

## **Appendix 1**

### **Debenham's Neighbourhood Plan Development Process**

#### **Timeline**

In 2013 Debenham Parish Council established a group comprising local people to create a Neighbourhood Plan for the village. The purpose of the Plan is to ensure that people living and working in the village can have their say about how their community should develop over the next 18 years. To date, the group has:

- \* organised presentation/drop-in sessions for local residents and businesses at Debenham Leisure Centre and Coopersfield;
- \* created new website pages for public access to all matters relating to the Neighbourhood Plan;
- \* arranged for the delivery of information/comment cards to every household in the village; and distributed letters to individual businesses;
- \* created 6 themes from the main areas of interest and concerns raised, organised displays with village photos of the aspects of the draft themes and established working groups to explore the themes;
- \* in partnership with Community Action Suffolk and MSDC, undertaken a housing needs survey for the village;
- \* commenced a dialogue with other parishes, on matters of mutual interest;
- \* created a steering group for the Plan comprising local volunteers and Parish Councillors;
- \* secured a significant grant to help fund the development of the proposed Plan;
- \* undertaken three comprehensive online surveys of residents, the young and businesses, seeking views on a raft of subjects;
- \* gained statutory approval from MSDC for the defined area for the Neighbourhood Plan;
- \* created a Landscape Character Assessment of the village to guide potential development;
- \* joined the MSDC/Babergh NP Networking group to learn from other villages creating plans; and
- \* identified a need/wish list from the community of physical assets and new facilities required, or desired, with any future significant development;

\* appointed consultants to work alongside MSDC's critical friend and the Parish Council to create the relevant policies for the community; and,

\* with the assistance of Locality funding, appointed consultants to undertake site assessment suitability on the seven sites identified through MSDC's 'call for sites' exercise.

(Details of the outcomes from these actions can be found in the Master Consultation and Meetings Files in the supporting information, together with Parish Council, and Neighbourhood Plan Steering Group agendas, minutes and meeting notes, and examples of some of the theme groups administration.)

The timeline for the process has been as follows:

<b><u>Date</u></b>	<b><u>Actions</u></b>
Sept 2012	PC approves Strategic Planning Process principle.
Feb 2014	Research into previous Village Appraisal. PC approves a strategic planning process and agrees to the production of a Neighbourhood Plan. (NP). Research undertaken into other NPs. Advice sought from MSDC. Attendance at NP seminars. PC establishes the NP Committee with delegated authority and budget.
June 2014	Two Public Meetings held at DLC and Coopersfield. General comment and invitation cards delivered to all households. Letters delivered to all businesses. Local organisations, clubs and societies visited to explain NP.
July 2014	PC establishes NP Steering Committee.
Aug 2014	Press campaign in Diss Express and EADT.
Sept 2014	In association with Community Action Suffolk and MSDC, a housing needs survey undertaken. Parish boundary approved by MSDC as 'defined area'. Locality budget secured.

	Discussions held with neighbouring parishes. Initial analysis completed from public meetings and comment cards. Draft vision approved as working title. Six themes identified...Planning & Housing, Leisure & Recreation, Education & Health, Business & Commercial and Environment & Transport.
Jan - June 2015	Six theme groups established including key personnel from the village. Meetings with other NP groups across Suffolk, Planning staff at MSDC, potential consultants, Lavenham, Rendlesham and Mendlesham reps. Meetings with schools to explain NP process.
Sept 2015	Three online surveys created, for residents, the youth and businesses.
Nov 2015	Surveys launched, and extended to 31/01/16.
Dec 2015	Leaflet drop to all households encouraging participation in surveys. Hard copies of survey sent out to household requests.
Feb - April 2016	Analysis of surveys undertaken. Since the establishment of the NP Committee and Steering Group there have been 12 meetings together with approximately 18 theme group meetings. (Examples of the agendas, minutes and notes can be found in the supporting information.)
June - Sept 2016	Six meetings with MSDC reps, and Critical Friend.
Oct 2016	First draft Neighbourhood Plan developed.
Nov 16 - Jan 2017	Further drafts developed.
Jan 2017	Meeting with Critical Friend to refine policies. Appointment of Planning Consultant to report on emerging Plan. Consultant reviews draft Plan with recommendations.
Feb - May 2017	Further drafts of NP created.
June 2017	Meetings with Consultant, Critical Friend, and

	MSDC. Parish Council debates Draft Neighbourhood Plan.
July 2017	Parish Council posts draft Plan on website.
September 2017	Parish council secures Locality funding to undertake site assessments.
October 2017	AECOM draft report on sites' suitability Received, approved by PC.
November 2017	PC approve version 31 Draft NP, for further Informal discussion with consultant and MSDC. Approval also given for the establishment of sub committee to manage consultation period in early 2018.

Steve Palframan  
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