

## Neighbourhood Planning Information

This information sheet has been prepared to provide links to sources of information about neighbourhood planning. It will be updated regularly. General information is available on the Council's website:

[http://www.wellingborough.gov.uk/info/1004/planning\\_policy/1123/neighbourhood\\_planning](http://www.wellingborough.gov.uk/info/1004/planning_policy/1123/neighbourhood_planning)

A North Northamptonshire Planning Toolkit has been prepared to provide practical advice on how to prepare Neighbourhood Plans.

<http://www.nnjpu.org.uk/publications/docdetail.asp?docid=1316>

### Neighbourhood Planning – General Sources of Information

General information is available from the Planning Advisory Service (PAS):

They do a good frequently asked question section:

<http://www.pas.gov.uk/pas/core/page.do?pagelid=1802659>

Also useful is a guide for Ward Councillors:

<http://www.pas.gov.uk/pas/core/page.do?pagelid=1175309>

There is information on early practice from first and second waves of front runner councils, this includes a link to information on the LEAD framework for community led planning:

<http://www.pas.gov.uk/pas/core/page.do?pagelid=1562794>

DCLG have produced an introduction to Neighbourhood Planning Guide:

<http://www.communities.gov.uk/publications/planningandbuilding/introductionneighbourplanning>

CPRE in partnership with NALC have produced a guide to Neighbourhood Planning: How to shape where you live:

<http://www.cpre.org.uk/resources/housing-and-planning/planning/item/download/1629>

Presentations from Neighbourhood Planning Events, from DCLG, RTPi and Planning Aid:

<http://www.rtpi.org.uk/item/4900>

A website has been set up to support the process of Neighbourhood Planning:

<http://www.ourneighbourhoodplanning.org.uk>

Locality also provides lots of useful information:

<http://locality.org.uk/projects/building-community/>

This includes a quick guide to Neighbourhood planning:

<http://locality.org.uk/resources/quick-guide-neighbourhood-planning/>

and a more detailed roadmap guide which goes through the steps to producing a neighbourhood plan:

<http://locality.org.uk/resources/neighbourhood-planning-roadmap-guide/>

### Guidance from other bodies

A good overview of Neighbourhood Planning including info about Neighbourhood Development Orders is available from the CPRE:

<http://www.planninghelp.org.uk/improve-where-you-live/shape-your-local-area/neighbourhood-plans>

The Town and Country Planning Association (TCPA) have produced a guide called your place your plan:

<http://www.tcpa.org.uk/resources.php?action=resource&id=1034>

The Planning Officers Society have produced a getting started with Neighbourhood Planning which is intend for local authorities, but still contains useful info:

[http://www.planningofficers.org.uk/POS-Library/POS-Publications/Getting-Started-with-Neighbourhood-Planning\\_208.htm](http://www.planningofficers.org.uk/POS-Library/POS-Publications/Getting-Started-with-Neighbourhood-Planning_208.htm)

Joint guidance issued by the Environment Agency, English Heritage, Forestry Commission and Natural England can be found at:

<http://publications.environment-agency.gov.uk/PDF/GEHO0212BWAZ-E-E.pdf>

Advice and assistance may also be available from Action for Market Towns (AMT):

<http://towns.org.uk/2011/05/24/localism-ladder-preparing-community-led-neighbourhood-plans/>

Some advice may be available from Planning Aid:

<http://www.rtpi.org.uk/planningaid/>

Cornwall Council has produced the St. Somewhere Neighbourhood Plan as an example of what a plan might be like, purely as a general guide:

<http://www.cornwall.gov.uk/default.aspx?page=17712>

Herefordshire Council has produced a series of guidance notes, checklists and application forms which may be useful.

<http://www.herefordshire.gov.uk/housing/planning/59805.asp>

The Rural Community Council of Essex in partnership with the Essex Planning Officers Association and the Essex Community Led Planning Officer Network has produced a Neighbourhood Planning Guide:

[http://www.essexrcc.org.uk/Our\\_work\\_with\\_Communities/Community\\_Led\\_Planning/Information\\_packs/Neighbourhood\\_Planning\\_Guide.aspx](http://www.essexrcc.org.uk/Our_work_with_Communities/Community_Led_Planning/Information_packs/Neighbourhood_Planning_Guide.aspx)

### **Sustainability Appraisal**

Neighbourhood Plans are likely to need an assessment of their environmental, social and economic impacts as required by European legislation and UK guidance. A really good guide on how to do this is available:

[www.levett-therivel.co.uk/DIYSA.pdf](http://www.levett-therivel.co.uk/DIYSA.pdf)

### **Community Infrastructure Levy (CIL)**

DCLG have issued consultation (October 2011) on CIL contributions including a proposal that a proportion of the CIL should go to neighbourhoods:

<http://www.communities.gov.uk/publications/planningandbuilding/cilreformconsultation>

## Producing Maps

Ordnance Survey is requesting that Parish Councils sign up to the PSMA (Public Services Mapping Agreement). That way, they are issued their own OS copyright license number and can lawfully reproduce maps. The following link is to apply to OS for a license.

