



# Penrith Town Council

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DATE: 3 December 2018

Dear Councillor

You are hereby summoned to attend the:

## **MEETING OF THE TOWN COUNCIL**

to be held on:

Monday 10 December 2018 at 6:00 pm Room 2, Parish Centre,  
St Andrews Place.

A handwritten signature in black ink, appearing to read 'V. Tunnadine'.

Mrs V. Tunnadine

### **TOWN CLERK**

*(Please Note: Under the Openness of Local Government Bodies Regulations 2014 this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public)*

*When it is proposed to consider the following business:*

# **AGENDA FOR THE SPECIAL MEETING OF THE TOWN COUNCIL MONDAY 10 DECEMBER 2018**

## **1. Apologies**

To receive apologies for absence.

## **2. Interests & Dispensations**

To disclose member's interests in matters to be discussed and to decide requests for dispensations.

*To receive any declarations of interest by elected or co-opted Members of any disclosable pecuniary or other registrable interests relating to any items on the agenda for this meeting and to decide requests for dispensations. Members are reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered*

*Note: If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the clerk in advance of the meeting.*

## **3. Public bodies (admission to meetings) act 1960**

To consider whether any items should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

## **4. Draft Neighbourhood Development Plan – Regulation 14 Consultation**

To note and approve the draft Neighbourhood Development Plan to be published for the statutory Regulation 14 pre-submission consultation.

## **5. Next Meeting**

To note the next meeting is scheduled for 28 January 2019.



# Penrith Town Council

**SPECIAL COUNCIL 10 DECEMBER 2018**

## **DRAFT NEIGHBOURHOOD DEVELOPMENT PLAN – REGULATION 14 PRE-SUBMISSION CONSULTATION**

**AUTHOR:** Rosalyn Richardson –  
Deputy Town Clerk

**SUPPORTING MEMBER:** Councillor Peter Baker –  
Chairman of  
Neighbourhood Plan  
Group

**ITEM NUMBER: 4**

### **RECOMMENDATIONS**

The Council is asked to note and approve the Draft Neighbourhood Development Plan to be published for the statutory Regulation 14 pre-submission consultation.

#### **1. LAW: LINK TO COUNCIL FUNCTIONS**

<b>SUBJECT</b>	<b>LEGISLATION</b>
Neighbourhood Development Plan	The Neighbourhood Planning (General) Regulations 2012  Localism Act 2011

## **2. LINKS TO COUNCIL PRIORITIES**

Production of a Neighbourhood Development Plan links to the Council priorities of Health and Wellbeing, Economic Development and Growth.

## **3. BACKGROUND**

- 3.1 The Localism Act 2011 gives Parish and Town Councils and other relevant bodies the power to prepare statutory Neighbourhood Development Plans (NDPs) to help guide development in their local area. When adopted or formally approved (made), the NDP will form part of the statutory development plan for the Penrith parish area.
- 3.2 Early in 2017, Penrith Town Council consulted residents of Penrith to find out their views of the town and how they might wish the town to develop in the future.
- 3.3 A Neighbourhood Plan Group was formed which comprises of Town Councillors and representatives from: environmental groups, the secondary schools, Newton Rigg as part of Askam Bryan College, Penrith Chamber of Trade, Penrith BID, Cumbria Youth Alliance, Churches Together and Arts organisations. The group has been supported throughout the process by Michael Wellock from Kirkwells Town Planning Consultants.
- 3.4 Following the initial consultation, the comments received from the public were considered and formed the basis of the policies and supporting actions contained within the draft NDP.
- 3.5 Research was also undertaken to gather evidence from a variety of sources such as GPs, Dentists, schools, Cumbria County Council, Centre for Sustainability etc to inform the document. Following receipt of a grant from the Community Housing Fund, a Housing Need Survey was carried out by the Housing Department of Eden District Council on behalf of the Town Council.
- 3.6 Over the last fifteen months the group have met on 11 occasions to develop and refine policies. A second consultation was undertaken for 6 weeks during June and July this year, to confirm whether the draft NDP had covered all the issues initially raised, and that the group had developed corresponding policies and supporting actions where these were applicable. As a result of the consultation, and with advise of our

Planning Consultant, the draft NDP has been reviewed, amended and a final draft produced.

- 3.6 The next stage in the process is to undertake the statutory Regulation 14 pre-submission consultation and publicity. This is a formal 6 week public consultation period. The plan will be reconsidered by the group and revised accordingly before being submitted to Eden District Council. EDC have to consult with the public for a further six week period.
- 3.7 The Neighbourhood Planning (General) Regulations state that:
- ‘14. Before submitting a plan proposal to the local planning authority, a qualifying body must—
- (a) publicise, in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area—
    - (i) details of the proposals for a neighbourhood development plan;
    - (ii) details of where and when the proposals for a neighbourhood development plan may be inspected;
    - (iii) details of how to make representations; and
    - (iv) the date by which those representations must be received, being not less than 6 weeks from the date on which the draft proposal is first publicised;
  - (b) consult any consultation body referred to in paragraph 1 of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a neighbourhood development plan; and
  - (c) send a copy of the proposals for a neighbourhood development plan to the local planning authority’.
- 3.8 Following Council’s approval of the draft NDP, some additional work may be required on formatting prior to the document being released for consultation.
- 3.9 An easier to read summary booklet will be produced summarising the objectives, policies and supporting actions of the NDP. This booklet together with a response sheet and pre-paid envelope will be sent to all households within the parish boundary of Penrith. Everyone will be encouraged to access and read the full document which will be available on-line and in various locations within the town.

3.10 Press releases and social media posts will publicise the consultation and we will be holding drop in sessions for the public to meet the Town Council team, ask questions and have their say on the draft Plan.

#### **4. FINANCE IMPLICATIONS**

Penrith Town Council has already agreed a budget for the Neighbourhood Plan in the knowledge that this consultation would be costly due to the need to send it to all households, businesses, community groups etc within the parish of Penrith as well as the statutory consultees. The costs can be met from the budget set aside for this purpose.

#### **5. RISK ASSESSMENT**

<b>Risk</b>	<b>Consequence</b>	<b>Controls Required</b>
Confusion between the NDP and EDCs Masterplan	Residents and businesses do not understand or accept the NDP	Clear open and transparent communication using various methods
Summary document is not written in plain English making it difficult for the layperson to understand	Poor response from residents	Document needs to get out to as many people as possible as quickly as possible
Drop in sessions are not accessible	Poor attendance by the public	Drop in sessions need to be held in a variety of venues and at times suitable for a variety of people

#### **6. APPENDICES ATTACHED TO THIS REPORT**

Draft Neighbourhood Development Plan

## **7. BACKGROUND PAPERS**

None

## **8. OFFICER CONTACT DETAILS**

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