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# NEIGHBOURHOOD PLANNING AND 20-MINUTE NEIGHBOURHOODS TOOLKIT



tcpa



# DOCUMENT INFORMATION

The Neighbourhood Planning and 20-Minute Neighbourhoods Toolkit has been developed through a partnership of the Spatial Policy and Analysis Laboratory at the University of Manchester (Spa-Lab) and the Town and Country Planning Association (TCPA).

The **Spa-Lab**, formerly the Centre for Urban Policy Studies and now part of the Manchester Urban Institute at the University of Manchester, has a long-established reputation for monitoring and evaluation of area-based policy initiatives, spatial planning and regional development, housing and infrastructure planning, and sustainable and healthy urban environmental research over the last three decades.

The **TCPA** works to challenge, inspire and support people to create healthy, sustainable and resilient places that are fair for everyone. To inform what we do, we strive to draw on the practical idealism of our founders and continue to recognise the huge potential that the planning system has as a powerful tool to transform places and people’s lives. But we also recognise that the ‘art and science’ of planning, and our work, goes way beyond the formal planning system and recognises the multi-dimensional nature of place-making. Our work is a mixture of campaigning, publishing research, acting as a ‘critical friend’, providing training, influencing policy and decision-makers and enabling action.

The authors also thank Sport England for their support to design and publish this document, and Alison Eardley for her feedback on early drafts.

Views are the authors’ alone and don’t represent their employers.

Any errors, inaccuracies, or omissions are the authors’ responsibility.

## CONTACTS AND CITATION

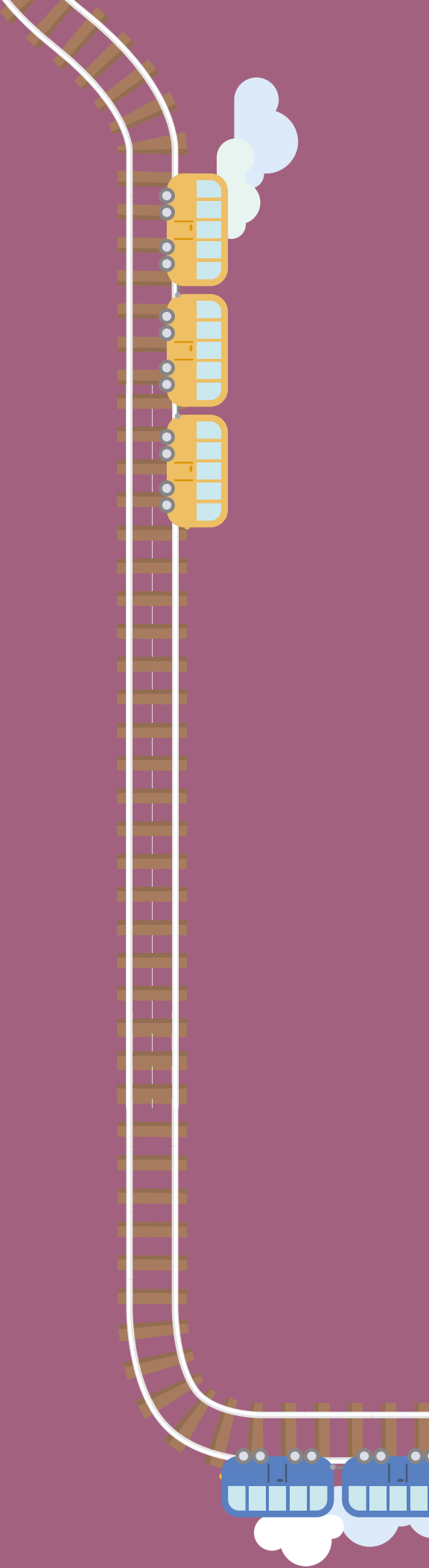
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# AIM OF THE TOOLKIT

This toolkit aims to empower communities to create and shape their places to face the challenges of the present and the future. By offering a framework based on the 20-minute neighbourhood concept, along with diverse policy examples, we aspire to inspire communities to design environments that are healthier, thriving places for all.

Places and communities around the world are facing urgent, complex and interconnected problems about how to:

- reduce carbon emissions;
- help people become more active to improve their physical and mental health;
- reduce air pollution;
- reduce loneliness;
- ensure that everyone can access and afford to eat healthy food;
- reverse the decline in local high streets and economies; and
- regenerate towns, villages and neighbourhoods that have declined and make them great places in which to live again.

In the face of these challenges, different types of places are seeking to create environments that better foster conditions for human and planetary thriving, and there is growing evidence that people are healthier when they can live locally more of the time in 20-minute neighbourhoods, or complete, compact and connected communities.

## NEIGHBOURHOOD PLANNING

Neighbourhood planning was introduced by the Localism Act 2011 as a new community right to plan, and gives communities greater influence over the development and growth of their areas. Since its introduction, 1,535 neighbourhood plans (at time of publication) have passed local referenda to become part of statutory development plans for their local areas – meaning that what they say must be taken into consideration when planning applications come forward in the area the neighbourhood plan covers.

Neighbourhood plans are legally required to contribute to sustainable development and many wish to consider mitigating the implications of climate change. The objective of sustainable development can be summarised as meeting the needs of the present without compromising the ability of future generations to meet their own needs. This toolkit provides a framework and good examples of how a neighbourhood plan can use the 20-minute neighbourhood concept to meet these objectives and create healthier, thriving places. The toolkit's intended audience is neighbourhood planning forums, and town and parish councils in England who are producing or planning to produce neighbourhood plans. The toolkit can also be used by Local Planning Authorities supporting communities developing neighbourhood plans within their boundaries.

This toolkit advocates a community-led approach to healthier placemaking. This means that neighbourhood plans should be co-produced and informed by the local community, tailored to the unique priorities, opportunities, and challenges of the area. Therefore, this toolkit is designed to provide broad principles and methods of thinking that can underpin and inform a local interpretation of 20-minute neighbourhoods. Some policies and examples in the toolkit might be more relevant to dense, urban areas whereas others are more appropriate for small market towns and villages. Accepting that there is not one perfect policy solution for every area, we have listed examples of relevant policies to provoke imagination and innovation.

**We hope that this toolkit will help your community to create healthier and greener environments in which to live, work, play and age.**

## PRINCIPLE

**Create complete, compact and connected communities where people can choose to live locally more of the time because they are within easy access by walking, wheeling and cycling, to the services and facilities they need for everyday life.**

## ACTIONS

Support high quality, suitable, affordable, safe, healthy and energy efficient homes.

Promote opportunities for access to affordable healthy food and private and community growing opportunities.

Create, protect and maintain high quality, accessible green spaces and infrastructure.

Support and protect local community centres and create a high quality public realm to support the local economy.

Promote and support active travel and connections across the community including access to public transport.

Support and protect the local economy and local employment opportunities.

Promote local healthcare opportunities and co-location of health and wellbeing facilities from a variety of providers.

Promote development and actions that create places that meet the needs of people of all ages.

Improve and support opportunities to improve, and access to, high-speed digital connectivity.

## OUTCOMES

Improved physical and mental health and wellbeing.

