

Key Stages in Neighbourhood Planning

Step 1: Designating Neighbourhood Area and if appropriate neighbourhood forum

Step 2: Preparing a draft Neighbourhood Plan or Order

1. The PC to establish a Steering Committee and appoint local people (who need not be parish councillors) to the Committee.
2. The terms of reference of that committee to be decided and published
3. The minutes of meetings made available to the public.
4. The Steering Committee can establish various sub-groups to carry out specific tasks. Undertake a consultation with residents, etc. in order to establish their views (Market Research)
5. From this market research, develop draft planning policies. Quality of the process and effectiveness of consultation have to be demonstrated.
6. The Parish Council should be inclusive and open in the preparation of its Neighbourhood Plan and ensure that the wider community:
 - is kept fully informed of what is being proposed
 - is able to make their views known throughout the process
 - has opportunities to be actively involved in shaping the emerging Neighbourhood Plan or Order
 - is made aware of how their views have informed the draft Neighbourhood Plan or Order.
7. The Plan should be aligned with the strategic needs and priorities of the wider area (LDNP). It should support and conform with the strategic development needs set out in the LDNP Local Plan and should support local development.
8. The LDNP planning authority should be involved throughout. It should take a proactive and positive approach to the preparation of the NP, working collaboratively with the parish council, sharing evidence and seeking to resolve issues. Aim to minimise conflict between the Neighbourhood Plan and the LDNP Local Plan, including housing supply policies.

Step 3: Pre-submission publicity and consultation

Prior to submitting to the LDNP planning authority, the Parish Council must publicise the draft Neighbourhood Plan or Order for at least 6 weeks and consult any of the consultation bodies whose interests it considers may be affected by the draft plan or order proposal

Step 4: Submission of a Neighbourhood Plan or Order proposal to the local planning authority

Step 5: Independent Examination

To determine that the Plan has been produced to reflect the views of the whole community. To examine and audit this production process to confirm that it meets specified requirements.

Steps 6 and 7: Referendum and bringing the Neighbourhood Plan or Order into force

A referendum of eligible voters in the Designated Neighbourhood Area and other interested parties.