

Appendices

A1. Diagnostic Table of Evidence Undertaken Against Established Practice

Diagnostic of evidence base

Our diagnostic of the evidence base for the Holt neighbourhood plan is based on a brief review of the evidence base material provided via email and which is available online at the www.holtvillage.info/ website. The list of this available evidence base at the time of the diagnostic is as follows:

- Tannery Site Questionnaire, March 2011
- “Other comments” analysis of questionnaire comments (4 documents), (no date but it is assumed they were prepared in spring / summer 2011)
- Report on the results of the Tannery Site Questionnaire, September 2011
- Agenda and notes of meeting to launch the neighbourhood plan, May 2012
- Leigh Road Focus Group Feedback, August 2012
- The Midlands Focus Group feedback, August (assumed year 2012)
- Scoping report for draft Plan, version 5, January 2013
- Draft version 1.5 feedback (assumed summer / autumn 2014)
- Draft version 1.5 feedback response (assumed summer / autumn 2014)

The table below sets out the diagnostic of the evidence base material provided. It sets out the typical types of evidence gathered and analysed during a neighbourhood plan’s preparation and then sets out our interpretation of the degree to which the evidence base documents presented to the consultants fits with this typical evidence base. The observations have been provided based upon questions such as “does what is available present a good representation of robust evidence?”, “have the results of the evidence which has been gathered been made available to the community?” and “if there is a gap, should this be filled or is there other remedial action that should be undertaken?”.

Typical sources of evidence (and usual sequence that this evidence is developed / generated)	Done / recorded?	Observations
Comments from launch events / awareness raising public meetings	Agenda and notes of launch meeting, May 2012	The agenda and notes of the meeting do not appear to be on the website and should be made available.
Questionnaire / survey	Questionnaire about the Tannery Site in 2011	<p>The questionnaire and results provide useful evidence relating to the Tannery site. However, it was not designed to consider wider planning issues in the Parish and it was issued prior to the decision to develop a neighbourhood plan. A questionnaire is commonly used once during the neighbourhood plan process after some work has been done to discover the broad issues of concern to residents and once some understanding of the available written evidence has been gained. This enables a questionnaire to be compiled which is not too long and can ask some informed questions to residents about the things that they feel are important to include in the Plan. This would typically include a range of topics including (but not limited to) the natural environment, the built environment and heritage, transport, housing, economy, etc.</p> <p>While the absence of a questionnaire exploring the breadth of planning issues presents a significant gap in the evidence base, as a draft of the plan has been shared and commented on, it would be a backwards step to go back and issue a questionnaire to help ensure that sufficient evidence is gathered from the community. The key issue is for the Steering Group to have the confidence that the Plan's contents have been derived from issues raised by the community. Given the responses received from consultation, the Steering Group may wish to explore a different approach to the next round of</p>

Typical sources of evidence (and usual sequence that this evidence is developed / generated)	Done / recorded?	Observations
		consultation on the Plan. For example, as well as making the next iteration of the Plan widely available for comment (and perhaps presenting a summary of its topics /content at an exhibition), it may be beneficial to hold a workshop with residents to ask the 'bottom line' question of "are there any issues that we have missed that we should be dealing with in the Plan?". This should give the Steering Group confidence required that it has the community's backing to move forward to the formal stages of consultation.
Comments sought through other mediums – e.g. parish newsletter, leaflet drop, online?	Unknown.	There is nothing on the website which provides an audit trail of how awareness has been raised during the development of the Plan. If things like noticeboards, parish newsletters, social media and leaflets have been used, records of such mediums should be made available on the website.
Response from local stakeholders	Unknown	While some useful responses to the Plan have been gathered and presented on the website, there is no record of who has been approached. For example, which local clubs and organisations have been approached and what were their comments?
Response from Strategic stakeholders		Have 'strategic' stakeholders been consulted? If not, they should be approached when the next iteration of the Plan is available. Such stakeholders will include statutory consultees which you will have to consult in the formal stages of Plan consultation (with a full list set out in the Neighbourhood Plan regulations here http://www.legislation.gov.uk/uksi/2012/637/schedule/1/made#f00025) and others including service providers, utilities, Government Agencies and so on. Such responses from strategic stakeholders should be made available on the website when you receive them.
Written evidence base identified and analysed for key issues of	Scoping Report	The Steering Group needs an understanding of the key planning policies, mapped planning and environmental constraints and designations, and data which set the context for the neighbourhood

