

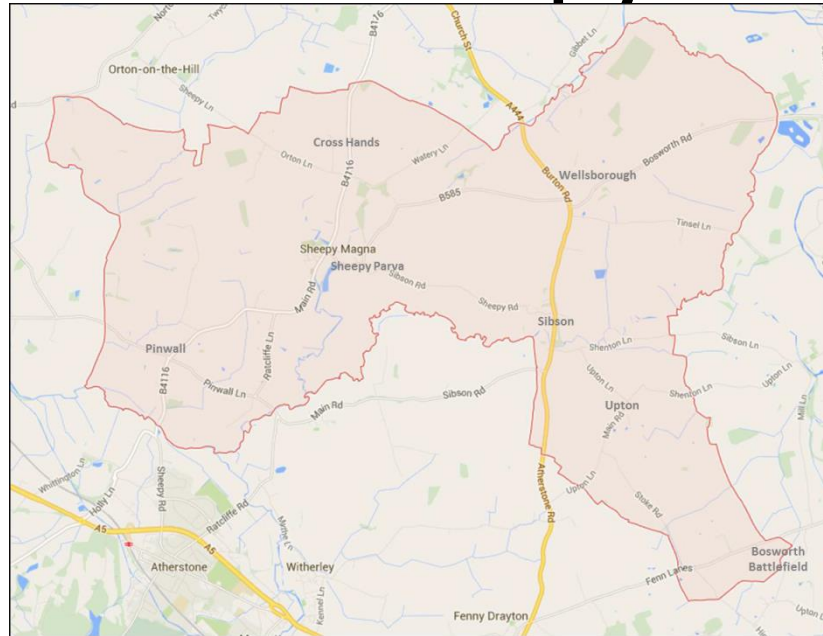
# Sheepy Parish Neighbourhood Plan



# Sheepy Parish Neighbourhood Plan

- What is Sheepy Parish?
- Neighbourhood Plan activity & process
- Timelines & Status
- Support
- Plus points
- Other (maybe useful) observations

# What is Sheepy Parish?



- Rural parish of 7 settlements, mixture villages & hamlets
- 3,090 hectares
- 1200 people – adult and Young People

# Neighbourhood Plan - Timelines

- Parish Council instigation Oct'14
- Parish Council - RCC brief Dec'14
- Information evenings Mar,Jun'15
- Steering team kick off Jun' 15
- Parish designation by HBBC Oct'15
- Community 'Drop Ins' Jan'16
- Stakeholders workshop Mar'16
- Questionnaires development Apr-Jul'16

# Neighbourhood Plan - Timelines

- Questionnaires returns Aug-Nov'16
- Questionnaires data entry Dec'16-Jan'17
- Initial RCC report Jan'17
- Questionnaires Analysis Jan-Mar'17
- Draft policy development Apr-Jun'17
- Parish Council endorsement Jul'17
- Neighbourhood Plan devt Aug-Oct'17
- Parish Council approval Nov'17
- **Pre- Submission consultation Now**

# Neighbourhood Plan – Future Timelines

- Pre Submission completion 5<sup>th</sup> Jan'18
- Pre-Submission review Q1'18
- Final Submission Q1'18
- Independent Examination Q1'18
- Referendum End Q1'18



**CELEBRATION!!!!**

**Total project time =  
3+ years!**

# Neighbourhood Plan - Approach

- Steering team
  - Sub group of Parish Council
  - 3 councillors, 9 volunteers
  - Separate budget
  - Monthly reporting to Parish Council  
(Shared with HBBC)
- Scope
  - All areas, not just development
  - One go at it.....
  - 2006-2036

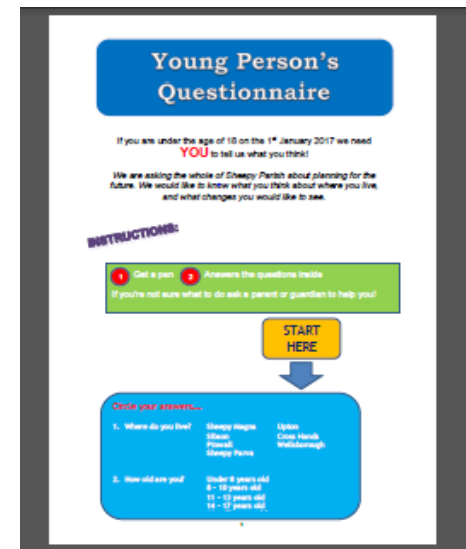
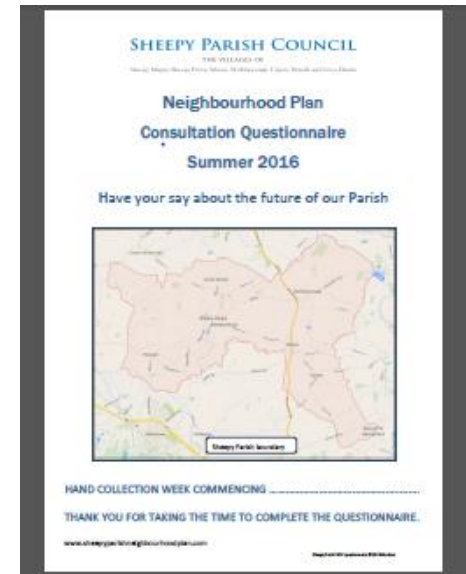
# Neighbourhood Plan Steering Team

- Structured approach
  - Project plan, measured progress against plan
  - Critical path focus, Risk log
- Assigned key responsibilities
  - Chair, Vice Chair, Finance, Secretary
  - Communications, Evidence, Project & Risk management
  - HBBC liaison, Planning consultant liaison
- Skills cross section - age, gender, backgrounds, industries
  - Education, legal, IT, Consultancy, manufacturing, management
  - Public and private sector
- Monthly steering meetings; weekly for past 3 months
- Continuity of team – over 2 ½+ years!



