

# Neighbourhood Planning Programme 2018-2022

## Application Form for Neighbourhood Planning Grant/Technical Support

As part of the 2018-2022 Neighbourhood Planning programme, Locality is providing the following:

- Grant support
- Technical Support in association with sub-contractors

In order to have all the information ready for your application submission, please read our [Guidance Notes](#) thoroughly before proceeding with this form.

Applications are assessed on how well they meet the fund criteria and it is important that you do not rush your application. Make sure that you focus on the content of your application. It is the quality of your application that will determine whether or not it will be recommended for support.

You may now apply for grants for the 2019/2020 programme.

This link will expire after **15 days**, so please complete your application within this time-frame or you will no longer be able to access this page to continue working on your submission and will have to submit a new Expression of Interest form.

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Clicking "Next" will save the information for the page you are on, as well as any previous pages, so you can close and revisit the form as many times as you like within the 15 day time frame.

### About your organisation

1. \* Please provide us with an alternative contact name and details (phone number and email address):

Gill Williams, 01934 813255. [gwilliams28@b](mailto:gwilliams28@b)

*This person will be contacted about the application if we cannot get hold of the main applicant.*

2. \* How many years has your organisation been in operation?

Under 6 months  
6 to 12 months  
12months - 2years  
Over 2 years

3. \* Are you VAT registered?

Yes  
No

*This is so we know whether to deduct VAT from the amount you've applied for if you are registered*

4. \* Please can you **briefly** outline your organisation's aims?

Apart from our statutory duties as a Parish Council we have powers with the aim of improving the village and benefiting its residents. Projects at present include the upgrading of our Play Area and Allotments, enhancing the planting, seats and signage and entering Britain In Bloom, supporting local groups to work on public footpaths and environmental enhancements. We are keen to improve amenities for older people as well as ensuring young people are able to continue to live in the village; housing that meets their needs is essential.

*Please note: No text you write over the 200 word limit will be considered.*

5. \* Which type of organisation are you representing?

Parish council  
Town Council  
Designated neighbourhood forum  
Prospective neighbourhood forum

*Please note that if you are in an area with a Parish or Town Council you cannot be a neighbourhood forum.*

6. \* Have you had previous Locality Neighbourhood Planning grant(s) during the period April 2015 to now, for the production of your neighbourhood development plan (NDP)/neighbourhood development order (NDO)?

Yes  No

\* If yes, please give details including the NPG reference number and the amount of grant received:

MPG-10626; £1,733.00; all spent. The grant was mainly for a survey of every household to be undertaken as a first step in outline the issues of importance.

\* Have you submitted your end-of-grant reports for the grant(s) listed above?

Yes  No

*Please note that we cannot offer grant support if you have not completed end-of-grant-reports for all previous grants.*

7. \* Have you had other support with your NDP/NDO?

Yes  No

*Please note: this could include support from Locality, Planning Aid, Campaign to Protect Rural England (CPRE)/National Association of Local Councils (NALC), Design Council Caba plus any consultancy support or pro bono support you have received to progress your Neighbourhood Plan etc.*

## Demographic Information

### Region/Local Planning Authority Information

Which region and Local Planning Authority (LPA) is the NDP/NDO located in? Please select the region and the corresponding lead LPA from the list below:

8. \* Region:

North East  
North West  
South East  
South West  
Eastern  
York & Hum  
London  
East Mids  
West Mids

South West England - LPA:

Bath and North East Somerset  
Bournemouth  
Bristol, City of  
Cheltenham  
Christchurch  
Cornwall  
Cotswold  
Devon  
Dorset  
East Devon  
East Dorset  
Exeter  
Forest of Dean  
Gloucester  
Gloucestershire  
Isles of Scilly  
Mendip  
Mid Devon  
North Devon  
North Dorset  
North Somerset  
Plymouth  
Poole  
Purbeck  
Sedgemoor  
Somerset  
South Gloucestershire  
South Hams  
South Somerset  
Stroud  
Swindon  
Taunton Deane  
Teignbridge  
Tewkesbury  
Torbay  
Torrige  
West Devon  
West Dorset  
West Somerset  
Weymouth and Portland  
Wiltshire

9. \* Are you working across boundaries or located in a national park?

Yes  No

10. \* Area Context:

Urban  
Rural  
Mixed urban/rural  
Coastal  
Suburb  
Inner City  
Market town

11. \* Ward Area Name(s):

12. \* What is the estimated population of the proposed or designated neighbourhood area to be covered by the NDP/NDO?