Typical sources of evidence (and usual sequence that this evidence is developed / generated)	Done / recorded?	Observations
<p>relevance to the parish?</p> <p>(This includes research on data / statistics, planning policies at the national and local authority levels, local level documents such as Parish Plan, constraints and designations mapping, and so on)</p>		<p>plan and together will present a ‘picture’ of the parish. The Scoping Report is the closest thing to having this and clearly, work has been done to set out some of the evidence available. Some of the ‘what we have’ sections are a little brief and could include additional useful information. For example, there is a significant amount of data and information available which has been produced by the local authority which informs their Core Strategy and some of this could be set out in the Scoping Report.</p> <p>In particular, more could be done in the Scoping Report to demonstrate an understanding of the national and local authority planning policy position in relation to the topics identified. These help to set out the policy parameters within which the topics and you Plan’s content should be set.</p> <p>In addition the Scoping Report could be added to, to more clearly set out:</p> <ul style="list-style-type: none"> • An explanation of how the topics have been derived; • additional statistical data <i>as necessary</i>, such as that available from the Office for National Statistics ‘neighbourhood statistics’ website (from the 2011 census); • information derived from the local authority’s evidence base documents which have informed the development of their Core Strategy. A discussion with the local authority officers may be helpful in identifying evidence base material which might be useful to inform your topics and policies; and, • evidence such as key constraints and designations maps for the area. The latter might be available from the local authority but there are also sources online (such as MAGIC http://magic.defra.gov.uk/, Flood Risk mapping http://maps.environment-agency.gov.uk/wiyby/wiybyController?x=357683.0&y=355134.0&scale=1&layerGroups=default&ep=map&textonly=off&lang=e&topic=floodmap and the Heritage Gateway http://www.heritagegateway.org.uk/gateway/) that could be used and mapping from many such

Typical sources of evidence (and usual sequence that this evidence is developed / generated)	Done / recorded?	Observations
		sources can be reproduced in the Scoping Report (subject to the Parish Council obtaining a Public Sector Mapping Agreement licence (PSMA) from Ordnance Survey if it does not have one already (see http://www.ordnancesurvey.co.uk/business-and-government/public-sector/mapping-agreements/psma-licensing.html).
Aims, vision and objectives – demonstration of how evidence has been interpreted into the aims and objectives of the plan	Unknown	<p>While the Scoping Report seeks to capture emerging objectives and the vision for the Plan, it does that prior to the narrative set out for each topic on the key issues for the Parish. Logically, these should come from that analysis rather than before. As currently set out, there does not seem to be a clear record of how the key issues identified through early engagement and the written evidence base have translated into the aims, vision and objectives of the plan. As noted elsewhere, the objectives seem to read like aims as they are currently written and the wording of the vision could be improved.</p> <p>The Steering Group should seek to demonstrate that aims, the vision and objectives have not just been ‘plucked from the air’ but that there has been a logical progression from consultation and evidence to deriving those aims, vision and objectives of the Plan, which form the backbone of the Plan itself.</p>
Comments sought on draft aims and objectives of the plan	Yes, through the draft Plan version 1.5 consultation.	<p>Traditionally, comments on the aims, vision and objectives, and their endorsement, would be gained prior to the Plan’s content being drafted, through an exhibition of boards held over a number of days. From the material we have seen this does not appear to have been done. We also note that the two Focus Groups explored questions about key issues and the emerging Plan’s possible content, which is a useful exercise to have done at the early stage they were conducted. The weakness with this approach is the small number of people contributing to the exercise and whether it can be argued that these groups are truly representative of the whole of the community. However, there is little point in going back a step, consulting widely purely on these when a draft of the Plan has been shared with the community already and comments provided on them.</p> <p>Whilst the responses to the consultation version and the Steering Group’s response to those are</p>

Typical sources of evidence (and usual sequence that this evidence is developed / generated)	Done / recorded?	Observations
		presented on the website, a summary report of things like the number of responses and the key messages coming out of the consultation would be helpful.

A2. Diagnostic Table of the Process and Outputs Produced Against Established Practice

(and checklist for future work)

Context

We have been asked to undertake a diagnostic check of progress made on the neighbourhood plan key tasks based on information provided by the neighbourhood plan steering group and our understanding of the position at the current time from verbal discussion steering group representatives. The aim of this table is to provide some guidance to help the group continue to develop the plan in accordance with best practice and in order to satisfy Regulations and the “Basic Conditions” (the tests which will be applied to the Plan at Examination). This diagnostic test does not consider the robustness of the evidence behind the Plan.

The table which follows identifies the key tasks that the group and the Plan will need to go through as it is developed. They follow a logical sequence but do not strictly have to be done in the order set out. However, the list of tasks should be used as a checklist.

We have placed ticks against those tasks that we either know to have been done or which material provided to us suggests have been completed. Some question marks have been inserted where it is not known how far a task has been completed. Where the column “Done?” has been left blank it means that either the work on the plan has not reached that point or to our knowledge, the task has not been started. Where appropriate we have remarked by making observations which we would hope provide further steer for the steering group and help to put them in a position of filling gaps in information or complete tasks necessary to achieve a robust plan.

Source for diagnostic – Holt Neighbourhood Plan website - <http://holtvillage.info/?q=node/96> , material provided via email by the steering group and Draft 2, Version 3 of the Holt Neighbourhood Plan.

