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| Executive Member | Councillor John Northcott |
| Strategic Management Team Lead Officer | Andrew Bircher |
| Author | Suzanne Parkes, Senior Planning Policy Officer |
| Telephone | 01306 879144 |
| Email | suzanne.parkes@molevalley.gov.uk |
| Date | 5 th February 2013 |

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|--------------------------|---------|---------------------|-----|
| Ward (s) affected | Okewood | Key Decision | Yes |
|--------------------------|---------|---------------------|-----|

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| Subject | Ockley Neighbourhood Development Plan (NDP) – Designation of the Ockley Neighbourhood Area. |
| RECOMMENDATION | |
| 1) That the Executive agrees to the designation of the proposed Ockley Neighbourhood Area for the purposes of preparing a Neighbourhood Development Plan (NDP) for Ockley. | |

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| EXECUTIVE SUMMARY |
| <ul style="list-style-type: none"> • Neighbourhood planning enables parish councils and in non-parished areas neighbourhood forums, the opportunity to use tools such as Neighbourhood Development Plans (NDPs) to prepare a spatial plan for their area in consultation with local residents and businesses. • A NDP sets out planning policies in relation to the development and use of land in a particular neighbourhood area. It can cover a range of issues from design statements to master planning. • As part of the neighbourhood planning process and in accordance with the Localism Act and Neighbourhood Planning Regulations (the Regulations) the Ockley Parish NDP Steering Group has submitted an application for the designation of the proposed Ockley Neighbourhood Area to the Council. • The Ockley Neighbourhood Area is the area which the Ockley NDP will cover – the Parish of Ockley. The Ockley Parish NDP Steering Group will be the body responsible for preparing the Bookham NDP. • In accordance with the Localism Act and Regulations the Council has undertaken a 6-week public consultation on the proposed neighbourhood area. • Following the public consultation, the Council must now decide whether to designate the proposed Ockley Neighbourhood Area. The Council must consider whether the proposed neighbourhood area is appropriate. • Having reviewed the submitted application and supporting information and the responses received to the public consultation, it is considered that the proposed Ockley Neighbourhood Area meet the Government's requirements. |

- It is recommended that the Executive designates the proposed Ockley Neighbourhood Area.

CORPORATE PRIORITIES

Environment

Improve the quality of our built environment by taking forward the work on our Local Development Framework (LDF).

The Ockley Neighbourhood Development Plan (NDP) once prepared and approved, will form part of the Council's Local Plan and will be used in the determination of planning applications for the neighbourhood area (the Parish of Ockley).

The Executive has the authority to determine the Recommendations

1.0 BACKGROUND

- 1.1 The emergence of neighbourhood planning initiatives through the Localism Act is part of the broader changes to the planning system and is reflective of the Government's shift of power and responsibilities giving local communities the opportunity to be able to do things their way and shape and influence the decisions that affect the places where they live. Neighbourhood planning enables parish councils and in non-parished areas, neighbourhood forums, the opportunity to use tools such as Neighbourhood Development Plans (NDPs) to prepare a spatial plan for their area in consultation with local residents and businesses.
- 1.2 An NDP sets out planning policies in relation to the development and use of land in a particular neighbourhood area specified by the plan. It can cover a range of issues from design statements to master planning. NDPs can be used to bring forward sustainable development and growth. They will not be able to prevent development in an area - they can only include proposals for an equal (or greater) amount of growth that is set out in the local authority's development plan i.e. the Core Strategy.
- 1.3 NDPs are required to fit in with the National Planning Policy Framework (NPPF) and the strategic elements of the Council's Development Plan, i.e. the Core Strategy. The Localism Act includes provision to ensure that a NDP does not override these wider ranging policies.
- 1.4 Preparing a NDP is optional and is to be initiated and led by local community groups. If local community groups choose not to prepare their own plans, the land-use planning for the area remains with the District Council through the preparation of the Local Plan.
- 1.5 Once a NDP has been through the preparation process and the process of an examination and referendum, it is then endorsed by the Council and will form part of Local Plan for the District. The NDP will then be used in the determination of planning applications for that neighbourhood area.