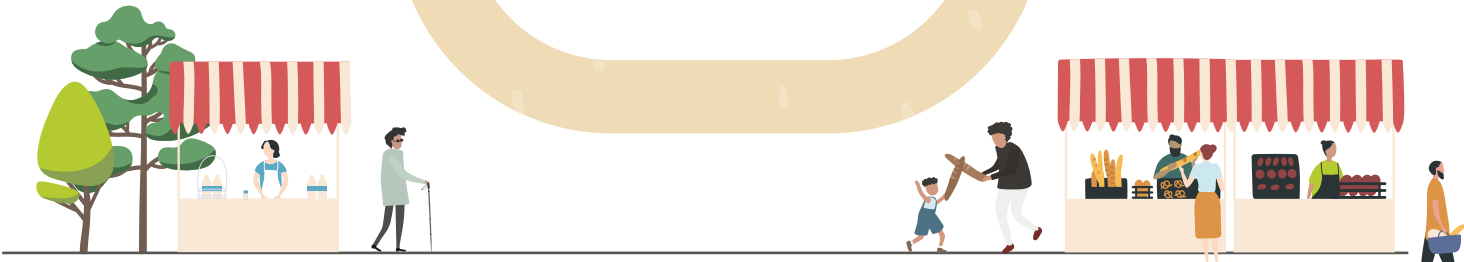
Stronger and more resilient local economy.

Improved social connections and community cohesion.

Improved air quality and reduced congestion.

Reduced inequalities.

Improved resilience to the effects of climate change.



## HOW TO USE THE TOOLKIT

The toolkit is divided into three main sections:

### SECTION 1 INTRODUCTION TO THE CONCEPT

Outlines the concept, characteristics and benefits of 20-minute neighbourhoods and how to gather local knowledge to inform the neighbourhood plan vision and objectives.

This information can be used to frame and guide your approach to developing your neighbourhood plan. The text and referenced documents can form part of the justification for the proposed policies and interventions in the plan, demonstrating a thorough understanding of the community's needs and desires.

### SECTION 2 PLANNING POLICIES

Provides examples of good policy wording from emerging and adopted (made) neighbourhood plans in England. Policies and policy excerpts are shown in this document in boxes.

Policies are grouped under the following themes:

- homes
- access to healthier food
- green space and recreational amenities
- community facilities and public realm
- movement and transport
- retail, commerce and local employment
- health and wellbeing
- places for all ages
- digital connectivity

### SECTION 3 COMMUNITY PROJECTS AND PARTNERSHIPS

Explains how neighbourhood plans can go beyond the regulation of land use by including a list of community projects and partnership actions. The toolkit sets out general principles that can help transform wider community aspirations into reality including priorities for use of developer contributions and outlines how building 20-minute neighbourhoods requires effective engagement and collaboration with key partners from a variety of sectors including the local planning authority, developers, local transport authorities, and private businesses.

# 20-minute neighbourhood concept

## COMPLETE, COMPACT AND CONNECTED PLACES

Cities, towns, villages and communities across England face a number of urgent, interconnected problems, including: how to respond to climate change; how to help people become more active and improve physical and mental health and wellbeing; how to reduce loneliness; and how to keep local high streets and neighbourhoods vibrant and economically successful.

In response to these challenges, many are discovering and re-discovering the benefits of creating places that allow people to live locally more of the time. These places focus on containing most of the things that people need for their everyday lives within a walkable distance from their homes.

The creation of these places is being given different names by different communities – 10-minute towns, 15-minute cities, 20-minute neighbourhoods, complete communities – however, the name or number of minutes does not matter, and the idea is, in essence, the same.

20-minute neighbourhoods differ from low-traffic neighbourhoods in that they seek to address local needs and priorities in a holistic way rather than only focusing only traffic management and vehicle movement.

This toolkit uses the term 20-minute neighbourhoods, based on the work of the Town and Country Planning Association (TCPA). The TCPA's full Guide to 20-minute neighbourhoods can be downloaded from [www.tcpa.org.uk/resources/the-20-minute-neighbourhood/](http://www.tcpa.org.uk/resources/the-20-minute-neighbourhood/).

Neighbourhood planning gives communities direct power to develop a shared vision for their community and shape the land-use, development and growth of their local area. Using a 20-minute neighbourhood framework can support communities to develop and shape local ideas of how they want their communities to respond to challenges and plan for the future.



## CHARACTERISTICS AND BENEFITS OF 20-MINUTE NEIGHBOURHOODS

No two places are the same and every community has its own context and aspirations for the future. The 20-minute neighbourhood framework provides features, or a list of ‘ingredients’, that can help frame conversation and policy in a neighbourhood plan to reflect what the local community wants.

The TCPA Guide to 20-minute neighbourhoods sets out the following characteristics that 20-minute neighbourhoods are likely to include:

- diverse and affordable homes
- well connected paths, streets and spaces
- schools at the heart of the community
- good quality green spaces in the right places
- access to healthy food and opportunities to grow food locally
- local jobs and a vibrant local economy
- community health and wellbeing facilities
- places for all ages

The benefits of creating more complete, compact and connected places are multiple and interrelated. Creating places in this way can bring benefits to the economy, the environment, health and society. For example, providing more opportunities for active travel (walking, cycling and wheeling) is beneficial to people’s levels of physical activity, which is good for their physical and mental health and wellbeing. It increases opportunities for people to ‘bump into’ their neighbours and share in-person social interactions, improves air quality as fewer short journeys are taken by car and mitigates congestion and climate change.



Guide to 20-Minute Neighbourhoods, TCPA (2021)

## BEFORE YOU START – UNDERSTANDING YOUR PLACE

Neighbourhood planning groups need to establish an evidence base for their plan and policy making. Locality, the national membership network supporting local community organisations, offer access to free technical support to carry out assessments such as housing needs assessments, environmental impact assessment, design guide development and master planning.

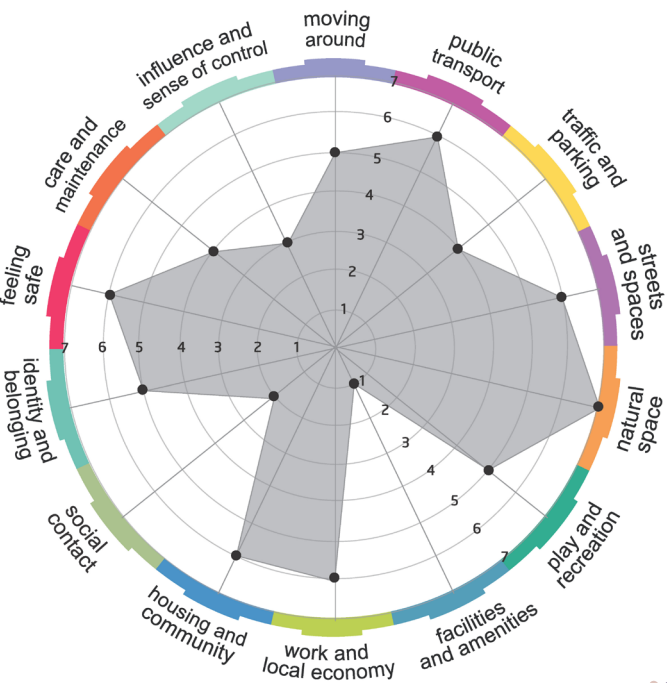
See more here: <https://neighbourhoodplanning.org/>

Local knowledge, from as many local voices as possible, should also be at the heart of any neighbourhood plan and 20-minute neighbourhood. Baseline research and analysis is vital for neighbourhood plan making including understanding how a place functions, what assets (physical and community) it has and where, how the local community experiences their spaces, and what local people want and need.

