

Neighbourhood Planning
Guidance Note 17

Using Ordnance Survey based mapping

July 2013 - revised June 2015



Maps are an important component of the Neighbourhood Planning process, whether utilised for consultation events or within your final plan, this guidance note will help you to obtain the necessary Ordnance Survey licence requirements, explain how to obtain maps, advise you on what maps are required for your NDP and advise where to get advice on annotating them to show your policy details

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Using Ordnance Survey based mapping

The use of maps at all stages of the Neighbourhood Planning process will help bring your document or consultation event to life. People often relate better to maps or pictures, and can express their feelings about an area with the aid of a map easier, than with just the written word.

Maps are necessary within your plan as there is a requirement to include them within your submission document. More information on this requirement is contained throughout this document.

Herefordshire Council are able to supply some maps free of charge, other maps can be obtained through Hoople Ltd at a cost. A list of maps the Neighbourhood Planning team can supply to you free of charge is detailed later in this guidance note. Hoople costs are contained in Appendix 2.

When will you require a map?

Neighbourhood Area

The first stage of a Neighbourhood Development Plan is defining your Neighbourhood Area, this is the area your plan is going to cover. We are advising parishes to follow their parish boundaries, although you may wish to consider joining with a neighbouring parish(es). Further guidance on the designation of a Neighbourhood Area can be found in 'Guidance Note 3 – Getting started'.

A map showing your Neighbourhood Area is required as part of the application under the Regulations. [Application forms](#) and more details are available on the web. Herefordshire Council will then use this information to produce site notices and later decision documents for your Neighbourhood Area. An example of a site notice is included in Appendix 1.

Consultation and engagement

Maps are important when you start exploring the possible options for policies and proposals within your draft plan. Maps are often invaluable during any consultation events and many engagement techniques benefit from the use of maps. 'Planning for Real'[®] for example can make use of

large scale maps of the village or parish enabling the community to place comments and suggestions in the appropriate places on the map.

Maps will potentially be needed within draft consultation documents or draft plans, especially those which outline such things as, potential housing, employment or community sites, settlement boundary lines and any areas for protection such as recreation, green space or important local buildings.

The plan

When your plan is submitted to Herefordshire Council at Regulation 16 Submission stage it will need a number of things to support it, one of which is a map identifying the area to which the plan relates (the designated Neighbourhood Area) this can be obtained through your Neighbourhood Planning support officer. Further details are available on Checklist [NDP1](#) and [NDP2](#).

Your Neighbourhood Development Plan also needs to include a 'policies (formally proposals) map'. A policies map shows:

- 'site allocation'; areas of land that have been allocated for specific uses, and
- 'site related policies'; areas to receive protection from development including local, national and international environmental designations.

These should link to the written policies within the plan and the boundaries of the sites shown on the map. Policies maps will be familiar to many as the maps that have accompanied the Unitary Development Plan and previous development plans. Once adopted, the details on your policies maps will be used in determining planning applications and other council functions such as land searches.

Obtaining Ordnance Survey maps for annotation

Mapping therefore will be an important element within the process of developing your plan and there are many ways of obtaining the necessary maps you require.

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Public Service Mapping Agreement (PSMA)

Parish Councils will need to sign up to Ordnance Survey's Public Service Mapping Agreement (PSMA). This will licence your parish council to use a range of Ordnance Survey mapping products for council business and enable Herefordshire Council to share Ordnance Survey mapping data with you more easily.

It requires the Parish Council to visit the Ordnance Survey website (link below) and fill in a simple online form. This service is free of charge.

<http://www.ordnancesurvey.co.uk/oswebsite/public-sector/town-and-parish-councils/index.html>

On-line internet mapping sites can also provide the facility to produce maps of your parish. You may have to pay a subscription to such sites.

Please bear in mind that some online mapping sites rely on members of the public to keep them updated, and therefore Herefordshire Council can not guarantee that the data on these sites is up to date or valid for Neighbourhood Planning purposes.

