


Individual Mayoral Decision	 TOWER HAMLETS
06/02/2017	
Report of: Aman Dalvi, Corporate Director Development & Renewal	Classification: Unrestricted
Neighbourhood Planning: Determination of Roman Road Neighbourhood Planning Area.	

Lead Member	Councillor Rachel Blake, Cabinet Member for Strategic Development
Originating Officer(s)	Adele Maher, Strategic Planning Manager and Ellie Kuper Thomas, Planning Officer, Plan Making Team
Wards affected	Bow West and Bow East
Key Decision?	Yes
Community Plan Theme	A Great Place to Live

Executive Summary

Neighbourhood planning was introduced by the Localism Act 2011 and allows communities to help shape their local area by preparing a Neighbourhood Development Plan (NDP), or Neighbourhood Development Orders (NDOs), provided they meet a number of basic conditions, including being in general conformity with the strategic policies of a development plan prepared and adopted by the local planning authority (LPA). In parished areas neighbourhood planning processes are led by parish or town councils; in other areas neighbourhood planning forums must apply to the LPA to be designated as the lead (qualifying body).

As LPA, the Council is required to determine applications for Neighbourhood Area designation in accordance with the Town and County Planning Act 1990 (as amended) and the Neighbourhood Planning (General) Regulations 2012.

The Council has received an application from the community organisation 'The Roman Road Neighbourhood Forum' to establish a Neighbourhood Planning Area in the wider Roman Road / Bow area.

Recommendations:

The Mayor is recommended to:

1. Approve the designation of the Neighbourhood Planning Area, as applied for and as defined in the plan contained in Appendix 1.
2. Approve that the Area designated should be named the Roman Road Bow Neighbourhood Planning Area.

1. REASONS FOR THE DECISIONS

- 1.1 The Council has received an application to establish a Neighbourhood Planning Area in the wider Roman Road / Bow area.
- 1.2 The Council is required to determine applications for the area designations in accordance with the Town and County Planning Act 1990 (as amended) ("TCPA 1990") and the Neighbourhood Planning (General) Regulations 2012 ("the 2012 Regulations").
- 1.3 The Government's Planning Practice Guidance ("PPG") on Neighbourhood Planning (Ref ID: 41) provides guidance on the determination of such applications. It also states that the role of the Local Planning Authority ("LPA") is to take decisions at key stages in the Neighbourhood Planning process.
- 1.4 Officers have undertaken an assessment of the proposed Roman Road Neighbourhood Planning Area application against relevant provisions of the TCPA 1990, the 2012 Regulations and the guidance detailed in the PPG. As a result, officers are satisfied that the Roman Road Neighbourhood Planning Area application accords with relevant legislative requirements. The application is therefore recommended for approval and a decision should be taken in accordance with the LPA's statutory duties.
- 1.5 During the consultation a number of residents responded with concerns regarding the proposed Area's name (the Roman Road Neighbourhood Area). The concern expressed was that the name was too restrictive and did not represent the full Area proposed. They considered a more appropriate name to be the Bow Neighbourhood Area (a more detailed summary of the consultation responses is provided in Appendix 2). Following the end of the consultation period the Council informed the prospective forum of the consultation responses. The prospective forum considered it appropriate to address these representations and formally requested that the Council rename the Area, the 'Roman Road Bow Neighbourhood Area', through the designation process. Officers consider this to be a suitable response to the consultation and considers it appropriate for the Council to rename the Area, as requested, through the designation process.

2. ALTERNATIVE OPTIONS

- 2.1 Section 61G of the TCPA 1990, requires the authority to exercise its power of designation where a valid application has been made so as to secure that some, or all, of the specified area forms part of one or more areas designated (or to be designated) as neighbourhood areas where:
 - i) some or all of the specified area has not been designated as a neighbourhood planning area; or
 - ii) the authority refuses the application because it considers that the specified area is not an appropriate area to be designated as a

neighbourhood area.

- 2.2 The authority may also modify designations already made and ensure that neighbourhood areas do not overlap.
- 2.3 In accordance with section 61H of the TCPA 1990, the authority has an additional option. Section 61H provides that the power of a LPA to designate a neighbourhood area, as a business area, is exercisable by the authority only if, having regard to such matters as may be prescribed, it considers that the area is wholly or predominantly business in nature.
- 2.4 Options available to the authority are therefore to: 1) designate all of the area specified in the application; 2) designate some of the area specified; 3) modify existing designations; and 4) designate the area as a business area. These have been considered by the authority.
- 2.5 It is considered that the Area proposed meets the relevant legislative requirements and guidance in paragraph 33 of the Planning Policy Guidance. Therefore an alternative area, or alterations to the proposed area, are not required. It is also not considered appropriate to designate the Area as a business area as officers do not consider the Area to meet the requirements of section 61H of the Town and County Planning Act 1990, as it is not wholly or predominately business in nature.

3. DETAILS OF REPORT

- 3.1 This report provides an overview of the assessment of the Roman Road Neighbourhood Planning Area application.
- 3.2 The content of this report is as follows:
 - Section 4: provides an introduction to Neighbourhood Planning;
 - Section 5: outlines the relevant legislative framework and guidance; and
 - Section 6: provides a background to the Roman Road Planning Area application and details of the LPA's assessment.

4 INTRODUCTION TO NEIGHBOURHOOD PLANNING: A COMMUNITY LED PROCESS

- 4.1 The Localism Act 2011 amended the TCPA 1990 to make provision for neighbourhood planning, which gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. Neighbourhood planning provides a powerful set of tools for local people to ensure that they get the right types of development for their community where the ambition of the neighbourhood is aligned with the strategic needs and priorities of the wider local area.

- 4.2 The legislative provisions concerning neighbourhood planning within the TCPA 1990 are supplemented by the Neighbourhood Planning (General) Regulations 2012 (as amended by the Neighbourhood Planning (General) (Amendment) Regulations 2015) and the Neighbourhood Planning (Referendum) Regulations 2012 ("the 2012 Regulations").
- 4.3 PPG issued by the Secretary of State for Communities and Local Government provides detailed advice relating to the neighbourhood planning system introduced by the Localism Act 2011, addressing the key stages of decision-making including the designation of neighbourhood areas.
- 4.4 Neighbourhood planning provides communities with the ability to prepare a Neighbourhood Development Plan (NDP) and/or Neighbourhood Development Orders (NDO), in areas designated by the LPA on application as a neighbourhood area. Neighbourhood planning powers may only be exercised by bodies authorised by the legislation. In a neighbourhood area where there is a parish council, only a parish council may make proposals for a NDP or NDO. In neighbourhood areas without a parish council, only a body designated by the LPA as a neighbourhood forum may bring forward a NDP or NDO(s) for that neighbourhood area.
- 4.5 NDPs set out policies in relation to the development and use of land in all or part of a defined neighbourhood area and may include site allocations, or development principles, for allocated sites. They may also include character appraisals and seek to establish community facilities and/or identify areas for public realm improvements. NDOs allow for planning permission to be granted in the circumstances specified and exempt certain types of development, or development in certain areas, or on particular sites, from the usual requirement to apply to the LPA for a grant of planning permission.
- 4.6 Both NDPs and NDOs need to be in general conformity with the strategic policies of the Council's 'Local Plan': Core Strategy (2010) and Managing Development Document (MDD) (2013).
- 4.7 A NDP that has been 'made' in accordance with the relevant legislative provisions forms part of the Council's statutory 'Development Plan' (comprising the Local Plan and London Plan) and, as such, will be accorded full weight when determining planning applications in the neighbourhood area. NDPs will form a new spatial layer to the Council's planning policy and guidance.
- 4.8 NDP policies will be developed by a neighbourhood forum through consultation with stakeholders in their relevant neighbourhood area and through engagement with Council Officers. Proposed NDP policies must be supported by an up-to-date evidence base to ensure that they are reasonable, sound and justified. Before the NDP is 'made' it must be subject to pre-submission publicity and consultation, submitted to the LPA for a legal compliance check, publicised for consultation, submitted for independent examination, found by the independent examiner to meet the basic conditions specified in the legislation, and passed at a referendum.

