familiarisation visit /inception meeting and development of a parish profile**

I would seek to visit early on to familiarise myself with the area.

The visit could usefully coincide with a meeting with anyone who has expressed an interest to take part in the project, to discuss the proposal and next steps.

During this early phase, I will develop a profile of the neighbourhood area that will form part of the evidence base for the Plan. It will contain key information about demographics, housing, the landscape and local economy, as well as setting out the planning context within which we are working. This can then be used to help identify challenges and opportunities for the area as well as the emerging vision and objectives for the Plan. It will also provide helpful background material for the Steering Group and any Working Groups we form to focus on individual topics.

### **Step 1.3: Setting up the initial Steering Group**

I would assist you in setting up the Steering Group to oversee the work on the plan. This would normally comprise a mix of local councillors and members of the public, who are committed to supporting the project. Normally a fairly compact group is helpful of perhaps 8 members. We find it can be helpful to draw in members who have connections with other interest groups in the area. We can help you put together a Terms of Reference for the Group, setting out key roles and responsibilities and the relationship with the Town Council (which is helpful in terms of feedback on progress and managing budgets).

As we progress through the process, we will also likely set up Working Groups to explore individual topics, such as local green spaces, design and so forth. Experience has shown that it can be helpful if each of these Working Groups is headed up by a member of the Steering Group. This makes it easier to feed back the work of each Working Group to the overarching Steering Group.

### **Step 1.4: Project plan and engagement/communications strategy**

With the Steering Group, we will assemble a project plan. In addition, we will put together an engagement and communications plan – this will set out the different groups/individuals to talk to and the best channels to reach them by. In addition, it will help to co-ordinate the activities of the emerging Working Groups, with a member of each group reporting back to the Steering Group regularly. From a communications perspective, the plan will describe how and when to report back to the community on progress, through a variety of methods, such as social media, newsletters, e-bulletins etc.

There are plenty of ways to get people involved and keep them updated, including:

- Hosting launch events
- Undertaking a community survey
- Maintaining a dedicated website and undertaking social media activity
- Placing regular update bulletins in local newsletters, press and noticeboards
- Posters and banners to encourage engagement at key parts of the process
- Online Zoom webinars and focus group meetings to discuss topics

- Piggy backing onto other events and activities already taking place
- Photograph and drawing competitions
- Creation of a logo
- Postcards and leaflets
- Parish and village 'walkabouts'
- Online surveys



A key stakeholder will be the Dorset Council and we will initiate an early meeting with them to discuss the plan and commit to ongoing dialogue. They will also be able to share what support they can offer too to the group.

## Stage 2: Develop the Plan

### 2.1: Launching the Plan with the community

We recommend hosting a drop-in launch event over an afternoon or evening (or combination), whereby the local community are invited to come along and learn about the plan. It provides a useful way of telling local people what the plan can and cannot do as well as beginning to gather some initial views on what local people think is important to safeguard and where opportunities for improvements might be. We often, for instance, have an area set up for people to leave post-it notes about what they like, what they do not like and what could be improve.



The events can be used to recruit volunteers either to join the Steering Group or to take part in topic Working Groups.

Findings from this initial activity will provide a helpful starting point for the Working Groups, which will be tasked with a series of steps to work on to develop their themes into objectives and ultimately policies.

### 2.2: Gathering evidence about the topic areas

This represents the lion's share of the work on the plan. Each of the Working Groups will be tasked with exploring their topics – we can brief the groups and help them scope out their work. They will be

guided initially by the comments received at the launch events and the guidance from the consultants, bearing in mind where opportunities lie based on the review of the Local Plan.

Evidence gathering will fall into three main categories:

- Hard evidence – information drawn from existing reports and data relating to the topic. For instance, the evidence documents underpinning the local plan that relate to the area, the census data, ONS data, information available locally from groups and organisations.
- Commissioned evidence – for example, we advise commissioning Locality to undertake a Housing Needs Assessment and Design Guide (free Technical Support). In addition the Local Wildlife Trust can prepare a biodiversity report for the area. Evidence could also include primary research, such as walkabouts of the local area, mapping of local routes etc.
- Local engagement – speaking to individuals and groups about the topic areas to gain input and feedback from the local perspective – using the engagement strategy as a guide on how to do this and the sorts of activities that work well.

