

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 have 15 days to submit your application form.

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):

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

The overall objective is to create a Neighbourhood Development Plan for Peasmarsh Parish and to have that Plan made by the end of 2022. The District Council is currently preparing its Local Plan up to 2039 and is under considerable pressure from central government to substantially increase its potential housing stock. The aim is for our Plan to identify how Peasmarsh should develop over the next two decades, identifying potential sites for development, setting out what the implications are for utilities, roads/transport and services. The Plan will also set out a design code to ensure that future development is compatible with the existing parish ambiance. The parish is a rural one : it is entirely under the umbrella of the High Weald AONB, has substantial areas of Ancient Woodland / PAWS and part of the parish is within the flood plain of the River Rother. The Plan will therefore have to take particular account of environmental issues. The parish is also a relatively deprived one so the Plan will also have to ensure that future development provides adequate low-cost housing and create – as far as possible – attractive conditions for additional employment opportunities.

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

4. * 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.

5. * 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

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

Yes No

**** Technical support is provided by one of our delivery partners such as AECOM, RICS, Intelligent Plans and Examinations etc.**

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 CABE 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 East England - LPA:

- Adur
- Arun
- Ashford
- Aylesbury Vale
- Basingstoke and Deane
- Bracknell Forest
- Brighton and Hove
- Buckinghamshire
- Canterbury
- Cherwell
- Chichester
- Chiltern
- Crawley
- Dartford
- Dover
- East Hampshire
- East Sussex
- Eastbourne
- Eastleigh
- Elmbridge
- Epsom and Ewell
- Fareham
- Gosport
- Gravesham
- Guildford
- Hampshire
- Hart
- Hastings
- Havant
- Horsham
- Isle of Wight
- Kent
- Lewes
- Maidstone
- Medway
- Mid Sussex
- Milton Keynes
- Mole Valley
- New Forest
- Oxford
- Oxfordshire
- Portsmouth
- Reading
- Reigate and Banstead
- Rother
- Runnymede
- Rushmoor
- Sevenoaks
- Shepway
- Slough
- South Bucks
- South Oxfordshire
- Southampton
- Spelthorne
- Surrey
- Surrey Heath
- Swale
- Tandridge
- Test Valley
- Thanet
- Tonbridge and Malling
- Tunbridge Wells
- Vale of White Horse
- Waverley
- Wealden
- West Berkshire
- West Oxfordshire
- West Sussex
- Winchester
- Windsor and Maidenhead
- Woking
- Wokingham
- Worthing
- Wycombe

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. * As also requested in the Expression of Interest form, please find the percentage of deprivation in your area by copying and pasting this link into your browser, and use the 2019 data: http://dclgapps.communities.gov.uk/imd/iod_index.html

This will help us to establish what issues/challenges you might face.

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)

Progress on Your Neighbourhood Plan

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

The group was created in February 2021. It currently consists of 14 volunteers and operates under Terms of Reference agreed with Peasmarsch Parish Council. To date it has created its own website, a Facebook page and a NextDoor group. Rother District formally adopted the parish as a Neighbourhood Area towards the end of March. Two surveys are currently being prepared : one for individuals [final draft stage] and one for businesses [early draft stage], the objective being to issue them in June in advance of a first Public Consultation drop-in event in the memorial hall over the weekend of July 3 and 4.

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 2021

May 2021

Jun 2021

Jul 2021

Aug 2021

- Sept 2021
- Oct 2021
- Nov 2021
- Dec 2021
- Jan 2022
- Feb 2022
- Mar 2022
- Apr 2022
- May 2022
- Jun 2022
- Jul 2022
- Aug 2022
- Sept 2022
- Oct 2022
- Nov 2022
- Dec 2022
- Jan 2023
- Feb 2023
- Mar 2023
- Apr 2023

21. * Has the referendum been arranged?

Yes No

Please note, owing to COVID-19, all neighbourhood planning referendums that have recently been cancelled, or are scheduled to take place, between 16 March 2020 and 5 May 2021 are postponed in line with the [Local Government and Police and Crime Commissioner \(Coronavirus\) \(Postponement of Elections and Referendums\) \(England and Wales\) Regulations 2020](#) until 6 May 2021.

If you are modifying a Made plan and you are not yet sure if your plan requires a referendum, please select "No" here.

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
- 2020
- 2021

* 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

* If other, please specify:

(Maximum 25 words)

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

Yes No

* How many houses (in total) are allocated in the Local Plan or emerging Local Plan to the neighbourhood area?