Community Infrastructure Levy

- 4.9 The Community Infrastructure Levy Regulations 2010, as amended by the Community Infrastructure Levy (Amendment) Regulations 2013 ("the CIL Regulations") were supplemented by the Community Infrastructure Levy Guidance Note, published by DCLG on 26 April 2013. The 2013 guidance was replaced by the Government's PPG on 6 March 2014.
- 4.10 The CIL Regulations, as explained by the PPG, make provision for how CIL receipts may be used in relation to neighbourhood planning in those areas which have Parish Councils and those which do not. Tower Hamlets currently does not have any Parish Councils and, as such, the Council retains the revenue generated by CIL.
- 4.11 The Community Infrastructure Levy PPG (Ref ID: 25) states (at paragraph 072) that:
- "... In England, communities that draw up a neighbourhood plan or neighbourhood development order (including a community right to build order), and secure the consent of local people in a referendum, will benefit from 25 per cent of the levy revenues arising from the development that takes place in their area. This amount will not be subject to an annual limit. ..."*
- 4.12 Therefore, where a NDP or NDO has been adopted, the Council is required to consult with the local community as to how this 25 per cent proportion of CIL receipts will be spent.

Overview of Neighbourhood Planning at LBTH

- 4.13 The determination of applications to designate neighbourhood areas and neighbourhood forums are decisions exercised by the Mayor of Tower Hamlets.
- 4.14 Such applications are required by the Council to be submitted using the Council's neighbourhood planning application.
- 4.15 The Council has published Guidance and a Service Offer to assist prospective neighbourhood forums to understand what is involved in becoming a forum and designating an area, the criteria the Council use to make decisions and the support the Council provides at each stage.
- 4.16 This Guidance advises prospective forums to liaise with officers prior to applications being submitted. This allows those proposing to engage in the neighbourhood planning process to meet relevant legislative requirements.
- 4.17 The Council is required to publicise applications for the designation or neighbourhood areas and forums for a period of six weeks. In addition to that basic legislative requirement, Officers are guided by best practice and also consult with the following:
- Government agencies

- Relevant Ward Councillors

5 NEIGHBOURHOOD PLANNING AREAS: RELEVANT LEGISLATION AND GUIDANCE

- 5.1 This section outlines the relevant legislative framework and guidance as they relate to the designation of neighbourhood areas, in the following sequence: 1) making an application 2) consulting on an application and 3) designating an area.
- 5.2 The Council has a statutory duty to determine applications to establish neighbourhood areas in accordance with the relevant legislation: sections 61G(5) and 61H(3) of the TCPA 1990. The Council must also have regard to the guidance in the PPG on neighbourhood planning as it relates to the designation of neighbourhood areas.

Making an application

- 5.3 In accordance with Regulation 5 of 2012 Regulations where a relevant body submits an area application to the local planning authority it must include:
- (a) A map which identifies the area to which the area application relates
 - (b) A statement explaining why this area is considered appropriate to be designated as a neighbourhood area; and
 - (c) A statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the TCPA 1990.
- 5.4 A local planning authority (LPA) may decline to consider an area application if the relevant body has already made an area application and a decision has not yet been made on that application.
- 5.5 Upon receipt of an application, it is validated in accordance with the above.

Consulting on an application

- 5.6 In accordance with regulation 6 of the 2012 Regulations, the LPA must publish the following on its website and in such a manner as to bring the application to the attention of people who live, work or carry on business in the area to which the application relates:
- (a) a copy of the area application;
 - (b) details of how to make representations; and
 - (c) the date by which those representations must be received, being not less than 6 weeks from the date on which the application is first published.

Designating an area

- 5.7 In accordance with section 61G of the TCPA 1990, a LPA must exercise its power *"so as to secure some or all of the specified area forms part of one of more areas designated as neighbourhood area"*. In so doing, the LPA (in non-parished areas such as Tower Hamlets) must have regard to:
- (1) The desirability of maintaining the existing boundaries of areas already designated as neighbourhood areas (section 61G(4)(b));
 - (2) Refusing the application because they consider that the specified area is not an appropriate area to be designated as a neighbourhood area (section 61G(5)(c));
 - (3) Exercising their power of designation so as to secure that some or all of the specified area forms part of one or more areas designated (or to be designated) as a neighbourhood area (section 61G(5)(c));
 - (4) Modification of designations already made (section 61G(6)); and
 - (5) Ensuring that neighbourhood areas do not overlap (section 61G(7)).
- 5.8 In accordance with section 61H of the TCPA 1990, whenever a local planning authority exercises their power under section 61G to designate an area as a neighbourhood area, they must consider whether they should designate the area concerned as a business area.
- 5.9 Section 61H(c) specifies the criteria for determining if an area should be designated as a business area. It states that:
- "The power of a local planning authority to designate a neighbourhood area as a business area is exercisable by the authority only if, having regards to such matters as may be prescribed, they consider that the area is wholly or predominately business in nature."*
- 5.10 The PPG states at paragraph 035 that *"the local planning authority should aim to designate the area applied for"*.
- 5.11 Section 61O of the TCPA 1990 requires a LPA to take account of the guidance in paragraph 033 of the PPG, which lists considerations that may be relevant to determining the boundaries of a neighbourhood area. Paragraph 033 of the PPG also provides guidance on considerations when deciding the boundaries of areas. It states that *"electoral ward boundaries can be a useful starting point for discussions on the appropriate size of a neighbourhood area"*.
- 5.12 Other considerations outlined in the PPG relate to:
- (a) village or settlement boundaries, which could reflect areas of planned expansion;

- (b) the catchment area for walking to local services such as shops, primary schools, doctors' surgery, parks or other facilities;
- (c) the area where formal or informal networks of community based groups operate;
- (d) the physical appearance or characteristics of the neighbourhood, for example buildings may be of a consistent scale or style;
- (e) whether the area forms all or part of a coherent estate either for businesses or residents;
- (f) whether the area is wholly or predominantly a business area;
- (g) whether infrastructure or physical features define a natural boundary, for example a major road or railway line or waterway;
- (h) the natural setting or features in an area; and
- (i) size of the population (living and working) in the area.