Obtaining printed maps

If you are not able to produce your own maps then you can purchase customised Ordnance Survey maps from:

GIS Team
Hoople Ltd (working on behalf of Herefordshire Council)
Email: gismapping@hoopleltd.co.uk
Web: <http://www.hoopleltd.co.uk/>
Tel. 01432 383218

Current map printing costs for the GIS Team can be found in Appendix 2, but formal estimates/quotations are provided based on parish requirements.

If you are unable to produce maps in a digital format for consultations or draft plans, a scanning and digitising service from the GIS team (Hoople Ltd) can be offered at a cost.

Smaller digital maps can be obtained from the Neighbourhood Planning team via your support officer.

Maps the Neighbourhood Planning team can supply free of charge

The Neighbourhood Planning team as part of the Service Level Agreement with parish councils can supply the following maps free of charge.

- Neighbourhood Area map. This will be used for the site notices and the decision documents that will be placed around your parish. Once you have obtained the necessary PSMA licence requirements it can also be used in your NDP.
- Environmental maps. These are produced by the Neighbourhood Planning team to assist your support officer to carry out any Strategic Environmental Assessment or Habitats Regulations Assessment reports that will be required for your plan to progress to draft plan (Regulation 14) stage.
- Policies map. These will need to be produced for your plan before it gets to submission (Regulation 16) stage. Please see the 'Final policies map' section of this document for more information on this.

The Neighbourhood Planning team may be able to produce other simple digital maps for your plan free of charge. To discuss your requirements please contact James Latham, the Neighbourhood Planning Technical Support Officer at jlatham@herefordshire.gov.uk

Final policies map

The Service Level Agreement indicates that Herefordshire Council will provide you with final policies maps in a digital format for your Neighbourhood Development Plan. This will enable the adopted version of your plan to be fully integrated into the council's mapping systems, which is used, amongst other things, to determine planning applications. The Neighbourhood Planning team will work with you on your final map to ensure any notations are correct. There will be no charge for this.

It is important that you get in touch with either your support officer or the Technical Support Officer as soon as possible between your draft plan consultation ending and the submission of your final plan for examination in order to ensure your policies map is inserted into our work schedule promptly.

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Colours of mapping site proposals

The final policies map will form an important part of your Neighbourhood Development Plan. It will be used by developers, planners and communities to help their understanding of your policies and proposals. Traditionally local plans and other documents have used a particular colour coding for the different types of development. These colours are often used within development plans across the country.

In order to create a consistent approach and for ease of understanding, Herefordshire Council will use the same set of colours and annotations.

Maps will use the colours below.