Some groups like to prepare an initial questionnaire, tailored to the community, local businesses and younger people. The engagement plan that we will have prepared will inform how we gather views.

### **2.3: Preparing a draft vision and objectives**

As we gather evidence and information, the Steering Group can begin to construct a draft vision and objectives for the neighbourhood plan. This should be tested with the community (again using the engagement strategy to guide the right mechanisms). Getting early feedback and buy-in to this is incredibly helpful as it means that the rest of the work is underpinned by community backing.

### **2.4: Drafting the policies based on robust evidence**

We will support the Group in developing their ideas into policies and ensuring that the underpinning evidence is robust. We will propose a structure for the emerging plan, that we will fill in as the information is progressed. It would be helpful for the group to collate photographs for inclusion.

We will also create supporting maps for the Plan.

As soon as we know the scope of the Plan, this would also be the time to have it ‘screened’ by Dorset Council to determine whether a Strategic Environmental Assessment (SEA) and/or Habitats Regulation Assessment (HRA) is required. It is a legislative requirement to undertake this screening, which assesses the potential policies to ascertain whether they are likely to have a significant (negative) environmental impact on the area. There is technical support available to prepare the SEA/HRA, should they be required. They will need to be ready in time to consult on at Regulation 14.

### **OPTIONAL: Housing / site allocations**

It is unclear yet whether there is an appetite to allocate housing in the Neighbourhood Plan. This would open up a series of additional tasks, for instance a Local Call for Sites, undertaking Site Assessments and preparing site policies. There is technical advice available from Locality to support much of this work, and we would advise on how best to utilise this.

Note that including site allocations will make it more likely for a Strategic Environmental Assessment and possibly a Habitats Regulations Assessment to be required.

## **2.5: Informal consultation on the emerging policies**

At this point, we would have a draft version of the Plan. We recommend asking Dorset Council, who we will be in ongoing dialogue with, to undertake an informal health check of this draft, prior to it going to the first formal round of consultation at so-called Regulation 14. We have found such health checks to be very helpful and it can speed up the next part of the plan process as the local authority's comments will have already largely been considered prior to the formal consultation.

While this is taking place, informal consultation on the draft plan can take place with the community, to ascertain support for the policies and whether any final amendments are required.

We will integrate the comments received from Dorset Council and ensure that all the policies are worded appropriately and conform to both the National Planning Policy Framework (NPPF) and the Local Plan.

Community actions – Whilst not essential to include, there may be projects and aspirations that arose from the community engagement that can be included in the Plan. These will not be assessed by the Examiner, as they are not land-use related, but nevertheless can be a helpful depository for ideas that local people feel would be important to address. Any infrastructure priorities, that might be funded by developer contributions including Community Infrastructure Levy, can also be included in the Plan.

## **Stage 3: First round of formal consultation on the Plan**

### **3.1: Pre-Submission Regulation 14 consultation**

The Pre-Submission Version Neighbourhood Plan will need to be consulted on for a minimum of six weeks, both with the community and with several statutory consultees, for instance Historic England, Natural England and the Environment Agency. We will assist you in finalising the list of statutory consultees and can help to prepare the letter to email alongside the Plan and supporting documents. We will also prepare a summary of the plan for use locally and a short questionnaire that can be used by local people to provide feedback. We can support you on developing the engagement and communications programme to be run in parallel with the consultation, which could include for instance, drop in events, banners, posters and presentations to individual groups.

## **Stage 4: Amend Plan and submit to Dorset Council**

### **4.1: Finalising the Submission Version Neighbourhood Plan and supporting documents (July – August 2023)**

Following the Regulation 14 consultation, we will assist you in collating the comments received. It will be necessary to consider each one carefully and record a response from the Steering Group as to how to address it. This will most likely lead to some amendments to the draft plan.

This is also the time to finalise the supporting documents that will need to be submitted to Dorset Council alongside the neighbourhood plan:

- Basic Conditions Statement – setting out how each neighbourhood plan policy conforms to both the Local Plan and the National Planning Policy Framework.

- Consultation Statement – setting out the storyline of the plan process and how you have sought to provide everyone with an opportunity to get involved. It will include a copy of all the comments received during the Regulation 14 consultation and how these informed the Submission Version Plan.
- Strategic Environmental Assessment/ Habitats Regulations Assessment (if required).

