

## **Hyde Park Neighbourhood Plan - Plan of Action**

This note sets out the key action points that need to be taken in order to progress the draft Hyde Park Neighbourhood Plan through to the formal pre-submission consultation stage and on to independent examination and referendum. It will also highlight indicative timescales, roles and responsibilities, and funding requirements. The suggestions made in this note are not a criticism of the Forum's work or practises, but are intended to help with ensuring that legislative requirements are met and that the plan can proceed through the upcoming regulatory stages with confidence.

The latest draft of the Hyde Park Neighbourhood Plan was sent for informal LCC comments in August 2020 after a delay in progress. This draft of the plan will be worked up into a pre-submission draft plan which will then be formally consulted on by the Neighbourhood Forum in due course. LCC neighbourhood planning officers will continue to provide additional bespoke support to the neighbourhood forum to help ensure that the plan progresses to completion.

The following sections set out the key areas of work needed for to the plan to progress and poses some key questions to be discussed between the Forum and LCC. Once the questions have been answered, this document will then be the Forum's plan of action for the next 18 months.

### **1. Neighbourhood Forum Governance and Administration**

Pre-Covid-19 the forum were struggling with people power driving the plan, with only a few forum members still directly involved in the preparation of the plan and with forum meeting tending to focus on local community issues rather than on the progress of the plan. The NP team and forum members have been trying to progress the plan separate to the forum meetings however the loss of the Forum secretary has been a significant barrier to progress. It is clear that the forum's governance arrangements and membership need to be refreshed to breathe new life into the running of the Forum and to the progress of the plan.

*Review of constitution – is this still appropriate? What are the implications of Covid-19?*

*Review of Forum structure – who are the committee? Are posts filled? How often do they need to meet to ensure the plan's progress?*

*Review of meeting arrangements – when was the last AGM? Do we need to agree to meet more regularly? What's the best way to do this?*

*How do we recruit more people to the Forum and who will do the work?*

### **2. Website & Communications**

The Forum has a website, however with the exception of the neighbourhood area designation in 2018, does not appear to have been properly maintained or updated since 2015. An up-to-date and well-managed website will be critical to communicating the plan's progress and for the upcoming pre-submission consultation.

*Who manages or has access to the website? Can they update it?*

*Who has the minutes of the meetings?*

*Who has access to the mailing list? Have they been kept informed of recent progress? How will we keep them informed of progress moving forward?*

*Meeting minutes to be added and a general overall update needed for the website to cover the key points:*

- *Neighbourhood area was re-designated to accommodate the transfer of Little Moor*
- *New map of NA needed*
- *Forum meeting minutes to be added*
- *New tab to be added for Evidence Base for the Plan*
- *Timetable for meetings to be added*
- *New tab to be added for Forum re-designation consultation*
- *Introduction to the Forum / Steering Committee members needed – who holds the positions etc.*
- *New tab to be added for getting involved in the Forum*

### **3. Forum Re-designation**

~~A forum designation only lasts for 5 years. The Hyde Park Neighbourhood Forum designation expires on **17 September 2020** so the Forum will need to apply to be re-designated. The re-designation process is the same as the original designation process, as follows:~~

- ~~• Forum re-designation application drafted and submitted to Leeds City Council for checking~~
- ~~• Leeds City Council to publicise the application and invite representations (minimum of 6 weeks)~~
- ~~• Leeds City Council prepares a report based on the application and representations~~
- ~~• Leeds City Council consults internally on the draft report (Ward Members and the Executive Member for Planning)~~
- ~~• Leeds City Council re-designates the Forum & posts information on their website~~

~~A draft re-designation application has been prepared to assist the Forum with the re-designation process. There are some gaps to be filled in by a member of the Forum.~~

~~*Who will finish the re-designation application? Who will submit it formally to LCC?*~~

~~*Who can LCC liaise with regarding the publicity of the forum re-designation application?*~~

