

Tollesbury Neighbourhood Planning Committee

Scope of Work

1. Introduction

At the meeting on 29th March 2017, draft Terms of Reference for the Committee were considered, and subject to a couple of amendments, were approved. The Chairman also indicated that he wished to establish a timescale for work which is necessary to complete the Plan, and it was agreed for the next series of meetings to be topic/subject focused in order to establish draft policies supported by appropriate evidence. However, there was some debate about the scope of topics/subjects which ought to be considered, with differing views expressed. The Committee therefore decided it would be helpful to add a section to the Terms of Reference setting out the scope of the Committee's work. It is also a specific task in the Purposes section of the Terms of Reference to prepare a draft Scope for approval by the Parish Council.

2. Current Position

The Committee was established by the Parish Council in 2014, and has held regular meetings since November 2015. The attached Draft Scope of the work to be undertaken has therefore been drafted to reflect the work already undertaken and views (agreed or otherwise) as to what the scope should be. It also references the following documents and agreed actions:

- Guidance – Neighbourhood Planning published by Dept. of Communities and Local Government 6 March 2014
- Attendance at various village events in 2014 to seek the views of the parishioners – School Fete, Church Fete, Tollesfest, Woodup Pool Event.
- Public workshop held on 26th September 2015.
- Draft Vision for the Village and Parish of Tollesbury published by the Committee January 2016
- Established topic-focussed Groups agreed at Committee Meeting 19 November 2015
- Terms of Reference – Objectives and Purpose of the Committee agreed 29 March 2017

The Draft Scope also attempts to reflect the present uncertainty arising from the lack of an agreed MDC Local Development Plan, which would, if in place, provide the strategic background to the Neighbourhood Plan. This could be met by using existing information to estimate what the rural allocation for the Parish might be.

3. Scope of Work

3.1 Geographical & Demographic Scope of the Plan

- 3.1.1 The geographical scope of the Plan is coterminous with the formal Parish boundary, and thus includes areas of the Blackwater Estuary and wetlands.
- 3.1.2 The Plan will recognise the importance of areas within the village which are subject to planning constraints e.g. SSSIs, shore line, the existing village envelope etc.
- 3.1.3 The Committee will obtain key demographic data for the Parish (via the Rural Services Network and elsewhere) and establish what the potential impact might be in terms of future housing needs

3.2 Timing Scope of the Plan

The Committee will prepare the Plan and underlying Policies on the basis of information regarding the housing needs of the Maldon DC and other evidence available at the time of preparation. It also needs to be mindful that the Plan can include “what if” scenarios should requirements change over the period of the Plan

3.3 Stakeholder Scope of the Plan

The Plan will endeavour to establish and reflect the views of the residents within the Parish. It will also seek to take into account the views of those living outside the Parish who either work in Tollesbury or visit for leisure purposes. The Committee will establish appropriate mechanisms to gather and reflect views of non-residents

The Steering Group will display all documents on the website.

3.4 Village Assets and Activities To Be Included in the Plan

3.4.1 Housing and Building Development

- A.** This is the core function of the Plan. It will be informed by evidence obtained on needs e.g. the rural allocation included in the Local Development Plan (LDP) from MDC and Housing Needs Survey, but also have regard to the impact of the other assets and activities set out in further sections below. It should consider:
 - A no-development policy i.e. Do Nothing
 - A development policy based on a number of home/industrial units for which there is evidence of need
 - A development policy which envisages a significant change in housing/industrial requirements which may arise in the future but within the term of the Plan
- B.** Commission the production of a Landscape Character Assessment and Landscape Sensitivity / Capacity Study for the Parish, the purpose of which will be to help the Committee plan for change and understand what impact development could have on the

Parish. It will also help developers with site selection and the design of new development, and those assessing the impact of development. It will also provide a framework for decision-making that respects landscape character and local distinctiveness.