Stage 1. Getting Started:			
Task		Complete?	Observations
1.1	Form Neighbourhood Plan Steering Group (NPSG)	✓	
1.2	Host website identified	✓	
1.3	NPSG Terms of reference drafted, approved and posted on website	?	Although the Steering Group Terms of Reference have been appended to the latest draft Plan, they should also be present on the website to ensure transparency.
1.4	Budget/resources identified	✓	Discussion has suggested that an understanding has been developed of the required budget for the process.
1.5	Project plan prepared	✓	The timeline presented in the latest draft Plan represents the only project plan developed. Ideally, a project plan setting out the remaining tasks and forthcoming timing for steps should be produced to map out the tasks and key milestones to come. This checklist can be used as a basis for that project plan.
1.6	Project plan approved by NPSG	✓	
1.7	Project plan published online	✓	
1.8	Consultation and engagement plan prepared	?	None prepared as far as we are aware from documents made available to us and available on the website. As part of a future project planning exercise, key stages of required consultation should be prepared for. The Steering Group needs to understand who, outside of the local community, should be consulted and when and for how long. For transparency reasons, an account of organisations which have been asked to comment should be made available, not only their responses. Also see comments below in row 1.14.
1.9	Consultation and engagement plan approved by NPSG	?	
1.10	Consultation and engagement plan published online	?	
1.11	Initial launch and raising awareness	✓	
1.12	Initial views sought from / questions asked of community	✓	
1.13	Identify local stakeholders (organisation, groups, clubs, etc.)	?	It is assumed that local consultees (not only residents) have been consulted to date. However, if not, these local groups and consultees should be identified and contacted at the earliest opportunity.
1.14	Identify strategic stakeholders (statutory consultees, wider-than-local organisations, service providers, interest groups and Agencies)	?	Unsure if this has been done from the information available on the website. It is suggested that a list of statutory and strategic consultees is put together with email addresses for each. The Plan can then be commented on by these stakeholders. The list of statutory consultees can be seen here (http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning/consulting-on-and-publicising-a-neighbourhood-plan-or-order/) but others not on this list such as service infrastructure providers, utilities and campaign groups should be contacted too. Statutory consultees will at least need to be consulted at the formal pre-submission stage but could be contacted earlier if their input is considered as important to the Plan's developing policies.
1.15	Designation of neighbourhood plan area	✓	

Stage 2. Identifying Issues:		
Task	Complete?	Observations
2.1	?	Having and demonstrating an understanding of written evidence is important if the Plan is to meet the tests it will face at the Examination (i.e. the “Basic Conditions”). A brief explanation of what constitutes your “evidence base” (and within that what “written evidence” is) is set out below.
2.2	?	<div data-bbox="1093 475 1926 1141" data-label="Diagram"> <p style="text-align: center;">What is an ‘evidence base’? From ‘evidence’ to Neighbourhood Plan</p> <pre> graph TD A["1. Local Consultation Events and Exhibitions Questionnaires / surveys Interviews and meetings Workshops and focus groups"] B["2. 'Written' Evidence Strategies and Plans Policy and Guidance Constraints and Designations Case law / appeal decisions Data and statistics (‘strategic’ and ‘local’ levels)"] A --- C["+"] B --- C C --- D["across a range of topics, inform"] D --- E["Key Messages & Themes Aims & Objectives Vision Policies"] </pre> </div> <p>There appear to be no summary reports on the website or links to any “written evidence base”, although the Scoping Report is the closest thing to this. The draft Plan itself has little reference to important planning policy context set out in national and Wiltshire planning documents. Clearly, some gathering of written evidence has been done, illustrated in the draft Plan’s reference to various important statistics and through the Scoping Report, but a wider understanding should be demonstrated.</p>

Stage 2. Identifying Issues:			
Task	Complete?	Observations	
		As a minimum, given the stage that you are at, a link to the main sources of relevant planning policies and data should be made available on the website and policies in the draft Plan should be clearly linked to national and Wiltshire level planning policies. Your Basic Conditions Statement, which you will have to submit alongside your Plan to the local authority, will provide a further opportunity for you to demonstrate how your Plan “fits” with the policies at national and local authority level. Also, for your own peace of mind, it is important to have an appreciation of the national and Wiltshire level planning policies which set the context and parameters within which your Plan has to be set. Additions to the existing Scoping Report may be the best way of ensuring that you capture this evidence outside of the Plan itself and Basic Conditions Statement.	
2.3	Contact local stakeholders to seek views (organisation, groups, clubs, etc.)	?	See comments on 1.13 and 1.14.
2.4	Contact strategic stakeholders to seek views (statutory consultees, wider-than-local organisations, service providers, interest groups and Agencies	?	See comments on 1.13 and 1.14.
2.5	Draft community questionnaire and publicise distribution timing	✓	Some survey work has been done according to the timeline in the draft Plan. However, although the survey seems to have had a good response rate, it was conducted in 2011 prior to work on the neighbourhood plan commencing (and focused on The Tannery issues), and therefore a link needs to be made between the date of survey results and the continuity provided and progression made by successive further consultation with residents across wider issues. Given the absence of a more general survey which explores the breadth of planning issues which can be covered in a neighbourhood plan, it is particularly important to show that you have ‘opened up’ a dialogue with the residents to allow them to come forward with issues that they feel are important and that you have not simply presented them with a list of issues that the Steering Group feels are important. The two Focus Groups held go part of the way to help demonstrate this, but the low number of people represented could be argued as not equating to represent the views of the community as a whole. The results of the survey do not appear to be on the website and should therefore be published, as should any analysis of the results which have informed the draft Plan’s development. In addition, any comments received at public meetings or other events should be summarised and published. It is important that an “audit trail” of how the Plan’s content has been shaped and influenced by consultation is available. Ultimately, as well as being able to use such information to
2.6	Community views (questionnaire undertaken)	✓	
2.7	Questionnaire responses collated	?	
2.8	Questionnaire responses analysed	?	

