

# **CLEEVE PRIOR PARISH COUNCIL**

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Cleeve Prior

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## **Cleeve Prior Parish Neighbourhood Plan Neighbourhood Area Application 15 January 2013**

### **Introduction**

LOCALISM ACT (SCHEDULE 9) AND TOWN & COUNTRY PLANNING ACT 1990 (SECTIONS 61F& 61G)  
AND NEIGHBOURHOOD PLANNING GENERAL REGULATIONS IN FORCE 6TH APRIL 2012

Cleeve Prior Parish Council as the ‘relevant body’, hereby formally submits an application to Wychavon District Council as the local planning authority, for the designation of a neighbourhood area pursuant to the preparation of a Neighbourhood Development Plan (NDP) and designation of a Neighbourhood Area.

### **Background**

On 28 May 2012, Cleeve Prior Parish Council at its full Council meeting passed a motion to instigate proceedings and establish a Neighbourhood Development Plan Working Party to lead on the formulation of an NDP for the Parish of Cleeve Prior with Cllr N Bury as the Chairman. An application is hereby submitted under Regulation 5 of the Neighbourhood Planning (General) Regulations 2012. Over the last seven months a team of dedicated volunteers representing many different groups and areas of the parish have been working in the preparation of the NDP.

The designation of a Neighbourhood Area is seen as the first formal step in the process of producing the NDP. The Application Regulation 5 requires the submission of the following:

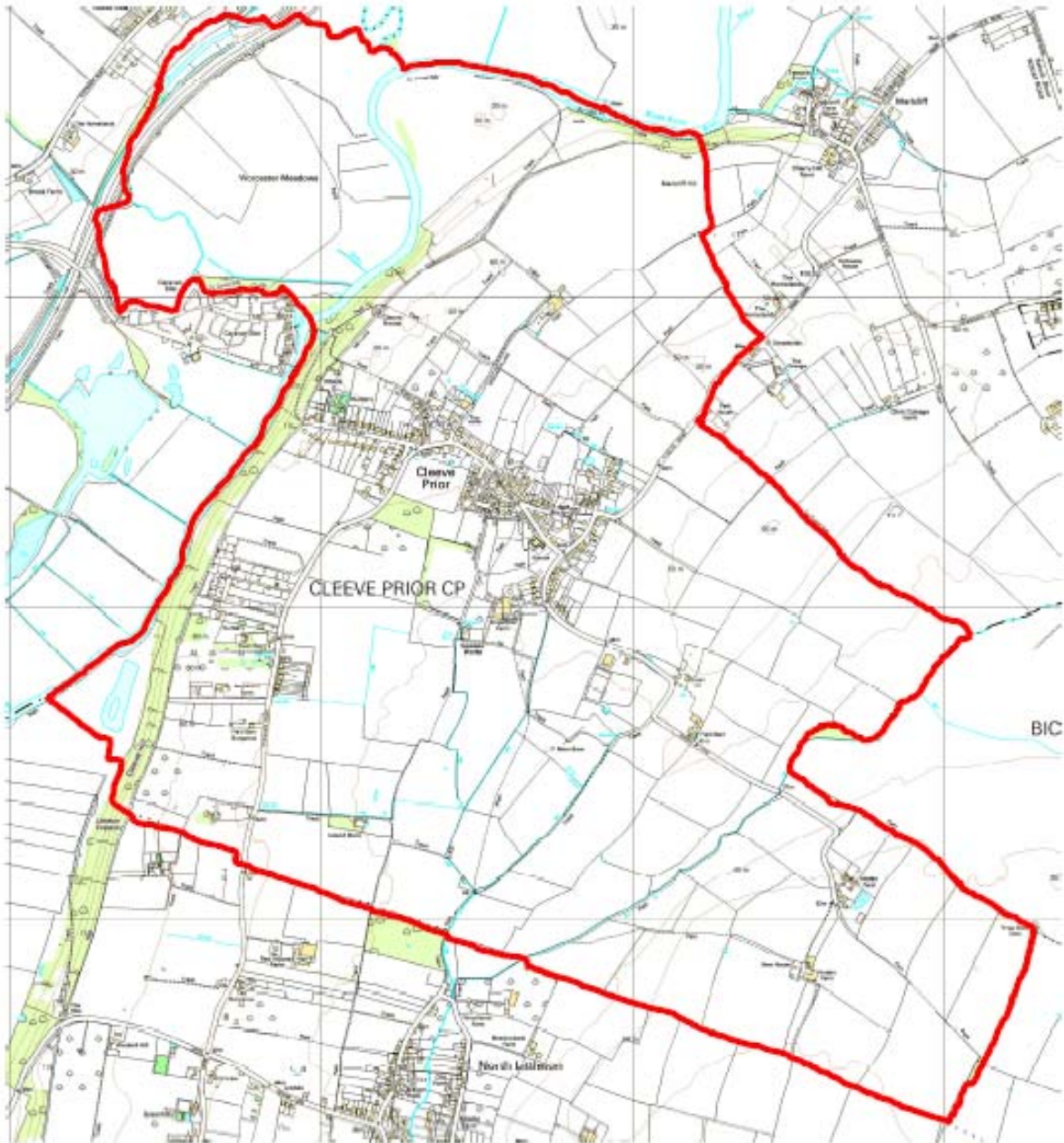
- (a) A map which identifies the area to which the area application relates;
- (b) A statement explaining why this area is considered appropriate to be designated as a Neighbourhood area; and
- (c) A statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the Town and Country Planning Act 1990 (as amended).

