

Sleaford Neighbourhood Development Plan Proposal

May 2020



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Thank you...

for enquiring about services that OpenPlan could provide to support the Sleaford Neighbourhood Plan.

The following pages provide outline information about OpenPlan and our partner, YMCA Community Lincs, the type of work we do, and our experience in plan-making, particularly in supporting the preparation of Neighbourhood Plans.

About OpenPlan

OpenPlan is an experienced, professional plan-making and place-making studio. Based in Lincoln, we work across the UK and internationally.

Our team includes qualified and experienced spatial planners, but OpenPlan is not a conventional planning consultancy: our team also includes design and cultural development professionals, and we use planning as just one component of a larger toolkit for helping to create and maintain places that can support healthy, prosperous communities. We work with a diverse range of communities to assist in planning and creating places that support and enhance social, economic and environmental well-being.

Most of our clients are in the public and community sectors. To avoid conflicts of interest, we rarely submit planning applications or propose plan allocations for private sector developers.

Place-making is about shaping the environments in which people live, learn, work and play, to support the well-being of communities and individuals. It is about adding value through the continuous process of creating, maintaining and reshaping places that work well, feel right and look good - inclusive places that support and encourage social interaction, creativity, innovation and enterprise - places that support and enhance the lives of people whose lives connect with and in them.

A strong strand of Place-making concerns the quality – and qualities – of the public realm: the places between the buildings; places people share and interact in. Place-making considers both the physical form of those places and, just as importantly, the ways in which they are used.

The process of Place-making is as important as its physical outcomes: it draws together people with differing outlooks, needs and aspirations; it involves interaction between different groups of people who would otherwise not meet; it engages private sector, public sector, communities and individuals, focusing on places in which they all have an interest.

Place-making can - and, in our view, should - be applied at all levels: streets, neighbourhoods, villages, towns, cities – even whole regions and countries.

Our Approach to Neighbourhood Plan-making

We see Neighbourhood Planning as a positive means of empowering local communities to directly shape and control the future development of their places. The process prioritises local stakeholder engagement and inclusion, and focuses local knowledge, understanding and experiences.

We believe that Neighbourhood Plans must be locally 'owned' – reflecting values and aspirations shared by the local community. Our approach to Neighbourhood Planning focuses, therefore, on supporting communities in the process - building confidence, guiding methodologies and enhancing skill sets.

Our Experience

OpenPlan's core team and partners have supported over 50 local communities in both engaging local residents and stakeholders and preparing Neighbourhood Plans.

Our Neighbourhood Planning experience includes:

- advising on accessing funding;
- developing and implementing engagement strategies;
- providing training and guidance on Plan preparation;
- liaising with Local Planning Authorities;
- undertaking evidence base work, such as;
 - Issues and Options Studies;
 - Site Assessments;
 - Green Infrastructure and Local Green Space Assessments;
 - Design and Character Assessments;
- preparing Environmental Impact Assessments and Sustainability Appraisals;
- undertaking Health Check Reviews of evidence base work and Draft Plans; and,
- preparing Draft Plans (Regulations 14 and 16) and assisting with consultation and amendments.

Recent and Current Neighbourhood Plans

Listed below are Neighbourhood Plans for places in and around Lincolnshire that we are currently working on or have been helping groups to prepare over the past couple of years:

- **Alford**, East Lindsey (made);
- **Barrowby**, South Kesteven;
- **Bingham**, Rushcliffe;
- **Blyth**, Bassetlaw;
- **Caistor**, West Lindsey;
- **Coleby**, North Kesteven (made);
- **Deepings**, South Kesteven;
- **Dorrington**, North Kesteven;
- **Dunston**, North Kesteven (made);
- **Eagle and Swinethorpe**, North Kesteven;
- **Fiskerton cum Morton**, Newark & Sherwood (made);
- **Glentworth**, West Lindsey (made);
- **Hayton**, Bassetlaw;
- **Hemswell Cliff**, West Lindsey;
- **Ingham**, West Lindsey;
- **Kirton in Lindsey**, West Lindsey;
- **Misterton**, Bassetlaw (made);
- **Oakham**, Rutland;
- **Osgodby**, West Lindsey (made);
- **Owmbly by Spital and Normanby by Spital**, West Lindsey;
- **Rippingale**, South Kesteven;
- **Surfleet**, South Holland;
- **Sturton by Stow**, West Lindsey;
- **Thorpe on the Hill**, North Kesteven (made); and,
- **Thurgaton**, Newark & Sherwood (made).

