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Question	Answer explanation/notes Close the window if you wish to come back to this survey at any point. When you revisit the link, remember to press next on each page when you make changes to ensure updates are saved. **Once you have submitted this form you will not be able to make changes or submit this unique form again.**	Your answer
About your organisation		
Please provide us with an alternative contact name and details (phone number and email address)	This person will be contacted about the application if we cannot get hold of the main applicant.	*Max 200 words* Daphne Youngs Drinkstone Parish Council drinkstonechair@gmail.com
How many years has your organisation been in operation? - Under 6 months - 6 months to 12 months - 12 months to 2 years - Over 2 years		*Picklist (choose only one option)* Under 6 months
Are you VAT registered? - Yes - No	This is so we know whether to deduct VAT from the amount you've applied for if you are registered.	*Picklist (choose only one option)* No
Please can you **briefly** outline your organisation's aims?	This gives an insight into how ambitious an organisation is. Please note: No text you write over the 200 word limit will be considered.	*Max 200 words* To develop a robust neighbourhood plan which represents the views of a majority of Drinkstone parishioners

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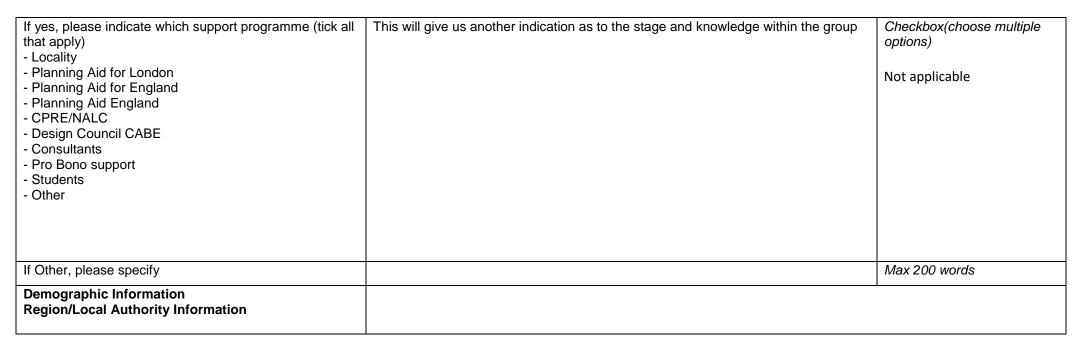
Which type of organisation are you representing? - Parish Council - Town Council - Designated Neighbourhood Forum - Prospective Neighbourhood Forum	Please note that if you are in an area with a Parish or Town Council you cannot be a neighbourhood forum.	*Picklist (choose only one option)* Parish Council
Have you had previous Locality Neighbourhood Planning grant(s) during the period April 2015 to March 2018, for the production of your Neighbourhood Plan (NDP)/Neighbourhood Development Order (NDO)? - Yes - No	This will determine the amount of grant support you are eligible to apply for	*Picklist (choose only one option)* No

If yes, please give details including the NPG reference number, the amount of grant received and any underspend returned	It is important to ensure we do not have different organisations names (i.e. 'X Parish Council' and 'X Parish Council steering group'). Please provide only one name and make sure this is consistent with previous applications, i.e. if you are a parish or town council please say 'X Parish Council'.	*Max 200 words* Not applicable
Have you submitted your end-of-grant reports for the grant(s) listed above? - Yes - No	Please note that we cannot offer grant support if you have not completed end-ofgrant reports for all previous grants	*Picklist (choose only one option)* Not applicable
Have you had other support with your NDP / NDO? - Yes - No	Please note that support could include support from Locality, Planning Aid, Campaign to Protect Rural England (CPRE)/National Association of Local Councils (NALC), Design Council CABE plus any Consultancy support or pro-bono support you have received to progress your Neighbourhood Plan etc.	*Picklist (choose only one option)* No

If yes, please indicate which support programme (tick all that apply) - Locality - Planning Aid for London - Planning Aid for England - Planning Aid England - CPRE/NALC - Design Council CABE - Consultants - Pro Bono support - Students - Other	This will give us another indication as to the stage and knowledge within the group	*Checkbox(choose multiple options)* Not applicable
If Other, please specify		*Max 200 words*
Demographic Information **Region/Local Authority Information**		

Which Region and Local Planning Authority (LPA) is the NDP/NDO located in? Please select the region and the corresponding lead LPA from the list below - East of England - East Midlands - Greater London - North East - North West - South East - South West - West Midlands - Yorkshire & Humber	Please also specify your Local Authority, this helps to inform our national picture of neighbourhood planning activity	*Picklist (choose only one option)* East of England
Local Authority	This is a picklist, once you have selected your region; you will be given a list of the local authorities in that area.	*Max 200 words* Mid Suffolk

