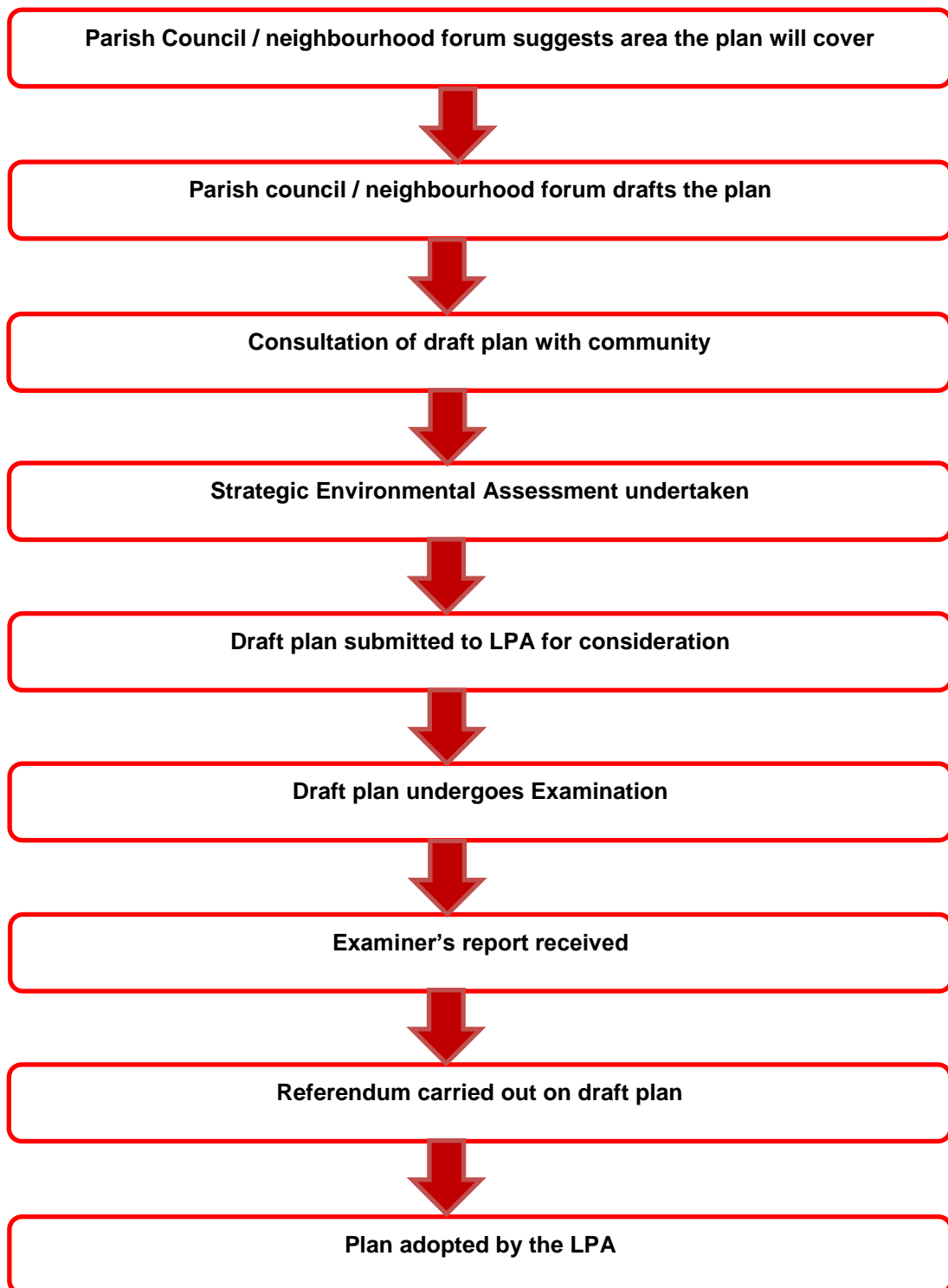


**Neighbourhood plans : Process for preparing a neighbourhood plan**



## **Stage A**

### **Application made by parish**

1. Membership of at least 21 members of varied professional background living or working in the area, Section 61F 1990 Act on Neighbourhood Forum Designation
2. Neighbourhood Area decided valid under delegated powers of the planning officer.  
Ensure that the boundary is inclusive of all properties under the Parish, and preferably that the boundary line follows that of the Local Plan.