(a) Neighbourhood Area Map

A map identifying the area to which this application relates is attached.

**(a) Neighbourhood Area Map**

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**(b) Justification for Designation**

The proposed neighbourhood area covers the administrative boundaries of Cleeve Prior Parish Council, Schedule 9, Section 61G(7) of the Localism Act 2011 states that neighbourhood areas may not overlap. There are no known overlaps with other relevant bodies promoting other neighbourhood areas. In determining the application for designation, the local planning authority must have regard to the desirability of designating the whole of the area of a parish council as a neighbourhood and the desirability of maintaining the boundaries of already designated neighbourhood areas.

It is believed there are compelling reasons given size and location why the neighbourhood area indicated on the attached map should be given favourable consideration.

**(c) Statement in relation to the ‘Relevant Body’**

Under Section 61G of the Town and Country Planning Act 1990, a relevant body is defined as a parish council or an organisation or body which is, or is capable of being designated a neighbourhood forum.

This application for designation of a neighbourhood area is submitted by Cleeve Prior Parish Council, which is considered to be a relevant body for the purposes of this exercise and is therefore authorised under Section 61G (2a).

**Conclusion**

For the reasons outlined above, the proposed neighbourhood area as show on the attached plan is considered to be appropriate and justified. Under Section 61G of the Town and Country Planning Act 1990, Cleeve Prior Parish Council is considered to be a ‘relevant body’ for the purposes of this application. The Parish Council therefore respectfully request Wychavon District Council process this application in accordance with Regulation 6 of The Neighbourhood Planning (General) Regulations 2012.

Regards

Sean Arble  
Clerk to Cleeve Prior Parish Council

**APPENDIX 1** proposed working method and process for the development of a Neighbourhood Development Plan

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**1. Purpose**

The purpose of the Parish Council and NDP Working Party will be to improve the social, economic, and environmental well-being of the neighbourhood area in the proposed Neighbourhood Area which is shown in Appendix A Map 1. In particular, this will be achieved through the vehicle of a development plan and development orders. The remit of the Working Party will be:

- To identify, designate, promote and endeavour to bring about the development or redevelopment of sites within the agreed Neighbourhood Area.
- For, among other things, the creation and improvement of housing, employment, recreation, green space, local services and transport and where appropriate the provision of social, recreation, retail, employment, business, transport and environmental services.
- To improve the well-being of residents and businesses within the area.
- A reflection of the needs of the area that is characterised by a limited supply of local housing and affordable housing choice, poor levels of local services including public transport, low energy sustainability and limited local employment opportunities.
- To undertake this process in conjunction with a comprehensive Consultation Strategy.

## **2. Neighbourhood Area**

The area that the Working Party is proposing is designated for the purposes of this NDP is as shown in Appendix A Map 1.

## **3. Membership of the Neighbourhood Development Plan Working Party**

The membership is currently nine strong, each of whom is a resident in the area, and/or works in the area. Two members are elected to Cleeve Prior Parish Council as councillors for the area. Members who are committed to the organisation are listed in Appendix B. Recruitment of members through co-operation was attempted to achieve a balanced geographic spread within the area and a spread across the various sections of the community.

## **4. NDP Working Party Governance**

Cleeve Prior Parish Council owns the Neighbourhood Development Plan. The Working Party is sponsored by and reports to Cleeve Prior Parish Council. Two members of the Parish Council sit on the Working Party alongside 7 co-opted members. The Parish Council reviews the activities of the Cleeve Prior NDP Working Party. The Working Party approves outputs and expenditures. The Parish Council adopts the output of the Working Party, is responsible for making applications as the owner of the plan and for the execution of the plan once approved.