Are you working across boundaries and / or located in a national park? - Yes - No	This will help us to establish what issues/challenges you might face	*Picklist (choose only one option)* No
As you answered 'yes' above, please name the additional LPAs below		
Area Context: Urban Rural Mixed urban/rural Coastal Suburb Inner City Market Town	This will help us to establish what issues/challenges you might face	*Checkbox(choose multiple options)* Not applicable
Ward Area Name(s)		*Max 200 words*
What is the estimated population of the proposed or designated neighbourhood area to be covered by the NDP/NDO?	Use https://www.nomisweb.co.uk or ask the Local Authority to help you find this information	*Numerical field* 548 (in 2011 census)

Having looked at the link from the help text below, in terms of the level of deprivation, please tell us the percentage band your area falls into. - 20% or less - 21%-40% - 41%-60% - 61%-80% - 81% -100%	To calculate the percentage of deprivation in your area please copy and paste this link into your browser: http:dclgapps.communities.gov.uk/imd/idmap.html This will help us to establish what issues/challenges you might face.	*Picklist (choose only one option)* 0-20%
Progress on your Neighbourhood Plan		

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Please outline your progress to date with your NDP/NDO below	This will give an indication of your ambitions and progress to date, i.e. how fast or slow you are moving through the process Please note: No text you write over the 200 word limit will be considered.	*Max 200 words* • Team in place • First community event completed • Project plan complete • Survey developed • Second community event planned
How long have you been working on your NDP/NDO? - 0-3 months - 3-6 months - 6-12 months - 12-18 months - More than 18 months	This will indicate what activity we might expect to see	*Picklist (choose only one option)* 3-6 months
Are you modifying a 'Made' neighbourhood plan? - Yes - No	If your plan has been through referendum and has been 'Made' by the Local Authority as is part of the Local Plan then you should answer yes to this question.	*Picklist (choose only one option)* No
Has the neighbourhood area been designated by the LPA? - Yes - No	Only visible for Parish and Town Councils	*Picklist (choose only one option)* No
If yes, please provide the date neighbourhood area was designated		*Date*

Has your neighbourhood forum been designated by the LPA? - Yes - No	This will indicate what activity we might expect to see. Only visible for Forums	*Picklist (choose only one option)* Not applicable
If yes, please provide the date neighbourhood forum was designated.		*Date*

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Reg 14 Consultation (Pre-Submission Consultation)		
Have you commenced your six-week consultation? - Yes - No	This is the formal six-week consultation on your draft neighbourhood plan before it is submitted to the local planning authority for examination.	*Picklist (choose only one option)* Not applicable
If yes, please provide the date the six week consultation commenced		*Date* Not applicable
Have you completed your six-week consultation? - Yes - No		*Picklist (choose only one option)* Not applicable
If yes, date the six week consultation completed		*Date not applicable*
Have you considered consultation responses and made any necessary amendments to the plan? - Yes - No	If you have completed 6 weeks consultation on your draft plan have you looked at and provided responses to all the comments and feedback you have received, and does this now form part of the Consultation Statement?	*Picklist (choose only one option)* Not applicable
If yes, Consultation Comments:	Provide a brief list of the key issues and comments on your draft plan	*Max 200 words Not applicable*
Have you submitted your plan to the LPA? - Yes - No	If you have a full draft plan, including the Basic Conditions Statement and the Consultation Statement along with all the evidence supporting your draft plan and have submitted this to the Local Planning Authority for them to complete 6 weeks consultation you should be ticking yes.	*Picklist (choose only one option)* No
What date did you submit your plan to the LPA?		*Date Not applicable*
What is the target date for completing your NDP/NDO and submitting it to the LPA?	Please provide an estimate if not known or where you have submitted, provide actual date.	*Date* May 2019

Has the referendum been arranged? - Yes - No	You will only answer this question if an Independent Examiner who has recommended that the plan proceed to Referendum has examined the draft plan.	*Picklist (choose only one option)* No
If yes, please provide the date set for the referendum?		*Date not applicable*