13. \* Having looked at the link from the help text below, in terms of the level of deprivation, please tell us the percentage band your area falls into:

20% or less (shows an area least amount of deprivation)

21% to 40%

41% to 60%

61% to 80%

81% to 100% (shows an area with the most deprivation)

To calculate the percentage of deprivation in your area please copy and paste this link into your browser: <http://dclqapps.communities.gov.uk/imd/idmap.html>

## Progress on Your Neighbourhood Plan

14. \* Please outline your progress to date with your NDP/NDO below (maximum word limit 200):

Discussions regarding a Neighbourhood Plan restarted in August 2018 with a public meeting to gauge support, which was positive. We advertised for residents to join a steering group. The first members agreed the terms of reference. We have met with the LPA to understand scope and needs. A survey went to every household and was available online in January 2019. It asked what was important in terms of landscape, heritage and environment; what facilities were enjoyed or needed; the view of businesses in the village; what housing people wanted building and where. The responses booklet has just been printed and delivered to every household (mid-July 2019) and is available on our website. We have been unable to find a volunteer willing or able to undertake the research necessary to pull together the various policies and documents extant and relevant to Bleadon in order for us then to draft any further documents necessary. Therefore we have identified a consultant to do the research for us.

Please note: No text you write over the 200 word limit will be considered.

15. \* How long have you been working on your NDP/NDO?

0-3 months

3-6 months

6-12 months

12-18 months

more than 18 months

16. \* Are you modifying a Made neighbourhood plan?

Yes  No

17. \* Has the neighbourhood area been designated by the LPA?

Yes  No

\* If yes, please provide the date the neighbourhood area was designated:

## Regulation 14 Consultation (Pre-Submission Consultation)

This is the formal six week consultation on a draft neighbourhood plan before it is submitted to the local planning authority for examination.

18. \* Have you commenced your six-week consultation?

Yes  No

19. \* Have you completed your six-week consultation?

Yes  No

20. \* Have you submitted your plan to the LPA?

Yes  No

\* What is the target date for completing your NDP/NDO and submitting it to the LPA?

Please provide an estimate if not known.

Apr 2018

May 2018

Jun 2018

Jul 2018

Aug 2018

Sept 2018

Oct 2018

Nov 2018

Dec 2018

Jan 2019

Feb 2019

Mar 2019

Apr 2019

May 2019

Jun 2019

Jul 2019

Aug 2019

Sept 2019

Oct 2019

Nov 2019

Dec 2019

Jan 2020

Feb 2020

Mar 2020

Apr 2020  
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Feb 2022  
Mar 2022  
Apr 2022  
May 2022  
Jun 2022  
Jul 2022  
Aug 2022  
Sept 2022  
Oct 2022  
Nov 2022  
Dec 2022

21. \* Has the referendum been arranged?

Yes  No

## Additional Information I.

22. \* Does the LPA have an up to date adopted Local Plan?

Yes  No

*The Local Plan is the name for the collection of documents prepared by your LPA for the future development of the local area. You can find out if your LPA has an up to date adopted Local Plan by speaking to them directly.*

*You can find the contact details for your LPA by clicking [here](#).*

\* What year was the plan adopted?

2008  
2009  
2010  
2011  
2012  
2013  
2014  
2015  
2016  
2017  
2018  
2019

\* Please cut and paste the URL link to your LPA's Adopted Local Plan here:

*Please include the full URL, including "http://" or "https://"*

23. \* Is the LPA preparing a new Local Plan?

Yes  No

\* Please cut and paste the URL link to your LPA's Local Plan page here:

*Please include the full URL, including "http://" or "https://"*

24. \* Do any parts of your neighbourhood plan area have any special designations? If so, please select all that apply:

- Conservation Area  
 Area of Outstanding Natural Beauty  
 National Park  
 Sites of Special Scientific Interest  
 Ramsar  
 No  
 Other

25. \* Does the Local Plan/emerging Local Plan seek to allocate housing in the neighbourhood area?

Yes  No

26. \* Are you proposing to allocate sites for housing or mixed development?

Yes  No

\* Please give the number of sites you are proposing to allocate:

5

Please add any comments you may have on your site allocations here:

Bleadon is an 'infill village' with only small sites within the settlement boundary. It is hoped that a range of types of homes will enable people to stay in the village.

*Please note: No text you write over the 200 word limit will be considered.*

27. \* Are you considering allocating sites or parts of sites for affordable housing for sale?

Yes

Yes

No

Too early to say

\* Please provide more information about the site(s)

We have only anecdotal evidence of the pote

*Please note: No text you write over the 200 word limit will be considered.*

28. \* Is there a need for affordable housing for sale in your neighbourhood area?