Making Other Plans

Just to give a flavour of the breadth of OpenPlan's plan-making work, here are some examples of other projects we are currently working on, or have completed in recent years:

Local Plans:

- Central Lincolnshire;
- North East Lincolnshire;
- City of Lincoln
- Wyre Forest District Council.

Other plans and place-making projects:

- *Connected Coast* Regeneration Framework (Skegness and Mablethorpe);
- Sincil Bank Area Placeshaping Framework, Lincoln;
- Hemswell Cliff Masterplan, West Lindsey;
- Western Growth Corridor Community Engagement, Lincoln.

Caribbean Islands Plans:

- Review and Finalisation of the Nevis Physical Development Plan;
- Situational Analysis Papers to inform a new National Spatial Plan for Jamaica;
- Local Area Plans in St. Vincent & The Grenadines and Antigua & Barbuda;
- Regional Spatial Plan for Iyanola - North East Coast, St. Lucia;
- Community Plan, Barbados;
- National Spatial Development Plan for Trinidad & Tobago;
- Methodology for a National Physical Development Plan for St. Vincent & The Grenadines

Other community support projects:

- Long Leys Residents' Association – opposing appeal relating to the development of waste transfer plant;
- Bassetlaw District Council – opposing appeal relating to a proposed housing development at Shireoaks;
- Barbados Chamber of Commerce – review of revitalisation strategy for Bridgetown;
- Lincoln City FC – route map for the relocation of LNER football stadium;
- Hemswell Cliff Parish Council – summer programme of arts-led community engagement events.
- Lincoln Cultural and Arts Partnership – professional advice and administrative support.

Our Core Team

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| <p>Steve Kemp, Executive Director, MRTPI, AoU, FRSA</p> <p>Forty years' professional planning experience, both in local authorities and as a consultant. This has included leading Plan-making teams for UK local authorities and several Caribbean national governments.</p> | <p>Charlotte Kemp, Creative Director</p> <p>A cultural development and community engagement specialist, skilled in producing highly effective community engagement programmes and activities.</p> |
| <p>James Green, Associate Planner, MRTPI, DCLG Neighbourhood Planning Champion.</p> <p>An experienced planner with knowledge, skills and capabilities gained within the private sector and local government, to bring insight and leadership to shape planning and place-making strategies that enrich communities.</p> | <p>Simone Landucci, Planner, MRTPI</p> <p>A planner with experience gained in the UK, and internationally. Simone has developed a specialism in supporting the work of neighbourhood planning groups and applying his knowledge and interest in community engagement, data analysis and GIS.</p> |
| <p>John Bayes, Planner</p> <p>A recent graduate (with a Master's Degree in Town & Regional Planning), John has quickly become knowledgeable and proficient in providing support to neighbourhood plan groups and contributing to our other planning work.</p> | <p>Rob Thompson, Creative Director of Rob Thompson Urbanism.</p> <p>Rob Thompson is the Creative Director of Rob Thompson Urbanism. An urbanist, urban designer and town planner with close to 25 years' experience, Rob has worked on a range of complex urban design, regeneration, visioning and master planning projects.</p> |

Our Associates and Partners

To provide the fullest service to our clients, we regularly include in our project teams trusted associates and partners who can contribute additional and complementary specialisms and experience.

For neighbourhood planning work in Lincolnshire, we have a particularly close association with YMCA / Community Lincs, a charitable organisation which works to *"help Lincolnshire people to achieve more and improve their circumstances through targeted project support; technical, governance and legal advice and training; and through the provision of consultancy services"*. For this project, YMCA / Community Lincs would deliver the engagement strategy work, as identified clearly in the 'Our Proposal' section.

About YMCA / Community Lincs

We are a charity based in Sleaford and working across Lincolnshire; we have been supporting communities since 1927. Our work is guided by our vision to create a Lincolnshire where people are connected, communities thrive, and opportunities exist for all.

Our ethos centres on working with people, giving them the skills, resources, connections and confidence to help them deliver a better future for themselves, the people they care about and the communities they live in.

Ever mindful of embedding positive change and ongoing sustainability in every project we deliver; our impact is wide-ranging. Our work includes:

- Good Neighbour Schemes;
- Community Cafés;
- Access to affordable warmth and advice;
- Succeeding Together, supporting women into business;
- Providing community buildings advice and support;
- TED in East Lindsey, part of the national Ageing Better programme;
- Independent Consultancy Services.

To give a flavour of the scope of YMCA / Community Lincs' work and experience, we have outlined briefly, below, some current and recent projects.

Saxilby Neighbourhood Planning Group (2015-2016)

Provide support to develop and design a comprehensive community-wide consultation in support of the NP process. This included a survey questionnaire with a 35% response rate and community events. Analyse the results and produce a report to feed into the 'building the evidence base' and 'plan writing'.