- C. Identify the development requirements for the village arising from the LDP and the Housing Needs survey
- D. Establish what impact of approved new developments not yet built will have on the numbers required, and any applications for new development which have not yet been decided
- E. Establish the potential impact of the Parish's demographics on future housing supply
- F. Identify all potential development sites within the Parish and assess the strengths and weaknesses of each site in terms of meeting-developed Policies, sustainability, impact on existing residents and rural aspects of the Parish. This will require an environmental assessment and a landscape visual assessment for each
- G. Identify how potential developments might address existing infrastructure issues e.g. car parking, perceived traffic congestion and school, sewage and surgery constraints
- H. Identify the perceived acceptability to residents of potential development(s)

3.4.2 Employment

- Establish current employment and unemployment levels of residents, and the proportion of employed residents who are based either inside or outside the village in order to provide evidence of need for live/work units and/or additional work units
- Identify employers based within the village and determine what their opportunities and constraints are for increasing employment, and whether there is any existing need to relocate to newly built premises within the Parish
- Review the potential economic issues for employers of moving businesses from older premises to newly built premises.
- Obtain views of employers on constraints which impact on employers based in the village e.g. vehicular access, broadband, ability to recruit
- Obtain views of employers on the opportunities which exist by being based in the village e.g. working alongside others in affiliated industries
- Obtain views of employers on whether the current housing supply impacts on their ability to recruit

3.4.3 Environment and Rurality

- Describe the existing rurality of the whole Parish, recognising the environment as a major asset of the village.

- Identify the network of access paths and bridleways including the sea wall
- Understand the potential of new developments to impact on the visual environment for people outside the Parish e.g. on the water
- Understand the value of the various components which make up the rural nature of the village, including agricultural land for food production, the marshes and wetlands for the environment and paths and hedgerows providing amenity for residents and visitors
- In relation to potential housing and industrial development sites, recognise that the use of any “greenfield site” will be a loss to the environment and that different greenfield sites may have different values

3.4.4 Tourism and Leisure

- Establish existing levels of tourism in the village and whether there are any unmet needs which could be met by building development
- Consider the potential impact of new opportunities to encourage tourism e.g. arising from the Marine and Coastal Act and how the village may benefit economically. Understand the impact of more people accessing the Parish and what additional needs may arise e.g. car parking
- Consider how the marine environment can be developed so as to encourage more sustainable tourism and leisure
- Identify the key existing leisure and amenity assets of the village, e.g. social groups, church graveyard, pub, Community and parish rooms, recreation ground, scout hut and develop Policies regarding how any developments may enhance or protect these.

3.4.5 Marine Environment

- Describe and form a policy recognising the economic and historical value of the marine environment (Tollesbury Harbour) within the Parish
- Develop a policy which identifies and records maritime assets to ensure that these are not lost when planning is undertaken by other statutory planning authorities
- This will also ensure that terrestrial and marine planning is integrated for the Parish
- Understand whether there are any housing or industrial developments which would benefit or detract from the marine environment

3.4.6 Infrastructure

- Develop a Policy which describes, addresses and develops solutions for traffic issues including access roads to the Parish, parking in village, speeding and issues relating to drop off / pick up at Primary School
- Assess the ability of the school to accommodate an increase in student numbers and understand how it will deal with potential constraints e.g. premises and staff recruitment

- Identify issues regarding the provision of water to the village and capacity of drainage and sewage treatment provision in relation to potential developments.
- Identify issues regarding the provision of electricity to the village in relation to potential developments.
- Assess the ability of the GP Surgery to accommodate an increase in patient numbers and understand how it will deal with potential constraints e.g. premises and staff recruitment

3.5 Funding

- Identify the funding requirements to undertake the work necessary to obtain all required evidence to support the Plan.
- Prepare applications and associated business cases for submission to the Parish Council for funding, sourced from either the Parish Council funds or via grants via My Community portal of the Department for Communities and Local Government.
- If the Committee decide to undertake site assessments and potentially recommend housing site allocations, to apply for additional funding support for 2017/2018.
- Regularly prepare appropriate budget and expenditure reports for the Committee, and to report progress to the Parish Council as required by the latter.