50

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

Yes No Not sure yet

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

2

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

The Local Plan to 2028 [adopted in September 2014] allocated 50 houses to Peasmarsh. The associated DaSA [adopted December 2019] then allocated a total of 56 houses. The emerging Local Plan is to 2039 and the emerging Peasmarsh Neighbourhood Development Plan is to the same year. It is understood that the government wants to double the Rother allocation relative to the previous one so the working assumption at this stage is that Peasmarsh will have to provide at least a further 50 houses between 2028 and 2039 despite being totally within the AONB. Being within an AONB means that large developments are inappropriate and should ideally be no more than 20 houses per site. On that basis, the working assumption is that Peasmarsh will have to allocated 2 or 3 sites.

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)

The results of the first public survey will only be available in July 2021 but the parish is rel

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?

Too early to say

Yes

No

Too early to say

* If you are unsure if there is a need for affordable housing for sale, but you are still considering bringing it forward, are you actively investigating the need?

Yes No

* Please can you evidence how you are investigating this need (e.g. through housing needs assessment or gathering other evidence that will help you establish local housing need)?

The first public survey, which is currently being prepared and is expected to be issued in mid-June, will include a specific question designed to see whether affordable housing is, as suspected from informal comments, required in the parish. If the result is indicative of the need then a formal housing needs assessment will be commissioned.

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

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

Yes No

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:

3

* What do you already know about the sites?

During the preparation of the DaSA for Rother's current Local Plan various sites were investigated by the parish. The ones which were not chosen for the DaSA are understood to still be available – there has certainly not been any development on them – but this will only become clear when the call for sites is made later this year.

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?

Yes

Yes

No

Too early to say

* Please provide more information about the site(s)

The sites understood to still be available [see previous answer] are convenient for the Jempsons complex which is the de facto hub of the village, being the only store, the filling station, the post office and the location of the only ATM.

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

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

Yes No

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

The parish has the small village of Peasmarsh at its core. Being right on the boundary with Kent it has a character which is a mix of the two counties' styles so it is important that future development adopts a similar style. The objective is for the emerging Neighbourhood Development Plan to include at least a Design Statement and possibly an initial Design Code to ensure that the character of the village is maintained as far as possible.

Additional Information II.

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

High level skills
Medium level skills
Low level skills

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

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?

Considerable staff time
Some staff time
Limited or no staff time

* If support is available, please provide details on which groups/organisations are supplying it:

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
Environmental Impact Assessment
Evidence Base and Policy Development
Facilitation for designated neighbourhood forums and/or groups in deprived areas
Habitat Regulations Assessment
Housing Needs Assessment
Masterplanning
Plan Health Check
Site Options and Assessment
Site Viability
Strategic Environmental Assessment
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.

Grant Support

All neighbourhood groups can apply for grants of up to £10,000 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 £28,000 in total over the duration of your plan development.

NB: **Applications must be between £1,000 and £10,000 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 £10,000 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 2022) 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:

2021-06-07

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 2022.

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

2022-03-31

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, 2022).

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.**

If you are a Parish or Town Council, please remove VAT from your budget breakdown. This is because you (as a form of local government) are able to re-claim VAT from HRMC under notice 749

<https://www.gov.uk/guidance/local-authorities-and-similar-bodies-notice-749>

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 £10,000. 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 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	Hire of the memorial hall for public consultation:	6 days at £75 per day 10 meetings at £15 per meeting 5 meetings at	775
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	The website has been developed by internal res	Survey software [SurveyPlanet] annual fee is US\$180 which equates	155
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)
Publicity costs	The local supermarket has donated a noticebo	1 header board at £90 3 secondary boards at £50 1 banner at £95	335
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)
Printing costs	Printing of flyers and survey documents	2000 flyers at 16p each 600 personal surveys at 40p each 100 busin	610
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 static traffic monitor will be essential to monitor

TagMaster Traffic Radar at £2,766.50 Refreshments at three consults

3466

Room hire
Website development
Publicity costs
Printing costs
Other

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

5322

Please note that the minimum value you can apply for is £1,000 and the maximum value you can apply for is £10,000. Grant applications that are outside of this range will be automatically rejected.

45. * Please explain why this grant is needed:

There are no other sources of funding available and, as explained previously, the parish is in a relatively deprived area.

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:

This is the first year of a two year programme to create a Neighbourhood Development Plan for the parish. The grant will ensure good communication with all stakeholders, ensuring that as many voices as possible are heard in the development of the thinking behind the emerging plan. One of the biggest issues in the village itself is the density and speed of the traffic. This needs to be determined accurately in order to open discussions with the relevant authorities. One option would be to pay the DoT but the more cost efficient would be to buy the monitor included in the budget.

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

SP_Pricing13646.jpg - 671.45KB

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

49. * Are you incurring any additional costs related to coronavirus (COVID-19)?

Yes No

53. * Please indicate which 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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