(Please note that LBTH have inserted the lettering above whereas the PPG uses bullet points)

5.13 The area application for the Roman Road Neighbourhood Area is assessed against the above legislative and regulatory criteria. The assessment also takes into account the PPG guidance and public consultation responses where relevant to decision making. Relevance is determined in line with the legislative and regulatory criteria and PPG guidance. The following section of this report assesses the application against the above considerations.

6 NEIGHBOURHOOD PLANNING AREAS: ROMAN ROAD APPLICATION.

- 6.1 This section provides a background to the Roman Road Neighbourhood Area application, public consultation and details of the assessment. The format of this section outlines how the Roman Road Neighbourhood Area application was processed and assessed in relation to the criteria that an LPA must have regard to as it relates to: (1) making an application; (2) consulting on an application; and (3) designating an area.
- 6.2 The designation of an area is assessed against the criteria taken from sections 61G(1-5), 61H and paragraph 033 and 035 of the PPG.

Making an application

Application submission and validation

- 6.3 An application was received from the proposed Roman Road Neighbourhood Planning Forum on 4th November 2016. The application was to designate the Roman Road Neighbourhood Planning Area. It contained:
- A map which identified the Area to which the area application relates;
 - A statement explaining why this Area is considered appropriate to be designated as a neighbourhood area in the application form; and
 - A statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the TCPA 1990 in the application form.
- 6.4 No other Area applications have been received by the Council for this area.
- 6.5 The application submission was validated in accordance with regulation 5 of the 2012 Regulations.

Consultation on application

Public consultation process

- 6.6 In accordance with regulation 6 of the 2012 Regulations, public consultation on the Area application was carried out for six weeks between 11th November 2016 and 23rd December 2016.
- 6.7 The application consultation was advertised in the East London Advertiser and all application documents were made publically available on the Council's Website, in the Council Town Hall and in Idea Store, Bow.
- 6.8 The advertisement in the East London Advertiser, and other publicity material provided details of how to make representations; and the date by which those representations must be received, being not less than 6 weeks from the date on which the application was first published.

Summary of Representations received:

- 6.9 All representations received during the consultation period have been taken into account in the determination of this application. The representations have been taken into account to the extent that the representations address considerations which are relevant to the Council's decision having particular regard to the statutory requirements for designation specified in sections 61G and 61H of the TCPA 1990 and paragraph 033 of the Government's PPG.
- 6.10 18 individual representations were made regarding the proposed area. The nature and number of representations is as follows:
- 5 individually submitted objections

- 0 individually submitted support statements
 - 6 individually submitted neutral statements
 - 7 individually submitted concerned statements
- 6.11 The 6 neutral statements are from statutory consultees who raise no objections to the proposed Area.
- 6.12 Matters raised in objection to, and as statements of concern regarding, the proposed area stated that:
- The Area is considered to be too large and contain too big a population for effective neighbourhood planning.
 - The Area should not include the Mile End Old Town Residents Association (MEOTRA) Area (appendix 1), due to its distinctiveness and the particular requirements of the conservation area. The railway provides a natural barrier between the two areas.
 - Mile End Old Town Residents Association (MEOTRA) already serves the interests of residents, and should not be subsumed into a larger structure.
 - The Area should not include any of the Mile End Neighbourhood Centre, as there are potential conflicts of interest between the Roman Road District Centre and Mile End Neighbourhood Centre.
 - The proposed Area excludes Mile End, Bow Road and Bow Church Stations, and the southern side of Mile End Road and this would result in a lack of consideration of these transport facilities and businesses.
 - The Area excludes the three stations which serve the wider area and the Area only includes the northern side of Mile End Road. The suggestion is that Mile End Road, rather than Roman Road, should be considered the heart of the appropriate catchment area.
 - There was concern that despite the Area covering a large area, the focus of the application appears to be solely on Roman Road and be business orientated.
 - Inadequate consultation and public engagement to date. It should be noted that formal responses from the Mile End Old Town Residents Association (MEOTRA) and Friends of Mile End Park state that they were not formally consulted with. The application form states that MEOTRA was contacted and discussions were had with members of the association. It also states that consultation was undertaken at a Friends of Mile End Park event.
 - The Area is too large to be named the 'Roman Road Neighbourhood Area' and it would be more representative of the wider area if named the 'Bow Neighbourhood Area'.

- 6.13 Further detail on the public consultation representations can be read in Appendix 2: Public Consultation Summaries.
- 6.14 The consideration of these representations formed part of the assessment process by the LPA, and the representations were considered against the conditions for designation specified in sections 61F and 61G of the TCPA 1990 (as amended) and the guidance within Section 4 (above), in particular paragraph 033 of the PPG.
- 6.15 Judgements as to the weight to be attached to any duly made representation must take account of the conditions for designation specified in sections 61F and 61G of the TCPA 1990 and the purpose of the designation with the overall context of the statutory neighbourhood planning regime. Section 61O of the TCPA 1990 requires LPA's to take account of the guidance in paragraph 033, which lists considerations that may be relevant to determining the boundaries of a neighbourhood area, and is likely to influence the Council's judgement on weight.

Determining an Application: Designating an Area

- 6.16 The following section of this report provides:
- (1) a summary understanding of the submitted boundary and area;
 - (2) an assessment of the forum's application against relevant legislation (sections 61G and 61H of the TCPA 1990), the 2012 Regulations and guidance within the PPG;

(1) Proposed Area – Summary of submitted boundaries and area

- 6.17 The Area comprises part of the ward of Bow West, excluding Victoria Park and part of the ward of Bow East, excluding Victoria Park and the part of Bow East which is administered by the London Legacy Development Corporation Planning Authority.
- 6.18 The specified Area aligns with the place of 'Bow' in the Core Strategy, 2010.
- 6.19 The northern boundary is formed by Victoria Park, one the Council's main Strategic Open Spaces. The proposed Area extends up the eastern edge of the park, to include the part of Cadogan Terrace which is within the London Borough of Tower Hamlets boundary. The park provides a hard boundary to the Area and the inclusion of Cadogan Terrace, whilst a soft boundary, utilises the existing borough boundary.
- 6.20 The eastern boundary is the A12, which is both a hard boundary and the administrative boundary between the London Borough of Tower Hamlets and the London Legacy Development Corporation.
- 6.21 The southern boundary is the A11 (Bow Road / Mile End Road), including St Mary's Bow Church, which lies in a traffic island within the A11. This provides a hard boundary to the Area. This is also the southern boundary of the Bow West and Bow East Wards.
- 6.22 The western boundary is the Regent's Canal, which forms a hard boundary and is also the western boundary of the Bow West Ward.

(2) Assessment of the application – designating an area

- 6.23 This section of the report considers the area application and public consultation responses against the relevant legislative criteria and guidance outlined above.

In accordance with 61G(4)(b), is it desirable to maintain the existing boundaries of areas already designated as neighbourhood areas?