Yes

Yes

No

Too early to say

\* Do you know what the need is?

Yes  No

29. \* Are you planning for more homes than are allocated in the Local Plan or emerging Local Plan?

Yes  No

\* Please specify the number of houses you are planning for in the neighbourhood plan:

25

\* Why are you seeking to allocate more homes than the Local Plan or emerging Local Plan?

As an infill village there is no housing allocation in the Local Plan. However, we recognise the need for a variety of new housing, particularly for younger people and older residents wishing to downsize. There are around 500 homes in the village and we believe that an increase of 5% is reasonable and sustainable, given the tight settlement boundary, current infrastructure and other constraints.

*Please note: No text you write over 200 words will be considered.*

30. \* Are you assessing sites within your neighbourhood area with a view to making site allocations in your neighbourhood plan?

Yes  No

\* Have you completed a call for sites?

Yes  No

\* Please give the number of sites you are assessing or will assess:

5

\* What do you already know about the sites?

We have only anecdotal evidence of the potential availability of sites. The call for sites and initial discussion is part of this grant application and will lead to a formal process of site appraisal in the next stage of the project 2019-2020.

*Please note: No text you write over 200 words will be considered.*

31. \* Are you considering assessing sites or parts of sites for affordable housing for sale?

Too early to say

Yes

No

Too early to say

32. \* Are you seeking to influence design through your NDP?

Yes  No

33. \* Please explain how you are seeking to influence design:

We aim to have housing that fits with the historic and rural character of the village and enhances the special landscape in which it sits. We also want lifelong housing that enables young people and families to stay in the village. We wish to have Design Codes to be used for all new building including those sites with current outline planning permission.

## Additional Information II.

34. \* What level of planning expertise is available in the group (volunteer or external professional support)?

Low level skills  
High level skills  
Medium level skills  
Low level skills

35. \* What is the level of volunteer time available in the group?

Limited volunteer time  
Considerable volunteer time  
Some volunteer time  
Limited volunteer time

36. \* Is any paid support available, such as staff time, for example from your LPA or Parish Council?

Limited or no staff time  
Considerable staff time  
Some staff time  
Limited or no staff time

37. \* Please tell us about the sources of income for developing your NDP/NDO:

- None  
 LPA  
 Other Grants  
 Parish Precept  
 Fundraising  
 Other

Please tick all that apply.

## Technical Support Needed

You can receive Grant and Technical Support at the same time. Applying for Technical Support will not prevent you from accessing grant, providing you are eligible for grant support, and the Technical Support could be best used to complement the use of grant. This will help groups make the most of grant and move their plan-making process on more smoothly. To find out more about the support offered please see the [Guidance Notes](#).

38. \* What kind of support are you looking for? Please select a support package from the list below:

Design Including Design Codes  
Housing Needs Assessment  
Evidence Base and Policy Development  
Site Options and Assessment  
Design Including Design Codes  
Masterplanning  
Strategic Environmental Assessment  
Environmental Impact Assessment  
Habitat Regulations Assessment  
Plan Health Check  
Technical Support Not Required

*Please note you can only apply for one support package at a time, but you may make concurrent applications at any time. Please apply for the support you need first. Please refer to our [Guidance Notes](#) for a full explanation on each package.*

\* Please describe how this support package would help you to move forward:

A significant proportion of the respondents to our survey (grant-aided by Locality) considered that design codes were necessary to keep the look and feel of Bleadon as an historic village. We know that planning applications are likely to increase as time progresses and we believe that establishing design codes now will help. There are several outline permissions in the parish already and design codes can influence these prior to build. As we have not yet drawn together the list of all the policies and plans relevant Bleadon we are not sure what other assessments or policies we may need.

\* Are there any barriers to making progress with your plan (such as active planning applications, conflicting local views over how the area should be developed, lack of support from the LPA etc.)?

An application for 200+ homes on floodplain outside the settlement boundary in Bleadon was refused by the LPA. Extensive comments objecting to the application were received from local residents. The developer appealed; the planning inquiry started on 23 July 2019 and has been adjourned with no date set. We do not see this as a barrier to making progress with the plan – the principles remain although some details may change depending on the outcome.

## Grant Support

All neighbourhood groups can apply for grants of up to £9000 per neighbourhood planning area, less any funding from grant(s) used after 17 April 2015. Based on the responses you provided in your Expression of Interest form, you may also be eligible for Additional Grant (a further £8,000) and Affordable Housing for Sale grant (a further £10,000), which would mean that you can apply for up to £27,000 in total over the duration of your plan development.

