

# NEIGHBOURHOOD PLAN TIMELINE

## GETTING ESTABLISHED

### THE START

At the start of the process, it's best to get as much advice as possible.

You need to set up a 'Neighbourhood Plan Steering Group' to manage the project. These can be parish council members, people from the community, members of organisations and groups.

You might want to hold a public meeting in your community to discuss the idea of Neighbourhood Plans and the benefit that one could bring to your village or neighbourhood.

### YOUR NEIGHBOURHOOD PLAN

Decide what your Neighbourhood Plan will include.

You don't have to include every element of a Neighbourhood Plan in your plan – make it work for your community.

You can choose to include:

- Sites for housing
- Important green spaces
- Policies about how new development looks
- How to address climate change issues
- Important heritage features.

### DESIGNATING A NEIGHBOURHOOD PLAN

You need to apply to the district council to designate the area that your plan will cover.

If this area is the same as a parish or town council boundary, it is automatically approved. However, you might want the boundaries to be different. In these cases we would need to consult with residents and other stakeholders, like developers.

### EVIDENCE

You need to gather evidence and supporting information for your plan.

Depending on the plan, this may include:

- Information about the characteristics of the area (e.g. number of people, their age, number of households, types of dwellings etc.)
- Number of shops and where they are located
- Location of playing fields and information about who uses them
- Footpaths
- Information about historic buildings.

### DRAFTING YOUR PLAN

Using the evidence you have gathered and the principles of what you want to achieve, you can start to draft your Neighbourhood Plan.

It is important to remember that your plan must conform generally with the Local Plan. You can choose to how to engage with the local community. For example, you could hold an exhibition or a series of workshops looking at different issues. It is up to you to decide but you must be able to show you have done this.

### CONSULTATION

It's useful to consult on your draft plan to make sure the plan you submit is as robust as possible.

You can choose to how to consult with the local community. It is up to you to decide.

You must also consult the district council (as local planning authority) and a range of other organisations such as the Environment Agency and Natural England (known as 'consultation bodies')

### SCREENING

The screening process lets you know whether your plan will need to have a full Strategic Environmental Assessment (SEA) or a Habitat Regulation Assessment (HRA).

Natural England, Historic England and the Environment Agency advise on these issues. The initial Screening is done by the district council.

If this indicates that either a further screening, or a full SEA and / or HRA are needed (and it has not been possible to identify an alternative way forward) your Neighbourhood Plan Steering Group or your consultants must do these (they can't be prepared or funded by NWLDC).

### SECOND DRAFT ('PRE-SUBMISSION PLAN') AND CONSULTATION

Taking on board the feedback from your first consultation, make any changes to your plan ready for your second consultation.

### SUBMISSION

When you believe that you have a plan which meets your needs then it is submitted to the district council.

### NWLDC CONSULTATION

One of our statutory duties is to carry out a formal consultation on the submitted Local Plan. This will be for a minimum of six weeks.

### EXAMINATION

Your plan now needs to be examined by an independent examiner, who will look at whether it meets the legal requirements (known as the 'basic conditions').

These are that the plan:

- Has regard to national policies
- Contributes to sustainable development
- Generally conforms with the strategic policies of a Local Plan
- Does not breach and is compatible with any EU obligations.

### REFERENDUM

Now that it's been assessed by the examiner you need to take your plan to a referendum. This gives local people a chance to vote on whether to adopt the Neighbourhood Plan or not.

During the referendum, all residents will be provided with ballot papers and will be invited to the vote on an advertised polling day.

The question is set by legislation and cannot be altered.

You can run a referendum campaign to promote a particular outcome in your local community through a 'campaign organiser'. There is a limit to the amount that can be spent on this campaign: £2,362 plus £0.059 per elector on the relevant register.

The poll may be combined with another election or referendum if appropriate.

The count is conducted on a 'First past the post' basis and no minimum turnout is required. If more than half of those who voted did so in favour of your plan, it will come into force.

### THE PLAN IS BROUGHT INTO FORCE

Once it's been through referendum and we are satisfied that it meets regulations, your plan will be brought into force.

Your Neighbourhood Plan will become part of the development plan for the area and will be considered when we determine any planning applications in the area that it covers.

Your Neighbourhood Plan has the same influence as the Local Plan.

## NWLDC SUPPORT TO YOU

• Initial advice about the purposes of neighbourhood plans and the process for their preparation

• Endeavour to provide an officer to attend a Public Meeting to discuss Neighbourhood Plans and a pre-designation meeting with the proposed Neighbourhood Plan Steering Group (four weeks notice required)

• Provide maps of your proposed designated area

• Confirm the designation

• Run a consultation if one is needed

• Map and publish neighbourhood area boundaries required for the designation of the Neighbourhood Plan Area.