A variety of engagement and assessment tools exist that can help communities take a measure of their place and act as conversation starters to generate local insight.

The **Place Standard Tool** offers a way of assessing places based on 14 questions. It covers physical elements (such as buildings, spaces and transport) as well as social aspects (like whether people feel they have a say in decision making). There are also Climate Lens and Children and Young Peoples’ versions.

The Place Standard Tool and user guide are free to access from: [www.ourplace.scot/About-Place-Standard](http://www.ourplace.scot/About-Place-Standard).



Example of the domains assessed in the Place Standard Tool

The **Melbourne 20-minute neighbourhoods Checklist Tool** is a quick and informal tool, developed in Australia, to assist in assessing how well a place meets, or not, six ‘Hallmarks’ of 20-minute neighbourhoods.

The Melbourne 20-minute neighbourhoods Checklist Tool is free to access from: [www.planning.vic.gov.au/policy-and-strategy/planning-for-melbourne/plan-melbourne/20-minute-neighbourhood/resources-and-guidance](http://www.planning.vic.gov.au/policy-and-strategy/planning-for-melbourne/plan-melbourne/20-minute-neighbourhood/resources-and-guidance)

**Active Places Power** is a database that holds information on sports facilities throughout England. It can help audit existing facility provision in an area, assess levels of supply and demand and create catchment areas for existing or proposed sports facilities to determine accessibility and profile socio- economic and demographic characteristics. Access is from: [www.activeplacespower.com](http://www.activeplacespower.com)

**Green infrastructure Maps** from Defra and Natural England is an England-wide Green Infrastructure mapping database, bringing together around 50 sources of environmental and socio-economic data. It can provide maps and assist groups to assess green infrastructure provision in a designated area. <https://designatedsites.naturalengland.org.uk/GreenInfrastructure/Map.aspx>

The **Transport accessibility tool** explores how access to different local services across England is enabled or restricted by the local public transport provision in that area. Access from: [www.nao.org.uk/reports/transport-accessibility-to-local-services-a-journey-time-tool/](http://www.nao.org.uk/reports/transport-accessibility-to-local-services-a-journey-time-tool/)

# PLANNING POLICIES

Neighbourhood plans include planning policies to regulate the form and use of land, and it's important to use good policy wording examples from plans that have been tested in examination or adopted (made). This guide also includes policy wording examples that are emerging (have not been through examination) where these are deemed to be particularly aspirational or exceptional. Emerging plan policy is clearly marked.

Neighbourhood forums, as well as parish and town councils, can use the policy wordings below to develop their own policies. Policies should be crafted so that they are appropriate to, and address, specific local characteristics and needs.

## HOMES

Everyone needs a place to live, and communities can use neighbourhood planning to influence the development of new homes in their area so that everyone can have a high quality, suitable, affordable, safe, healthy and energy efficient home.

Homes encompass the variety of residential development needed to meet the current and future needs of the community. Therefore, it is essential that the neighbourhood plan includes effective housing policies to contribute to the creation of high-quality, suitable and affordable homes in the right places. Different areas will face different challenges in relation to the types of housing that a community requires – for families, for older people, for those on lower incomes and in some areas, safeguarding housing options for people with a local connection. Neighbourhood plan policies can seek to influence all these issues.

Neighbourhood plans can include policies on housing mix and design as well as consider issues such as density, where housing is located and how it relates to the existing settlement. Traditional models of developing edge of settlement extensions have often resulted in isolated and disconnected residential 'add-ons' to communities. These models tend to embed the need for car journeys, and therefore hinder the creation of 20-minute neighbourhoods. Instead, the focus should be on promoting homes that are well connected to their neighbourhoods and settlements through safe walking, wheeling and cycling routes.

Housing designs of any type and size should consider climate resilience, access to shared or private green spaces, and should incorporate secure and convenient on-site or off-site cycle storage.

### Hilton, Martson on Dove & Hoon Neighbourhood Development Plan 2020-2035

Policy H6 – Housing design (p.25)

Residential development should reflect the character and density of the immediate surrounding area and use building materials consistent with neighbouring properties.

- Use green infrastructure, in particular trees, to create a barrier between sources of pollution and residents.

- All new developments should include footpaths to encourage and facilitate walking.
- All new development should be located within 800 metres walking distance of shops, parks, recreational facilities and services including medical facilities.

### Pembury Neighbourhood Plan 2020-2038 (emerging plan)

Policy P2 – Meeting local housing needs (p.22)

Other than in development designed to meet an identified specialist housing need, the mix of housing sizes, types, tenures, and affordability in proposed development should, in so far as is reasonably practicable and subject to viability, assist in meeting needs identified in the most recently available Pembury Local Housing Needs Assessment. In particular, the following provision will be supported:

- Proposals which provide a mix of dwelling sizes based on the following distributions across the site, to address the needs of single people, young couples, smaller families and those wishing to downsize:

Market: 1-bed (10-15%); 2-bed (25-30%); 3-bed (35-40%); 4+bed (15-20%)

Affordable: 1-bed (30-35%); 2-bed (25-30%); 3-bed (30-35%); 4+-bed (5-10%)

All dwellings: 1-bed (15-25%); 2-bed (25-30%); 3-bed (30-35%); 4+bed (15-20%)

- Proposals that deliver an appropriate mix of affordable housing, based on a 40:60 split between social rent and affordable housing for sale (intermediate housing)
- At least 25% of the affordable housing units must be delivered as First Homes... (cont.)



### Thame Neighbourhood Plan (emerging plan) Policy CPQ5 – Sustainable Design and Construction (p.48)

- i. The design and standard of any new development should aim to meet a high level of sustainable design and construction and be optimised for water and energy efficiency, targeting zero carbon emissions and, as far as possible, being 'Future Homes Standard ready'. New developments will be supported where they make optimal use of land through good design and:
  - a. Subject to topography, layout and good urban design principles, buildings should be orientated to maximise solar gain where appropriate to site topography and creating a consistent building frontage to the street.
  - b. Ensure that solar access along the south façade of the building is maximised, with appropriate shading elements and cross ventilation employed in new and existing buildings.
- c. Demonstrate that renewable energy technologies are integrated within the development, including, as appropriate, ground source and air source heat pumps, photovoltaics, solar panels and other technologies cont...
- ii. Innovative approaches to the construction of low carbon homes, including construction to Passivhaus standards, is strongly encouraged where development also complies with other policies of the Development Plan.
- iii. New developments which incorporate renewable energy sources and EV-charging points are also strongly encouraged. Wherever EV charging points are provided these should be designed to minimise visual clutter, hindrance and hazard to pedestrians and other street users... (cont.)

### Roseland Neighbourhood Development Plan 2015-2030 Policy HO5 – Location connection (p.47)

Affordable Houses delivered on the Roseland shall only be sold to or let to and occupied by people (and their Household) whose housing need is not met by the market and who meet one or more of the following criteria:

- i. lived continuously in one of the five Roseland Parishes for the last 5 or more years; or
  - ii. worked in permanent employment in one of the five Roseland Parishes for the last 5 or more years; or
  - iii. grew up in one of the five Roseland Parishes (defined as having spent 10 of their first 16 years in one of the Parishes); or
  - iv. who have a close family member living for a minimum of 5 years permanently and continuously in the five Roseland Parishes.
- ii. worked in permanent employment in one of the adjoining Parishes for the last 5 or more years; or
  - iii. grew up in one of the adjoining Parishes (defined as having spent 10 of their first 16 years in one of the Parishes); or
  - iv. who have a close family member living for a minimum of 5 years permanently and continuously in the adjoining Parishes.