<https://www.ordnancesurvey.co.uk/psmaapply/application.do>

The following link is to a site called Parish Online. Parish Online is a new, simple to use service, accessed via the web, to provide Parish Councils with access to maps and aerial photography of their parish. Using a normal web browser users have access to a full range of Ordnance Survey mapping and Getmapping aerial photography which they can view and search down to individual address level and then mark-up, annotate, save, print, email or publish to their website. There is an initial set up fee of £20 plus an annual fee of £10 per every 1,000 population in the parish.

<http://www.parish-online.co.uk> and a FAQ section <http://www.parish-online.co.uk/faqs.html#1>

## Map Based Information

MAGIC is a web-based interactive map service to bring together environmental information from across government. This includes information on various designations such as SSSIs Scheduled Ancient Monuments etc. Some of this information can be downloaded for use in GIS:

<http://magic.defra.gov.uk/>

The Borough Council produces an **Interactive Proposals Map** which shows all the adopted policies. This is available at:

<http://lvfusion.wellingborough.gov.uk/LocalViewWeb/Sites/LDF/#>

To view all the policies click on the 'Map features' button and then tick 'Local Development Framework'.

Other mapped information is available on the Council's 'In My Area' interactive map. This includes features such as tourist information, health, education, local services, public amenities, sports facilities, transport and listed buildings:

<http://lvfusion.wellingborough.gov.uk/LocalViewWeb/Sites/InMyArea/#>

The County Council has a similar interactive mapping which provides details of various services that they deliver and additional environmental information, these are accessed by using the 'add feature/place' button:

<http://maps.northamptonshire.gov.uk>

By clicking on the 'environment and planning' option and then 'habitats' the different habitats across the county are accessible. A new project showing 'Nene Valley Habitat Opportunities' is also available.

### **Evidence Base:**

PAS has provided guidance on the evidence that might be needed for Neighbourhood Plans:

<http://www.pas.gov.uk/pas/core/page.do?pagelId=2298881>

A number of studies have been prepared as part of the evidence base for the Site Specific Plan, much of this may be useful for Neighbourhood Plans:

[http://www.wellingborough.gov.uk/info/856/local\\_development\\_framework/568/planning\\_policy/12](http://www.wellingborough.gov.uk/info/856/local_development_framework/568/planning_policy/12)

The Northamptonshire Observatory provides information and intelligence about Northamptonshire to improve decision-making and to support partnership working. It contains lots of searchable data and reports, including census information. It covers a wide range of topics including, population, health and wellbeing, environment, economic activity, skills, deprivation and antisocial behaviour.

<http://www.northamptonshireobservatory.co.uk/>

Northamptonshire Biodiversity Records Centre is housed at the Northamptonshire Wildlife Trust and maintains a database of habitat and species data from across Northamptonshire.

[http://www.northamptonshirebiodiversity.org/default.asp\\_PageID=26&n=Biodiversity+Records+Centre.html](http://www.northamptonshirebiodiversity.org/default.asp_PageID=26&n=Biodiversity+Records+Centre.html)

Placecheck is a method of taking the first steps in deciding how to improve an area. Placechecks are often able to kick-start change in a way that might not otherwise be possible. They can lead to anything from litter clear-up days to neighbourhood planning.

<http://www.placecheck.info/>

### **Localism Act 2011 and Regulations 2012**

The legislation for Neighbourhood Planning is the Localism Act 2011.

The Act is available from:

<http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted/data.htm>

Those bits relating to Neighbourhood Planning are Volume I, Part 6 Chapter 3 and Schedule 9 in Volume II

A plain English guide to the Localism Act is available from:

<http://www.communities.gov.uk/publications/localgovernment/localismplainenglishupdate>

The Regulations for Neighbourhood Planning were laid before parliament on 6th March 2012 and came into force on 6<sup>th</sup> April 2012.

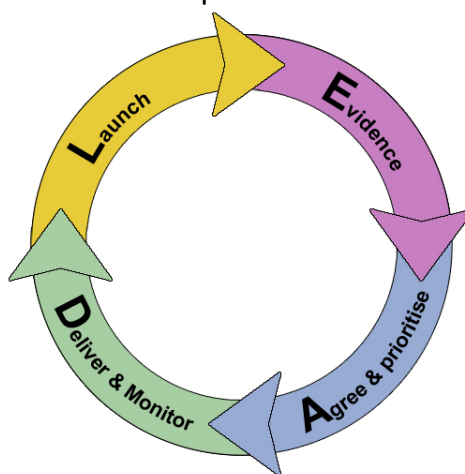
<http://www.legislation.gov.uk/uksi/2012/637/contents/made>

An explanatory memorandum of the Regulations is also available:  
<http://www.legislation.gov.uk/ukxi/2012/637/memorandum/contents>

The Regulations for the Referendum were made and came into force on 2<sup>nd</sup> August 2012:  
<http://www.legislation.gov.uk/ukxi/2012/2031/made>

### Community Led Planning

Action for Communities in Rural England (ACRE) together with Action for Market Towns (AMT) has developed a common framework called LEAD that illustrates, at the simplest level, the key steps involved in any Community Led Plan. LEAD refers to a logical sequence of activities that community groups are expected to undertake to produce plans that achieve high rates of participation, are linked in with local service providers and result in well-researched actions that can be implemented to meet local need.