- 6.24 The proposed Area does not interact with or share a boundary with any existing designated Neighbourhood Areas.

In accordance with 61G(5)(c) should the application be refused because it is considered that the specified area is not an appropriate area to be designated as a neighbourhood area?

- 6.25 The following paragraphs respond to the above question in addressing the appropriateness of the area to be designated by reference to the considerations listed within paragraph 033 of the PPG (as identified in paragraph 5.12 above) and other matters that have arisen during public consultation.

(a) Village or settlement boundaries

- 6.26 The proposed boundaries of the Area application do not align with the entirety of any single village, settlement or ward boundaries. In a dense urban context, the use of village or settlement boundaries is inappropriate. However, the Area boundaries do utilise existing administrative boundaries: the western boundary aligns with the Bow West Ward western boundary; the Eastern boundary aligns with the London Legacy Corporation Boundary and the southern boundary aligns with the southern boundary of Bow West and Bow East wards.

(b) Catchment area

- 6.27 The proposed Area is centred on Roman Road East District Centre which provides the main retail offer in the wider area. The application states that the Area is a 'suitable catchment area for walking to local shops and businesses, primary schools, GP surgeries, Mile End and other parks'. It is considered that the scale of the catchment area is suitably local in nature and therefore appropriate.
- 6.28 Some consultation responses have expressed concern that the Area excludes the three stations (Mile End, Bow Road and Stepney Green) which serve the wider area and that the Area only includes the northern side of Mile End Road. The suggestion is that Mile End Road, rather than Roman Road East, should be considered the heart of the appropriate catchment area.
- 6.29 In a dense urban context, where residents and visitors will use a range of services with overlapping and diverse catchment areas, it is inevitable that there will be alternative overlapping catchment areas which would be appropriate neighbourhood areas. The application's focus on a catchment around Roman Road is considered one such appropriate catchment area.

(c) Community based groups

- 6.30 Community groups that solely operate within the specific boundary of the proposed Area are not known to the LPA. There are a number of well-established community groups which operate within this Area. However, the majority of area-based community groups function within either smaller or larger areas.
- 6.31 The Roman Road Trust, which established the 'Roman Road Neighbourhood Forum' which has submitted this Area application, operates within the wider Area but is primarily focused on the market and high street on Roman Road East.
- 6.32 Area based groups that operate within the wider Area include The Mile End Old Town Residents Association (MEOTRA), which represents a smaller area (that bounded by the Canal, Railway line, Coburn Road and Mile End Road) and Eaton Terrace Residents Association, which represents properties along Eaton Terrace.

- 6.33 As indicated in relation to criterion (a), the specified boundaries for the Area would create a new boundary and as such it follows that there are no known existing community based groups that represent the Area, as applied for, other than the prospective forum.

(d) Physical appearance or characteristics

- 6.34 As stated above, the specified Area aligns with one Place identified in the Core Strategy: 'Bow'. The Core Strategy describes the place of 'Bow' as defined by its market, the traditional street pattern and relationship with Victoria Park. The proposed Area's focus around Roman Road East District Centre and market is therefore sympathetic to one of the dominant characteristics identified in the Core Strategy.
- 6.35 The Area is primarily residential, and is served by the district centre at Roman Road East. Residential typologies vary in density and age from mid-late 19th Century terraces, the majority of which are within the Area's six conservation areas, post war housing estates and a number of modern flatted developments.
- 6.36 Consultation responses have suggested that the area south of the railway tracks, and covered by the Mile End Old Town Residents Association (MEOTRA), has a distinct character from the rest of the proposed Area. Whilst it is true that the MEOTRA area includes Clinton Road and Tredegar Square Conservation Areas, the wider Area as applied for contains a further four conservation areas. These conservation areas, as evidenced in the Tower Hamlets 'Conservation Area Appraisals', share similar characteristics to Clinton Road and Tredegar Square Conservation Areas, and it is therefore considered that there are sufficient shared characteristics for the whole Area, as applied for, to be considered coherent and appropriate.

(e) Coherent estate either for businesses or residents

- 6.37 The Area applied for includes the entirety of the Roman Road East District Centre and provides a coherent estate for businesses.
- 6.38 The Area as applied for only includes part of the Mile End Neighbourhood Centre and excludes the element of the Neighbourhood Centre stretching west beyond the 'green bridge' and on the southern side of Mile End Road. Whilst this does create some incoherence for businesses, the benefits of retaining the hard boundary of Mile End Road and Regent's Canal to provide distinct and clear boundaries, are considered to outweigh concerns about only including some of the Neighbourhood Centre.
- 6.39 A concern was also expressed during consultation that the inclusion of one District Centre (Roman Road East) in its entirety and only half of another Neighbourhood Centre (Mile End) could result in a conflict of interest within any future forum and neighbourhood plan between the two town centres. However it is expected that the requirements of both town centres should be managed through any future neighbourhood plan making process. By including both centres, it also ensures involvement in the forum and

neighbourhood plan making process of business and stakeholders of both town centres.

- 6.40 The specified Area includes a number of housing estates. All housing estates are included in the Area in their entirety and as such it provides a coherent area for residents.

(f) Wholly or predominantly a business area

- 6.41 The specified area is predominately residential in land use and character and as such the area is not considered wholly or predominately business in nature. Therefore it is not considered appropriate to designate the Area as a business area as it does not meet the requirements of section 61H of the Town and County Planning Act 1990.

(g) Infrastructure or physical features as a natural boundary

- 6.42 The application uses infrastructure and physical features to determine the majority of the boundaries of the proposed Area. This includes the Canal, Victoria Park, the A11 (Bow Road / Mile End Road) and the A12. The only boundary not determined by infrastructure or a physical feature is the inclusion of Cadogan Terrace. This inclusion is supported, as it ensures that this detached road is included within the boundary and that residents are not excluded from participating in a Neighbourhood Area.

- 6.43 An alternative southern natural boundary could have been the railway line which traverses the Area. The application identifies that whilst this was considered as an alternative boundary, there was strong local support for a more southerly boundary, to enable any future Neighbourhood Plan to help overcome the existing barrier to movement created by the railway. It is considered that this is an appropriate rationale for not using the railway line as the southern boundary.

- 6.44 An alternative western boundary could have been Burdett Road or Mile End Park, rather than the boundary extending through the Park to the Canal. This would have also rectified the anomaly of the Neighbourhood Area only including one section of the linear Mile End Park. The application identifies that this element of Mile End Park is considered an important local asset and its inclusion was supported through consultation. This is considered an appropriate rationale for including this northern element of Mile End Park. It is also noted that there are a number of short terraces and detached buildings within the Park, so the Park's inclusion ensures that residents and businesses within these properties are not excluded from participating in a Neighbourhood Area.

(h) the natural setting or features in an area

- 6.45 The canals and two parks (Mile End Park and Victoria Park) are the key natural features of the Area applied for. The canals and parks define the edges of the Area, and these have been used to form two of the boundaries. As discussed above, only part of Mile End park (that to the north of Mile End

Road) has been included. This division of the park is considered appropriate solely due to the size and linear nature of the park, which is already transected by a number of roads which divide it into defined sections.