2.0 OCKLEY NEIGHBOURHOOD DEVELOPMENT PLAN

- 2.1 As part of the discussions with local communities about the opportunities of neighbourhood planning, Ockley Parish Council has shown interest in preparing a NDP for the area covered by Ockley Parish.
- 2.2 In November 2011 Ockley Parish Council set up a body to help oversee the preparation of the NDP on its behalf – the Ockley Parish Neighbourhood Development Plan Steering Group. The Steering Group comprises members of the Parish Council and a number of other villagers representing the interests of groups within the village e.g. businesses, the school, young people, the church, the sports clubs and the Ockley Society.
- 2.3 In recent months the Steering Group has been raising awareness of the proposed Ockley NDP and collecting evidence to help inform the basis of the plan. This includes a village survey of all residents and businesses within the Parish.
- 2.4 The Steering Group has also submitted an application to the District Council for the designation of the Ockley Neighbourhood Area. The submission of the application is part of a formal process which requires the District Council to authorise the area that the NDP is to cover.

3.0 THE REQUIREMENTS OF A NEIGHBOURHOOD AREA

- 3.1 The Government's process for preparing a NDP is set out in the Localism Act and the Neighbourhood Planning (General) Regulations 2012.
- 3.2 The first stage in the NDP process is the identification and designation of the neighbourhood area i.e. the area to be covered by the plan. The neighbourhood area is to be established by the community, proposed to the Council and then consulted on for a 6-week period. The Council must then decide whether to designate the proposed neighbourhood i.e. whether it is appropriate having taken into account the information submitted by those seeking to establish the neighbourhood area and the responses received to the 6-week consultation.
- 3.3 When applying for the designation of a neighbourhood area, the following information must be submitted:
 - a map which identifies the area to which the application relates.
 - a statement explaining why this area is considered appropriate to be designated as a neighbourhood area.
 - a statement that the organisation making the area application is a Parish Council or capable of being a neighbourhood forum.

4.0 COMMUNITY ENGAGEMENT ON THE PROPOSED NEIGHBOURHOOD AREA

- 4.1 On 17th October 2012, the Council received an application from the Ockley Parish Neighbourhood Development Plan Steering Group for the designation of the proposed Ockley Neighbourhood Area.

- 4.2 The application for designation of the Ockley Neighbourhood Area accompanies this report. It includes information about:
- why the proposed Neighbourhood Area is considered appropriate to be designated;
 - the extent of the proposed Neighbourhood Area which is shown on a map;
 - the Steering Group's constitution.
- 4.3 In accordance with the Regulations, the Planning Policy Team organised a 6-week public consultation on the submitted application and the proposed boundary of the Ockley Neighbourhood Area.
- 4.4 The consultation ran from Thursday 1st November to Friday 14th December and was widely publicised. A letter and leaflet with information about the consultation were sent to every household and business premise in Ockley Parish. A number of Statutory Consultees were also informed of the consultation.
- 4.5 Details of the consultation were posted on the Council's website, including the home page for a period. Leaflets and response forms were provided to the Parish Council to distribute at their meetings and at other local events and venues. A press notice was released and as a result an item appeared in the Dorking Advertiser.

Responses to the Consultation

- 4.6 The consultation paper asked one question in relation to the proposed Neighbourhood Area. This was whether consultees considered that the proposed boundary of the Ockley Neighbourhood Area that will comprise the NDP was appropriate.
- 4.7 At the close of the consultation the Council had received:
- responses from five local residents to the question on the boundary of the proposed Neighbourhood Area;
 - general comments from Natural England and the Environment Agency.
- 4.8 All the comments received from local residents expressed support for the boundary of the proposed Neighbourhood Area. One respondent suggested that the boundary should be slightly extended by including the short length of Coles Lane (approximately 80 metres) between the parish boundary and the A24. It was also suggested that all addresses in Ockley Parish should include "Ockley" rather than "Capel" which occurs in some instances.
- 4.9 It is not considered necessary to alter the proposed boundary of the Neighbourhood Area on the possibility that at some stage there might be proposals to alter the junction arrangements of Coles Lane and the A24. If such a proposal was to come forward it would be managed by the Surrey County Council in consultation with Ockley and Capel Parish Councils. Alteration of the postal address of properties in Ockley Parish which have a Capel postal address is outside the scope of the NDP and is a matter for the Post Office to resolve.