## **5. Wider Community Involvement and Consultation Strategy**

The NDP Working Party will carry out several exercises aimed at informing and collecting the opinions and choices of the wider community and other community groups in a way that conforms with the requirements of the Localism Act. Some consultation has already taken place on planning matters. Evidence of these exercises and events are listed in Appendix C. The requirement to take reasonable steps to involve the wider community in making choices about any proposal that affects the social, economic or environmental future of the area is written in to the constitution of the Working Party and a Consultation Strategy has been developed which is described below.

## **6. Consultation Strategy**

### **6.1 Introduction**

The NDP Working Party has identified five main reasons to consult with the community.

1. To extend boundaries of knowledge
2. To create a better informed plan
3. It is ethical
4. It is democratic
5. It is efficient

We believe that effective consultation requires some important prerequisites. Hence, we will:

- Be clear and open about our intentions and actions
- Listen to people
- Establish proper processes for wider information gathering and public exchange
- Recognise the legitimacy of diverse Working Parties to enter debates
- Accept criticism
- Support the structures and processes for community participation and consultation.

### **6.2 Definition of Consultation**

Consultation for the NDP is defined as a process of two-way, informed communication between the NDP Working Party and the community prior to the Working Party making recommendations in the plan.

### **6.3 Consultation Principles**

The following foundation principles will be applied to the consultation processes:

#### **A. Inclusiveness**

- Consultation will encourage the participation of people affected by or interested in the NDP
- Everyone will be given equal opportunity to participate in consultation
- Consultation will be sensitive to the needs of particular Working Parties to maximise ability to contribute
- We will actively seek out people for consultation.

#### **B. Focus**

- Consultation must have a clear purpose
- Chosen consultation methods will be appropriate for the task
- A clear statement on what the consultation is to achieve will be provided
- A clear statement on the role of NDP Working Party and the role of other participants will be made.

#### **C. Responsiveness**

- We will consider and respond to contributions from all participants
- Consultation will be transparent. All people involved will have a clear understanding about how their feedback and comments are to be used
- Maintain transparency. We will take new ideas on board and alter the course of actions if required
- Ensure respect for the diverse range of interests that may be represented during a consultation
- Make reasonable attempts to resolve conflicts, if they arise, and reach a suitable solution.

#### **D. Providing Information**

- Information relating to the consultation will be readily available to allow participants to make informed and timely contributions
- All involved can easily access information relating to the consultation before key decisions are made
- Relevant information will be presented in an easily understood format
- There may be circumstances where commercially sensitive information or information of a personal nature may not be able to be fully disclosed to the public.

#### **E. Implementation and Evaluation**

- All consultation processes will be evaluated after the decision-making is completed
- Participants will receive feedback about ideas received and how the final decision was reached
- If a difference occurs between the ideas and the final decision the reasons will be documented.

### **6.4 Consultation Methods**

We will use a range of consultation methods. The most likely methods may include:

#### **Letter**

This is a personally addressed letter to all the affected households. It outlines the plan and indicates where the comments should be directed about the NDP.

#### **Survey**

This will be a statistically correct survey of particular attitudes, beliefs or information.

### ***Social Media***

This can be a combination of a website, Facebook, Blog and Twitter and is designed to engage an ongoing conversation with everyone being encouraged to contribute with words, images and other media.

### ***Letterbox Drop***

This is a non-addressed leaflet or flyer that summarises the issues and invites feedback to the NDP Working Party. The flyer indicates how that feedback can be given.

### ***Newsletter***

There is one monthly parish publication which can carry articles about a policy or issue. The newsletter is an important vehicle to report on the results of other consultations.

### ***Special Publications***

These can range from a special newsheet to a brochure or a draft printed plan that is designed to inform the consultation process.

### ***Ads in the Local Newspapers***

Ads in the news section of the local papers are an important means of advising the community about the matter under consultation and how they might have their say.

### ***Media***

This involves issuing media releases and conducting interviews with local journalists. It should always indicate to the media representative that feedback from the community is valued.

### ***Community Leaders***

Community Working Parties have their own systems of communication. In any consultation, the leaders of those community Working Parties play an important part in circulating information and receiving feedback.

### ***Personal Briefing***

These are held at the request of a member or members of the local community to discuss a particular issue.

### ***Focus Working Party***

This is a discussion between Working parties of around 5-20 people, usually led by a trained person (facilitator). The participants are invited because they are residents or because they have a particular interest, involvement or stake in the subject being discussed. The purpose is to find out the range of opinions that exist on a particular topic.