## **Stage B**

### **Minimum six weeks consultation**

1. Giving the name of the group and area proposed to represent.
2. Make people aware that no other group can be designated for the area until the forum is withdrawn Invite comments / representations from Community and Businesses giving details of timescales and methods of responses
3. Notify neighbouring Parish / Town Councils, Area Managers & Local Ward Members

## **Stage C**

### **Submission of recommendations to the planning committee**

4. Responses must be compiled and considered when making a decision to designate
5. Officers will report to the Planning Committee with recommendations to Approve, Refuse or Suggest changes
6. Notify applicants of the decision or changes to be made
7. If changes are suggested – advertise online and in the local newspaper any changes for 6 weeks following above procedure; if not
8. Publicise Approval of Designation – on council website establishing ...
  - Name of the neighbourhood forum
  - Copy of their constitution
  - Name of the neighbourhood area
  - Contact details for at least one member
9. Or if refused ; Publicise refusal
  - Compile a refusal statement detailing the reasons for refusal
  - Publish on website and give details of how to view the statement

## **Stage D**

### **Neighbourhood Plan Preparation, Consultation and Submission**

Upon agreement with the Council, the parish forum can start preparing the Neighbourhood Plan. The method by which the plan is written is at the forums discretion and will be influenced by their aims and objectives. The neighbourhood plan may include photos, sketches, maps and diagrams to explain the ideas behind the plan. The following should be included in the submission ...

- A description of the area, its strengths, weaknesses, issues and opportunities
  - A vision and objectives- what it is you are trying to achieve in the area
  - Projects / proposals- the things you think need to happen to achieve your aims, this could include what type of development you think you need, where in the neighbourhood you think this should take place, what it should look like or contain
  - Action plan / implementation- what is needed to make it happen, who will lead on this and by when
10. Consultation of Draft Plan with Community in the form of public meetings, leaflet drops, questionnaires, surveys, drop in sessions.  
Design Council CABE is an organisation which can provide guidance and advice in relation to who you need to engage with and the approaches that may work best depending on the area

**Statutory Consultees i.e. English Nature, English Heritage, the Environment Agency, Sport England, Highways Agency, and the Forestry Commission**

11. Upon submission the council will:

- Check the submission includes all the documents listed under regulations 15 (1) and any sustainability statements as advised
- Publicise the plan has been received
- Notify any consultation body listed in the consultation statement
- Advise planning committee on the plan

### **Stage E**

#### **Independent Inspection Examination**

Once the draft neighbourhood plan has been prepared it must be independently checked by an independent assessor, who will be agreed between the council and the relevant Parish / Town Council. The independent assessor has to be a suitably qualified Town Planner who is a member of the Royal Town Planning Institute. Once the assessor has been agreed, the council will then organise the independent assessment and provide the assessor with the relevant information as detailed below. The independent assessor then checks to make sure that referendums only take place when proposals are workable and of a decent quality. The plan will either be...

- Referred to be suited for referendum
- Subject to modifications
- Refused

### **Stage F**

#### **Community Referendum**

12. The community referendum or vote on the plan is the final stage in the process. The council will organise the referendum. Normally this will be at the same time and form part of any local elections taking place to reduce costs. The Neighbourhood Plan needs to gain the approval of a majority of voters in the area who turn out to vote in order for it to come into force. If proposals pass the referendum, the local planning authority is under a legal duty to bring them into force.

### **Stage G**

#### **Adoption of the plan**

13. The final stage of the process is adoption of the plan, making it available and using it when determining planning applications and making land allocation decisions.

The Council will then...

- Make the plan available online
- Use it when determining planning applications
- Use it when planning land allocations and other strategic policy

The need to update and amend plans is a necessary part of all planning policy. As such it is a local requirement for Neighbourhood Plans to have a fixed time period suggested as 5 years by which time a review will take place (if not done so previous to this time) to assess if the plan is still up to date and effective and if the group responsible for the plan is still in place.