5.0 CONCLUSIONS

- 5.1 Having reviewed the submitted application and supporting information and the responses received to the public consultation, it is considered that the proposed Ockley Neighbourhood Area and is appropriate and meets the Government's requirements.
- 5.2 The proposed boundary for the neighbourhood area which is based on the Parish of Ockley is logical. If there are any issues that arise with cross boundary implications it will be necessary for Ockley Parish Council to liaise with the neighbouring Parish Councils

OPTIONS:

Option 1

There are two elements to Option 1:

- a) That the Executive agrees to the designation of the proposed Ockley Neighbourhood Area which is to be covered by the Ockley NDP.
- b) That in accordance with the Neighbourhood Planning Regulations the designation of Ockley Neighbourhood Area is publicised.

Option 2

There are two elements to Option 2:

- a) The Executive does not agree with the proposed boundary of the Ockley Neighbourhood Development Plan and seeks to alter the boundary and designate an amended area as the Ockley Neighbourhood Area.
- b) That in accordance with the Neighbourhood Planning Regulations the Executive's decision to designate an alternative Ockley Neighbourhood Area is publicised.

Option 3

There are two elements to Option 3:

- a) The Executive does not agree with the proposed boundary of the area to be covered by the Ockley Neighbourhood Development Plan and seeks further consideration/consultation of the proposed Ockley Neighbourhood Area boundary.
- b) That in accordance with the Neighbourhood Planning Regulations the Executive's decision not to designate the proposed Ockley Neighbourhood Area is publicised and that further consideration/consultation is required.

It is recommended that Option 1 is agreed as it is considered that the proposed Neighbourhood Area is appropriate.

All other options are considered to be unnecessary and will lead to delay in the process of preparing the Ockley NDP.

CORPORATE IMPLICATIONS

Consultation Issues - It is considered that the Council has met the requirements of the Localism Act and Neighbourhood Planning Regulations by making people aware of the consultation on the proposed neighbourhood area application.

If designated, it will be for the Ockley Parish Neighbourhood Development Plan Steering Group to ensure that there is engagement with the community during the drafting of various issues and options. The Neighbourhood Planning Regulations establish the requirements for consultation with local communities and Statutory Consultees. The Council will need to ensure that these requirements have been met by the Steering Group and that once the draft plan is submitted, the Council undertakes appropriate consultation prior to the independent examination.

Employment Issues - It will be important to manage existing staff resources to ensure that support and technical advice can be provided to the Steering Group and other groups investing in the neighbourhood planning process while not prejudicing the Council's own plan making responsibilities.

The Council has so far supported the Steering Group by attending one or two of their meetings; having ad-hoc meetings with one or two members of the Steering Group at the Council offices when necessary; and responding to queries via email. The Council's principal role has been to provide technical advice and support on the neighbourhood planning process.

If a number of other communities opt to prepare their own plans the Council may need to give priority, in terms of the level of support provided, to those communities which will be key in delivering the Council's own strategic planning policies i.e. those planning for the most growth/development and contributing to the Council's overall housing requirements.

Equalities Implications - It will be for the Steering Group when preparing their plan to ensure that all groups within their communities are positively engaged in the process. The Council will need to be satisfied however, that this has happened in accordance with the Localism Act and Neighbourhood Planning Regulations when submitting the draft plan for independent examination.

Financial Implications - The Government has set aside £50m up to 2015 to help fund neighbourhood planning initiatives. It announced on 18th December that local planning authorities could claim £5,000 following the designation of a neighbourhood area in recognition of the officer time supporting and advising the community in taking forward a neighbourhood plan. In the event of the Executive agreeing to designate the Ockley Neighbourhood Area, a claim for £5000 will be made to the Government by 22nd March 2013.

It has also been announced that up to £5,000 can be claimed by a local authority when the Council publicises the neighbourhood plan prior to examination. This will contribute towards the costs of the examination as well as other costs incurred at this stage. A final payment of £20,000 will be made on successful completion of the neighbourhood planning examination. This is to cover costs for that examination and any other further steps that may be needed for the neighbourhood plan to come into legal force, including the referendum.

So there is a realistic prospect that the financial implications of the Ockley Neighbourhood Development Plan for the Council will be mitigated by the availability of Government grants.