(i) Size of the population (living and working) in the area

- 6.46 The proposed Area does not align with ward boundaries and, as such, it is difficult to calculate the population living and working in the Area. The 2011 Census population for the wards related to the Area as applied for, are used, as an approximate measure:
- Bow West: 12,939
 - Bow East: 14,781
- 6.47 The Bow West figure is considered to be a fairly representative measure for the proposed Area, as the proposed Area only excludes Victoria Park from this ward. However the Bow East figure includes the population of Fish Island (which is excluded from the Area applied for), which whilst being mainly industrial, did have a residential population in 2011. It has not been possible to obtain information about the working population in this Area but it is suggested that this is not significant, as the Area is mainly residential, with employment space focused on Roman Road East District Centre.
- 6.48 Some consultation responses indicated that they felt the proposed Area was too large and covers too large a population for effective neighbourhood planning. It is noted that the population size of neighbourhood areas designated to date ranges significantly. It is known that there are a number of designated and prospective forums with a population greater than 25,000. It is also noted that paragraph 033 of the PPG states that electoral 'ward boundaries can be a useful starting point for discussions on the appropriate size of a neighbourhood area; these have an average population of about 5,500 residents'.
- 6.49 Given the above, the size of the living and working population in the specified area can be said to be relatively large and that the population of the area significantly exceeds that of a ward. This is not, in itself, considered to be inappropriate but it should be considered alongside other matters raised in this assessment.

Conclusion on appropriateness

Consultation Responses

- 6.50 A number of objections and concerns were submitted during the consultation period. These objections and concerns are acknowledged and noted and have been considered against the conditions for designation specified in sections 61F and 61G of the TCPA 1990 and section 61O of the TCPA 1990, which requires LPA's to take account of the guidance in paragraph 033. It is considered that the objections and concerns raised do not provide sufficient rationale, under the requirements of the legislative requirements, to alter the Area boundary.
- 6.51 However, it is considered that these objections and concerns, in particular those regarding consultation and engagement, including with local groups raise important concerns and provide useful feedback for the prospective Forum.
- 6.52 It is officers' view that the prospective Forum should engage with residents and these groups further to address these concerns before proceeding with their application to be designated as a Neighbourhood Forum and proceeding with developing a Neighbourhood Plan. This will be crucial to ensure successful neighbourhood planning in the Area.

Assessment against Legislation and Guidance

- 6.53 In conclusion, it is considered that the Area, as applied for, is an appropriate area to be designated as a Neighbourhood Area. A map of the Area is included as Appendix 1.

In accordance with 61G(5)(c) will the LPA exercise their power of designation so as to secure that some or all of the specified area forms part of one or more areas designated (or to be designated) as a neighbourhood area and if so, what is the designation?

- 6.54 The LPA have concluded that the specified Area is appropriate and as such will designate all of the area applied for.

In accordance with 61G(6) are the LPA proposing modifications of designations already made?

- 6.55 The proposed Area does not interact with or share a boundary with any existing designated Neighbourhood Areas, so no modification of existing designations is required.

In accordance with 61G(7), have the LPA ensured that neighbourhood areas do not overlap?

- 6.56 The proposed Area does not interact with or share a boundary with any existing designated Neighbourhood Areas. There is therefore no overlap and as such the Area accords with requirements.

In accordance with Section 61 H, having regards to such matters as may be prescribed; do the LPA consider that the area is wholly of predominately business in nature?

- 6.57 The Area is predominately residential in land use and character and as such the area is not considered wholly or predominately business in nature. Therefore it is not considered appropriate to designate the Area as a business area as it does not meet the requirements of section 61H of the Town and County Planning Act 1990.

The Name of the Neighbourhood Area

- 6.58 The prospective forum applied to designate a Neighbourhood Area, named the 'Roman Road Neighbourhood Area'. Following consultation responses, the prospective forum formally requested that the Council rename the Area, the 'Roman Road Bow Neighbourhood Area', through the designation process.
- 6.59 The relevant legislation and guidance does not provide guidance on the determination of the name of a Neighbourhood Area. However, the nature of Neighbourhood Planning is to promote local ownership over local areas and their planning policy. It would therefore be consistent with the principles of localism for the name of the Area to be chosen by the community group who define the Neighbourhood Area.
- 6.60 The statutory consultation enables all residents and stakeholders interested in Neighbourhood Planning to comment on the Neighbourhood Area Application. These comments are then considered by the Council against the relevant legislation and guidance, when it determines the Area. As the consideration of the name of the Area is not included as an express consideration in the legislation or guidance and as the original name was not considered to be wholly inappropriate, the Council did not consider it would be reasonable to unilaterally address these concerns through the designation process by imposing a new name on the area in this instance.
- 6.61 The Council did consider it appropriate to inform the prospective forum of the comments and concerns raised during the consultation. As a result of the consultation comments the prospective forum reconsidered the name of the Area and formally requested that the Council rename the Area, the 'Roman Road Bow Neighbourhood Area', through the designation process.
- 6.62 Officers consider this to be a suitable response to the consultation and considers it appropriate for the Council to rename the Area, as requested by the prospective forum, through the designation process.

Conclusion

- 6.62 The proposed Area is considered acceptable as a Neighbourhood Planning Area, as it meets with relevant legislative requirements and accords with the Government's PPG guidance. The Area represents a coherent spatial and physical understanding of the character and function of the wider Roman Road Area. It uses an understanding of physical and administrative boundaries, Local Plan spatial designations, key local assets and movement corridors within the area and its surroundings, to determine its boundaries.
- 6.63 It is considered appropriate, following the consultation comments and the prospective Forum's request for the Council to rename the Area, the 'Roman Road Bow Neighbourhood Area', through the designation process.

Officers' Recommendation

- 6.64 Designate the proposed Area (identified in Appendix 1) as the Roman Road Bow Neighbourhood Area in accordance with sections 61G(5) and 61H(3) of the TCPA 1990, the Neighbourhood Planning General Regulations 2012, the PPG and the Tower Hamlets Neighbourhood Planning Guidance Note.

7 COMMENTS OF THE CHIEF FINANCE OFFICER

- 7.1 This report asks the Mayor to consider an application from the 'Roman Road Neighbourhood Forum' to designate an area centred on Roman Road (as shown in the plan in Appendix 1) as a Neighbourhood Planning Area in accordance with the statutory requirements of the Localism Act 2011.
- 7.2 The Council has a duty to provide support and advice to Area Forums which will incur additional administration costs, and these must be contained within existing budgets. Local planning authorities are however able to claim £5,000 for each of up to 20 area designations (i.e. a maximum of £100,000) in 2016/17, and also claim for up to 5 forum designations (£25,000 each) during the financial year. There is therefore the potential for the Council to recover some costs, although the Borough will be in competition with other Authorities to secure these limited resources from the £7.5 million of resources that are available nationally.
- 7.3 An element of any Community Infrastructure Levy (CIL) that is generated within a Neighbourhood Planning Area can be allocated specifically to support development within that same area, depending on the status of the Neighbourhood Planning Forum. The appropriate conditions are set out in paragraphs 4.9 to 4.12 of this report. The level of these resources could be substantial and will need to be taken into consideration when determining the allocation of other funding streams across the borough.
- 7.4 In certain circumstances Neighbourhood Development Orders would exempt certain types of development, or development on a particular site, from requiring planning permission (paragraph 4.5). If this is the case, the Authority will not receive a planning fee, although it will also not incur the costs of processing and determining the application. It is anticipated that the exemption will only relate to a limited number of smaller developments, so any reduction in planning fee income should be relatively minor, however the impact must be closely monitored once the arrangements are in place.