Fiskerton Neighbourhood Planning Group (2016)

Provide support to develop and design a Housing Needs Survey to inform their developing Neighbourhood Plan. This included a survey questionnaire with a 30% response rate, analysis of the results and production of a report including a comprehensive parish profile, which fed into the 'building the evidence base' and 'plan writing'.

Bracebridge Heath Neighbourhood Plan Sub-committee (2018)

Community Lincs worked with the Neighbourhood Plan Sub-committee to undertake a comprehensive communitywide and business questionnaire; initiated engagement activities with primary school children; and provided an extensive analysis report to support the building of the Neighbourhood Plan evidence base

Sturton by Stow and Stow Neighbourhood Plan Working Group (2019) Community Lincs were engaged to support the group develop a communitywide questionnaire and undertake the analysis of the results. This culminated in a full report and feedback event to the community. As an addition, Community Lincs also completed the analysis and reporting of a primary school questionnaire which had been designed by the working group.

Sutton on Sea Public Engagement Workshops (2019) East Lindsey District Council appointed Community Lincs and OpenPlan to facilitate two workshops to understand the views of the community in regard to the redevelopment of Sutton on Sea Colonnade and Pleasure Garden area. A full report on the findings was produced, in order to shape future proposals for the area, including prioritisation of ideas.

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Our proposal

We have identified below, and in the table on the following page, an illustration of work that we could undertake to support the production of the Sleaford Neighbourhood Plan.

The tasks reflect our interpretation of what is likely to be required, informed by our experience supporting other neighbourhood plan groups. However, the scope of work that we have outlined may need to be refined and adjusted based on local needs and the funding available. This will ensure that our inputs are tailored and directed to the most appropriate areas of work.

The approach we recommend includes the preparation of a Design Code / Design Guide. We consider these to be a fundamental component of a Neighbourhood Plan for a distinctive place like Sleaford, as they set design requirements (or 'rules') that new development should follow, therefore ensuring new development proposals present high-quality design solutions, contribute to create vibrant public space, and promote and protect the existing character of the town.

The neighbourhood planning grants available through Locality are greater when a Design Code / Guide is to be prepared, and this also comes with access to a range of Technical Support packages, that can be used to strengthen policies included in the Plan, collect further evidence, and even allocate sites for residential development (including affordable housing for sale).

OpenPlan has considerable experience in the preparation of Character Assessments and Design Codes, collaborating where appropriate with our Associate Rob Thompson (Rob Thompson Urbanism) in their preparation. Our signature methodology, called Neighbourhood Profile, is a community-led approach relying on engagement strategies such as design charettes and walkabouts: we recognise that residents are the experts in the place where they live, and their input is used in synergy with our professional expertise as planners and urban designers to produce Character Assessments and Design Codes that are owned and shared by the community itself.

The approach we recommend is outlined below. Due to the current COVID 19 situation, dates are indicative and may be subject to change/delay.

Stage 1: Engagement Strategy Development and Visioning and Objectives: June 2020 – October 2020

- Inception Meeting with YMCA / Community Lincs and OpenPlan to agree the work plan, methodologies and community engagement strategy.
- Develop a dedicated Neighbourhood Plan website to house all materials, thematic groups' documents, public consultations etc. forming approximately 12 pages of content. This website to aid full transparency of information and

consultation and explain the NP process to the community. To include first year site hosting and hosting maintenance (see attached for further detail). **To be undertaken by YMCA / Community Lincs.**

- Develop and design community consultation questionnaire in collaboration with the NP group. Produce Survey Monkey version and hard copy on request. **To be undertaken by YMCA / Community Lincs.**
- Hold a NP group workshop to review the draft questionnaire and look at effect marketing to ensure community buy in and support a good response rate. **To be undertaken by YMCA / Community Lincs.**
- Business community consultation – either by questionnaire or through focus groups to understand the needs of business development in the future. **To be undertaken by YMCA / Community Lincs.**
- Young people's consultation – working through the local schools/ youth organisations identify key development issues of concern for young people. **To be undertaken by YMCA / Community Lincs.**
- Undertake analysis of all community consultation and produce a report of the findings. **To be undertaken by YMCA / Community Lincs.**
- Deliver follow up/ feedback session to the NP group. **To be undertaken by YMCA / Community Lincs.**
- Vision & Objectives: working with the SG and local community via a workshop, OpenPlan will lead the development of a draft Vision and Objectives for the Neighbourhood Plan. This will then be consulted on and amended accordingly, using, amongst other materials, a Summary Leaflet. A Report on the consultation will be prepared.