**NB: Applications must be between £1,000 and £9,000 per application.** This means that if you are deemed eligible for Additional Grant and Affordable Housing for Sale Grant, you cannot apply for more than £9,000 at a time.

Grants can be used to support groups with the production of the NDP/NDO. **The earliest start date for grants is 4 weeks after you submit your grant application. If your application is successful, you will then have until the end of the financial year (31 March 2020) to spend this.** We would like to encourage you to consider your needs for the period up to 31 March, so that you do not need to make multiple applications.

Eligibility for the Additional Grant is dependent upon meeting the relevant criteria. The inclusion of the Additional Grant in your application form is not confirmation that you have met these criteria and this will be checked as part of the grant assessment.

40. \* Are you applying for a grant?

Yes  No

41. \* Please tell us the start date of your grant activity:

2019-08-20

*Under no circumstances can we fund activity that has happened in the past, or prior to a grant being awarded. Therefore, this date should not be less than a month from the date of your application and fall no later than February 2020.*

42. \* Please tell us the end date of the final activity that this grant will cover:

2020-03-31

*Please tell us when the activities funded by this grant will end. Please note that no activity can take place later than the end of the financial year in which you submitted your application (31 March, 2020).*

**Any grant funding must be spent by the end of the financial year. Therefore, your application will be automatically rejected if the dates are outside this period.**

### Budget Breakdown Section

In this next section of the form you will need to provide details of the estimated costs for the support you require. (i.e. how much grant you are applying for, why you need the support, length of time to be completed, and planned start date). Please apply under the right section.

You will need to tell us the professional fees that you want to pay as part of your project. We will need to know the day rate that you propose to pay for any consultants who are working with you.

Remember to include VAT if you are a designated/prospective neighbourhood forum. **Please note that the maximum day rate that we will pay is £550 per day plus VAT and reasonable expenses.**

You also need to tell us the project costs, i.e. how much each item/area of work will cost. (i.e. 5000 leaflets at 20p each – giving a total of £1,000 for printing; Or 5 meetings in the village hall at a cost of £40 per booking – giving a total for £200 for room hire).

**Please ensure that the total costs in this application do not exceed £9,000. Grant applications that are outside of this range will be automatically rejected.**

43. \* What are you applying to fund?

Professional Fees

Project Costs

### Budget Item 1: Professional Fees

1.1 Type of Activity	1.1 Type of Activity Detail	1.1 Budget Breakdown	1.1 Cost (£0.00)
Consultants	Research and collate the policies, planning g	5 days @ £240 per day	1200
Consultants			
Technical reports			
Training sessions			
Facilitator costs			
Other			
1.2 Type of Activity	1.2 Type of Activity Detail	1.2 Budget Breakdown	1.2 Cost (£0.00)
[Please Select]			
Consultants			
Technical reports			
Training sessions			
Facilitator costs			
Other			
1.3 Type of Activity	1.3 Type of Activity Detail	1.3 Budget Breakdown	1.3 Cost (£0.00)
[Please Select]			
Consultants			
Technical reports			
Training sessions			
Facilitator costs			
Other			
1.4 Type of Activity	1.4 Type of Activity Detail	1.4 Budget Breakdown	1.4 Cost (£0.00)
[Please Select]			
Consultants			
Technical reports			
Training sessions			
Facilitator costs			
Other			
1.5 Type of Activity	1.5 Type of Activity Detail	1.5 Budget Breakdown	1.5 Cost (£0.00)
[Please Select]			
Consultants			
Technical reports			
Training sessions			
Facilitator costs			
Other			

### Budget Item 2: Project Costs

2.1 Type of Activity	2.1 Type of Activity Detail	2.1 Budget Breakdown	2.1 Cost (£0.00)
Room hire	a) 8 x 2hr meetings of NP Group; b) 4 x 2.5 h	a) 16 hrs x £10 plus b) 10 hrs x £20	360
Room hire			
Website development			
Publicity costs			
Printing costs			
Other			