8 LEGAL COMMENTS

- 8.1 This report concerns an application, to designate the proposed Roman Road Neighbourhood Planning Area and recommends the approval of the application.
- 8.2 This report sets out details of the statutory regime in respect of neighbourhood planning, as well as the relevant procedures and matters for consideration, both in terms of the statutory requirements and government guidance contained in the Planning Practice Guidance. The implications of designating a forum have also been outlined. Consultation in respect of the proposed neighbourhood planning area (as detailed at paragraphs 6.6-6.8 of this report)

has been carried out in accordance with Regulation 6 of the 2012 Regulations.

- 8.3 In determining a neighbourhood area application, the Council needs to consider the factors set out in Section 61G and 61H of the TCPA 1990 and the 2012 Regulations, along with the guidance. The relevant factors are summarised at paragraphs 5.7-5.12 of this report and a thorough analysis against these factors has been carried out, starting at paragraph 6.23. Legal Services are satisfied that Officers have had proper regard to these factors in formulating their recommendation that the Roman Road Neighbourhood Planning Area application be approved.
- 8.4 Whilst there is nothing express in the regulations or guidance that specifies that the Council can consider the name given to the area, as a general legal principle it is considered that the Council are permitted to designate the area under a different name than that originally proposed as part of the application. Given the original name was an issue that was raised through the consultation responses and that the applicant has taken these comments on board and formally requested that the Council approves the area under a different name, it is considered appropriate to do so.
- 8.5 The Council's decision on this area application must be publicised as soon as possible after the decisions have been taken (Regulation 7 of the 2012 Regulations).
- 8.6 In deciding whether to designate a neighbourhood area, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who do not. An Equality Analysis Quality Assurance Checklist has been undertaken (see Appendix 3). It indicates that no negative equality impacts arise at this stage. The position will be reviewed if and when any proposed Neighbourhood Plan and/or Neighbourhood Development Order are brought forward by a forum for the relevant area.

9 ONE TOWER HAMLETS CONSIDERATIONS

- 9.1 One Tower Hamlets principles have been considered so far as they impact upon the determination of the application to become a Neighbourhood Planning Area. The implications of determining these applications on the protected characteristics outlined in the Equalities Act 2010 have been considered using the Council's Equality Analysis Quality Assurance Checklist and it has been considered that no further action needs to be taken at this stage.
- 9.2 Due regard for the nine protected groups will be embedded in the preparation and production of any resultant Neighbourhood Development Plan (NDP) or Neighbourhood Development Order (NDO).
- 9.3 Furthermore, NDPs and NDOs are required to be in general conformity with the Council's Local Plan and as such will give due consideration to One Tower Hamlets considerations and the Community Plan.

10 BEST VALUE (BV) IMPLICATIONS

- 10.1 Under Section 3 Local Government Act 1999 the Council 'must make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness'.
- 10.2 During the determination of these applications the Council has worked with the relevant forum where appropriate, having regard to economy efficiency and effectiveness, and in conformity with statutory requirements as detailed in the TCPA (1990).
- 10.3 At the stage when Forums are developing Neighbourhood Development Plans (NDPs) and Neighbourhood Development Orders (NDOs), the plans and orders will add an additional layer of detail to the Council's Development Plan and look to steer the future development of land in the relevant area. This will better allow the existing and future community to contribute to economic, environmental and social improvements in their area and benefit from the resultant development.

11 SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 11.1 Determining Neighbourhood Planning Areas applications does not have any discernable impacts on the environment.
- 11.2 At the stage where established Neighbourhood Planning Forums are developing NDPs or NDOs for the designated Neighbourhood Planning Areas consideration will be given to action of a greener environment.
- 11.3 Under Article 3(3) and 3(4) of the Strategic Environmental Assessment (SEA) Directive 2001/42/EC an SEA may be required of plans and programmes which "determine the use of small areas at a local level. In accordance with Regulation 9(1) of the Environmental Assessment of Plans and Programmes Regulations 2004 ("the 'Regulations'"), the responsible authority will determine whether a Strategic Environmental Assessment (SEA) is necessary. The Council will act as necessary to provide advice to designated Forums in respect of the requirements to carry out an SEA.

12 RISK MANAGEMENT IMPLICATIONS

- 12.1 The application recommendations have been reported through a number of internal groups that consider risk management issues and mitigation. These include:
- Development & Renewal Directorate Management Team
 - Corporate Management Team

13 CRIME AND DISORDER REDUCTION IMPLICATIONS

- 13.1 Determining Neighbourhood Planning Forums and Areas applications does not have any discernible impacts on crime and disorder.
- 13.2 At the stage where established Neighbourhood Planning Forums are developing NDPs or NDOs for the designated Neighbourhood Planning Areas consideration may be given to crime and disorder where the Forum wish to pursue the implications of crime and disorder on the built environment.

14 SAFEGUARDING IMPLICATIONS

- 14.1 There are no specific safeguarding implications associated with this report.
-

Linked Reports, Appendices and Background Documents

Linked Report

- NONE

Appendices

- Appendix 1: Roman Road Area
- Appendix 2: Consultation Summary Reports
- Appendix 3: Equality Analysis Quality Assurance Checklist

Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012

- NONE

Officer contact details for documents:

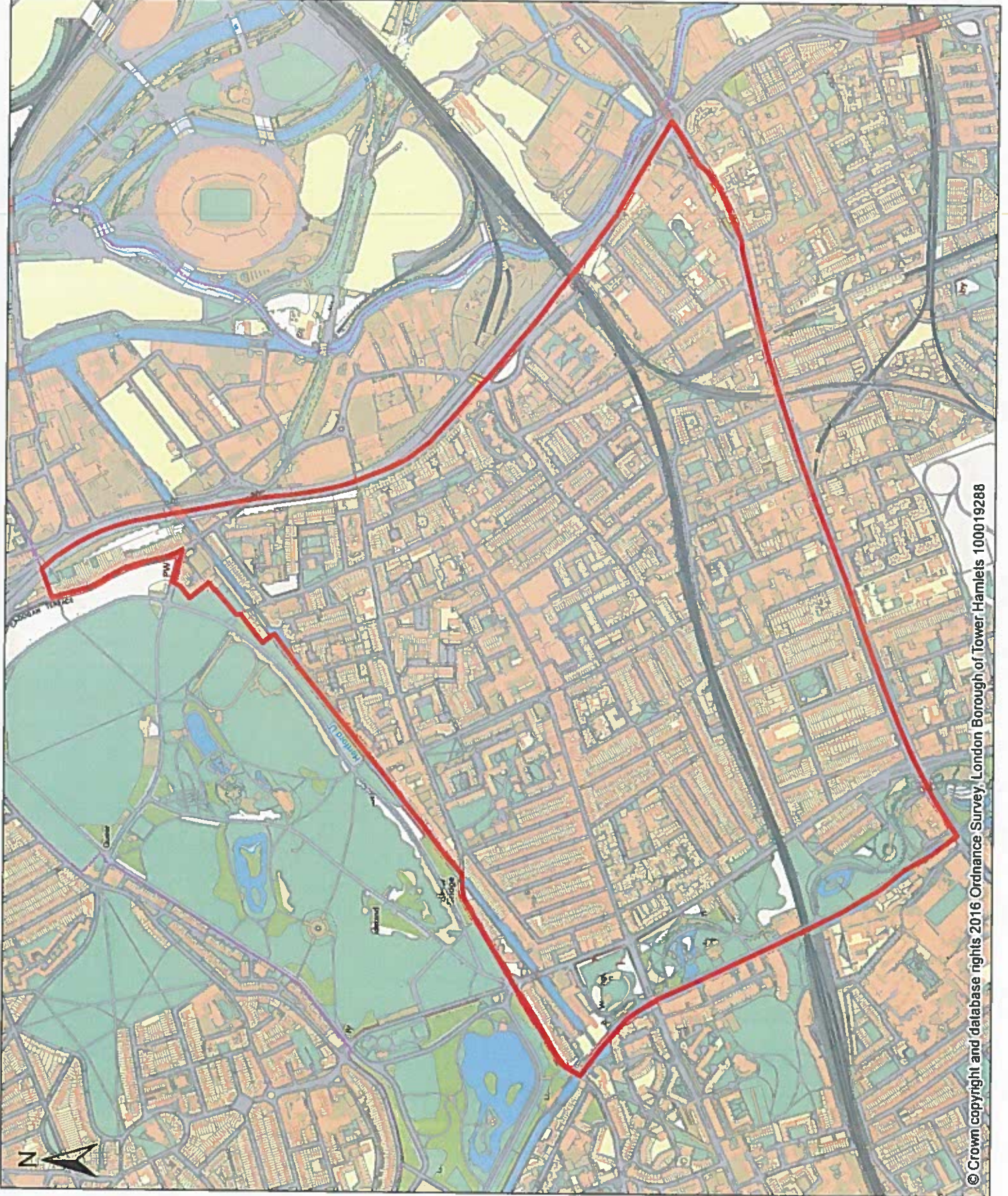
- Ellie Kuper Thomas
- ellie.kuperthomas@towerhamlets.gov.uk
- 0207 364 3648

ROMAN ROAD BOW PROPOSED NEIGHBOURHOOD BOUNDARY

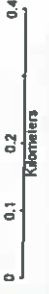
LEGEND



Proposed
 Neighbourhood
 Boundary



Scale @ A4: 7,500



APPENDIX 2

Roman Road Neighbourhood Planning Area Public Consultation Summary

1) Role of this document

This document provides a summary on the level of representation, and the matters discussed within representations, during the formal public consultation period for the applications to establish a Neighbourhood Planning Area made by the 'Roman Road Neighbourhood Forum'.

The report takes account of relevant planning matters in representations submitted to the London Borough of Tower Hamlets.

This paper has been prepared by the London Borough of Tower Hamlets for public information and to inform the Council's decision making process. It is not intended to address any of the issues raised during the consultation period.

2) Consultation activities undertaken by the Council

The formal public consultation period ran from 11th November 2016 and 23rd December 2016. Consultation activities undertaken by the Council were carried out in accordance with Neighbourhood Planning Regulations. Activities undertaken were as follows:

- Provision of consultation information and application material on the Council's website (www.towerhamlets.gov.uk).
- Provision of consultation information and application material to the Idea Store Bow and the Town Hall, Mulberry Place for inspection by interested parties.
- Provision of information to elected Councillors in the relevant areas.
- Provision of Information to Statutory Consultees.
- Publication of a Public Notice in East London Advertiser.

These activities also followed the principles of the guidance for the production of policy documents as set out in the Council's Statement of Community Involvement (SCI).

3) Approach to categorising representations made

During the public consultation period, the public are able to make representations on the contents of the area application submitted to the Council. Typically, representations were made by local residents, interests groups and statutory consultees. Representations were not made by all parties directly consulted.

This document presents representations in no particular order. Representation figures calculate submitted responses and as such do not limit representations to one per person or per household or one per business. The following categories have been used to categorise representations:

Support	Have stated explicit support, or support has been inferred from the contents of the representation
Object	Have stated explicit objection, or objection has been inferred from the contents of the representation
Concerned	Do not state they object but highlight areas of concern
Neutral	Have offered comments but not determined if they object or support the application
Petition	A written objection signed by multiple signatories
No comment	Where no comment has been made and no position on the matter can be inferred

The following summaries have been derived from an analysis of the consultation responses. Please note, representations did not always specify support or objection to the area and Forum. The summary of responses paraphrases comments made by representors and, to avoid repetition, makes reference to the same matter once only.

When analysing the representations, regard is given to legislative requirements related to the Forum and Area proposals.

4) Summary of responses related to the Area based application

Number of representations received

Support	Objection	Neutral	Concerned	No comment	Petition	Total
0	5	6	7	0	0	18

Comments made by statutory bodies

- Sports England provided advice as to how any future Neighbourhood Plan could contribute towards encouraging physical activity.
- Natural England provided advice as to how any future Neighbourhood Plan could protect landscapes, protected species, local wildlife sites, and opportunities for enhancing the natural environment.
- National Grid noted that there are no implications for National Grid Gas Distribution's Intermediate / High Pressure apparatus.
- The Port of London Authority had no specific observations but supported references to improving and enhancing the role of waterways for drainage, biodiversity, leisure and transport.
- Historic England noted that the area covered by the proposed Neighbourhood Plan is substantial but defined along clear physical boundaries, and as such appears a solid basis for designation. The area encompasses a significant number of heritage assets including several conservation areas of predominantly Victorian terraced housing. There are a number of listed buildings including St Paul's Church, the Passmore Edwards Library, the Bryant and May Factory, and the Palm Tree PH. The new Testament Church of God, Morgan Street is currently included on the Register of designated heritage assets at risk. They encouraged any future Neighbourhood plan to develop clear and robust heritage policies.

- The Environment Agency provided advice on environmental information and ideas on incorporating the environment into any future neighbourhood plan.