Stage 2. Identifying Issues:			
Task		Complete?	Observations
			support your Plan's policies, it will make the job of producing a Consultation Statement, which must be submitted to the local authority alongside your Plan, much easier.
2.9	Summarise responses from local and strategic stakeholders	?	Responses to consultations on the draft v1 of the Plan are summarised on the website. However, it is not clear if these are from residents only or from wider stakeholders too. Also see comments on 2.7 and 2.8.
2.10	Business views (if necessary) (interviews, questionnaire or focus groups)	?	The Steering Group may or may not feel that this is necessary. The degree to which local businesses are consulted depends largely on the number of businesses and how many are not owned or run by residents who will have been consulted through the survey and other consultation. If local economic and business issues have been identified through consultation and businesses have not been consulted directly, it would be sensible to make contact with them to ensure that their views are captured and inform the Plan.
2.11	Development potential exercise (if the allocation of housing and employment development is identified as an issue which needs pursuing through the neighbourhood plan): <ul style="list-style-type: none"> • consider local call for sites and identify process; • assess development potential & constraints 	?	Only required if identified as necessary from consultation and through the Plan's development. This is likely to be the case if specific development sites are being promoted or allocated in the Plan.
2.12	Gaps in evidence: specialist studies (<i>if necessary</i>)	?	Only required if identified as necessary as a result of the Plan's development. For example, objective studies on design characteristics, historic assets, landscape value, and so on.
2.13	Identify key issues and messages from above processes: <ul style="list-style-type: none"> • analyse questionnaires & consultation feedback; • draw out key messages and questions from written evidence base; • prepare issues & opportunities report as a result to lead to identification of aims, vision and objectives. 	?	It is clear that a thought process and analysis of key issues has been gone through to arrive at the content of the iterations of the draft Plan. It is important that such processes and the results are set out on paper and published as you need to be able to demonstrate how you have got from A to Z in your Plan's development and progressed along the Neighbourhood Plan 'journey'. Setting out what you have done (for example your timeline) is important in itself, but you should supplement that with the results of some of the key stages, meetings and exercises if you can. This all helps to show your "audit trail". Ideally, what you should aim to demonstrate is a "chain of progress". The table below (set out in appendix A4) provides an example of this logical chain.

Stage 3. Aims, Vision & Objectives			
Task		Complete?	Observations
3.1	Prepare draft aims and vision	✓	While there is a draft Vision in the Plan, have you demonstrated where this has come from as part of your audit trail of where you have come from to where you are going to?
3.2	Interpret draft aims and vision to prepare draft objectives	?	The links between the aims and objectives need to be clearly made in the Plan, although it is noted that you have committed to doing this on p.9 of the draft Plan. Logically, the process is for evidence and consultation to inform the aims which in turn inform the objectives, from which policies to respond to those can be drafted. The table below (set out in appendix A4) provides an example of this logical chain.
3.3	Consult on what you have found out and how that has led to your draft themes, vision, aims & objectives	?	There appears to have been little consultation on draft aims, objectives and a vision before the first iteration of the Plan was published. Consultation on a set of these would usually be the first step to plan drafting, seeking endorsement from the residents to give you the mandate to start to draft the Plan itself. However, there is little point going back a step to consult purely on them as you have had feedback on those aims, objectives and a vision already, 'we are where we are'. The key thing now is to ensure that you are confident that the aims, objectives and vision have been commented on and 'signed off' (or will be in due course prior to the formal consultation stages) and that residents have had the opportunity to help shape them rather than they be presented with what they might consider is a 'fait accompli'.
3.4	Analyse and report on consultation	?	
3.5	Approve vision, aims & objectives	?	
3.6	Sustainability: contact local authority and request formal screening opinion on need or not for a Strategic Environmental Assessment (SEA) and / or Habitat Regulations Assessment (HRA) (likely to be required if proposing or promoting development in the neighbourhood plan that will have a significant impact on the environment). The formal request should be made whether or not the steering group thinks an SEA is required as there is a requirement at Submission stage for you to submit a statement alongside your Plan about why you have not needed to undertake an SEA / HRA if you have not done on (and the local authority response can, in effect, form that statement).	?	As previously discussed, a formal request should be made to the local authority whether or not the steering group thinks a Strategic Environmental Assessment (SEA) or Habitats Regulations Assessment (HRA) is required. The request should only be made when there is a set of draft aims and objectives (and a vision if one is developed) <i>that has been endorsed by the community</i> and an indication of the likelihood of the Plan allocating development sites. We would suggest that you revise the Plan to take into account our comments first before writing, as your inclusion of the policy and proposals for The Tannery site might trigger an SEA – if you do not need to include the site's policy (as we suggest) you may be able to avoid such a requirement (although you are still advised to undertake a sustainability appraisal for the Plan - even though it not a formal requirement - to test the Plan against sustainability indicators and help to fulfil the Basic Conditions.