### Maps

• Provide up to three A0 size paper maps for use at one consultation event. Any additional plans will be provided at cost

• Provide maps with information layers where the data has been created by NWLDC

• Signpost to possible other sources of mapping data.

### Data

We will make available or provide:

- Reports and studies forming part of the Local Plan evidence base
- Annual Monitoring Report data for the last five years
- An indicative housing requirement figure where requested, unless this is set out in the Local Plan
- Signpost to other potential sources of data
- Advice about the strategic policies of the Local Plan.

• To provide an officer to attend a meeting with your Neighbourhood Plan Steering Group when preparing your draft plan and a meeting when preparing the pre-submission version (four weeks notice required)

• Provide general advice on the plan content (where resources allow)

• Provide advice on community consultations .

• We will provide contact details for the groups and organisations you must consult with (statutory consultees) and other groups relevant to the plan process (subject to any General Data Protection Restrictions)

• If requested we will publicise details of any pre-submission consultations on the NWLDC website

• Provide comments on your fully drafted (or close to fully drafted) plan before formal consultation to advise on how robust it is and its compatibility with the National Planning Framework (NPPF) and with the strategic policies in the adopted or emerging Local Plan

• Offer support through NWLDC online surveys

• To provide an officer to attend a maximum of two public consultation event per neighbourhood plan.

• Screen your plan to advise whether it is likely to need a full Strategic Environmental Assessment or a Habitat Regulation Assessment

• Carry out a minimum five-week consultation with Natural England, Historic England and the Environment Agency

• If these statutory bodies raise specific issues of concern we will seek clarification and, if possible, help you to find a way forward.

• Provide comments on your pre-submission plan.

• Provide an indicative timetable for the process through to adoption once you give us an indicative date for submission to the council.

• Carry out a formal consultation on your Neighbourhood Plan

• We will consult people and organisations on our contacts database via e-mail. We will also publicise the plan and the consultation on our website

• Provide a formal response to your Submission Plan as part of the consultation process

• Check that the necessary supporting information (e.g. a Basic Condition Statement) has been provided

• Appoint, and fund an examiner for your plan in discussion with your Neighbourhood Plan Steering Group

• Let your Neighbourhood Plan Steering Group know the examination timetables and keep it up to date with progress

• Provide a draft of the independent examiner's report on your Neighbourhood Plan for fact checking.

• Liaise with your Neighbourhood Plan Steering Group on the referendum date (which will be subject to resources and workloads of our elections team)

• Organise, fund and run the local referendum (including a counting officer, poll cards for every eligible voter, polling stations and staff, counting of the votes and declaration)

• Within the time limits prescribed in regulations we will 'make' (i.e. adopt) your Neighbourhood Plan (subject to it not breaching EU or human rights obligations)

### NWLDC ROLE

North West Leicestershire District Council (NWLDC) has a statutory role in the administration and processing of Neighbourhood Plans and must therefore maintain a degree of separation from the Neighbourhood Plan policy development and assessment process in order not to prejudice the roles of the Neighbourhood Plan group (Qualifying Body) and NWLDC.

NWLDC will fulfil its statutory Neighbourhood Planning responsibilities as required by the relevant regulations.

We will maintain a Neighbourhood Planning page on our website that provides information about:

- Progress on current plans
- Details of any formal consultation

We cannot:

- Offer assistance in writing policies and drafting the plan
- Prepare maps for the draft and pre-submission document, unless the cost of district officer time is met in full
- Undertake or pay for a full Strategic Environmental Assessment and / or Habitats Regulations Assessment where these are required needed by NWLDC.

### YOUR NWLDC CONTACTS

#### Planning Policy

planning.policy@nwleicesteshire.gov.uk

01530 454676 | 01530 454684

### ACCESS ADVICE

National guidance available online at:

Locality - [www.neighbourhoodplanning.org](http://www.neighbourhoodplanning.org)

Government website - [www.gov.uk/guidance/neighbourhood-planning--2](http://www.gov.uk/guidance/neighbourhood-planning--2)

You can also seek support and guidance from:

Leicestershire County Council - [www.leicestershirecommunities.org.uk/np\\_neighbourhoodplanning@leics.gov.uk](http://www.leicestershirecommunities.org.uk/np_neighbourhoodplanning@leics.gov.uk) | 0116 305 7309