

# Support packages for Neighbourhood Development Plans

## ABOUT COMMUNITY FIRST OXFORDSHIRE

Community First Oxfordshire (formerly known as Oxfordshire Rural Community Council) is a community support charity. We have long-standing expertise assisting communities on the issues and projects that matter to them. From consultation and engagement strategies to direct advice on multiple topics, our approach is based on helping communities to help themselves.

## OUR NEIGHBOURHOOD PLANNING APPROACH

CFO believes that communities can produce a Neighbourhood Development Plan (NDP) using their own expertise and capacity, with support and guidance from CFO's team of specialists (which includes planning experts).

Since 2014, CFO has supported 22 Neighbourhood Planning Groups. Our support has ranged from full consultancy support on all aspects of a Neighbourhood Plan (project planning, sustainability appraisal scoping, policy drafting, Environmental Report, Basic Conditions statement, Statement of Community involvement, consultation strategies etc.) to bespoke housing and infrastructure surveys. Our service is underpinned by excellent working relationships with the relevant Planning Authority.

## HOW MUCH DOES OUR NEIGHBOURHOOD PLANNING SERVICE COST?

Support for NDPs and other localism tools (Community Right to Build Order, Neighbourhood Development Order) typically ranges from £11,000 to £20,000+.

Community First Oxfordshire is happy to structure support as appropriate for your community. A support package may include the following:

- Project Management
- Attendance at Steering Group meetings
- Support and advice via telephone or email, examples of Good Practice, up to date briefing documents
- NP document templates
- Review of drafts
- Design of community consultation strategies
- Liaison with District Council
- Facilitation of community engagement events/ meetings
- Sustainability Appraisal Scoping Report
- Production of complete NDP pre-submission and submission documents:

- Environmental Report
- NDP policies
- Consultation and Basic Conditions Statements
- Basic Conditions check of documents for compliance with NP regulations
- Community consultation survey- *includes: content advice, design, data entry, research and production of report*

We can offer a fixed price/ fixed deliverables support package, where you choose from the elements above. Or we can offer a framework agreement under which individual pieces of support can be “called off” by exchange of email. This enables the steering group to manage its workload and have support on hand without risk of cost over-runs.

The process also requires timely inputs from the Steering Group at key stages, for example:

- \* Meetings with Local Authority
- \* Sustainability testing
- \* Develop NDP policies in plain English
- \* Review drafts and approve documents
- \* Open meetings to engage the whole village with input from Community First
- \* Final edits and any design work for submission and referendum documents
- \* Responsibility for sign-off of the NDP documents remains with the steering group.

### **Why choose Community First Oxfordshire?**

**‘CFO has offered us valuable guidance and mentoring throughout the Neighbourhood Plan process as well as designing our own policies. Working with CFO has been a rewarding experience as without their guidance, it would have been virtually impossible to reach our objective. We have no hesitation in recommending CFO to any organisation who may require their expertise.’**

*Brize Norton Neighbourhood Plan Steering Group*

**‘CFO’s advice was sound, encouraging and clear. I have no hesitation in recommending the services of the CFO to any community that is contemplating a Neighbourhood Development Plan.’**

*Drayton Neighbourhood Plan Steering Group*

**‘As a community volunteer running a Neighbourhood Plan in South Oxfordshire, the support provided by CFO has been a life-line.’**

*Warborough and Shillingford Neighbourhood Plan Steering Group*

**‘Working with CFO has been a very positive experience. We have been impressed with the quality of advice we have received and the expertise they have brought to both public meetings and meetings with fellow professionals. We would have no hesitation in recommending CFO to other organisations.’**

*Long Wittenham Neighbourhood Plan Steering Group*

**‘CFO’s work in running training workshops to de-mystify the Sustainability Assessment part of the Neighbourhood Plan process proved invaluable.’**

*Berinsfield Neighbourhood Development Plan Team*

## **Meet the Community First Oxfordshire Team**

### **Tom McCulloch – joint Chief Executive**

Tom has a Doctorate from the London School of Economics, and a Master's degree in Sustainable Rural Development. Tom oversees CFO's Community Led and Neighbourhood Planning (NP) activity. He has helped build CFO into the 'go to' local organisation for communities seeking high quality NP support throughout the NP process, including survey techniques, quantitative analysis, consultation strategies and project management. This is underpinned by the maintenance of excellent relationships with Local Authorities, to ensure consistency of advice and compliance of NP aspirations with Local Plans. Tom is also a board member of the Cherwell Community Land Trust and has led on research for the Oxfordshire Rural Housing Partnership, delivering studies on 'Improving Delivery on Rural Exception Sites' and 'Private Rental Affordability Modelling'.

### **Fiona Mullins – Development Project Manager**

Fiona works with CFO to support thriving communities. She has a Master's degree in Public Policy from Princeton USA, and undergraduate degrees in Economics and English Literature. Her work at CFO has focused on Community-Led and Neighbourhood Planning. Previously, Fiona was Research and Intelligence Team Leader at Oxfordshire County Council, managing demographic and socio-economic analyses and presenting research data to inform policy and service delivery. Fiona is also Trustee of a local Community Centre and an initiator of a neighbourhood time-bank scheme.

### **Dr Andrea Pellegram – MRTPI – Community First Associate; Director of Andrea Pellegram Ltd**

Andrea has 30 years experience working in town planning in England. She has undertaken a number of roles including: planning director in a district council, head of minerals and waste planning in a county council, private sector planning applicant for major schemes, planning inspector, trainer and coach for local councils in planning, and has worked in regional and port planning.

### **Hilary Lombard – Community and Neighbourhood Planning Mobiliser**

Hilary has joined CFO as a Community and Neighbourhood Planning Mobiliser. Her role is to work with local communities to develop both Neighbourhood Plans and Community Led plans. In her previous roles, she has worked in both the voluntary and statutory sectors both in urban and rural settings. She has a wide experience of community engagement, involvement and development and is an experienced trainer in community development issues. She has also worked as a senior manager in a local authority strategy and policy unit and has been a Trustee of a national community development organisation.

*For a discussion about how CFO can help your community achieve a  
Neighbourhood Plan, please contact:  
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