Where such a person cannot be found, Affordable Houses may then be sold to or let to and occupied by persons (and their Household) whose housing need is not met by the market and has an area local connection within the five Roseland parishes, adjacent Parishes or a County local connection.

Where such a person cannot be found, an Affordable House may then be sold or let to and occupied by persons (and their Household) whose housing need is not met by the market and:

- i. lived continuously in one of the adjoining Parishes for the last 5 or more years; or

Adjoining Parishes are defined as St Michael Penkivell, St Michael Caerhays, Cuby or Tregony Parishes.



## ACCESS TO HEALTHIER FOOD

The local food environment is key to the health and wealth of the local community. Provision of local shops, access to healthier food, and opportunities to grow food, including allotments, are important hallmarks of a 20-minute neighbourhood.

Opportunities to grow food can be provided in communal spaces such as community orchards and private spaces such as gardens, balconies and allotments. Access to food, and spaces for growing it, can be supported through neighbourhood planning policies. Plans can lend support to developments which create growing spaces within new residential areas, as well as promote the use of vacant land for community growing purposes.

Provision of new food retail uses in neighbourhoods can be supported through plans, and policy safeguards put in place to help combat the loss of existing shops and cafes that function as community assets, for example through a test of demand. In less rural and more urban areas, neighbourhood plans can serve to acknowledge and support the positive impact of food retailers with extended opening hours, as their presence contributes to the vitality of a neighbourhood centre.

Support for markets within neighbourhood centres can also expand the range of options for locally available food. In more rural areas policies and projects in neighbourhood plans can support co-location of community facilities and local co-operatives to help local food growers bring local produce to the community.



### Durham City Neighbourhood Plan 2020-2035 Policy E4 – Evening Economy (p.91)

All development proposals, including those for a change of use, that would promote and/or support the early evening and night-time economy activity related to food and drink, arts and cultural uses, including later trading, will be supported provided that they contribute to the vitality and viability of the City Centre and add to, and improve, the cultural and diversity offer.

### Cullompton Neighbourhood Plan 2020-2033 Policy WL07 - Community Allotments, Orchards and Composting (p.70)

Proposals for the provision of allotments, community orchards and composting in the larger residential development areas (over 50 dwellings), in suitable locations and sufficient to meet local demand will be supported. The use of redundant land for community allotment, orchard and composting initiatives in suitable locations will be supported.

### Newmarket Neighbourhood Plan 2018-2031 Policy NKT7 – The Market (p.31)

Insofar as planning permission is required, proposals for an enhanced twice-weekly market in the town centre will be supported where it is in a suitable and accessible location.





# GREEN SPACE AND RECREATIONAL AMENITIES

Access to green space within a local area or neighbourhood is important and communities value easy access to good-quality parks and green spaces that offer a variety of landscapes and activities, including play. Where we live, work, travel and play has a major role in shaping our activity choices. Sport England's **Active Design Guidance** can help neighbourhood planning groups think about how to use and create green spaces that encourage people to be active through their everyday lives. See: [www.sportengland.org/guidance-and-support/facilities-and-planning/design-and-cost-guidance/active-design](http://www.sportengland.org/guidance-and-support/facilities-and-planning/design-and-cost-guidance/active-design)

Green spaces, trees and parks can deliver multiple benefits to the community, including encouraging active travel, improving physical and mental health, supporting biodiversity, addressing climate change, and providing edible landscapes.



## Holton-le-Clay Neighbourhood Plan 2017-2031

Policy HLC1 - Design and its impact on surroundings (p.13)

6.16 A plan for lifetime maintenance of the highways and public green spaces on proposed developments should be presented as part of the planning process so that suitable management regimes may be secured.

## Lovelace Neighbourhood Plan 2019-2034

Policy LNPH – Housing design and density (p.30)

Development proposals will be supported providing they are well designed, enhance the special qualities of each location and are sympathetic to local character and history, and where:

- i. All major developments will provide appropriate green space for recreational use.

## Newhall Parish Neighbourhood Plan 2010-2030

Policy NEGS2 – Local Green Space (p.24)

Designated Local Green Space is of vital importance to the parish and as such is protected from new development unless very special circumstances can be demonstrated, or where development supports the role and function of the Local Green Space.



As set out in national planning policy, neighbourhood plans can identify, protect and improve green spaces which are demonstrably special to the local community, including spaces within new development. Land can include allotments, playing fields, or undeveloped space in private ownership, and does not necessarily require public access. Plans can lend support to developments which can transform underutilised open spaces to well-functioning green spaces or create new recreational amenities such as playgrounds (see Local Green Space designation, **National Planning Policy Framework** Paragraph 101).

Through this mechanism, neighbourhood planning can exert control over the safeguarding and long-term maintenance of local green spaces. Key to this in a 20-minute neighbourhood context is the NPPF requirement that green space must be 'in reasonably close proximity to the community it serves' (Paragraph 102a).

## Cullompton Neighbourhood Plan 2020-2033

Policy WL03 – Usable Public Open Space (p.66)

Public open space on major new developments should be of adequate size and be located and designed so that it is usable by residents and other members of the public for a range of leisure and recreation activities. Developers should seek to ensure that children's play space benefits from natural surveillance and is located close to family-type housing areas. All new public open space should be accessible via the footpath network.

## Madley Neighbourhood Development Plan 2011-2031

Policy MSC2 - Open space and recreation (p.39)

Proposals that would result in the loss of open space, sport and recreational land and buildings will not be permitted unless:

- i. it can be satisfactorily demonstrated that the open space, buildings or land concerned are surplus to requirements, or
- ii. that the loss would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location, taking into account accessibility by foot, cycle and public transport, or
- iii. the development is for alternative sports or recreational provision, the benefits of which clearly outweigh the loss.



# COMMUNITY FACILITIES AND PUBLIC REALM

Maintaining the vitality of neighbourhood centres as retail and service destinations helps to reduce travel distances, as services and amenities remain available locally within walking, wheeling or cycling distance from people's homes. Combatting service loss in local centres is possible through neighbourhood planning policies that stipulate a requirement to demonstrate a lack of demand over at least 12 months.

Policies regulating use classes can also require equivalent or better replacement community facilities to be provided, should an application be made to redevelop an existing community site. This helps to reinforce a sense of place in neighbourhood centres. Improving the public realm to ensure environments are accessible, attractive and safe also contributes to the outcome of thriving community centres.



## West Grinstead Neighbourhood Plan 2019-2031

Policy 5- Community Facilities (p.18)

- i. Development proposals to enhance and maintain recreational, leisure and community facilities will be supported.
- ii. Where proposals include the replacement of a community facility, the replacement facility should be made available before the closure of the existing facility (where reasonably practicable).
- iii. Development proposals which result in the loss of existing community buildings will not be supported unless it can be demonstrated that the continued use is no longer feasible, taking into account factors such as: appropriate marketing; the demand for the use of the site or premises; its quality and usability; and the identification of a potential future occupier.

## Witchford Neighbourhood Plan 2019-2031

Policy WNP IC3 - Protection of Witchford's Community Facilities (p.58)

Development proposals should not prejudice the retention of the village pub and post office/shop; rather they should help them prosper, for example through safeguarding associated parking, village centre street scene improvements, or through development of complementary uses that will generate additional footfall.