The following table outlines the steps to LEAD:

<b>Launch the plan</b>	<ul style="list-style-type: none"> <li>■ Attracting community interest in the plan</li> <li>■ Establishing a leadership structure</li> <li>■ Planning the work ahead</li> </ul>
<b>Evidence local need and aspirations</b>	<ul style="list-style-type: none"> <li>■ Gathering factual data about the area</li> <li>■ Consulting members of the community to find out how they view the local area considering their needs and aspirations</li> </ul>
<b>Agree and prioritise actions</b>	<ul style="list-style-type: none"> <li>■ Making sense of the evidence collected</li> <li>■ Drafting actions that could be taken to improve the community</li> <li>■ Agreeing and prioritising actions</li> <li>■ Producing a document that includes a detailed action plan outlining the work that can be done to improve the wellbeing of the community</li> </ul>
<b>Deliver and monitor actions</b>	<ul style="list-style-type: none"> <li>■ Working with external organisations where needed, bidding for funding, implementing and monitoring the actions specified in the plan</li> <li>■ Reviewing the plan when it needs updating</li> </ul>

Source: Making The Connections Community Led Planning – An introduction, AMT, Spring 2010,

ACRE provides members of the Rural Community Action Network (RCAN) with a practical toolkit they can use to guide communities through the process of producing a Community Led Plan.

<http://www.acre.org.uk/our-work/community-led-planning/Resources/Community+Led+Planning+Toolkit/>

Further guidance is available from AMT:

<http://towns.org.uk/2010/06/17/amt-town-action-planning/>

## **Basic Steps to producing a Neighbourhood Plan**

### **1. Defining the neighbourhood**

If there is a Parish Council, they take the lead, if no Parish Council a neighbourhood forum is designated

### **2. Preparing the plan**

The Plan is prepared with the community and statutory consultees. They must be in accordance with national policy, the strategic policies for the area, compatible with EU obligations and human rights requirements

### **3. Independent check**

The Borough Council will arrange for an independent examiner to check that it meets the right basic standards.

### **4. Community referendum**

The Borough Council will organise a referendum on any plan or order that meets the basic standards. If more than 50 per cent of people voting in the referendum support the plan or order, then the Borough Council must bring it into force.

### **5. Legal Force**

Once a neighbourhood plan is in force, it carries real legal weight. Decision-makers will be obliged, by law, to take what it says into account when they consider proposals for development in the neighbourhood.

## **Examples of Neighbourhood Plans**

Consultation begins on one of the first front runners Much Wenlock, Shropshire:

<http://www.wenlockplan.org/>

Chapel-en-le-Frith in the Peak District: <http://www.chapelvision.org/>

This includes an example of a questionnaire: <http://www.chapelvision.org/questionnaire/>

Cerne Valley in West Dorset: <http://www.cernevalley.org/>

Bookham in Surrey: <http://www.bookhamvanguard.co.uk/>

Walton Parish Council in Yorkshire: [http://www.walton-pc.gov.uk/?page\\_id=159](http://www.walton-pc.gov.uk/?page_id=159)

Upper Eden Neighbourhood Plan was submitted to Eden District Council for examination. The plan together with supporting information including consultation statement and HRA screening is available from:

<http://uecp.org.uk/upper-eden-neighbourhood-development-plan/>

The plan has now been successfully examined under the Localism Act and will be the first in the Country to proceed to a referendum.

The draft St James neighbourhood plan has also been recommended for approval by the independent examiner, who was appointed in January by Exeter City Council. A report on

the plan will go to Exeter City Council's executive on 19 March for approval and setting out procedures for the referendum, which, according to the forum, is due to be held on 2 May.

A copy of the plan is available from: <http://www.exeterstjamesforum.org/st-james%20plan>

The examiners report is available from:

<http://www.exeter.gov.uk/index.aspx?articleid=14115>

Thame Neighbourhood Plan has been submitted to South Oxfordshire District Council for examination. The plan together with supporting information is available at:

<http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/neighbourhood-plans/thame-neighbourhood-pl>

The first examination report on a Neighbourhood Plan was for Dawlish, although this was not prepared in accordance with the Regulations and did not proceed to a referendum:

<http://www.teignbridge.gov.uk/index.aspx?articleid=13658>

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