Stage 2: Developing the evidence base: Oct 2020 – Feb 2021

- Neighbourhood Profile - we will provide the Steering Group with a template and methodology to undertake an in-depth assessment of the design and character of the area, incorporating good placemaking principles. This will involve undertaking walking tours of different areas, and these should be open to local people to join and contribute to the assessment. This work will also help to identify public areas, facilities and services to be protected and developed, understand how the town functions, appraise opportunities and constraints, etc. OpenPlan will then work with the Steering Group to analyse this assessment and finalise results into a Report (including an Executive Summary) so that it can be used to shape design policies and identify community projects within the Plan.

This work will cover the requirements of the Report of Survey and Physical Appraisal detailed in the Brief. Although it is partially based on secondary data

and information already available, our signature Neighbourhood Profile methodology emphasises community engagement and community ownership. The methodology, although more time-consuming than a simple desk-based report, has the advantage of engaging the local community in the plan-making exercise, building a real sense of ownership in the Plan and streamlining future consultations such as Regulation 14 Consultation and the Referendum.

- Green Infrastructure and Local Green Space Assessment - we will provide the Steering Group with a template, methodology and guidance to assess important local green spaces in the area, so they can be identified and protected within the Plan.
- Design Code (*additional grant option*) – we will develop this from the content of the Neighbourhood Profile with professional sketches and maps to provide more detailed building and urban design guidelines for developments, to ensure that future development respects and enhances the character of the neighbourhood and delivers high-quality homes.

Stage 3: Preparation of the Draft Plan, March 2021 – May 2021

- Preparation of Draft Neighbourhood Plan including advice and support on undertaking Regulation 14 consultation (the first consultation on the full draft plan).

Stage 4: Preparation of final documents for submission to Local Planning Authority, May 2021 - July 2021

- Make necessary amendments to the Plan following the Regulation 14 consultation and prepare the final Submission Neighbourhood Plan (Regulation 16);
- Prepare the Basic Conditions Statement;
- Prepare the Consultation Statement;
- Finalising Sustainability Appraisal in the submission form following consultation.

OpenPlan and YMCA / Community Lincs will attend meetings with the Steering Group as and when appropriate and, where indicated, specific events.

Although the proposal considers only the plan-making process up to the Submission phase, OpenPlan is willing to assist the Steering Group with the result of Regulation 16 Consultation and Independent Examination.

Our estimates of the timing and duration of each stage of work, the inputs that OpenPlan and YMCA / Community Lincs would need to make, and the associated

costs are all set out in the tables that follow. The support grants available from the government, through Locality, can be applied to these costs.

Additional Funding and Technical Support

It should be noted that there are two levels of financial support available:

- **Basic Grant** - up to £9,000 - available for all Neighbourhood Plans;
- **Additional Grant** - up to a further £8,000 - available where the Neighbourhood Plan includes design codes and/or site allocations.

It is important to be aware that the support available from the government, through Locality, also includes some types of technical support that can be provided free of charge (i.e., in addition to the financial support packages). Technical support is available when the Neighbourhood Plan will:

- allocate sites for housing; or
- seek to bring forward affordable housing for sale; or
- include design codes; or
- use a neighbourhood development order.

A number of technical support packages may be available, including Housing Needs Assessment, Site Options Assessment, and Environmental Impact Assessment, and in our proposal we have included recommendations regarding the use of these in conjunction with our own direct support, to maximise resources available and make the whole process as cost-effective as possible.

Additional Technical Support and funding from Locality

As the preparation of a Design Code qualifies a group for Technical Support (free of charge), we recommend that the Steering Group should request the following items to support the evidence-base preparation and strengthen the preparation of Neighbourhood Plan Policies.

| Technical Support | |
|---|---|
| Tasks | Descriptions |
| Housing Needs Assessment | This assessment provides vital evidence to help you understand the expected demand for housing in your neighbourhood over your plan period. This includes generating policy options for housing, calculating a suitable housing needs figure and the type and sizes of new dwellings, together with the need for affordable housing, and addressing those with specialist requirements such as older residents and newly formed households. |
| Site Options and Assessment (if the Neighbourhood Plan allocates site for residential development) | This report assesses potential sites with a view to allocating land for development in a neighbourhood plan. Residential site allocation provides the community with more control over the location and type of development that will occur in the future and gives them the power to address specific local housing need. |
| Strategic Environmental Assessment (SEA) (if needed but not requested as part of OpenPlan's services) | If the Neighbourhood Plan allocates sites, the Local Planning Authority (LPA) could ask for a Strategic Environmental Assessment (SEA). This package will provide evidence to integrate environmental considerations into the plan-making process, through a formal SEA and associated environmental report. |
| Habitats Regulation Assessment (HRA) (if needed but not requested as part of OpenPlan's services) | If the Neighbourhood Plan allocate sites, the Local Planning Authority (LPA) could ask for a Habitat Regulation Assessment (HRA). This package will provide evidence to integrate environmental considerations into the plan-making process, through a formal HRA and associated environmental report. |