Summary of matters raised in objection:

- Inadequate consultation and public engagement to date. It should be noted that formal responses from the Mile End Old Town Residents Association (MEOTRA) and Friends of Mile End Park states that they were not formally consulted with. The application form states that MEOTRA was contacted and discussions were had with members of the association. It also states that consultation was undertaken at a Friends of Mile End Park event.
- The Area is too large and contains too big a population for effective neighbourhood planning
- The Area should not include the Mile End Old Town Residents Association (MEOTRA) Area, due to its distinctiveness and the particular requirements of the conservation area. The railway provides a natural barrier between the two areas.
- Mile End Old Town Residents Association (MEOTRA) already serves the interests of residents, and should not be subsumed into a larger structure.
- The proposed Area excludes Mile End, Bow Road and Bow Church Stations, and the southern side of Mile End Road and this would result in a lack of consideration of these transport facilities and businesses.
- The Area excludes the three stations (Mile End, Bow Road and Stepney Green) which serve the wider area and the Area only includes the northern side of Mile End Road. The suggestion is that Mile End Road, rather than Roman Road, should be considered the heart of the appropriate catchment area.

Summary of matters raised as concerns:

- The Area is too large and despite the Area covering a large area, the focus of the application appears to be solely on Roman Road and be business orientated.
- The Area is too large to be named the 'Roman Road Neighbourhood Area' and it would be more representative of the wider area if named the 'Bow Neighbourhood Area'.
- The Area should not include any of the Mile End Neighbourhood Centre, as there are potential conflicts of interest between the Roman Road District Centre and Mile End Neighbourhood Centre.

Appendix 3: EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

<p>Name of 'proposal' and how has it been implemented (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)</p>	<p>Determination of Neighbourhood Planning Forum and Area Applications</p>
<p>Directorate / Service</p>	<p>Development & Renewal</p>
<p>Lead Officer</p>	<p>Ellie Kuper Thomas</p>
<p>Signed Off By (inc date)</p>	<p>Adele Maher, 24.01.17</p>
<p>Summary – to be completed at the end of completing the QA (using Appendix A) (Please provide a summary of the findings of the Quality Assurance checklist. What has happened as a result of the QA? For example, based on the QA a Full EA will be undertaken or, based on the QA a Full EA will not be undertaken as due regard to the nine protected groups is embedded in the proposal and the proposal has low relevance to equalities)</p>	<div style="display: flex; align-items: flex-start;"> <div style="width: 20px; height: 20px; background-color: #008000; margin-right: 10px;"></div> <div> <p>Proceed with implementation</p> <p>Based on the QA a Full EA will not be undertaken at this stage. As a result of performing the QA checklist the proposed procedural changes to the decision making process for Neighbourhood Planning Area and Forum applications does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p> <p>Due regard for the nine protected groups will be embedded in the preparation and production of any resultant Neighbourhood Development Plan (NDP) or Neighbourhood Development Order (NDO).</p> </div> </div>

Stage	Checklist Area / Question	Yes / No / Unsure	Comment (If the answer is no/unsure, please ask the question to the SPP Service Manager or nominated equality lead to clarify)
1	<p>Overview of Proposal</p> <p>Are the outcomes of the proposals clear?</p>	Y	<p>As LPA, the Council is required to determine applications for Neighbourhood Area designation in accordance with the Town and County Planning Act 1990 (as amended) and the Neighbourhood Planning (General) Regulations 2012. The Council has received an application from the community organisation 'The Roman Road Neighbourhood Forum' to establish a Neighbourhood Planning Area in the wider Roman Road / Bow area. The Council is fulfilling its legislative duty to determine the application. The outcome of the decision will be to determine a Neighbourhood Planning Area in the Bow area of Tower Hamlets.</p>
a	<p>Is it clear who will be or is likely to be affected by what is being proposed (inc service users and staff)? Is there information about the equality profile of those affected?</p>	Y	<p>This decision determines a Neighbourhood Planning Area in the Bow area of Tower Hamlets. It does not alter planning policy nor approve development. As such, at this stage, the impacts of the proposals will not be felt upon persons with protected characteristics.</p> <p>At the stage when a Neighbourhood Development Plan or Order is being prepared, officers will work with the Neighbourhood Planning Forum and Equalities team to make sure that actions will be undertaken to mitigate the likely adverse impacts on people who share Protected Characteristics. Officers can share information on the latest Council's Borough Profile to provide an overview of the equality groups to the Forum.</p> <p>Any Neighbourhood Development Plan or Order will need to be in general conformity with the Council's Local Plan.</p>
b			

Monitoring / Collecting Evidence / Data and Consultation			
2	Is there reliable qualitative and quantitative data to support claims made about impacts?	n/a	The degree to which there are impacts from approving the proposals for Neighbourhood Planning Forums or Areas is not known. There is no reliable qualitative and quantitative data to support claims made about impacts, where there are known to be impacts.
a			Neighbourhood Planning is a new planning policy tool. In future, there may be a need to capture information to be able to assess impact.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	n/a	Neighbourhood Planning is a new planning policy tool. In future, evidence may be developed nationally.
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	In accordance with Neighbourhood Planning Regulations, public consultation and the Council's reporting cycle allow for input into the recommendations for determining applications being taken forward.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	Formal public consultation was carried out for six weeks. This is the statutory period of public consultation.
3	Assessing Impact and Analysis		
a	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?	No	Neighbourhood Planning is a new planning policy tool. There is no evidence of impacts. At the stage when a Neighbourhood Development Plan or order is being prepared, links may be established. At the stage when a Neighbourhood Development Plan or Order is being prepared, officers will work with the Neighbourhood Planning Forum and Equalities team to make sure that actions will be undertaken to mitigate the likely adverse impacts on people who share Protected Characteristics.
b	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	No	Neighbourhood Planning is a new planning policy tool. There is no evidence of impacts. At the stage when a Neighbourhood Development Plan or order is being prepared, an understanding will be developed and assessed for unequal impacts.

4 Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	n/a
b	Have alternative options been explored	n/a
5 Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes
6 Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	N/A


It is our statutory duty to support forum and area applications where they are meet legislative requirements. We are required by the Localism Act (2011) to designate an appropriate area where an application is submitted.

At the stage when a Neighbourhood Development Plan or Order is being prepared, officers will work with the Neighbourhood Planning Forum and Equalities team to make sure that actions will be undertaken to mitigate the likely adverse impacts on people who share Protected Characteristics. At the stage of submitting the Neighbourhood Development Plan or Order, the Council will consider the impact on the plan or order on the protected characteristics.

At the stage when a Neighbourhood Development Plan or Order is being prepared, officers will work with the Neighbourhood Planning Forum and Equalities team to make sure that actions will be undertaken to mitigate the likely adverse impacts on people who share Protected Characteristics. At the stage of submitting the Neighbourhood Development Plan or Order, the Council will consider the impact on the plan or order on the protected characteristics.

Appendix A

(Sample) Equality Assessment Criteria

Decision	Action	Risk
<p>As a result of performing the QA checklist, it is evident that due regard is not evidenced in the proposal and / or a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i>. It is recommended that the proposal be suspended until further work or analysis is performed – via a the Full Equality Analysis template</p>	<p>Suspend – Further Work Required</p>	<p>Red</p> 
<p>As a result of performing the QA checklist, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>	<p>Proceed with implementation</p>	<p>Green:</p> 