# Questionnaires

- 2 questionnaires:
  - Adult (aged 17+) = 24 pages; Young Persons = 4
- Covered
  - Facilities, Employment, Services, Community
  - Traffic, Transport, Housing, Heritage, Environment
  - Energy, Open Spaces, Rights of Way, Rural Character
- Same for all of the parish
- Hand delivered & collected
  - Per person not per household
  - Over 3 months
  - Tea & biscuit incentives
- Resulted in **76% response**



# Questionnaire Analysis & Policy Development

- Analysis - worked in sub groups
  - 3-4 people per sub group
  - Split:
    - Facilities, Business, Community & Services
    - Housing & Heritage
    - Traffic & Transport
    - Energy environment, Open Spaces, Rights of Way
  - Produced formal reports to the Steering group
  - Each sub group's work validated by another sub group
  - Full Steering Group finally reviewed and signed off
- Reports are now part of Evidence
- Policy development - based on Sub-Group Reports & Planning Consultant guidance

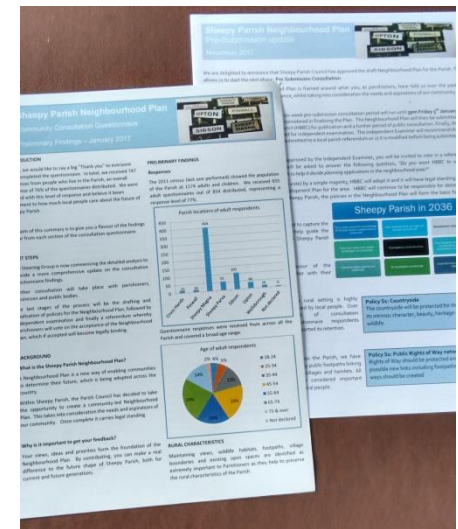
# Technology



- Used selectively where value was added so as not to lessen parishioner engagement
- Communication via own website, social media
- Questionnaire database & analysis
- Questionnaire response scanning onto DVD for long term retention
- Map production

# Communication

- Seen as paramount to maintain support & commitment
- Parishioners, Parish Council, HBBC
- Website - regular updates, timelines, minutes  
<http://sheepparishneighbourhoodplan.com/>
- Regular 'Gazette' parish journal articles
- 4 page updates delivered to each household
  - Questionnaire analysis Jan'17
  - Neighbourhood Plan policies Nov'17
- Pre Submission 'drop ins' Nov/Dec'17



# Project Plan

	Mar'17	Apr'17	May'17	Jun'17	Jul'17	Aug'17	Sep'17	Oct'17	Nov'17	Dec'17	Jan'18	Feb'18
Decide on date/venue DROP Ins									SG & RCC			
Issues invites (6 weeks period)												
HBBC review												
Support data on website												
Statutory/Stakeholders consultation												
Incorporate minor feedback												
Finalise Sustainability Appraisal									HBBC			
Finalise Submission version												
Submit to HBBC												
<b>Parish Consultation Events(2)</b>												
Advertise												
Prepare comment forms												
Conduct consultation event									SG,RCC	SG,RCC		
Collation of feedback												
<b>Submission document</b>												
Finalise NP document & support info												

- Monitor & control tasks and timescales & critical path
- Reviewed monthly
- Adjusted as we learnt
- Ensures all going in the same direction at the same speed (key when majority of team are in full time employment)
- Prepare & monitor budget

# External Support

- RCC/HBBC
  - Early days, awareness, kick off, Parishioner ‘drop ins’, Stakeholder event
  - Questionnaires database hosting & development
  - Pre Submission stakeholder communication
- Planning Consultant (Planit-X)
  - Questionnaire to Pre-Submission
  - Policy development & drafting
  - Neighbourhood Plan document writing
  - Pre-Submission to completion
- Parish Online
  - Mapping, digital data loading
- Locality
  - Funding

# Plus Points

*(What we did well)*

- Steering Group
  - Cross section of skills a real strength
  - Resilience of members over 2 ½ years +
- Project plan
  - Clear milestones – see where we are going
  - Measured progress against plan continually
- Regular Parishioner updates & support
- Use of Sub Groups to evaluate and deliver
- Selective use of technology
- Strong Parish Council support

# Other comments...

- Slow start
- Over optimistic timescales
  - Questionnaire timescale
- Underestimated work
- Choosing Planning Consultant carefully is paramount



# Summary



- Worthwhile project – but it takes a lot of time and commitment!!
- Creates good clarity and direction based on parishioners wishes.
- All project information gathered will be a valuable future asset for the parish & borough

Thank you.....



Questions?