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Additional Information I.		
Does the LPA have an up to date adopted Local Plan?- Yes- No	The Local Plan is the name for the collection of documents prepared by your Local Planning Authority for the future development of the local area. You can find out if your Local Planning Authority has an up to date adopted Local Plan by speaking to them directly. You can find out the contact details for your Local Planning Authority by cutting and pasting the following link into your browserhttps://1app.planningportal.co.uk/YourLpa/FindYourLpa?searchText	*Picklist (choose only one option)* No
What year was the plan adopted?		*Date Not applicable*
If yes, please cut and paste the URL link to your Local Authority's Adopted Local Plan here		*URL only* Not aplicable
Is the Local Authority preparing a new Local Plan - Yes - No	If you are not sure please speak to the Local Planning Authority	*Picklist (choose only one option)* Yes – is this mid Suffolk?
If yes, please cut and paste the URL link to your Local Authority's Emerging Local Plan page here		*URL only* https://www.midsuffolk.gov.uk/planning/planning-policy/adopted-documents/mid-suffolk-district-council/mid-suffolk-local-plan/
Do any parts of your neighbourhood plan area have any special designations? If so, please select all that apply - Conservation area - Area of Outstanding Natural Beauty - National Park - Sites of Special Scientific Interest - RAMSAR - Other	This will inform us for any specific planning issues your group might face	*Checkbox(choose multiple options)* Does Drinkstone have a conservation area?

If other, please specify		*Max 200 words*
Does the Local Plan/emerging Local Plan seek to allocate housing in the neighbourhood area? - Yes - No	Please call your Local Planning Authority if you are unsure. This information is needed to understand the growth planned for your neighbourhood area and the existing planning context	*Picklist (choose only one option)* Yes – check this with IP
If yes, how many houses (in total) are allocated in the Local Plan or emerging Local Plan to the neighbourhood area?		*Numerical field* Not specified
Are you proposing to allocate sites for housing or mixed development? - Yes - No	These are sites where you plan for and expect to see development come forward over the lifetime of your plan. This information is needed to understand your approach to development in your area.	*Picklist (choose only one option)* No
If yes, please give the number of sites you are proposing to allocate		*Number and words, max 200 words* 0
If yes, please add any comments you may have on your site allocations here	For example: • have you completed a full assessment of all sites; • have the LPA considered the sites you wish to allocate; • do you know the likely number and types of houses that will be allocated to each site; • is the landowner happy that the site will be allocated. This information helps us to understand the work you have completed in respect to site allocations.	*Max 200 words* Not applicable
Are you planning for more homes than are allocated in the Local Plan or emerging Local Plan? - Yes - No	You will say yes to this question if you are providing for more houses to be built in your neighbourhood area that those allocated to your neighbourhood area in the Local Plan.	*Picklist (choose only one option)* No
Please specify the number of houses you are planning for in the neighbourhood plan		*Number and words, max 200 words* To be determined once assessment completed

Why are you seeking to allocate more homes than the Local Plan or emerging Local Plan?		*Max 200 words* Not applicable

Are you assessing sites within your neighbourhood area with a view to making site allocations in your neighbourhood plan? - Yes - No	If you are or intend to undertake an assessment of the sites in your neighbourhood area to determine which would be most suitable and likely to come forward for development over the lifetime of your plan then you will be likely to say yes to this question.	*Picklist (choose only one option)* No
Have you completed a call for sites? - Yes - No	A call for sites is the chance for individuals and organisations to suggest sites that they feel may have potential for development (housing, mixed use, employment)	*Picklist (choose only one option)* No
If yes, please give the number of sites you are assessing or will assess:		*Number and words, max 200 words*
What do you already know about the sites?	What information have you already gathered about these sites?	*Max 200 words* Not applicable
Additional Information II.		
What level of planning expertise is available in the group (volunteer or external professional support)? - High level skills - Medium level skills - Low level skills	If you have a qualified planner as part of your group then you have a high level of skills. If you have no planning expertise then you will have a low skills level.	*Picklist (choose only one option)* High level – external consultant
What is the level of volunteer time available in the group? - Considerable volunteer time - Some volunteer time - Limited volunteer time	If you have members of the group who can spend one day a week working on your plan then you have considerable volunteer time. If most of your group can only spare a few hours in the evening and/or at weekends then you have some volunteer time.	*Picklist (choose only one option)* Some volunteer time

Is any paid support available, such as staff time, for example from your LPA or Parish Council? - Yes - No		*Picklist (choose only one option)* Yes
If yes, please provide details on which groups/organisations are supplying it?		*Max 200 words* External planning consultant Ian Pool is expected to support project team

Please tell us about the sources of income for developing your NDP/NDO- None- Local Authority- Other grants- Parish precept- Fundraising- Other		*Checkbox(choose multiple options)* LA grant Parish council funding
If other, please specify		*Max 200 words*

Technical Support Needed
You can receive Grant and Technical Support at the same time. Applying for Technical Support will not prevent you accessing grant, providing you are eligible for grant support, and the Technical Support could be best used to complement the use of grant. This will help groups make the most of grant and move your plan making process on more smoothly. To find out more about the support offered please see the guidance notes (Link)

Please note you can only apply for one support package at a time, but you may make concurrent applications at any time. Please apply for the support you need first. Please refer to our Technical Support guidance for a full explanation on each package (Link).