## Durham City Neighbourhood Plan 2020-2035

Policy S1 - Sustainable Development Requirements (p.23)

- Securing equity and benefit to the local community by:
- i. Improving inclusivity by demonstrating a good level of public accessibility and where relevant incorporating seating and public toilets;
  - ii. Securing a design and layout which is capable of reducing crime and/ or the fear of crime, as well as respecting privacy of, and visual impact on, occupiers of neighbouring properties; and
  - iii. Ensuring the location and layout of the development maximise public transport, walking and cycling opportunities, and provide paving, lighting and signs which meet all needs, including those of people with disabilities, older people, and children.





# MOVEMENT AND TRANSPORT

The ability to access everyday services and amenities through active travel, whether by walking, wheeling or cycling is key to creating 20-minute neighbourhoods. Creating and maintaining places that help people to live locally more of the time can replace the need for frequent short journeys in private vehicles.

Upgrading and expanding active travel infrastructure is crucial to incentivise use and to ensure that users feel safe and confident that their journey is viable. Neighbourhood plans can contribute to this by understanding how people in the community move around and dictating new infrastructure requirements for proposed developments, linking new housing to existing services, employment and neighbourhood centres, and providing opportunities and funding for improvements and extensions to existing routes and connections.

Movement routes must be high-quality to promote use within and through neighbourhoods as well as linking key sites and facilities in the community. In developing and improving routes and infrastructure consideration should also be given to wayfinding, shelter, shade and places for rest for those that may need it. Interventions in travel infrastructure should also seek to design out conflict between different travel modes as much as possible.

Cycling infrastructure should be inclusive and designed for non-standard cycles such as tricycles, cargo bikes and recumbent cycles which can be used by disabled people as mobility aids. Cycle parking should be as convenient as car parking, safe, and designed around the principles of inclusivity for non-standard cycles. All key facilities and amenities in the neighbourhood area should have secure and easily accessible cycle parking facilities such as shelters or racks to encourage cycling as an alternative to driving. Homes and residences should also be planned with appropriate opportunities for cycle storage.

Although policies to support public transport availability and affordability are outside of the remit of neighbourhood plans, plans can include strategies and projects committing to support public transport options, especially important in more rural areas.

Neighbourhood plans policies can stipulate a travel plan requirement for developments above a certain size which includes public transport improvements.

Plans can also consider the incorporation of EV charging networks and how to support the shift to lower-polluting vehicles.

For further information see:

## New Homes Checklist by Transport for New Homes

[www.transportfornewhomes.org.uk/the-project/checklist-for-new-housing-developments/](http://www.transportfornewhomes.org.uk/the-project/checklist-for-new-housing-developments/)

## Witchford Neighbourhood Plan 2019-2031

Policy WNP T1 - Getting around the village (p.61)

Development proposals which help to create a more walkable neighbourhood in the village will be supported. There should be good permeability through housing areas ensuring they are well connected via walking and cycling routes to neighbouring plots, key services including Witchford Village College, Witchford Primary School and shops and services located on Main Street. Opportunities will be sought through development proposals to:

- improve existing pavements serving the development to make them more accessible for all users including children and the disabled;
- allow for pedestrian and cycle connectivity to neighbouring plots fitting in with existing connections on developed plots and allowing for future connections to undeveloped plots;

- implement the pedestrian and cycle spine route stretching from Sutton Road to Marroway Lane, Marroway Lane to Common Road, from Common Road to Witchford Village College and from Witchford Village College to Lancaster Way; and
- implement local transport improvements related to and necessary for the development as required by the Parish Council in its Local Transport Plan.

In all Major Development where necessary to achieve a good quality and accessible walking and cycling environment to meet the needs of the users of the development and where directly, fairly and reasonably related in scale and kind to the development, contributions towards these initiatives will be sought.

## Cottenham Civil Parish Neighbourhood Development Plan 2017-2031

Policy COH/2-2 – Large site design (p.42)

Development proposals for housing developments of more than 50 homes should, as appropriate to their scale and location, incorporate designs which sensitively address the following matters:

- i. providing safe off-road pedestrian, cyclist and mobility scooter or Community Transport access to key village facilities, including the High Street, Primary School and Village College, Recreation Ground and Broad Lane Amenity Area, and... (cont.)

- ii. where beyond easy walking distance of the centre, making provisions to: i. enhance public transport connections with the centre, neighbouring villages and transport hubs, and ii. reduce dependence on cars through segregated cycle-ways and footpaths and accessibility improvements within the village centre such as secure cycle parking, improved pavements and safer crossings.



### Bengeo Neighbourhood Area Plan 2019-2033

Policy HBT2 – Encouraging More Walking (p.36)

- i. Where possible, all significant developments should deliver improvements that result in good connectivity between new and existing pedestrian routes to encourage walking as a first option. The emphasis should be on safe and unobstructed pedestrian routes to key services including health care, railway stations, bus stops, local employment, shops and leisure facilities. S106 contributions collected under the provision of Policy TRA1 of the District Plan could contribute towards:
  - a. improvements to the Public Rights of Way network, which could include those from Ware Park Road to Hertford Lock (Hertford 17,18,19,20,23) connecting with Sustrans off-road route 61. The preference is for the footpaths to be upgraded to be capable of allowing cycling. Permissive rights could be considered as a compromise
- ii. Development proposals should include clear strategies for:
  - a. making it easier and safer for children to walk to local schools
  - b. ongoing maintenance of new routes to ensure they are fully accessible and not obstructed
- iii. Development proposals that include safe crossing points for pedestrians; traffic calming measures to reduce vehicle speeds; minimising of unnecessary road and pavement gradients; level/even pavements, and widening of pavements, will be supported when consistent with other policies in this Plan.

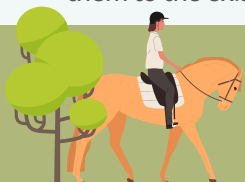
### Policy HTB4 – Public Transport (p.37)

- i. The masterplanning of significant new residential development should allow, where it would be appropriate, the development to be capable of being served by local public transport services which should complement the provision of safe walking and cycling routes.
- ii. Travel Plans should include information on local public transport and, where feasible, incentives to use public transport e.g. Travel vouchers. The overall aim should be to facilitate behavioural change and reduce pollution.
- iii. S106 contributions collected under the provisions of Policy TRA1 of the District Plan, could contribute towards the extension of public and community transport services to new developments.

### Gretton Neighbourhood Plan 2019-2031

Policy ENV 8 – Footpaths, Cyclepaths and Bridleways (p.51)

- Development proposals that result in the loss of, or have a significant adverse effect on, the existing network of footpaths, cyclepaths and bridleways (see Figure 14) will not be supported without appropriate mitigation. The maintenance, upgrading and, where appropriate, extension of the footpath network in the Parish will be supported in order to:
- i. Service new developments and connect them to the existing network;
  - ii. Encourage walking over car use for journeys within the Parish;
  - iii. Provide an improved and more extensive footpath network to support exercise and leisure activities for residents and visitors; and
  - iv. Work towards providing footpaths and cyclepaths alongside roads between local parishes, to support exercise and leisure activities.



