

Agenda Item 4.



Prepared by: Katie Herr
Subject: AirS Scope for Neighbourhood Plan
Date: 19/11/19

Process so far.

Following the resolution to proceed with updating our Neighbourhood Plan on 14th October 2019, a meeting of councillors was scheduled so that a better understanding of the scope given by Action in rural Sussex could be obtained.

The meeting was attended by 8 councillors and Rita Williams (who is a member of the Neighbourhood Plan Review Group). Questions were answered regarding the CiL payments and the need to have an up to date plan due to the adoption of the Arun Local Plan.

The scope provided by AirS details all the sections and the assistance they can provide together with the cost. The cost of the full scope would be £17,565.50 with the survey costing £9,673.44 (both figures are excluding VAT). If certain aspects of the scope are not used the cost will be reduced accordingly. There may also be a cost reduction due to the CLT Housing Needs Survey covering some of the questions needed in the Neighbourhood Plan survey. Savings could also be made on combining the surveys in one return envelope.

All councillors have had time to view the scope, ask questions and fully understand the process involved in updating our Neighbourhood Plan. The benefits of updating plan have been discussed as well as the cost/time involved in doing so.

All councillors are aware of their involvement in the process and that AirS are not going to do the work for us, they are there to guide the process, provide the analysis of the survey, give advice and keep the project on schedule.

Again, more information is available on their website - <https://www.ruralsussex.org.uk/what-we-do/community-neighbourhood-plans/>

Grant Funding.

The overall cost involved in involving AirS in them guiding us can be partly funded by grants, provided by both Locality and Arun District Council. These will be applied for as part of the process and will be assisted

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by AirS. Faustina from AirS has stated that grants will need to be spent before the end of the financial year so they will be applied for in stages.

All groups undertaking a Neighbourhood Plan are eligible to apply for up to £9,000 in basic grant. Groups meeting the eligibility criteria are able to apply for additional grant of up to £8,000 (in addition to the basic grant). This will take the total amount of grant available to £17,000.

More details can be found via the below link

<https://neighbourhoodplanning.org/about/grant-funding/#basicgrant>

A maximum of £5k from Arun District Council which was a Full Cabinet decision on 19th June 2017 (REFERENCE NO: C/002/190617).

Arun District Council will provide grant funding of up to £5,000 per parish for any parish that is updating or creating a new Plan and will have reached a stage within 3 years (post Local Plan adoption) **where a Plan is proposing an appropriate scale of housing development**. This will be available following agreement of the methodology for the Non-Strategic site Allocation DPD and the indicative parish allocation figures. Please note that funding support by ADC is not a statutory requirement.

Decision

To decide if AirS will be instructed for the full scope offered.



Prepared by: Katie Herr
Subject: CLT Housing Needs Survey
Date: 19/11/19

Information

Angmering Community Land Trust approached Angmering Parish Council to co-fund a Housing Needs Survey for Angmering. The exact questions are still to be confirmed and agreed by all.

Not every neighbourhood plan needs a housing needs assessment and it is not a compulsory requirement. In many cases your neighbourhood will need an HNS if it has identified housing as an important issue for the neighbourhood plan to address. The assessment will help us identify the housing needs in the area and allow for the parish council to include this information in the neighbourhood plan and for the ACLT to use this information for future projects.

AirS have submitted a quote to ACLT and the price depends on the amount of respondents to the survey as well as confirming housing numbers. This information is commercially sensitive and as such has not been included as part of this report. The information has been sent to all councillors. Costs are approximate at the moment - £5,614.56 + VAT is the current quote. The cost, once both surveys have been written and confirmed may come down as certain questions will not need to be asked in both surveys.

The cost of this survey is stand alone and does not make up part of the scope given by AirS on the previous agenda item.

Decision

To decide if Angmering Parish Council will provide half the funds for the Housing Needs Survey.