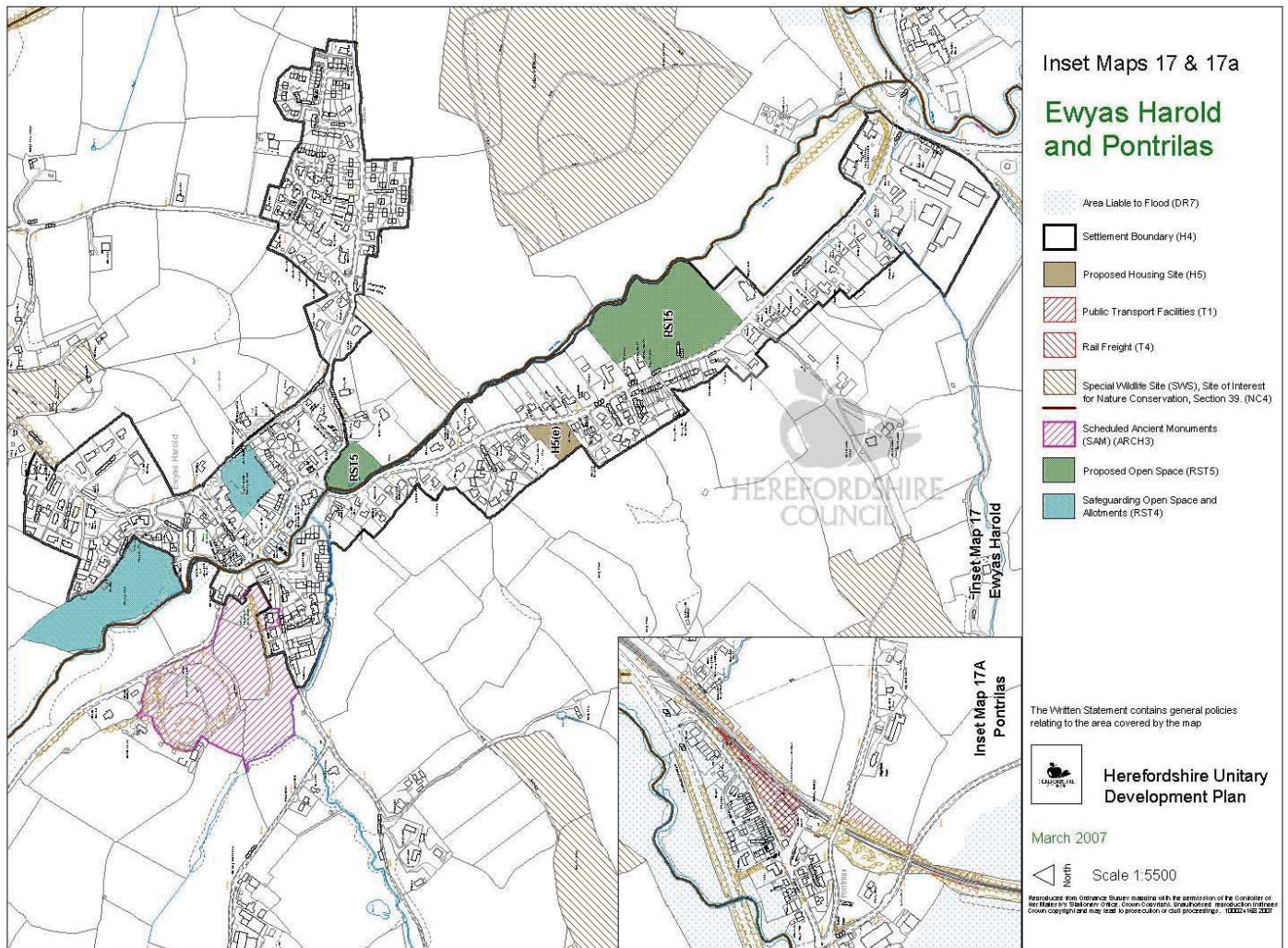
Housing – brown
Employment – purple
Open space –green
Shopping/retail - blue
Settlement boundaries – thick black line
Conservation or important local buildings – red
Community facilities -yellow

An example of some of these can be found in Map 1 at the end of the guidance note.

There may be a need to use different styles of the same colours to represent for example a safeguarded open space in contrast to a proposed open space.

Your Neighbourhood Planning support officer or the Technical Support Officer will be able to offer further advice on the best way to illustrate your policies graphically.

Map 1: An example map showing what a proposal map could look like, including site allocations