### ***A Meeting Called by the Community***

With some issues the community may determine to call its own meeting as part of the consultation process.

### ***Public Meeting***

This may be held at a community venue and invitations will be sent, using one or more of the following methods:

- Advertisement in the local papers
- Letterbox drop
- Media release or telephone contact with community leaders.

## **6.5 Interested parties to be consulted**

- All Cleeve Prior parishioners who are on the electoral roll
- Cleeve Prior First School
- Cleeve Prior Pre-School
- Cleeve Prior War Memorial Hall Management Committee
- Cleeve Prior NWR
- Cleeve Prior WI
- Cleeve Prior Residents Association
- St Andrews Church PCC
- Local employers, self employed people working from home and businesses
- Children, retired residents
- Suppliers to local residents and businesses
- Neighbouring Parish Councils in Warwickshire and Worcestershire

## **7. Timetable – Programme of Activities**

Included as Appendix D is an indicative timetable indicating a programme of key activities which will take place in the development of the plan. It is expected that the consultation process will extend over a 6-month period before the drafting and the final consultation of the plan commences prior to submission. The key activities and milestones are as follows:

- Agree application with Parish Council / apply for designation of NDP Area – Jan '13
- Approval from localism panel at WDC – Feb '13
- Community consultation – Nov '12 to Jun '13
- Preparation of draft NDP for Parish Council / WDC submission – Aug '13
- Independent Review of NDP / implementation of recommendations – March '14
- Consultation on modifications to NDP – March '14
- Parish Referendum – to May '14
- Adoption of NDP – June/July '14

## **8. Constitution**

The governing principles of the organisation are set out in Appendix D, including its purpose, membership policy and funding. The chair of the meeting is a member of Cleeve Prior Parish Council and the Treasurer is the Parish Clerk.

## **9. Title and contact addresses.**

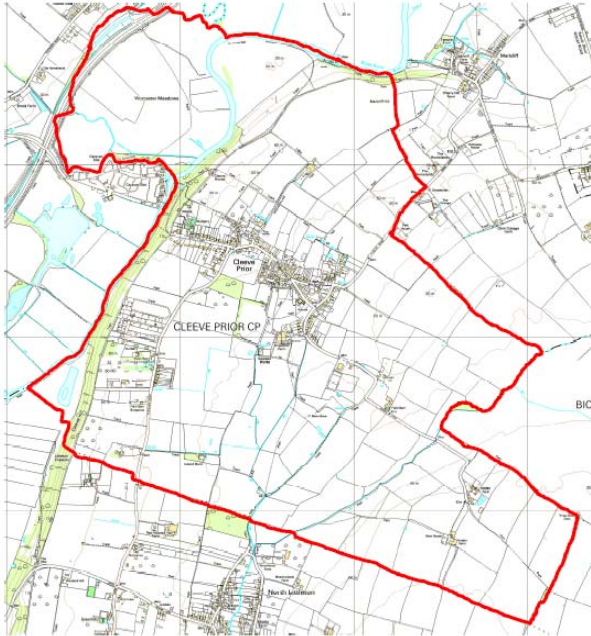
The proposed title of the organisation is “Cleeve Prior Neighbourhood Development Forum”. The contact address for the organisation will be the

Clerk to CPPC  
36 The Close  
Cleeve Prior, WORCS  
WR11 8LF  
01789 490 501

## **Appendix A Map**

### **Map 1 - Parish Map**





### **Appendix B: Working Party Membership**

Nick Bury (Chair): Froglands Land Cleeve Prior; resident and member of CPPC  
Peter Howe: Main St Cleeve Prior; resident and member of CPPC  
Gareth Williams: Main St Cleeve Prior; resident and Developer  
Andrew Rooney: Main St Cleeve Prior; resident and town planner  
Steve Matthews: Evesham Rd Cleeve Prior; resident and engineer  
Angie Matthews: Evesham Rd Cleeve Prior; resident and WDC employee  
Brian Taylor: Mill Lane Cleeve Prior; resident, local business owner and Chair of Heritage Trust  
Mike Heelis: Main St Cleeve Prior; resident and highway engineer  
Mike Walker: Main St Cleeve Prior; resident and retired engineer

### **Appendix C: Sample experience of wider community involvement**

April 2012: CPPC public meeting in planning issues; 60 residents present

July 2012: CPPC parish consultation survey via Residents Association; letterbox drop to 230 households – 70% return on housing needs, report produced

### **Appendix D: Constitution for Cleeve Prior Parish Neighbourhood Development Forum Name**

The name of the Working Party shall be Cleeve Prior Parish Neighbourhood Development Forum.