Stage 4. Generate Options and Prepare Draft Plan			
Task		Complete?	Observations
4.1	Generate development options (if appropriate)	?	
4.2	Draft NP Policy statements and plan text	✓	
4.3	Prepare NP Proposals map (if required)	?	Unlikely to be needed unless development sites are to be allocated in the Plan.
4.4	Sustainability: Commence work on a sustainability appraisal (SA) (i.e. consider who/what will be affected and how by your Plan's policies); and / or, a strategic environmental assessment (SEA) report; and / or, a Habitats Regulations Assessment (HRA) - and amend the Plan if necessary as a result of the testing applied (undertake assessment at each iteration of plan that will be placed in the public domain)	?	A sustainability appraisal (SA) is different to an SEA and HRA. An SA is not <i>required</i> by the neighbourhood plan regulations but it is good practice to test your plan's policies in some way to determine the potential impact of the Plan on social, economic and environmental factors in the area and improve the Plan's outcome if they are found to be negative.
4.5	Compliance: check compliance with national and local authority planning policy (NPSG and approach local authority)	?	Our review of your draft Plan is not a full compliance check but our advice will help you to identify links with national and Wiltshire Council planning policies.
4.6	Consultation document: share draft plan <i>with community</i> to get feedback and amend if necessary	✓	Depending on the degree to which your latest draft has changed since the consultation version 1.5, and in light of our comments, you should allow the community to have a further opportunity to see the next iteration of the draft Plan prior to the formal consultation stage ('pre-submission').
Tasks and stages below not yet reached...			
4.7	Prepare implementation strategy (if necessary)		Unlikely to be needed unless development sites are to be allocated in the Plan.
4.8	Approve draft plan (NPSG and Parish Council)		
4.9	Pre-submission consultation: consult on pre-submission plan (includes formal consultation request to statutory consultees)		
4.10	Amend plan if necessary and document response to comments received and changes (or not) introduced as a result		

Stage 5. Submission			
Task		Complete?	Observations
5.1	Submission: Prepare required submission documents (e.g. statement of consultation, report of how the plan meets the 'Basic Conditions', SEA / SA / HRA, plan itself (as amended as a result of any changes brought about by pre-submission phase)		
5.2	Submit plan and required documents to local authority		
5.3	Post submission stage out of the hands of the NPSG and down to the local authority and appointed Inspector. It can take around 6 months to get to the point of getting the plan 'made' (approved).		

A3. Examples of other Neighbourhood Plan Visions

With thanks to the various Neighbourhood Plan Steering Groups for the Visions below.

The following Vision statements have been reproduced as examples of others produced elsewhere. No view is provided on the relevance (or not) to the Holt Neighbourhood Plan nor the content of the Visions set out. They are intended to be illustrative only.

*Value, protect and promote the unique parish of **Felpham**, by respecting its heritage, appreciating its current community and being aspirational when planning its future*

*To ensure that the special characteristics of **Kirdford** village and Parish area, including their rural feel, historic buildings and relationship with the surrounding countryside, are enhanced and protected. Whilst at the same time recognising that change is inevitable and can be desirable when there is positive planning to support sustainable development*

*As detailed in the Tattenhall Parish Plan (2006) and Tattenhall Village Design Statement (2009) the community wants **Tattenhall** to continue to thrive as a vibrant and distinctive village, to continue to respect and reflect the views of its community, to evolve and expand whilst retaining its unique and distinctive character, and to provide an outstanding quality of life for current and future generations of residents.*

The Parish Council will do this by:

- Encouraging a thriving and prosperous community that delivers a high quality of life for all its residents*
- Promoting a distinctive and flourishing local economy that exhibits vitality and dynamism*
- Supporting measured, proportionate, timely and sustainable development to meet local requirement*
- Endorsing policies that have a positive effect on the environment, including those that remove or minimise flood risk, mitigate climate change and reduce our carbon footprint*
- Maintaining the high quality natural environment with its protected wildlife interests*