## RETAIL, COMMERCE AND LOCAL EMPLOYMENT

20-minute neighbourhoods can support small independent businesses and retailers that are community led – ventures that are central to local communities. The idea of community wealth-building aligns with the principles behind the 20-minute neighbourhood, with a focus on locally productive forms of business and employment, ensuring that a strong neighbourhood centre exists to support everyday needs.

Retaining an appropriate level of retail and commercial uses in communities supports a buoyant local economy, providing increased opportunity to shop and use services locally – reducing the need to travel and commute. Neighbourhood plans can provide policy support for new commercial uses and regulate changes of use to combat loss of retail provision. For example, tests of viability can be required for local shops before loss of retail space is permitted. In neighbourhoods where this is relevant, policy can also support evening economies and consider hours of operation.

Compact, sustainable mixed-use development can also be encouraged through neighbourhood planning, creating a mix of residential, retail, commercial and cultural uses within a community. In more urban areas, providing strong policy support for residential development on upper floors above retail uses is key, combatting the issue of unused or underoccupied first floor space in neighbourhood centres.

Improvements to the public realm within retail centres also encourages footfall and demand for residential space (See Community facilities and public realm on page 14).

### Cullompton Neighbourhood Plan 2020-2033

Policy TC08 – Extending the Attraction of the Town Centre (p.58)

Proposals that help promote the development of a visitor and evening economy in the town centre are supported.

### Holton-le-Clay Neighbourhood Plan 2017-2031

Policy HLC6 – Local Employment and Services

11.8 Existing village facilities, services and businesses will be safeguarded to ensure the sustainability of the village. For this reason, where planning permission is needed, and taking account of any proposed changes of use for existing retail shops, post office facilities, pubs, services, and food outlets, proposals will be considered with regard to maintaining the economic and social well-being of the village.

### Gaddesby Parish Neighbourhood Plan 2020-2036

Policy BE1 – Support for existing businesses and employment opportunities (p.50)

There will be a strong presumption against the loss of commercial premises or land that provides employment or future potential employment opportunities. Applications for a change of use to an activity that does not provide employment opportunities will only be supported if it can be demonstrated that:

- i. The commercial premises or land in question has not been in active use for at least 12 months; and
- ii. The commercial premises or land in question has no potential for either reoccupation or redevelopment for employment generating uses and as demonstrated through the results both of a full valuation report and a marketing campaign lasting for a continuous period of at least six months.



## Histon and Impington Neighbourhood Plan 2020-2031

Policy HIM06 – Commercial Core (p.90)

The area shown in Map 11 is designated as the Histon & Impington Commercial Core. This Policy will be informed by the design guidance included in the Histon & Impington Village Design Guide SPD60 and any documents which supersede this.

Proposals within the Histon & Impington Commercial Core (as defined), that diversify and enhance the range of local shops, services and community facilities and create jobs strengthening the vitality and viability of the village centre are supported, subject to all the following applying:

- Provision of bicycle parking and allocated car parking in line with Policy HIM05.
- The proposals are for retail and other use categories (as defined in the Glossary to the NPPF under "main town centre uses"61) that support and strengthen the existing diverse nature of the High Street.
- Maintaining easy, safe and efficient access for large delivery vehicles, as appropriate. Furthermore, developers will be expected to explore opportunities (engaging as appropriate with local stakeholders such as the Parish Council) to:

- Improve the organisation of car parking on the site (for example by increasing accessibility to off street parking spaces whilst also protecting the interests of local businesses).
- Connect parking spaces across adjacent sites through joint working with neighbouring property owners. New housing development that replaces rather than supplements the existing retail accommodation shall not be supported.

New residential uses, in particular 1 or 2 bedroom dwellings above ground floor shall be supported.

Proposals which lead to the loss of main town centre uses at ground floor level or that lead to a loss of car parking associated with main town centre uses will not be supported

## Kesgrave Neighbourhood Plan 2018-2036

Policy KE2 – Residential uses in Kesgrave District Centre (p.22)

Residential development in the Kesgrave District Centre, as identified on Policy Map No.2 will be supported where it is part of a mix of uses that are suitable for a Local Centre that comprise above ground floor dwellings and provide additional shopping, leisure or employment opportunities.



## HEALTH AND WELLBEING

Increasingly local healthcare is likely to be delivered through local community health hubs – multi-purpose places that could include a mixture of health practitioners (not necessarily GPs) and other forms of community support, such as charities offering companionship, exercise classes, benefits support, clubs, community kitchens, and other forms of 'social prescribing'. These types of facilities are best placed in community centres where they can be easily accessed, and co-located with other services that communities will be using such as retail, banks, libraries, etc.

Neighbourhood plans can lend their support to the establishment, retention and expansion of health and wellbeing facilities and identify suitable locations for accessible services.

## Durham City Neighbourhood Plan 2020-2035

Policy C4- Health Care and Social Care Facilities (p.132)

Development proposals for the provision of Health Centres, Surgeries, Clinics, Nursing Homes, and Residential Care Homes will be supported where it is demonstrated that they:

- are well related to residential areas; and
- are located close to public transport routes and are accessible by a choice of means of transport; and
- would not have a detrimental affect upon the amenity of occupiers of adjoining and nearby properties and businesses; and
- allow appropriate access for pedestrians, people with children and people with disabilities; and

- provide car parking facilities at the premises.

And in the case of Nursing Homes and Residential Care Homes, in addition:

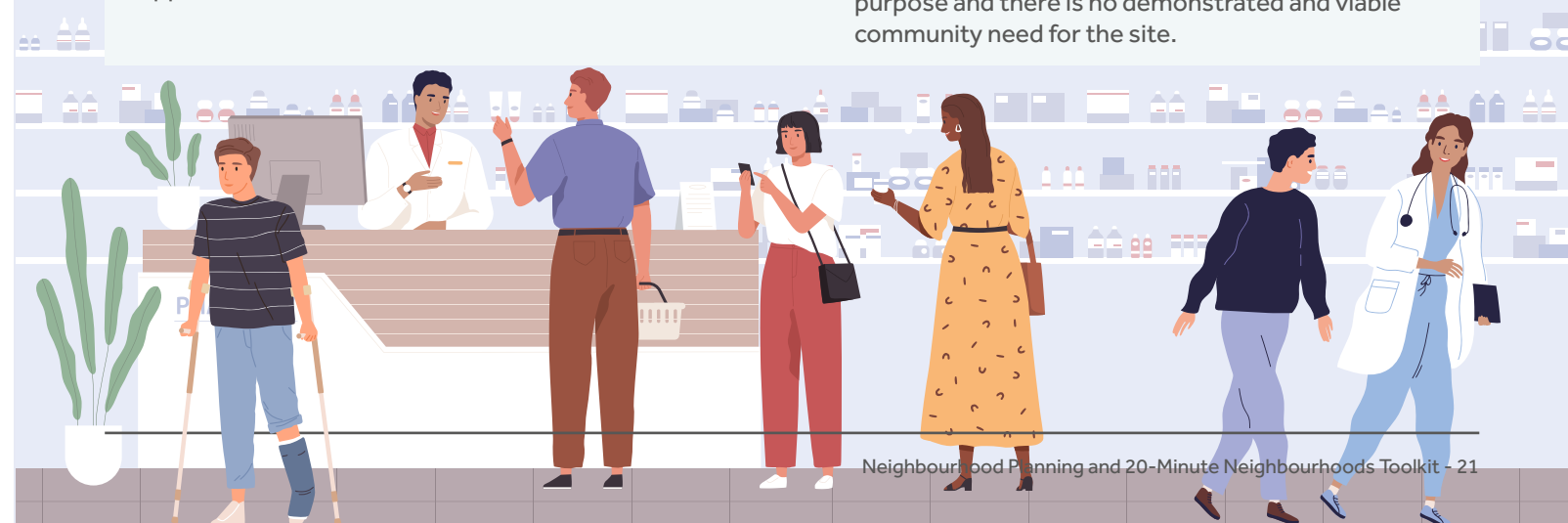
- are well related to shops, community, and social facilities; and
- for both the location and the form of the development itself, provide good standards of amenity and open space for the residents, including avoiding sites where existing non-residential uses may be to the detriment of the residents.