Legal Implications - The legal requirements of preparing a Neighbourhood Development Plan are outlined in the Localism Act and the Neighbourhood Planning Regulations. Regulations regarding the referendum process have recently been published. Any plan will be required to satisfy the terms of the legislation and regulations.

Reputational Implications - There is an expectation by the Government and local communities that the Council will support local neighbourhood planning initiatives. The Council's reputation would be harmed if it did not support local neighbourhood planning initiatives and if there was any unnecessary delay in the process.

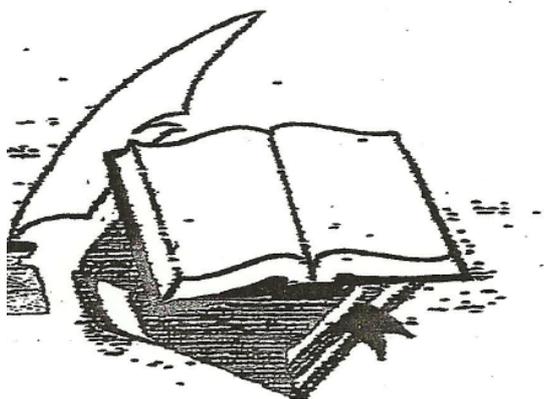
Risk Implications - No significant risks to the Council have been identified. Working with local communities to help them shape where they live has the potential to foster positive relationships between the Council and local communities.

Sustainable Development - The National Planning Policy Framework (NPPF) indicates that the presumption in favour of sustainable development should be seen as a golden thread running through plan-making and decision-taking. This applies equally to local communities preparing their own plans as it does to the District Council preparing the Local Plan. Neighbourhood development plans are required to be supported by a Sustainability Appraisal/Strategic Environmental Assessment which will assess the economic, environmental and social implications of the proposed policy options.

BACKGROUND PAPERS

Both applications and the supporting information can be viewed on the Council's website - <http://www.molevalley.gov.uk/index.cfm?articleid=13511>

OCKLEY PARISH COUNCIL



Clerk: Mrs L Fletcher
61 Heath Way

Horsham
West Sussex
RH12 5XF

‘phone: 01403-254111

e-mail: lfletcher605@btinternet.com

12th October 2012

Mr Jack Straw
Planning Policy Manager
Planning Department
Mole Valley District Council
Pippbrook
Surrey
RH4 1SJ

Dear Jack

Application for Designation of Ockley Neighbourhood Area

Ockley Parish Council wishes to submit for consideration an application for designation of a neighbourhood area.

The Neighbourhood Planning (General) Regulations 2012 state that where a relevant body submits an application for designation of a neighbourhood area to the local planning authority it must include:

1. A map which identifies the area to which the area application relates
2. A statement explaining why this area is considered appropriate to be designated as a neighbourhood area
3. A statement that the organisation or body making the area application is a relevant body for the purposes of section 61-G of the 1990 Act.

The proposed Neighbourhood Area is called Ockley and is defined by the civil parish of Ockley which is within the Okewood Ward of Dorking Rural. A map to which this application relates is identified in Appendix 1.

Ockley lies to the south of Dorking and covers an area of 1374 hectares most of which is farm and woodland with a population density of just 0.6. It is bounded to the north and west by Abinger Parish and to the north and east by Capel Parish. The southern boundary is West Sussex. The centre of Ockley is a conservation area and just to the north are Leith Hill and the Surrey Hills, an Area of Outstanding Natural Beauty.

Ockley is a village comprising (2001 census) 352 households and 852 residents most of whom live along or close to Stane Street (the A29) which bisects the Parish. There are also a number of households that lie in the more

rural parts of the Parish and so it is quite 'spread'. Despite this, there is a significant community spirit with several organisations providing social, sporting, youth, pastoral and caring facilities and services to all age groups.

Ockley is 'parished' and has a Parish Council of 7 people from the village and a clerk. Meetings are held every 2 months, with a smaller 'admin' sub-group meeting every other month. Ockley has a Village Hall which lies on Stane Street and this is well used by Elderslie Nursery and for many social and official purposes. This is managed and maintained by a committee on behalf of the Parish Council.

Along Stane Street there are several businesses - a Post Office, currently combined with a furniture shop, a petrol station/provisions shop and 4 public houses. There is a Farm shop at Ockley Court on Coles Lane and 2 areas where a number of small businesses operate, at Jayes Park and Ockley Court. The village has an infant school (Scott-Broadwood) and is part of the church Parish of Ockley, Okewood and Forest Green.