What kind of support are you looking for? Please select a support package from the list below - Forum Development	Please have a read through the guidance notes to read more about this package of support. This is only available for forums. If you select Forum Development, you will be asked if have you applied to the LPA for designation yet? - Yes - No	*Picklist (choose only one option)* Design including design codes
- Housing Needs Assessment - Evidence base and policy Development - Site Options and Assessment - Design including Design codes - Neighbourhood Masterplanning - Strategic Environmental Assessment - Environmental Impact Assessment - Habitats Regulation Assessment - Plan Health check	If you are applying for Strategic Environmental Assessment, Environmental Impact Assessment or Habitats Regulation Assessment you will be asked to attach the screening opinion from the LPA If you have accidentally attached the wrong document, please upload the correct document and this will automatically replace wrong one If you are applying for a Plan Health Check you will be asked do you have a full draft plan - Yes - No	

Please describe how this support package would help you to move forward?	You need to provide us with why you believe the support will help you to prepare your plan.	*Max 200 words* There is limited to no expertise in the allocation of design codes in the team. Initial discussions and public event have highlighted the importance of design codes in preserving the historic and unique character of the village. Without this support the plan will not fully support local needs as there will not be the skills and time to

		develop robust design codes for future developments
Are there any barriers to making progress with your plan, (such as active planning applications, conflicting local views over how the area should be developed, lack of support from the LPA etc.)?	Your answer to this question will help us to understand the level of support you might need.	*Max 200 words* No

Grant Support

The maximum amount of grant that you can apply for, and have in progress, at any one time is £9000. All neighbourhood planning groups are eligible for grants of up to £9000* per neighbourhood planning area. If you have previously had funding from the 2015-18 programme the eligible amount reduces by the amount of grant(s) already used

*If you are eligible for the additional grant (taking your total grant ceiling to £17000) you can still only apply for a maximum of £9000 per application.

NB: **Applications must be between £1,000 and £9,000 per application.** This means that even if you are deemed eligible for additional grant, you cannot apply for more than £9,000 at a time.

Grants can be used to support the production of the NDP/NDO. **The earliest start date for grants is 17th April 2018 or 4 weeks after you submit your grant application. If your grant is successful, you will then have until the end of the financial year (31 March 2019) to spend this**. We would like to encourage you to consider your needs from the period up to 31 March 2019 so you do not need to make multiple applications.

Eligibility for the additional grant is dependent upon meeting the relevant criteria. The inclusion of the additional grant in your application form is not confirmation that you have met these criteria and this will be checked as part of the grant assessment.

Are you applying for a grant? - Yes - No		*Picklist (choose only one option)* Yes
Please tell us the start date of your grant activity	Under no circumstances can we fund activity that has happened in the past or prior to a grant being awarded. Therefore, this date should not be less than a month from the date of your application.	*Date* 1/9/18
Please tell us the end date of the final activity that this grant will cover.	Please tell us when the activities funded by this grant will end. Please note that no activity can take place later than the end of the financial year (31st March 2019) in which you submitted your application. **Any grant funding must be spent by the end of the financial year.**	*Date* 31/3/19

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Budget Breakdown Section: In this next section of the form you will need to provide details of the estimated costs for the support you require. (i.e. how much grant you are applying for, why you need the support, length of time to be completed, and planned start date). Please apply under the right section.You will need to tell us the professional fees that you want to pay as part of your project. **Please ensure that the total costs in this application do not exceed £9,000. Grant applications that are outside of this range will be automatically rejected.**			
What are you applying to fund? - Professional Fees - Projects Costs	You can apply for funding from each of these sections, or just from one depending upon what grant support you want	*Checkbox*	
Budget Item 1: Professional Fees This section will only appear if you selected 'professional fees' above			
Type of activity (please select)	Type of Activity detail	Budget breakdown	Cost £0.00

1.1 1.5
  - Consultants
  - Technical reports
  - Training sessions
  - Facilitator costs
  - Other *checkbox*
	We will need to know the day rate that you propose to pay for any consultants who are working with you.
	
	Remember to include VAT if you are a designated/prospective neighbourhood forum. Please note that the maximum day rate that we will pay is £550 per day plus VAT and reasonable expenses.
	
