

Capel Neighbourhood Plan – project plan Dec 2021 to Dec 2022

Introduction

This project plan is based on the work completed so far by the parish council, working party and advisors. It now also includes Technical Support provided by AECOM primarily the development of Design Codes. It also includes options for further Technical Support through the national Neighbourhood Plan Support Programme delivered by Locality and supported by the government:

What support can I apply for?

The Government has allocated over £30m between 2018 - 2022 to support the development of neighbourhood plans or neighbourhood development orders. You can apply for grant funding and/or technical support if you are eligible.

Grant funding

If you're working on a neighbourhood plan or neighbourhood development order, you can apply for grant funding of up to £10,000. Further grant funding is available to groups meeting certain criteria.

[See grant funding](#)

Technical support

If you're facing complex issues such as allocating sites for development, you can apply for Technical Support where a specialist advisor will support you with specific issues or assessments.

[See technical support](#)



Please note that the support programme ends on 31st March 2022 but will potentially re-open in May/June 2022. There will be a short hiatus but hopefully funding and technical support will become available after early in the new financial year. Overleaf is a list of the key activities completed so far and on the following two pages (3-4) a timeline of the activities still to be completed in 2022.

Activities completed:

Activity	Description	Date	Follow up
Neighbourhood Plan (NP) area designated	Following a letter from the parish council, TWBC agreed the civil parish as the NP area.	February 2020	To establish a group to take forward the NP.
NP Working Party Terms of Reference	Parish Council terms of reference for working party including residents and parish councillors	May 2020	Residents invited to join working party.
NP Working Party	Working party established by parish council	Summer 2020	First actions to research including household questionnaire
Household questionnaire	Questionnaire distributed to every household 25% response rate	Autumn 2020	Results published in Vision document
Vision for Capel	Report based around the results of the questionnaire but also considering green belt protection (sustainable development), flooding issues and traffic.	December 2020	Local needs housing, green spaces and community facilities.
Policy intentions workshop	Developed a set of principles, objectives and policy intentions for inclusion in the draft plan.	July 2021	To feed into design codes and drafting of Neighbourhood Plan. Identified need to revisit Vision – Capel in 2040.
Housing Needs Assessment - AECOM	Commissioned in response to the concerns about local housing needs to be addressed in the NP but also in TWBC and developers' proposals for Capel garden village and Paddock Wood extension (Whetsted).	September 2021	Identified concerns over unaffordability of market homes for people on average + incomes and lack of affordable rent, shared ownership and smaller homes including for older people to downsize.
Place Check walkabouts	Informal walkabouts with the working party and AECOM team utilising the Place Check methodology.	October 2021	To look at examples of house and estate design up to and including the 21 st C in Capel to inform the Design Codes.

For tasks to be completed in 2022, see over ...

Project Plan (Gantt Chart)

Task	Description	Lead	Support	Dec	Jan 22	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Working party	Meets at least monthly	WP	Jim & Alison													
Set principles	Garden settlement and 'home-grown' principles for growth of community	Jim & Alison	WP then PC		WP	PC										
Establish objectives	Firm up objectives set out in Policy Intentions Workshop Report	Jim & Alison	WP then PC		WP	PC										
Agree structure of Draft NP	Firm up structure set out in PIWR	Jim & Alison	WP then PC		WP	PC										
Design Codes	Illustrated guidance setting out how whole settlements, new homes, infrastructure (physical & community), parking and open spaces should be designed in new developments.	Mark and Sheina (AECOM)	Jim & Alison, WP and PC	WP workshop	Site visits / ground truthing	Initial drafting of Design Codes	Joint visioning and design event (public)	Finalise and present design codes	Publish							
Joint Visioning and Design Codes event	Establish overarching vision and informing ongoing development of design codes.	Jim, Alison, mark & Sheina	PC, WP & residents		Invitation	Preparation	Event, write up	PC to sign off Vision								
Policy intentions	Complete policy intentions worksheets for emerging principles and objectives	Jim & Alison	WP subgroups then PC	Complete WP	Complete WP	Present PC	Present visioning and DC event									
Evidence	Gather evidence in support of policy intentions: <ul style="list-style-type: none"> Local Green Spaces Biodiversity Views Movement (transport) Community infrastructure Housing need 	WP and subgroups	Jim, Alison & PC	Ongoing		Initial work completed	Present to visioning and DC event	Completing assessments (mapping and worksheets completed)				All assessments completed and maps prepared for draft NP.				
Draft plan	Pull together vision, principles, objectives, evidence (context) and policies into a cohesive plan with supporting documents.	Alison	WP 'editorial team' & Jim				Ongoing	Ongoing	Complete							
Screening	Draft plan needs to be screened by TWBC for requirement (or not) to carry	TWBC							Submit Draft	Screen	Screen	Screening opinion received				

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	out Habitat Regulations and Strategic Environmental Assessment.								Plan to TWBC							
Finalise draft plan	Draft plan agreed by parish council for Pre-Submission Regulation 14 Consultation										Ongoing	Complete				
Consultation summary	A summary of the plan prepared for delivery to every household with response mechanism (paper and online survey)	Jim	Alison, WP & PC													
Pre-Submission Consultation	In line with the government regulations, a six week consultation period with residents, neighbouring areas, public bodies, landowners and developers.	PC	Alison, Jim & WP										Publish & consult (6 wks)			
Review consultation responses	Joint working formed with members from WP and PC facilitated by Jim & Alison	Jim & Alison	PC/WP													
Revise draft plan	Based on submissions, amend the draft plan.	Alison	PC/WP													
Prepare Consultation Statement	A statement setting out all the consultation / engagement so far but focussing on responses to Reg 14 Consultation	Jim	Alison & WP													
Prepare Basic Conditions Statement	Report setting out how the plan meets the requirements of the legislation / regulations and achieves sustainable development.	Alison	Jim, WP & PC													
Submit Reg 15 Plan	Revised plan and supporting documents submitted to TWBC for checking prior to Submission Reg 16 Consultation															
Meetings with TWBC	Liaison is essential to ensure that whatever the differences, dialogue remains open and transparent.	Jim & Alison	WP, PC			Meeting			Meeting			Meeting			Meeting	
Meetings with developers	Share vision, principles and objectives. Also Design Codes.							Meeting								

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Meetings with Paddock Wood Parish Council	Share approach, draft Design Codes (Paddock Wood) and then Capel				Meeting				Meeting							