### **Purpose and Aims**

The mission of the Working Party shall be to promote and improve the social, economic and environmental well-being of the neighbourhood area and including actions that:

1. Work to the development of a better Cleeve Prior
2. Raise awareness of and work to open up opportunities for sustainable development that accords with the social, economic and environmental aims of the community
3. Work towards the production of a neighbourhood development plan and neighbourhood development orders, as necessary, that identify the social, economic and environmental

characteristics of the local area, detects local problems that need to be overcome, draw out feasible options for action, reflect a consensus of community opinion and choices on a programme of action and facilitates the implementation of the plan or order

4. Work towards an increase in the effectiveness of public involvement in decision-making and investment as it affects the quality of life in Cleeve Prior, by among other things

- Increase knowledge of government policies including the Localism Act and the planning and development process
- Promote discussion and debate on investment proposals affecting the Neighbourhood coming from the private, public or charity sectors
- Enable community views and choices to be more effectively made to promoters of development schemes and/or new uses and activities, including the County Council
- Enable community views and choices to be more effectively made to the Local Planning Authority on statutory plans and on planning applications.

### **Independence**

In carrying out all of its functions, the Working Party will use all reasonable endeavours to make choices and act upon the consensus views and choices of the wider local community, as far as possible embracing the range of views. The Working Party will be independent of any Party political, religious, trade or campaign organisation.

### **Membership**

Membership of Working Party is open to Parishioners who live in the area, or is an elected councillor for the area. The Parish Clerk will keep a list of members. Members of the Working Party agree to make best endeavours to attend meetings, to participate in decisions making and to take part in completing the work of the Working Party.

### **Meetings**

The Working Party will meet on a regular and continuous basis as required to discuss and decide issues and to take the actions required to further the purpose of the Working Party. Meeting agenda's and meeting minutes will be retained and archived by the Working Party Chair and forwarded to the Parish Clerk.

At least 7 clear day's notice of Meetings shall be given where practical.

Technical experts and promoters of development schemes, including developers, agents, district and county council officers and representatives of other organizations may attend Working Party meetings at the request of the Chair to give information, advice and to set out options for action. Such experts and promoters cannot take part in the choices made by or decisions taken by the Working Party.

### **Decision making**

The Working Party will use best endeavours to make choices and decide upon actions that are based upon a reasonable understanding of the informed choices of the wider community as measured by regular community involvement surveys and events.

### **Declaration of Interests**

Individual members of the Working Party have a duty and are required to declare in advance any financial, Party political, employment, land ownership or other organization interest that has a bearing on the work of the Working Party in general or an agenda item in particular.

### **Training and Development of the Working Party**

Members of the Working Party will make every effort to take up opportunities for training or

learning about any aspect relevant to the Working Party's work.

### **Officers of the Working Party**

The Working Party will elect from among its number a Chair and Treasurer. Only those members of the Working Party that have attended at least 60% of the meetings during the previous year can vote.

### **Quorate**

Meetings will be quorate if at least 1 Parish Councillor and at least 4 other members are present.

### **Action Working Party**

The Working Party may appoint such Working Parties, as it considers necessary to conduct research into any of the issues or functions specified by the Working Party. Their work will be bound by terms of reference set out for them by the Working Party at the time. Any expenditure made by a Working Party will need to be authorized by the Working Party.

### **Wider community involvement**

The Working Party will take all reasonable steps to involve the wider community in making choices about any proposal that affects the social, economic or environmental future of the area. The Working Party will use reasonable endeavours to base its actions upon the views and informed choices of the wider community.

### **Complaints**

Any complaint about the behaviour of a member in respect of their work for the Working Party shall be made in writing to the Chair of the Working Party. The Chair and Secretary will investigate the complaint and decide on action as appropriate. If the complaint concerns the Chair or Secretary, then other members of the Working Party will be appointed by the Working Party in their place.

### **Finance**

The Treasurer shall keep a clear record of income and expenditure, supported by receipts. The Treasurer will report back to the Working Party on planned and actual expenditure. The Working Party will seek funding from private, public and charitable organizations if required. The acceptance of the terms of any funding will be a decision of the Working Party.

### **Changes to the Constitution**

This constitution may be altered and additional clauses may be added at a General Meeting and changes must be agreed with the consent of two-thirds of those members who are present and who have attended at least 60% of the meetings of the Working Party in the previous year.

### **Dissolution of the Working Party**

Upon dissolution of the Working Party, for whatever reason, any remaining funds after all bills and charges have been settled shall be returned to the provider from which the funds were received. No individual member of the Working Party shall benefit from the dispersal.