## Newmarket Neighbourhood Plan 2018-2031

Policy NKT8 – Newmarket Community Hospital (p.33)

The whole of the Newmarket Community Hospital site, as identified on the Proposals Map, is safeguarded for health uses for the duration of the plan period. Development proposals to extend the current facility to offer an enhanced level and range of health care service to the town will be supported. Proposals for the change of use of all or part of the site to other uses will only be supported where:

- the facility which would be lost as a result of the proposed development would be replaced by an establishment of an equivalent or better quality, in an equally accessible location near the town centre; or
- there is clear evidence through a quantified and documented assessment that now, and in the future, the site will no longer be needed for its current purpose and there is no demonstrated and viable community need for the site.







# PLACES FOR ALL AGES

A successful place is one in which people can choose to live their whole lives because the needs of all age groups and life stages are accommodated. Enabling people to age in place helps create strong communities. Neighbourhood plans can include policies aimed at addressing locally identified specific needs for specific age groups. Examples include issues around housing for older people, dementia-friendly initiatives, protected rural school provision for children and creating and protecting facilities for young people.

All these groups benefit from living in 20-minute neighbourhoods, with easy, safe access to the services and facilities they need for healthier, more active lives.

The **Voice Opportunity Power Youth Engagement Toolkit** can help neighbourhood planning groups and developers co-produce and manage places with young people. See [www.voiceopportunitypower.com/](http://www.voiceopportunitypower.com/)



## Cullompton Neighbourhood Plan 2020-2033

Policy WL08 – Dementia Friendly Town (p.71)

Proposals that contribute towards making Cullompton more dementia-friendly and an accessible town to disabled people will be supported. Development proposals will be expected to show how they incorporate the principles of dementia-friendly and fully accessible environments by reference to the Cullompton Dementia Strategy and other relevant Town Council strategies.

## Policy WL09 – Providing for Young People (p.72)

Proposals that provide additional facilities for the direct benefit of young people are supported where it is demonstrated, through direct engagement with recognised local youth organisations, that local young people have been consulted and involved in developing the proposal.

## Durham City Neighbourhood Plan 2020-2035

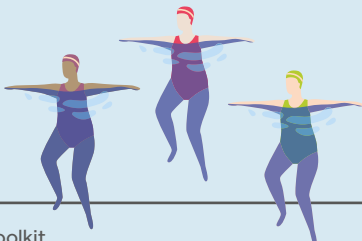
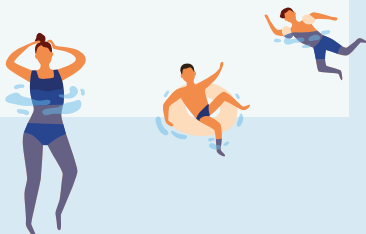
Policy D2 – Housing for Older People and People with Disabilities (p.100)

In order to help meet the needs of the ageing population in Our Neighbourhood, 10% of private and intermediate housing on sites where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more, should be of types and design appropriate for older people. Accommodation that would meet this requirement includes:

- level access flats;
- level access bungalows;
- sheltered housing;
- extra-care schemes;
- housing products that meet the specific needs of a multi-generational family.

Housing schemes that are solely for older people are encouraged and will be supported.

New provision for older people should either be located close to shops, healthcare services and other essentials, or provide access to such facilities by being near a public transport route, as well as being served by appropriately designed and sited pavements and footpaths.



# DIGITAL CONNECTIVITY

Connectivity, especially broadband and Wi-Fi, has the potential to transform local economies, education, healthcare, and social interactions. Enhanced digital connectivity allows for flexible ways to access work and services, reducing the need for travel and thereby enhancing residents' ability to live, work, and play within their neighbourhood.

Planning policies can advocate for the incorporation of digital infrastructure into new developments, ensuring all homes and businesses have access to reliable, high-speed broadband services. This includes the deployment of fibre-optic networks, 5G technology, or other forms of advanced digital infrastructure.



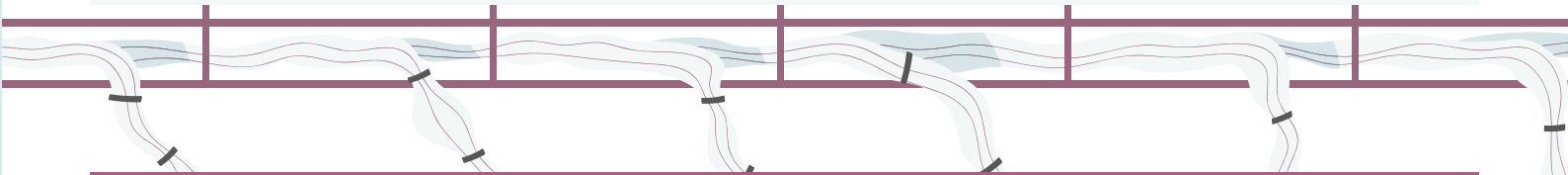
## Cottingham Neighbourhood Plan 2021 – 2031

Policy BM1: Broadband and mobile infrastructure (p. 50)

Proposals to provide improved access to faster broadband, including connectivity to future generations of mobile technology, will be supported.

Improvements to the mobile telecommunication network that serves all businesses and households within the Parish will be supported. If a new mast is installed, this should be shared, where possible, by more than one provider.

Any infrastructure improvements requiring above ground network installations, must be sympathetically located, designed to integrate into the local area, and not significantly adversely affect the landscape setting



## New Milton Neighbourhood Plan 2016 – 2036

Policy NM19: Connecting the Town (p. 68)

Development proposals to provide access to an ultra -fast broadband network and to improve the speed of existing services, will be supported, provided the location and design of any above-ground network installations reflect the character of the local area.

Proposals for housing and employment schemes must provide appropriate ducting suited to fibre communications technologies that is either connected to the public highway; through satellite broadband; a community led local access network; or to another location that can be justified.

Proposals should demonstrate how any development will contribute to and be compatible with local fibre or internet connectivity.

This should be through a 'Connectivity Statement' provided with relevant planning applications. Such statements should include details of:

- The intended land use and the anticipated connectivity requirements of the development.
- Known nearby data networks and their anticipated speed (fixed copper, 3G, 4G, 5G, fibre, satellite, microwave, etc.).
- Realistic viability and delivery assessments of connection potential or contribution to any such networks.
- Measures taken by the applicants to work with Telecom providers to ensure that Ultrafast Broadband is available at the point of occupation.



# COMMUNITY PROJECTS AND PARTNERSHIPS

The formal role of a neighbourhood plan is the setting of planning policies which deal with land use and development. However, plans can go beyond regulating the form and function of land by including a list of community projects and partnership actions.