It is important to note that from this time onwards, the Plan is largely in the hands of Dorset Council, who are responsible for actioning the remaining steps of the process.

## **Stage 5: Dorset Council organises the 2nd formal consultation**

### **5.1: The Regulation 16 (Submission Version) consultation**

Dorset Council will check that they have received the correct documents and will organise a second formal consultation, known as the Regulation 16 consultation. This will run for a minimum of six weeks and, as with the first consultation, will seek comments from the community and statutory consultees. Representations will be collated in readiness to send to the Examiner.

You will most likely wish to undertake further promotional activities at this point, to encourage people to provide input and publicise the fact that the Plan is progressing.

During this consultation, the District Council will contract an independent examiner. They will normally receive a shortlist of suitable candidates and you will have an opportunity to choose which one you prefer. We can advise you on this.

## **Stage 6: The Plan is independently examined**

### **6.1: The examination**

The Examiner will visit the parish and may submit questions to Dorset Council, which will be shared with the Steering Group. We can assist you in responding to any queries directed to the Town Council.

The Examiner's role is to make sure that the Plan meets the Basic Conditions. Sometimes a public hearing is held, but this is unusual and only likely where there is something particularly controversial in the plan.

The Examiner will first issue a fact-checking report, which is purely to check spellings and accuracy of content. There is no opportunity at this stage to query the Examiner's findings or modifications. Once agreed, the Examiner will issue their final report, which may include recommended modifications to the Plan.

## **Stage 7: The Plan is amended as required**

### **7.1: The referendum version plan**

We will assist you as necessary in modifying the Plan, as required by the Examiner. Dorset Council will formally accept the Plan and prepare for the referendum.

## **Stage 8: Local referendum and ‘making’**

### **8.1: The final stages of the Plan**

Whilst it is the responsibility of Dorset Council to arrange the referendum, you will wish to publicise it to encourage as many people as possible to take part, although the Town Council itself cannot encourage voters to vote in any particular way.

### **8.2: Implementing the Plan**

Once the Plan has been ‘made’, there will be a series of actions that will need to be undertaken to ensure that the policies are being interpreted and used in the way intended. It will also be necessary to maintain a watching brief on changes to the planning policy landscape, both at the national and local planning authority levels, which may have an impact on the plan’s policies. Finally, any non-planning-related projects and activities that were identified will need to be prioritised for delivery, in partnership with other organisations.

Specific actions that will need to be undertaken are as follows:

- Pursuing the projects and activities that are not policy-based, but nevertheless contribute to the delivery of the Plan.
- Commenting on planning applications or consultations relating to the Neighbourhood Plan area – the Town Council has a role in ensuring that the policies are being adequately considered, where relevant, in decisions to determine the outcome of planning applications in the area. A meeting between local councillors, planning committee members and the supporting planning officers at Dorset Council would be a useful step in ensuring that the purpose and application of the policies is fully understood by all parties. This will assist in ensuring that policies are interpreted and applied in the way intended.
- Monitoring the application of the policies to ensure they have been applied consistently and interpreted correctly in response to planning applications – during the preparation of the Plan, there may be scope to identify indicators to measure the effect that each policy is having and the extent to which this is delivering against the associated objective. As a minimum, the Town Council would wish to maintain a log of planning applications relating to the area, detailing which Plan policies have informed the Town Council response and the outcome of the decision. This will assist in understanding whether the policies have been used in the manner intended or whether changes may be required, for instance in any future review of the Neighbourhood Plan.
- Maintaining a dialogue with the District Council regarding the timing and content of the emerging Local Plan – it will be important to consider the policies in the emerging document and how these may impact the Neighbourhood Plan policies. The adoption of the new Local Plan may trigger a light-touch review of the Neighbourhood Plan.
- Maintaining a watching brief on the national policy landscape – changes at the national level may impact on the policies contained in the Local Plan and the Neighbourhood Plan. It is therefore important to keep abreast of this, as this could also provide a trigger to undertake a light-touch review of the Neighbourhood Plan.
- Maintaining a dialogue with neighbouring authorities.
- Liaising with landowners and developers on site delivery.