*The Neighbourhood Plan seeks to ensure that **St. James** is a vibrant neighbourhood with a balanced and diverse community (as defined in the preamble to Policy C1). It will be a great place to live and work close to the city centre and University and will support Exeter's character, identity and cultural life. St James will become known by people at all stages of their lives as one of the best parts of the City in which to live. St James will be known for its strong community, rich urban character, attractive green streets and spaces and thriving natural environment. It will be safe and enjoyable to move around on foot and bike and will be well connected to the rest of Exeter and beyond by public transport.*

*To welcome new development at **Barwick and Scholes** that meets local needs, reflecting and conserving the existing rural character of the local communities as well as preserving its historic heritage, views and access to the countryside*

*Nestled in the rolling Blackdown Hills AONB, **Stockland** parish is a special place to live and visit because of its distinctive landscape, tranquil natural environment and built heritage. This, we shall maintain through a combination of careful preservation, thoughtful development and enhancement by all concerned, working together with an active and friendly community.*

A4. Example of how the development of a Plan flows from evidence base to policies

Stages 1 (Getting Started) and 2 (Identifying Issues)							Stage 3 (Aims, Vision and Objectives)			Stage 4 (Generate Options and Prepare Draft Plan)	
Evidence base: Key issues, questions and messages							Aims	Vision	Objectives	Policies and Community Actions	Justification and alignment
i. Consultation				ii. Written evidence base		iii. Identify topics or themes					
Local events / exhibitions / public meetings	Resident / household / business Questionnaire(s)	Interviews / meetings / workshops / focus groups / online feedback	Strategic stakeholder views	Strategic	Local	Looking at the key messages and issues from i. and ii., what are the main topics or themes emerging that your plan will deal with?	Looking at the key messages and issues from Stage A, for each of your topics or themes, what are your aims going to be (i.e. what will the plan aim to achieve?)	Looking at the draft aims, what key words or phrases emerge which can help form the Vision? What do you hope your area be like in XX years?	Looking at the aims, how will you try to realise the aims (i.e. what will you do to achieve the aims?)	Looking at your draft Aims and Objectives, which can be achieved through planning policies and which are community actions?	Can you justify your planning policies with evidence from Stage A? Are your draft planning policies in alignment with policies in the Local Plan and National Policy (and if so which ones)?
1. 2. 3. 4. 5.	1. 2. 3.	1. 2.	1. 2. 3.	1. 2.	1. 2. 3. 4.	1. 2. 3. 4. 5. 6.	1. 2. 3.	1.	1. 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.



A5. Example structure illustrating the typical content of a Neighbourhood Plan

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A6. Example section for the content of a topic in a Plan

The following appendix sets out an example of a structure we have used after introductory sections for topics when drafting Plans for other groups. This approach has been used for example, in the following Plans that we have drafted:

- Stockland parish - <http://www.stockland.org.uk/ourplan>
- Dunkeswell parish - <http://www.dunkeswell.net/parish%20plan.htm>

The yellow highlights indicate sections which would be completed by the user of the template.

[Insert Topic / Theme (title)]

[in terms of the order of topics in the plan, it is suggested that any priority (if there are any) aims / topics with policies are presented first, then other topics with policies, then any topics which do not have policies but just raise community actions which are to be dealt with outside the plan.]

Relevant aims and objectives	
[Insert relevant aims]	[Insert relevant objectives]
1.	a)
	b)
	c)
2.	a)
	b)
3.	

Introduction

[insert text to introduce topic / theme. What are the key facts and issues (characteristics) for that topic / theme, how were they identified and what can the plan do about those (and where else is there policy coverage e.g. the Core Strategy which might help to address the aims)? What is the historical context (if that's important)? You could include constraints and designation maps to help set out the characteristics and things of value in the parish.]

[repeat below as necessary within each topic / theme for each policy]

[Insert Policy Heading]

Justification for our policy

[Insert text justifying why the policy is needed – utilize evidence base, other planning policies at national and local authority levels, consultation responses and data – build your case for the policy.]

[Insert policy reference number in **BOLD** – e.g. EN1 – use theme letters and number sequence]

[Insert Policy in **BOLD** text]

Related national and district policies

[insert policies' reference numbers or paragraph numbers]

Key supporting evidence

[insert document titles]

Neighbourhood Plan Actions, Projects and Priority Infrastructure

[insert (if any) plan related actions that will be carried-out, or are at least proposed, to help apply the policy or which are outside of policy but which will help to address the key issues identified above. Also identify the key partners and lead for that action.]

Other Community Actions and Projects

[insert (if any) actions that will be carried-out, or are at least proposed, which are not planning related or neighbourhood plan related but which will help to address the key issues identified above. Also identify the key partners and lead for that action.]