These projects can help deliver tangible results such as investment in maintenance of infrastructure with assistance from developer contributions or in partnership with the local authority. This section outlines some general principles that can help transform aspirations into reality. Although community actions and projects are not applied as robustly as neighbourhood plan policies when deciding on a planning application, they can still carry some weight to help development management officers make decisions that are favourable to the community.

In addition to community projects, partnerships are a crucial tool for neighbourhood plans to create a 20-minute neighbourhood. These partnerships can foster better coordination of service provision at the local level. They can also help secure community buy-in through feedback, an evidence base, and community actions. Neighbourhood forums can engage with various organisations to support their plans to create a 20-minute neighbourhood, including the local planning authority, developers, local transport authorities, and private businesses.

# DEVELOPER CONTRIBUTIONS AND COMMUNITY INFRASTRUCTURE LEVY

Developer contributions and, in some areas, Community Infrastructure Levy (CIL) are monies provided by developers through legal agreements as part of developments being permitted. They are a crucial aspect of neighbourhood planning. Neighbourhood plans can include conditions and obligations to signal the aspirations and projects that the community wants to be funded. These funds can be used to invest in new capital expenditure, such as public realm improvements or maintenance funds for pavements and footpaths, as well as revenue expenditure, such as payment towards public transport, healthcare services, or community facilities.

By requiring developers to contribute to these funds, or accessing Community Infrastructure Levy funds, the community can ensure that new developments do not place an undue burden on existing infrastructure and services. Instead, the funds can be used to enhance and expand these resources, providing tangible benefits to the community. It is essential to ensure that the funds are used effectively and efficiently, with clear guidelines and oversight in place to ensure that they are allocated in a way that aligns with the community's priorities and values.

Your Local Planning Authority (LPA) will be able to support further in explaining the developer contributions regime in your area.

## The Highams Park Neighbourhood Plan 2020-2033 Policy DC01 – Developer Contributions (DCO) (p.32)

11.2 Community Infrastructure Levy funds to be expended in the Plan Area should be focused on the projects listed in Table 1. "HPPG Projects" in Annex 1.

11.3 Where appropriate, developer contributions should be directed to mitigating impacts on the Plan Area.

11.4 Where appropriate, funding for maintenance of landscaping or other facilities, should be secured as an up-front capital contribution.

# PARTNERSHIPS

Creating complete, compact and connected places requires effective engagement and collaboration across many partners. Local Planning Authorities (LPAs) are crucial partners in neighbourhood planning, providing support for policy writing, evidence gathering, and compliance checks against national and local plans. The LPA have greater powers and levels of funding than neighbourhood planning forums, and engaging with them will be key in delivering any vision for 20-minute neighbourhoods.

Neighbourhood plans can support local provision of services and amenities through early and positive engagement with developers, advocating a partnership approach to ensure that community views are considered in the design of new developments and the stewardship of open spaces and community facilities. Neighbourhood planning forums can also encourage local business networks, major employers, and community services such as schools and GP surgeries to get involved in and support the neighbourhood plan making process and produce supporting documents such as sustainable travel plans.

Recent examples of good partnership policies from made neighbourhood plans are listed below:

**Gilston Area Neighbourhood Plan 2020-2033**  
Policy D1 – Establishing a partnership with the community (p.87)

i. Development proposals will be supported which have been developed in partnership with the community and meet the following criteria:

a. Local communities (existing and new) have been fully, meaningfully, and collaboratively engaged with at each stage of the development process; this will include evidence of how community views have been taken account in the development proposals.

b. Involvement of the community in briefing the design teams responsible for the preparation of Masterplans about the local area and the perspective of the community.

c. Collaborative Design Charrettes / Co-Design workshops will be held to facilitate the active engagement of the community at each stage in the preparation of the Strategic Landscape Masterplan and individual Village Masterplans and to ensure they respond to local aspirations and are grounded in an understanding and evaluation of the area’s defining characteristics.

ii. Funding may be made available through legal agreements to support the local community to enable full engagement and participation, including professional support where required.

**Huntley Neighbourhood Development Plan 2022-2026**  
Community Action CA6 - Transport – Community facilities (p.82)

Huntley Parish Council will work with community transport and local transport businesses with the intention to provide transport from the parish to local supermarkets, health/medical centres, hospitals, and some leisure facilities.

**Community Action CA7 - Well Being - Community Facilities**

Huntley Parish Council working with the Village Hall Committee to ensure that there are social groups and classes to cater equally for both male and female residents, and of varying age groups.

**Community Action CA8 - Community Facilities – Health Clinic**

Huntley Parish Council working with the National Health Service will investigate the possibility of a mobile health clinic or satellite GP clinic



# References and useful resources

**Guide to the 20-Minute Neighbourhood**, published by the Town and Country Planning Association in 2021, provides more detail on the evidence base for 20-minute neighbourhoods, the potential features, case studies and principles for success.  
[www.tcpa.org.uk/resources/the-20-minute-neighbourhood/](http://www.tcpa.org.uk/resources/the-20-minute-neighbourhood/)

**Neighbourhood Planning and Transport Decarbonisation Toolkit**, published by the University of Manchester in 2022, provides detailed strategies and good policy examples to adopt sustainable transport policies in neighbourhood plans.  
[www.mui.manchester.ac.uk/spal/research/projects/np-decarbonise-transport/](http://www.mui.manchester.ac.uk/spal/research/projects/np-decarbonise-transport/)

**New Homes Checklist** created by Transport for New Homes, can be used by neighbourhood groups to call out car-dependent housing plans. The Checklist can help to identify how such plans can be improved, or why they should be rejected altogether.  
[www.transportfornewhomes.org.uk/the-project/checklist-for-new-housing-developments/](http://www.transportfornewhomes.org.uk/the-project/checklist-for-new-housing-developments/)

**Place Standard Tool**, provides a simple framework to structure conversations about place, based around 14 questions. It allows you to think about the physical elements of a place (such as the buildings, spaces, and transport) as well as the social aspects (like whether people feel they have a say in decision making).  
[www.ourplace.scot/About-Place-Standard](http://www.ourplace.scot/About-Place-Standard)

**Active Design Guidance**, published by Sport England can help create active environments that encourage people to be active through their everyday lives.  
[www.sportengland.org/guidance-and-support/facilities-and-planning/design-and-cost-guidance/active-design](http://www.sportengland.org/guidance-and-support/facilities-and-planning/design-and-cost-guidance/active-design)

**Voice Opportunity Power Youth Engagement Toolkit** can help neighbourhood planning groups and developers co-produce and manage places with young people.  
[www.voiceopportunitypower.com/](http://www.voiceopportunitypower.com/)

**Active Places Power** is a database that holds information on sports facilities throughout England.  
[www.activeplacespower.com](http://www.activeplacespower.com)

**Green Infrastructure maps** from Defra and Natural England is an England-wide Green Infrastructure mapping database, bringing together around 50 sources of environmental and socio-economic data.  
[designatedsites.naturalengland.org.uk/GreenInfrastructure/Map.aspx](http://designatedsites.naturalengland.org.uk/GreenInfrastructure/Map.aspx)

**Transport Accessibility Tool** explores how access to different local services across England is enabled or restricted by the local public transport provision in that area.  
[www.nao.org.uk/reports/transport-accessibility-to-local-services-a-journey-time-tool/](http://www.nao.org.uk/reports/transport-accessibility-to-local-services-a-journey-time-tool/)





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