Appendix 1 - Example of a site notice

NEIGHBOURHOOD PLANNING NOTICE



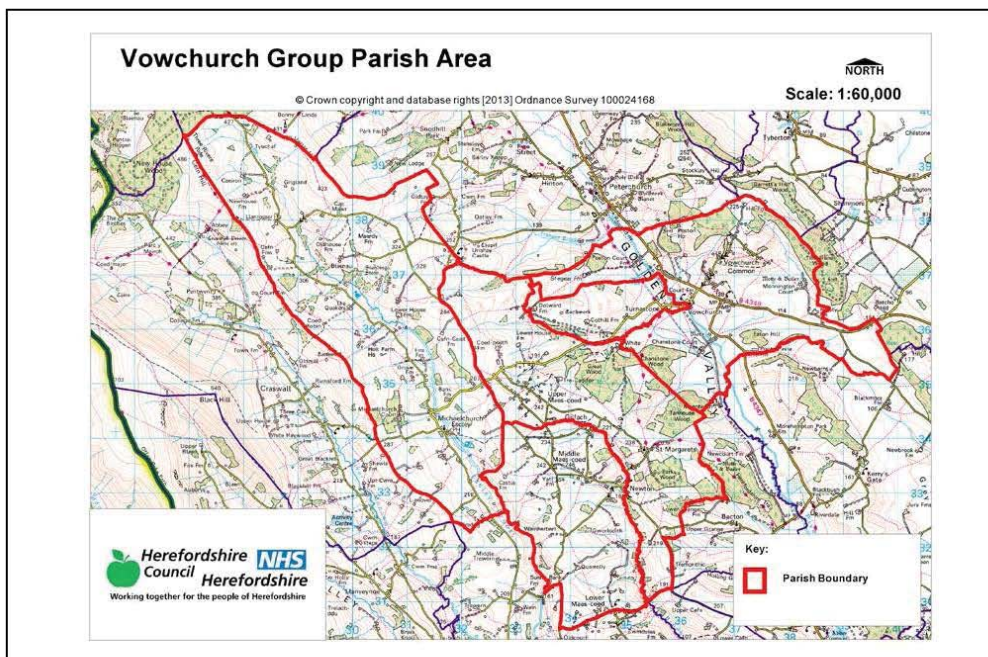
The Neighbourhood Planning (General) Regulations 2012

Herefordshire Council has received, under Article 5 of the above Regulations, an Application for designation of a Neighbourhood Area, as follows:-

Neighbourhood Area Name:
**Vowchurch & District Group
Neighbourhood Area**

Application by:
**Vowchurch & District
Group Parish Council**

The proposed Neighbourhood Area is identified on the attached map



If you wish to make representations or comments you can do so by:-

website: using the online comment at: www.herefordshire.gov.uk/neighbourhoodplanning
e-mail: neighbourhoodplanning@herefordshire.gov.uk
post: Planning Services, PO Box 230, Hereford, HR1 2ZB

These should be received no later than 27th September 2013

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ANDREW ASHCROFT
ASSISTANT DIRECTOR ECONOMY ENVIRONMENT AND CULTURAL SERVICES

Date: 16/08/2013

Appendix 2 – Current map printing costs

To reproduce a Neighbourhood Area map showing boundary of the Neighbourhood Area only.

Size	Paper copy	Additional copies	Laminated copy
A0	£35.00		£71.00 each
A1	£25.00		£58.00 each
A2	£20.00		£50.00 each
A3	£3.50	50p each	£10.00 (additional cost per map)
A4	£3.25	25p each	£5.00 each (additional cost per map)

The final policies maps will be prepared by the Neighbourhood Planning team free of charge.

GIS team, Business Applications (Hoople Ltd) will provide additional support, including scanning and design of maps to support the production of your Neighbourhood Development Plan, this will be chargeable at an hourly rate of £46.00 per hour.

All the above charges are for maps produced by Hoople Ltd and are correct at the time of publishing (April 2015).

Neighbourhood Planning guidance notes available:

Deciding to produce a Neighbourhood Development Plan

1. Which is the right tool for your parish
2. What is a Neighbourhood Development Plan
3. Getting started
4. A guide to procedures
5. Funding

Plan Production

6. Developing a Vision and Objectives
7. Generating options
8. Writing planning policies
9. Environmental Assessment
10. Evidence base and information requirements
11. Implementation and Monitoring
12. Best practice community engagement techniques
13. Statutory consultees
14. Writing a consultation statement
15. Planning and other legislation
16. Web enabling your plan
17. Using OS based mapping
18. Glossary of planning terms

Topics

19. Sustainable Water Management in Herefordshire
20. Guide to settlement boundaries
21. Guide to site assessment and choosing allocation sites
22. Meeting your housing requirements
23. Conservation issues
24. Recreational areas
25. Renewable energy
26. Transport issues
27. Community Infrastructure Levy

Additional Guidance

28. Setting up a steering group
29. Creating a questionnaire
30. Community facilities
31. Conformity with the Local Plan (Core Strategy)
32. Examinations of Neighbourhood Development Plans
33. Guide to Neighbourhood Development Plan Referendums
34. Tourism
35. Basic Conditions
36. Your plan - Contributing to sustainable development