~~*Key points for the re-designation application to cover:*~~

- ~~• Contact details of at least one forum member (to be made publicly available)~~
- ~~• Map of neighbourhood area to which the application relates~~
- ~~• Copy of the constitution (constitution may need checking however for an established forum this is less of a priority – IM/AM can confirm)~~
- ~~• Statement to demonstrate that 61F has been satisfied~~
- ~~• Membership details (anonymised if needed)~~
  - ~~○ Mix of people who live, work, carry out business in neighbourhood area or an elected member~~
  - ~~○ Membership is open to the above~~

- ~~○ Minimum of 21 people~~
- ~~○ Reflects the character of the area~~
- ~~○ Mix of people~~
- ~~○ Spread across the area geographically~~
- ~~● Purpose of Forum is for neighbourhood planning~~
- ~~● Express purpose is promoting/improving social, economic and environmental wellbeing of an area (that consists of or includes the neighbourhood area)~~
- ~~● Governance arrangements~~

#### **4. Progressing the Neighbourhood Plan to Pre-Submission Consultation, Examination and Referendum**

The August 2020 draft plan can be worked up to a full pre-submission draft plan that will be formally consulted on by the Forum. The indicative project plan (see below) sets out the stages for progressing the neighbourhood plan through to pre-submission consultation, examination and referendum. Headlines are as follows:

- Progressing from Policy Intentions Document to Pre-Submission Draft Plan
- Forum meeting to endorse the text of the plan for public consultation
- Plan put into format for consultation & Engagement Strategy prepared
- 6-week formal Pre-Submission Consultation on the draft plan in accordance with Engagement Strategy
- Representations collated & revisions made to the plan
- Submission documents prepared (including submission draft plan, consultation statement and basic conditions statement)
- Forum meeting to endorse submission of the plan for independent examination
- Submission of the plan to Leeds City Council for independent examination
- Further 6 week publicity (organised and managed by LCC with support of Forum)
- Independent examination (managed and paid for by LCC with support of Forum)
- Revisions made to plan in accordance with examiner's report
- Referendum (managed and paid for by LCC with support of Forum)

#### **5. Preparation of Supporting Material for Independent Examination**

The regulations require that a neighbourhood plan must be submitted alongside two key statements, a Basic Conditions Statement and a Consultation Statement.

A basic conditions statement explains how the plan (and the preparation of the plan) has met the legislative requirements set out in the NP Regulations and how the plan meets the basic conditions:

- General conformity with the strategic policies of the development plan (Core Strategy)
- Appropriate regard to national planning policy (National Planning Policy Framework)
- Contribution to sustainable development (in economic, social and environmental terms)
- EU Obligations (including Human Rights) and Habitats Regulations

The LCC team have extensive experience of preparing Basic Conditions Statements and can support the Forum to prepare the statement.

A consultation statement sets out the process of preparing the plan and explains how the plan reflects the consultation and engagement results. In basic terms it sets out who was consulted, how they were consulted, what they said and how this influenced the shape of the plan. All of the consultation material will need to be collated, packaged up and presented to the examiner.

*Who has access to the consultation material? Who kept records of events, etc.?*

*Who will package the material up into a consultation statement?*

*The NP team can help with the preparation of the consultation statement but the Forum will need to start packaging up materials ASAP.*

## **6. Locality Funding Application**

In August 2020, Government announced additional funding available to neighbourhood forums and groups in inner city areas as well as extra funding to support groups to manage the impact of Covid-19. This has increased the funding that the HPNF is able to access from £9,000 to £18,000.

The HNPf is able to apply for this additional funding to support the plan's progress through to pre-submission consultation, examination and referendum.

