

Neighbourhood Planning Design Coding

Service Level Agreement

September 2021



1. The Agreement

This Agreement is between:-

a) Herefordshire Council's Neighbourhood Planning Team, and

b)

Parish Council

2. Introduction and Purpose

• Introduction

The National Model Design Code (NMDC) forms part of the Planning Practice Guidance (PPG) and explains the 10 characteristics of good design. Herefordshire Council have produced a set of guidance notes and templates to assist your community to produce a design code for your parish.

Herefordshire Council are encouraging all parish councils with their local communities to produce a design code as part of their neighbourhood plan review. A named officer from the Neighbourhood Planning team will be able to offer support and advice as you work to establish the background context information, the community engagement and survey phase and the production of your Design Code.

• Purpose

The purpose of this Agreement is to form a working relationship between the Parish Council and Herefordshire Council and to confirm:-

a) The level and extent of the technical advice and guidance that Herefordshire Council will provide;

b) How the Parish Council will aim to progress their Design Code as part of their Neighbourhood Development Plan.

3. Memorandum of Agreement

This **Agreement** is between:-

Herefordshire Council (namely the Neighbourhood Planning Team Leader), and

Parish Council

(namely the Chairman of the Parish Council)

Signatories:-

a)

Herefordshire Council's Neighbourhood Planning Team Leader.

b)

Chair on behalf of Parish Council.

This Agreement will commence on:

4. Roles and Responsibilities

• Background and context

As the encouragement is to produce a Design Code as part of a Neighbourhood Development Plan review, the details of NDP support and process is not repeated here and is contained within the Neighbourhood Planning Service Level Agreement.

This will outline the specific support for the Design Code element.

• Technical advice and support

Herefordshire Council will:-

Topic	Advice and support			
Published advice	Provide on its neighbourhood planning website:- https://www.herefordshire.gov.uk/neighbourhood-planning/design A comprehensive information base in respect of the legislation and procedures involved. National Model Design Code (NMDC) Links to design coding national advice A set of guidance notes, templates and worksheets to issue in the process of evidence data collection and producing a Code			
Professional advice	Provide a named officer as the first point of contact for advice and technical support. The Support Officer contact in this case is: - <table border="1" data-bbox="443 1245 1222 1467"><tr><td data-bbox="443 1245 1222 1323">Name:</td></tr><tr><td data-bbox="443 1323 1222 1402">Telephone:</td></tr><tr><td data-bbox="443 1402 1222 1467">Email:</td></tr></table>	Name:	Telephone:	Email:
Name:				
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Initial meeting	At the request of the parish council, the named support officer will attend an initial meeting to provide an overview of the Coding process. This advice will cover: <ul style="list-style-type: none">• The scope and coverage of the Design Code;• The relationship between the Design Code and the NDP;• The relationship between the Design Code, the Countywide Code and the NMDC;• The procedure to follow;• The 10 characteristic of well designed places;• The context setting and evidence gathering;• Methods of consultation and engagement;• Guidance notes and templates available.			

Topic	Advice and support
Provision of background data/evidence	<p>At the request of the Parish Council, the support officer will provide and/or direct to the appropriate source:-</p> <ul style="list-style-type: none"> • Links to research data; • Access to LDF evidence base data; • Maps showing constraints data; • Other appropriate data the Council holds.
Professional advice and assistance	<ul style="list-style-type: none"> • Provide conformity advice and up to date information on the Herefordshire Local Plan - Core Strategy policies; • Assistance with methods and processes of consultation; • Up to date information on any grant and funding available; • Provide comments to emerging drafts.
Draft Neighbourhood Development Plan prior to submission	<p>Provide advice and support in relation to:-</p> <ul style="list-style-type: none"> • Suitability of the Design Code in relation to the NMDC; • Compatibility with the countrywide code and national code; • Conformity with legislative requirements; • Conformity with OS mapping requirements (copyright); • Conformity with web accessibility requirements.

Herefordshire Council will not offer support/assistance in the following areas:-

- Writing Documents;
- Undertaking primary survey work;
- Attend every meeting/consultation event organised;
- Direct financial support.

5. Obligations for the Parish Council

The Parish Council will:-

Following agreement by the Council of the Neighbourhood Area
<p>Establish a steering group to develop the Design Code with a clear reporting link to the Parish Council via a Terms of Reference.</p>
<p>Arrange an initial meeting of the Parish Council/steering group and invite the support Planning Officer from the Neighbourhood Planning team.</p>
<p>Prepare a Project Plan for the preparation of the Design Code.</p> <p>The Project Plan would include:-</p> <ul style="list-style-type: none"> • An indicative timetable for completion of the Neighbourhood Development Plan; • The provision of regular updates on progress to the Council via your Neighbourhood Planning Support Officer; • Programme discussions with the Support Officer at the stage of preparation of the Draft Code.

Following agreement by the Council of the Neighbourhood Area

Draft Code

- Ensure that sufficient community engagement is undertaken to demonstrate baseline data is locally agreed;
- Send a copy of the draft code to support officer for review;
- produce a consultation statement highlighting how the local community have been involved and influenced the decision making.

Final Code

- Provide a digital copy of the final code to the Neighbourhood Planning team.