2.2 Type of Activity	2.2 Type of Activity Detail	2.2 Budget Breakdown	2.2 Cost (£0.00)
Website development	a) 8 months website support; b) design and a	a) 8 x £20 pcm plus b) £100	260
Room hire			
Website development			
Publicity costs			
Printing costs			
Other			
2.3 Type of Activity	2.3 Type of Activity Detail	2.3 Budget Breakdown	2.3 Cost (£0.00)
Printing costs	a) 50 copies collated policies etc; b) 50 copie	a) £500 plus b) £500 plus c) £750 plus d) £100	1850
Room hire			
Website development			
Publicity costs			
Printing costs			
Other			
2.4 Type of Activity	2.4 Type of Activity Detail	2.4 Budget Breakdown	2.4 Cost (£0.00)
Publicity costs	Banners, posters and leaflets to advertise me	Banners estimate £240 plus £60 for posters and leaflets	300
Room hire			
Website development			
Publicity costs			
Printing costs			
Other			
2.5 Type of Activity	2.5 Type of Activity Detail	2.5 Budget Breakdown	2.5 Cost (£0.00)
Other	a) stationery for meetings (flipchart paper, po	a) £40 plus b) 4 x £30	160
Room hire			
Website development			
Publicity costs			
Printing costs			
Other			

44. \* Total value of grant you are applying for:

4130

*Please note that the minimum value you can apply for is £1,000 and the maximum value you can apply for is £9000. Grant applications that are outside of this range will be automatically rejected.*

45. \* Please explain why this grant is needed:

We are a small parish with a limited budget. We used our grant last year to engage the whole community through publicity and consultation. The information from the meetings and the Survey, both quantitative and qualitative, was essential as a first stage in progressing the Plan, forming a secure platform on which to build the Plan. The Results document cost us £1,880 to print and circulate to every household, using most of our budget for this year. To progress the Neighbourhood Plan we now need to draw together the evidence base of current plans and policies in order to identify and fill the gaps.

*Please note that the answer given here is important in the grant assessment, and should explain what you hope to achieve.*

46. \* Please explain how it will help your NDP/NDO to move forward:

The grant this financial year will enable us to continue our public consultation to ensure that all members of the community have input into the proposals and opportunities. A crucial next step is to review sites within the settlement boundary (including those with current planning permissions) and to call for sites in general in order to understand availability. Design codes are seen by many residents as essential to maintain the aspect and feeling of Bleadon as a rural village.

47. \* If you are commissioning expert support, please give details of the name, qualifications and professional memberships of the person(s) you intend to use:

Graham Quick, retired Planning Policy Officer (North Somerset Council), Masters in Town Planning, ex-RTPI. Graham has worked in North Somerset Council's planning policy team for 32 years and has comprehensive knowledge of the documentation we require.

*Please do not insert a CV/CVs here - up to 50 words is sufficient.*

48. \* Please attach a supporting document for consultant/website costs here:

GrahamQuick-Quote\_for\_work\_on\_BNDP.pdf - 65.08KB

*You must include all the quotes from all the professionals/consultants you are thinking about using. Please compile these into one document to upload.*

\* Would you like to upload another document?

Yes  No

\* Please attach a supporting document for consultant/website costs here:

GrahamQuick-Quals\_and\_experience\_fo\_BDNP.pdf - 177.74KB

*You must include all the quotes from all the professionals/consultants you are thinking about using. Please compile these into one document to upload.*

\* Would you like to upload another document?

Yes  No

\* Please attach a supporting document for consultant/website costs here:

BleadonParishCouncil-NDP2019Grant\_application-Budget.pdf - 103.14KB

*You must include all the quotes from all the professionals/consultants you are thinking about using. Please compile these into one document to upload.*

49. \* Please indicate what category applies to your organisation:

- I am a Parish Council/Town Council  
 I am an incorporated forum and have a bank account with 2 signatories  
 I am an incorporated forum but do not have a bank account with 2 signatories but have a fund holder that meets the grant criteria  
 I am NOT an incorporated forum but have a fund holder that meets the grant criteria

**From time to time we'd like to send you information by email.**

\* Would you like to receive the quarterly Neighbourhood planning newsletter?



Yes

No

\* Would you like to receive relevant information about neighbourhood planning, events, funding opportunities and other items of interest?

Yes

No

\* Do you consent for us to use your data for the purposes of any research or evaluation which might be commissioned in respect of neighbourhood planning?

Yes

No

**Thank you for taking the time to complete the form and update your information. Please click "Submit" to complete.**

**Once you have clicked "Submit", you will receive an automated response from us, which will contain a link to your submitted application which you can save (by clicking "Print" at the top-right of the page and changing the "Print Destination" to "Save as PDF") or print for your records.**

By submitting an application you are providing us with data, including your personal details and those of the alternative contact. Locality, Groundwork (as grant administrator), our delivery partners and the funders of the programme (MHCLG) will use this data to process your application.

In submitting this application I declare that all the information provided is true and accurate. I understand that if the information provided is false or misleading, then this may invalidate my application.

**Please do not press the submit button unless you are ready to submit your complete application.**

**Once you have submitted this form you will not be able to make changes or submit this unique form again.**

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