| Task | Start Date | End Date |
|--|-------------------|-----------------|
| Preparation of content of the Questionnaire- group activity | Jun-2020 | Jul-2020 |
| Design of the Questionnaire | Jun-2020 | Jul-2020 |
| Design of paper survey | Jun-2020 | Jul-2020 |
| Proof-read | Jun-2020 | Jul-2020 |
| Data inputting based on 1/3 return (estimated cost in pound) | Aug-2020 | Sep-2020 |
| Analysis, report write up Final version design. Proof-read | Aug-2020 | Sep-2020 |
| Community Feedback Event Preparation of graphs/ display and attendance at the event | Aug-2020 | Sep-2020 |
| Vision & Objectives | Sep-2020 | Oct-2020 |
| Neighbourhood Profile Walkabout event | Oct-2020 | Jan-2021 |
| Design Code (<i>Additional Grant</i>) | Nov-2020 | Feb-2021 |
| Local Green Space Assessment | Nov-2020 | Jan-2021 |
| Preparation of Draft Neighbourhood Plan including advice and support on undertaking Regulation 14 consultation | Mar-2021 | May-2021 |
| Preparation of Final Submission Plan | May-2021 | Jul-2021 |
| Preparation of Basic Conditions Statement | May-2021 | Jul-2021 |
| Preparation of Consultation Statement | May-2021 | Jul-2021 |

| Task | No. of days | No. of days includes zoom conferencing (z)] | No. of days |
|---|---|---|---|
| | OpenPlan @ £450 per day | Community Lincs Officer Time @ £400 per Day | Community Lincs Administration support @ £150 per day |
| Develop a dedicated Neighbourhood Plan website to house all materials, thematic groups' documents, public consultations etc. forming approximately 12 pages of content. | | 2.5 | |
| Prepare of a household Questionnaire- group activity (Z) | - | 0.5 | - |
| Design and deliver household Questionnaire, Business and Young people's consultation | - | 4 | 0.5 |
| Proof-read | - | - | 0.5 |
| Hard copy surveys | - | @17 each + freepost envelopes @0.47 each | - |
| Data inputting based on any hard copy questionnaires | - | - | @60p each |
| Analysis, report write up Final version design. Proof-read and feedback to NP group (Z) | - | 2.5 | - |
| Vision & Objectives | 2 | - | - |
| Totals for Stage 1 (£) Excluding VAT | 2 days | 9.5 days | 1 day + (any print and inputting) |
| | 900 | 3800 | £150 |
| | <i>Further support could be offered to the group to assist with early community engagement e.g. production of additional online and hard copy information e.g. posters, signs, banners. Additional work would be charged at £45 per hour plus printing.</i> | | |
| Neighbourhood Profile Walkabout event | 4 | - | - |
| Design Code (Additional Grant) | 10 | - | - |

| Task | No. of days | No. of days includes zoom conferencing (z) 1 | No. of days |
|--|-------------------------|---|---|
| | OpenPlan @ £450 per day | Community Lincs Officer Time @ £400 per Day | Community Lincs Administration support @ £150 per day |
| Green Infrastructure and Local Green Space Assessment | 2 | - | - |
| Totals for Stage 2 (£) Excluding VAT Excluding Design Code | 6 days | | |
| | 2700 | | |
| Preparation of Draft Neighbourhood Plan including advice and support on undertaking Regulation 14 consultation | 5 | - | - |
| Preparation of Sustainability Appraisal | 2 | - | - |
| Total for Stage 3 (£) Excluding VAT | 7 days | | |
| | 3300 | | |
| Preparation of Final Submission Plan | 2 | - | - |
| Preparation of Basic Conditions Statement | 1 | - | - |
| Preparation of Consultation Statement | 1 | - | - |
| Total for Stage 4 (£) Excluding VAT | 4 days | | |
| | 1800 | | |
| Overall Totals (Excluding Design Code) Excluding VAT | 8,700.00 | 3,950.00 | |
| Grand Total (Excluding Design Code) Excluding VAT | 12,650.00 | | |

| Extra Charges | Cost |
|-------------------------|--------------------------|
| Travel | 45 pence per mile |
| Printing (if necessary) | at cost (estimated £250) |

Our References

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