[n.b. if housing sites or employment sites are allocated in the neighbourhood plan, include inset maps at a scale appropriate to show the location and boundaries of sites in the relevant topic section]

A7. Brief Guidance on the development of and relationship between Aims and Objectives

What are they?

Aims – set out what you want to achieve in the plan, the changes you are trying to achieve. Tend to be broad in nature and not too specific.

Objectives – derived from the aims and set out what you will do to achieve the aims and how you are going to achieve them. Tend to be more specific than the aims.

Vision – your ‘direction of travel’ and ultimate goal for the future for your area. Can be encapsulated in a vision statement but does not have to be. Should be specific to your area and should reflect the culture, character and aspirations of the community.

Why do you need them?

A planning strategy which looks ahead needs a **Vision** for the future for your area – what do you want your area to be like in XX years?

Aims give the plan a sense of direction and framework within which the plan’s policies can be set.

Objectives make you understand and answer the “how?” question.

All of the above form a bridge from your evidence to the ‘plan proper’ and its policies.

NB. See appendix A4 for table documenting journey and logical progression from evidence to aims and objectives and appendix A8 for examples of aims and objectives. .

A8. Example of Aims and Objectives linking through to policies and community actions (or tasks)

Natural Environment

Aims	Objectives	Policies <i>[and Statements of Principle]</i>	Community Actions
<p>Aim 1</p> <p>Protect and enhance the natural environment, including the distinctive landscape and ecology.</p>	<p>1a) Retain and enhance the existing beauty of the parish by encouraging the planting of native trees and hedges along with the preservation of the existing Devon banks.</p>	<p>Policy NE1 - Retaining and Enhancing the Natural Beauty of our Parish</p> <p>i) Development proposals will only be supported where they have demonstrated that there are no adverse impacts on the natural environment (landscape and biodiversity) (or satisfactorily mitigate these impacts), and enhance the natural environment where there is the opportunity to do so.</p> <p>ii) Where mitigating measures are unavoidably required for development to be acceptable within its landscape setting, appropriate landscaping should be employed to mitigate the impact of the development, and such measures should include the use of native species of trees and hedges where planting is required.</p> <p>iii) Where change to existing traditional Devon banks is unavoidable, proposals for development* which affect traditional Devon hedges will only be supported where they have demonstrated that options have been assessed and, as a result, have proposed the least damaging option (to the hedgerow / bank, setting in the landscape, biodiversity and habitats).</p>	<p>CA1 - The Parish Council will work with partners such as the local community, farmers, and the local authority to encourage the planting of native species of hedge and trees.</p> <p>CA2 - The Parish Council will work with partners such as the local community, farmers, and the local authority to encourage the positive management and preservation of our Devon banks.</p> <p>CA3 - The Parish Council will work with the local community, farmers, and the local authorities to identify particular hedgerows and Devon banks at risk in the parish.</p>

Natural Environment

Aims	Objectives	Policies <i>[and Statements of Principle]</i>	Community Actions
	<p>1b) Support and protect the biodiversity of turbarry land through appropriate stewardship and management.</p> <p>1c) Maintain public access to turbarry land.</p>	<p>*For the avoidance of doubt, in this context, the definition of “development” includes changes to access to the highway where planning permission is required and in such cases the Devon County Council Highways Protocol for Protected Landscapes should be applied.</p> <p>Policy NE2 - Supporting and Protecting our Turbarries</p> <p>Our local turbarries are defined on Inset Map 1. To support, protect and enhance the biodiversity of the turbarries and maintain public access, development proposals will only be supported where they have no negative impact on the biodiversity of, quality of and public access to turbarry land.</p>	<p>CA4 - The Parish Council will support and protect the biodiversity of turbarry land through appropriate stewardship and management in partnership with, for example, landowners, Natural England, the Devon Wildlife Trust and the Royal Society for the Protection of Birds.</p> <p>CA5 - The Parish Council will work with landowners and partners to maintain access to turbarry land.</p>
<p>Aim 2</p> <p>Protect the tranquillity of the environment and maintain the dark skies.</p>	<p>2a) Resist any development or road scheme likely to have an adverse effect on tranquillity or dark skies and seek ways to reduce any existing impact.</p>	<p>Policy NE3 – Preserving Tranquillity and Our Dark Skies</p> <p>To ensure that the tranquillity of the parish and our dark skies are maintained, development will be only be supported where it demonstrates that it:</p> <p>i) will have no adverse effect on the tranquillity, through</p>	<p>CA6 - The Parish Council will encourage the use of guidance produced by XXXX for householders and organisations on limiting light pollution from new and replacement lighting.</p>