- Maintaining a dialogue with the local community on the plan implementation – ensuring that all records of how the plan has been used should be made public. It is recommended that a regular update – for instance at the Annual Parish Meeting – is provided, to feed back to the community on progress about both the effectiveness of the policies and the pursuing of the projects. Such a report might also be embedded into the District Council’s annual Authority Monitoring Report, to illustrate how the Neighbourhood Plan is contributing to the delivery of strategic policy.
- Considering gaps in the Neighbourhood Plan – local issues, concerns or opportunities may arise during the lifespan of the Plan that trigger the need for the inclusion of a new policy. Such issues can be most effectively understood by maintaining open dialogue with the community and other partners.

Whilst it is not a legislative requirement to review a Neighbourhood Plan, it is good practice to do so periodically. This may be because of any of the points noted above. A light-touch review will enable the Town Council to keep the Neighbourhood Plan up to date in general terms, and to ensure that it remains in general conformity with the wider development plan. In this context, it could consider a review of the neighbourhood plan within six months of the adoption of the new Local Plan. Any review should be undertaken in partnership with and ensuring the engagement of the wider community.

## **Costings**

The daily rate is £400 per day plus VAT and expenses (which are mainly related to travel and subsistence - car travel is charged at 45 pence per mile). I have found that Zoom is a very effective method of meeting groups and keeps the costs down in terms of time and travel.

The indicative breakdown of costs is shown overleaf – this is costed against both the basic grant (to £10,000 +VAT) and the complex grant (£18,000+VAT), which may be available to you. Full grant details will be published on the Locality website in April. The benefit of the complex grant would be more time for me to allocate in assisting you. The basic grant will require more input from the community/ Steering Group.

One point to note is that I only charge on a ‘time spent’ basis so you only pay for the time you incur, up to an agreed fee ceiling.

If you require anything further then please do not hesitate to contact me.

Yours sincerely



Alison Eardley

<b>Potential costings:</b>		<b>Basic Grant</b>	<b>Complex grant</b>	
		<b>£10k</b>	<b>£18k</b>	
		<b>Alison</b>	<b>Alison</b>	<b>Other</b>
		<b>£400.00</b>	<b>£400.00</b>	
<b>Stage 1</b>	<b>Define Neighbourhood Area</b>			
	Designate the neighbourhood area	0	0	Town Council to undertake
	Familiarisation visit / inception meeting	1	1	
	Develop profile and strategic review	0.5	0.5	
	Set up initial steering group inc. terms of reference	0.5	0.5	
	Project Plan and engagement/comms strategy	1	1	
<b>Stage 2</b>	<b>Develop the Plan</b>			
	Launch events - planning and taking part, report	2	2.5	
	Supporting evidence gathering	3	5	Technical support (Locality): Design Codes/ Housing Needs; Wildlife Trust Report; other
	Draft vision and objectives + engagement	1	2	
	Drafting the policies + supporting mapping	5	8	
	Informal consultation	1	3	
<b>OPTIONAL HOUSING</b>				
	Call for sites		1	
	Site assessments			Locality can undertake
	Engaging with the community		2	
	Crafting policies		2	
<b>SEA/HRA</b>				
	Prepare screening report	0	0	Dorset Council should do this.
	Undertaken full SEA / HRA		0	Locality can undertake
<b>Stage 3</b>	<b>First round of formal consultation</b>			

	Pre-submission (Regulation 14) consultation	1	2	
<b>Stage 4</b>	<b>Amend Plan and submit to HBC</b>			
	Amend the plan	1	2	
	Prepare supporting documents	2	2	
<b>Stage 5</b>	<b>Dorset Council organises 2nd round of consultation</b>			
	Regulation 16 consultation	0	0.5	DC organise
<b>Stage 6</b>	<b>Plan is independently examined</b>			
	Examination support	0.5	2	
<b>Stage 7</b>	<b>The Plan is amended as required</b>			
	Modify Plan	0.5	2	
<b>Stage 8</b>	<b>Local referendum and 'making'</b>			
	Referendum support	0	1	
	<b>Total Days</b>	20	40	
	<b>Cost</b>	£8,000.00	£16,000.00	
	<b>Expenses</b>	£250.00	£250.00	
	<b>Consultant Cost</b>	£8,250.00	£16,250.00	
	<b>Material for engagement and communications</b>	£1,500		
	<b>Wildlife Trust Report</b>	£100		
	<b>Total Cost</b>	<b>£9,850.00</b>	<b>£17,850.00</b>	