	You can identify up to 5 different consultancy tasks using lines 1.1-1.5 Max 200 words
		Numerical field	*Numerical field*

Budget Item 1: Project Costs This section will only appear if you selected 'Project costs' above			
Type of activity (please select)	Type of Activity detail	Budget breakdown	Cost £0.00

2.1 – 2.5 - Room hire - Website Development - Publicity Costs - Printing Costs - Other *Checkbox*	*You also need to tell us the project costs, i.e. how much each item/area of work will cost. (i.e. 5000 leaflets at 20p each – giving a total of £1,000 for printing; Or 5 meetings in the village hall at a cost of £40 per booking – giving a total for £200 for room hire).* *You can identify up to 5 different project costs using lines 2.1-2.5* *Max 200 words*	*Numerical field* Copy from Jeremy's spreadsheet	*Numerical field*
Total value of grant you are applying for	Please note that the minimum value you can apply for is £1,000 and the maximum value you can apply for is £9000. Grant applications that are outside of this range will be automatically rejected.	*Numerical field* Copy from Jeremy's spreadsheet	
Please explain why this grant is needed	Please note that the answer given here is important in the grant assessment, and should explain what you hope to achieve	*Max 200 words* The grant is needed to provide expert support and project costs to develop a plan in a time manner	
Please explain how it will help your NDP/NDO to move forward.	This information will help those assessing your grant application to see that you are clear and can explain how the grant will help you to prepare your neighbourhood development plan.	*Max 200 words* The grant will enable the	

		plan to be based on expert advise and be completed in time to influence future developments
If you are commissioning expert support, please give details of the name, qualifications and professional memberships of the person(s) you intend to use.	Please do not insert a CV/CVs here	*Yes* *Ian Poole As Ian for qualifications etc*
Please attach a supporting document for consultant/website costs here.	You must include all the quotes from all the professionals/consultants you are thinking about using. Please compile these into one document to upload. If you attach the wrong document, upload the correct one and this will automatically replace the incorrect attachment.	*Attach a document* Attach project costs
Submission		

Please indicate what category applies to your organisation - I am a Parish/Town Council - I am an incorporated forum and have a bank account with 2 signatories - I am incorporated forum but do not have a bank account with 2 signatories but have a fund holder that meets the grant criteria - I am NOT an incorporated forum but have a fund holder that meets the grant criteria	If you are a prospective forum/unincorporated neighbourhood forum and you are successful, you will need to nominate an incorporated organisation/charity to hold the grant on your behalf. Similarly if you are an incorporated neighbourhood forum, and you do not have a bank account (with two named signatories), you will need to open one in your organisation's name, or nominate an incorporated organisation/charity to hold the grant fund on your behalf please provide details of this organisation in the section below. If you are a Town/Parish Council, or an Incorporated Neighbourhood Forum with a bank account you do not need a separate fundholder.	*Picklist (choose only one option)* Parish Council
Fund-holder Organisation Name		*Max 200 words*

		Drinkstone Parish Council
Fund-holder Email address		*Max 200 words* drinkstonechair@gmail.com
Fund-holder Phone Number		*Max 200 words* What number?
I Confirm I have read and agree to the terms of this web form submission	TERMS: By submitting information via this web form you agree that Locality and our partners in the Neighbourhood Planning Programme may use the data you have provided. Wherever we may hold your personal information, we will take reasonable and appropriate steps to ensure the information you share with us is protected from unauthorised access or disclosure. If you are a member of Locality we may pass your details to selected third party organisations who we believe you will interested in hearing from. These third parties are obliged to keep your details securely, will use them only to fulfil the request and will dispose of the details when the request is complete. If you would like to discuss how your information is stored and used by Locality and our partners Programme please contact communications@locality.org.uk.	*Checkbox*
I would like to opt out of all mailings from Locality and partners in the Neighbourhood Planning Programme	Locality and our partners in the Supporting Communities in Neighbourhood Planning Programme may contact you to obtain feedback on the support you have received from the programme. You may also be invited to future events or updated with news, case studies, member updates and jobs from Locality and our partners in the Supporting Communities in Neighbourhood Planning Programme.Please note, if you opt out of all Locality mailings you will no longer be able to receive mailings that you have previously subscribed to, including member mailings. To	*Checkbox*
	discuss your mailing requirements with our team contact communications@locality.org.uk.	

Submit button	Please do not press the submit button, until you are ready to submit your application form. Locality is the trading name of Locality (UK) a registered company limited by guarantee, registered in England no. 2787912 and a registered charity no. 1036460	*Checkbox*