Natural Environment

Aims	Objectives	Policies <i>[and Statements of Principle]</i>	Community Actions
		<p>increasing levels and frequency of noise, of the parish;</p> <p>ii) will have no adverse effect, through light pollution (during any part of the year), on our valued dark skies observable from the parish.</p> <p><i>[Statement of Principle – Impact of Quarrying and Processing of Stone on the Natural Environment</i></p> <p><i>Proposals for quarrying and / or processing of stone in our parish will only be supported where the proposal has no adverse impact on: visual amenity, its setting and surrounding landscape; biodiversity and wildlife habitats; and, existing noise levels, air quality and tranquillity in the parish.]</i></p>	

Built and Historic Environment

Aims	Objectives	Policies	Community Actions
<p>Aim 3</p> <p>Ensure that all new</p>	<p>3a) Work with the local authority and applicants to ensure that any new development, alteration or</p>	<p>Policy BHE3 – Maintaining the Built Character of Our Parish through High Quality Design</p> <p>To ensure that new development is sympathetic to the</p>	<p>CA13 - The Parish Council will encourage use of the XXXX Design Guide for Houses for residential development which does not require</p>

Built and Historic Environment

Aims	Objectives	Policies	Community Actions
<p>development is sympathetic to the traditional character of the area.</p>	<p>extension is done according to the XXXX design guide for houses.</p> <p>3b) Ensure that the size, scale, location and materials used for any development minimises its visual impact on the essential character of the environment and neighbouring properties:</p> <p>i) Limit the use of bunds (built-up landfill) and support terracing to lower the roof line of new farm barns.</p>	<p>traditional built character of the parish:</p> <p>i) proposals for residential development will be supported where they are of high quality design and comply with the XXXX Design Guide for Houses set out in Appendix 2 of this Plan;</p> <p>ii) proposals for any development will only be supported where they are of high quality design, enhance visual amenity of the setting and minimise any adverse visual impact on the essential character of our parish, and on neighbouring properties to the proposed development site. Particular attention should be paid to:</p> <p>a) ensuring that the size, scale and location of the development is appropriate to the form, scale and setting of the surrounding built environment;</p> <p>b) ensuring that materials and design of the development are in-keeping with the character of the surrounding built environment; and,</p> <p>c) ensuring that it is designed in such a way as to minimise its impact on the visual amenity of the surrounding landscape, on views of the proposed development and on the natural environment.</p>	<p>planning permission or fall under Permitted Development Rights.</p>

Built and Historic Environment

Aims	Objectives	Policies	Community Actions
<p>Aim 4 Protect the area's heritage (sites and locations).</p>	<p>4a) Encourage the protection of XXXX and XXXX and any other archaeological sites.</p>	<p>Policy BHE1 – Protecting Our Valued Historic and Heritage Assets in Our Parish</p> <p>Proposals for development will only be supported where they demonstrate that they will not have an adverse impact on nationally and locally designated and protected historic buildings, the Village Conservation Area and other valued archaeological, heritage and historic assets in the parish.</p> <p>Proposals must take fully into account the most recent Conservation Area Appraisal(s) at the time of application and also any additional supporting local evidence documenting local historic and heritage assets.</p>	
	<p>4b) Explore the creation of a Conservation Area around the hamlet of XXXX.</p>		<p>CA11 - The Parish Council will work with the community to identify locally valued heritage and historic assets in the hamlets.</p> <p>CA12 - The Parish Council will explore the creation of a Conservation Area around the hamlet of XXXX.</p>
	<p>4c) Seek ways to repair or demolish derelict buildings and protect and repair those</p>		<p>CA9 – Within the context of the policies in this Plan, the Parish Council will seek ways to repair and</p>

Built and Historic Environment

Aims	Objectives	Policies	Community Actions
	at risk.		bring back into use or demolish derelict buildings.
	4d) Ensure the Conservation Area is given sufficient weight when planning decisions are made.		CA7 - The Parish Council will work with partners to encourage the protection of assets such as XXXX and XXXX and protect and enhance any other important heritage and historic buildings and archaeological sites.
	4e) Encourage the sympathetic management of home and retail premises to enhance the visual quality of conservation area(s).		CA10 - The Parish Council will encourage the sympathetic management of home and retail premises to enhance the visual quality of the Conservation Area.
	4f) Keep the hamlets individual and retain evidence of their original purpose.	<p>Policy BHE2 – Protecting Our Hamlets’ Historic Identity</p> <p>In the parish’s hamlets of XXXX, XXXX, XXXX and XXXX development proposals affecting locally identified heritage assets in these locations will only be supported where they retain and enhance the built character and heritage value of the asset and its setting, and acknowledge the role the asset once played in the history of the hamlet.</p> <p>Where further local assessments to identify local heritage assets</p>	

Built and Historic Environment

Aims	Objectives	Policies	Community Actions
		of value have been undertaken or designation of local conservation areas is made during the lifetime of this Plan, such additional evidence must be taken fully into account where development is proposed in the hamlets.	
	4g) Retain and maintain traditional finger post signs.		CA8 - The Parish Council will work in partnership with Devon County Council as Highways Authority and other partners as necessary to encourage the retention and maintenance of the parish's traditional finger post signs.