We believe the area identified is appropriate for designation as a neighbourhood area for the following reasons:

- It is consistent with the civil parish boundary for Ockley.
- It does not overlap with any adjoining parish, ward or existing neighbourhood area.
- That the Ockley Parish Council is a relevant body to make the application as it already represents the area concerned
- That, where relevant, consultation would be undertaken with our 2 neighbouring parish councils

Ockley Parish Council has also set up a body to help oversee the Neighbourhood Development Plan on its behalf – the Ockley Parish Neighbourhood Development Plan Steering Group. This comprises members of the Parish Council and a number of other villagers representing the interests of groups within the village – business, the school, the youth, the church, the Ockley Society, the sports clubs as well as different parts of the village. This group has a written constitution (Appendix 2) agreed by the Parish Council in discussion with Mole Valley DC.

In summary, we believe that Ockley Parish Council satisfies the requirements of the regulations. We trust the information provided in this application is sufficient to progress the application for designation of a neighbourhood area. Please let us know if further information is required.

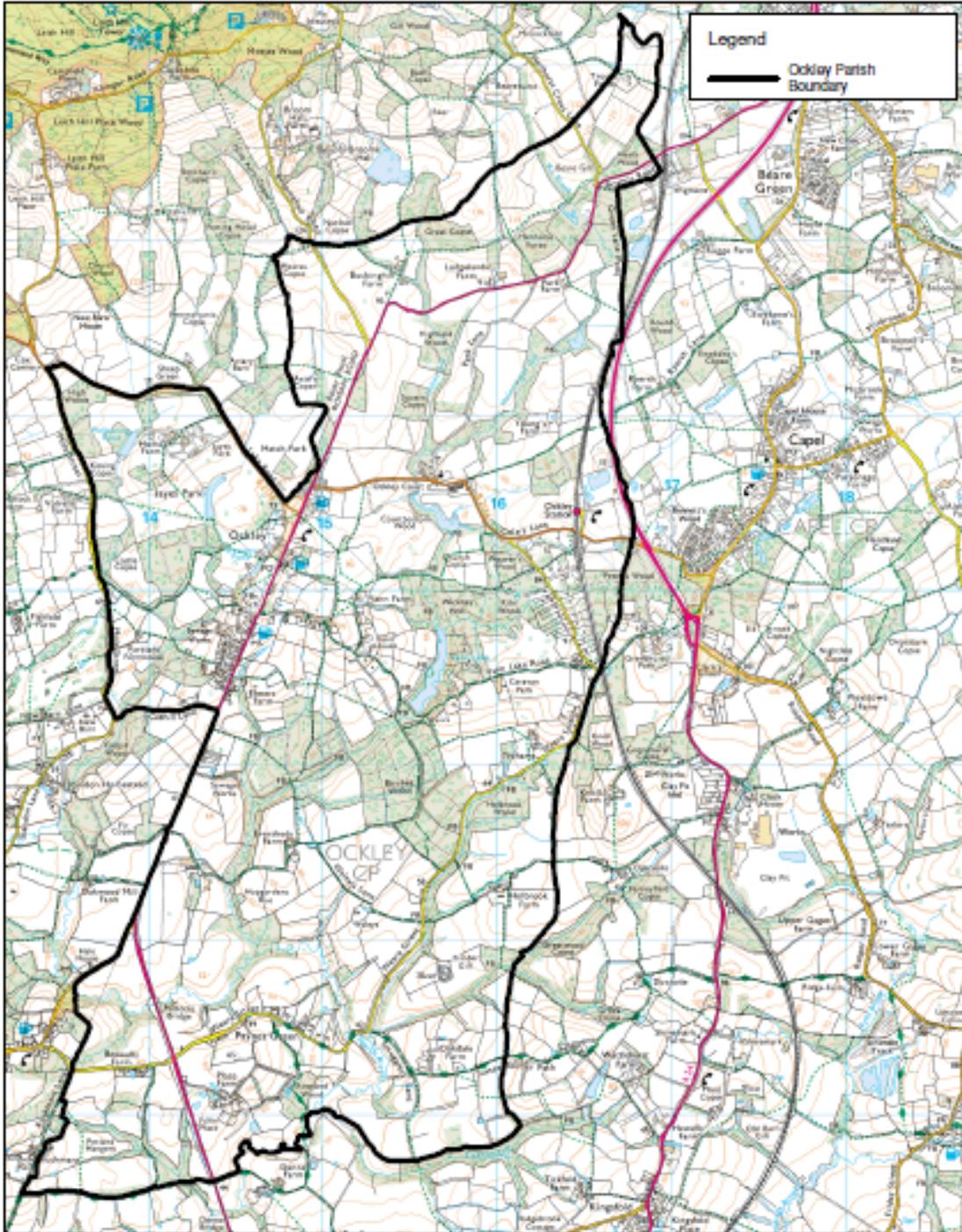
It is understood that the regulations require the local planning authority to publicise this application for not less than 6 weeks before reaching a decision. If any assistance is required in facilitating this requirement, the Parish Council would be happy to assist where practical.