*Who was responsible for apply to Locality the first time around?*

*How much funding was spent?*

*Who will complete this funding application?*

*Does the Forum have a bank account?*

*Proposal for spending of funds needed. Key items for funding proposal:*

- *Appointment of a consultant (to be discussed and agreed)*
- *Preparation of the neighbourhood plan for pre-submission consultation:*
  - *Graphic design*
- *Pre-submission consultation:*
  - *Leaflets (design)*
  - *Leaflets (distribution)*
  - *Publicity (local press advert / online advertising)*
- *Preparation of plan for submission:*
  - *Revisions to plan document (graphic design)*
- *Referendum:*
  - *Revisions to Referendum Plan (graphic design)*
  - *Publicity costs*

## **6A – Locality Evidence Base Policy Review**

Locality offer a technical support package provided by planning consultants AECOM called an "Evidence Base and Policy Review" – this looks at the draft plan and considers the scope of the policy, evidence base requirements, whether the policy will meet the Basic Conditions (the legal tests required for a NP to progress to referendum). An application can be submitted for this which doesn't impact on grant funding as it is paid for directly by Locality to

AECOM. This would be a great boost to the NP as it would identify gaps and further work to be completed before the neighbourhood plan progresses to Pre-Submission Consultation.

### Indicative Project Timetable

Below is an indicative timetable for the plan to progress through to pre-submission consultation, independent examination and referendum:

STAGE	PERIOD	COMPLETE BY	WHO	FUNDING?
<b>FORUM RE-DESIGNATION</b>				
Prepare re-designation application	4 weeks	17 September 2020	NF – +LCC	No
Submit application to LCC	1 week	24 September 2020	NF – +LCC	No
LCC to publicise application	6 weeks	5 October – 16 November 2020	LCC - AM	No
LCC to re-designate Forum	Up to 7 weeks	By 4 January 2021	LCC – AM	No
<b>LOCALITY FUNDING APPLICATION</b>				
Agree requirements for funding	For 20/21 and 21/22	End September	NF – +LCC	-
Prepare funding application for 20/21	4 weeks	End October	NF – +LCC	-
Submit funding application	4 weeks	End October	NF – +LCC	-
Liaise with Locality over funding	Ongoing		NF -	-
<b>WEBSITE</b>				
Review and update website	4 weeks	5 October 2020	NF – +LCC	Maybe
<b>PREPARING PRE-SUBMISSION PLAN</b>				
Policies	4 months	End November 2020	NF / LCC	TBC
Objective evidence	4 months	End November 2020	NF / LCC	TBC
Consultation evidence	4 months	End November 2020	NF / LCC	TBC
Prepare Engagement Strategy for consultation	2 weeks	End November 2020	NF – +LCC	No
Commission Graphic Designer to prepare NP document	2 months	End January 2021	NF – +LCC	Yes
Forum meeting to endorse Plan		Early February 2021	NF –	No
Regulation 14 consultation (refer to Engagement Strategy)	6 weeks (MINIMUM)	February – March 2021	NF – +LCC	Yes
<b>SUBMISSION</b>				
Contact NPIERS (via LCC) for Examiners	3 weeks	End May 2021	LCC	TBC

Analysis of public comments	4 weeks	End April 2021	NF – +LCC	TBC
Analysis of representations	4 weeks	End April 2021	NF – +LCC	TBC
Modify the Submission draft	2 weeks	End May 2021	NF – +LCC	Yes
Forum meeting to endorse & sign off on Submission Plan	-	End May 2021	NF – +LCC	No
Jointly agree & appoint Examiner from NPIERS list	-	End May 2021	NF – +LCC	No
Consultation statement	6-8 weeks	End May 2021	NF – +LCC	TBC
Basic conditions statement	6 – 8 weeks	End May 2021	NF – +LCC	TBC
Steering Group sign off	-	Early June 2021	NF – +LCC	No
Submit to LCC	-	June 2021	NF – +LCC	No
<b>POST SUBMISSION</b>				
Publication/consultation (Regulation 16)	6 weeks	June – July 2021	LCC	No
Examination	4 weeks	August 2021	Examiner LCC NF	No
Decision Statement	6 – 8 weeks	End October 2021	LCC	TBC
Modifications to Referendum Plan	6 – 8 weeks	End October 2021	NF – +LCC	Yes
<b>REFERENDUM</b>				
Publicity	4 weeks	November 2021	NF –	Yes
Referendum	-	November 2021	LCC	No
<b>PLAN MADE</b>				