We would appreciate your confirmation of receipt of this application and, if satisfactory, the date of commencement of the 6 week consultation period to publicise the application.

Yours sincerely

Richard Herbert
Chairman, Ockley Parish Council

Appendix 1: Proposed Ockley Neighbourhood Area



Legend
— Ockley Parish Boundary

Mole Valley District Council
Pipbrook
Dorking
Surrey
RH4 1SU
Telephone: 01306 88201
Website: www.molevalley.gov.uk

Scale: not to scale Date: Oct 2012 User: sissonsh Dept: Planning Policy

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Appendix 2

Ockley Parish Neighbourhood Development Plan Steering Group - Constitution

Purpose

To act on behalf of the village and the Parish Council to produce a Neighbourhood Development Plan for the parish of Ockley based on whole community stakeholder input and Parish needs, including:

- Gathering views and opinions from as many parts of the community as possible
- Agreeing the types and scope of any questionnaire(s)
- Gathering evidence from as many sources as possible to support the plan
- Analysis of results, prioritising, draft and finalise
- A vision and an action plan covering the use of land plus identified priority social, economic and environment issues
- Liaise with and Identify funding/support from County, Surrey Community Action, other relevant authorities and village plans
- Ensuring that the plan fits with district planning frameworks and policies
- Identifying any required lead groups, responsibilities and timescales in the action plan
- Planning, budgeting and monitoring expenditure
- Reporting back to the Parish Council on progress, issues arising and outcomes

Membership

The group can comprise up to 20 elected or nominated members including the Parish Council. Members should represent the different local stakeholder groups including areas of the village. The group may co-opt additional members at its discretion as long as co-opted members. Any member can resign from the group in writing to the chairperson or secretary but should try and provide a substitute.

Officers

The group will elect a Chairperson, Vice Chair, Secretary and Treasurer. All members should have a specific role agreed by the group.

Meetings

These should take place every two months at a minimum. At least 5 days written notice of meetings must be given to members. This notice should include matters to be discussed.

All matters are to be agreed by majority vote of members present with the chairperson holding the casting vote. The group is quorate with 6 members present.

Meetings will be minuted, with these minutes to be circulated to the group within 2 weeks of each meeting. Minutes will be agreed at the following meeting.

Work Groups

These can be set up by the group to carry out specified work for the group. These groups cannot authorise expenditure and will be bound by terms of reference agreed by the full group.

Finance

The treasurer will keep a clear record of any expenditure including receipts as appropriate and finance will be run through the Parish Council.

Members of the group and other volunteers may claim back expenditure necessarily incurred as a result of the plan process. Examples of expenditure could include postage, stationery, telephone calls, travel costs as agreed by the group.

The treasurer will draw up and agree with the group, procedures and rates for expense claims.

The treasurer will report to the group and the parish council on the actual and planned expenditure.

Changes to the Constitution

These can be made by agreement if two-thirds of the group are present and with Parish Council and District Council approval..

Dissolution of the group

If any funds are provided for the development of the plan, any remaining funds will be disposed of in accordance with decisions taken at an Extraordinary meeting open to the public, called for this purpose and agreed by both Parish and District Councils. No individual members shall benefit from this dispersal.

Contact numbers

Richard Herbert, Chairman Ockley Parish Council, 01306 711044

Lesley Fletcher, Clerk Ockley Parish Council, 01403 254111