South Cambridgeshire District Council

Neighbourhood Planning Toolkit
Guidance Note 1

Neighbourhood Planning: Introduction

South Cambridgeshire District Council

Adopted February 2018

This document includes hyperlinks to a range of websites, and the hyperlinks can be accessed using the published version of this document, which is available to view via: www.scambs.gov.uk/npguidance. Every effort has been made to ensure that these hyperlinks are up-to-date, however as websites change these hyperlinks can become invalid.

Herefordshire Council has kindly given permission for us to provide links to their guidance on neighbourhood planning.

Huntingdonshire District Council has kindly allowed us to take inspiration and wording from their Neighbourhood Planning Guidance.

If you have any queries relating to this document, please contact us via neighbourhood.planning@scambs.gov.uk or 01954 713183.

Introduction

What is a neighbourhood plan?

Neighbourhood plans were introduced in April 2012 through the Localism Act 2011. It is a community-led initiative giving local communities power to prepare a planning document that will be part of the statutory development plan for the district and, therefore, can be used in deciding planning applications for a local area

Who can prepare a neighbourhood plan?

In South Cambridgeshire it is the parish councils who are the 'qualifying bodies' that can initiate and take forward a neighbourhood plans. It is very much a local initiative for local communities.

What is the Role of the Local Planning Authority?

Whilst neighbourhood plans are a locally led process, South Cambridgeshire District Council (SCDC), as the local planning authority has a statutory role to play –

- to assist and advise in this process and
- to take decisions at certain stages

A Neighbourhood Planning Task and Finish Group (NPTFG) was set up by the Planning Portfolio Holder in June 2016 to develop a standard approach to how SCDC would fulfil its statutory duty to support neighbourhood planning groups and also to oversee the development of a package of local guidance leaflets for key aspects of neighbourhood plan preparation.. Membership of the group comprising a number of District Councillors, Parish Councillors, Parish Clerks, officers and chaired by the Planning Portfolio Holder.

The purpose of the Neighbourhood Planning Toolkit

The guidance notes forming the Neighbourhood Planning Toolkit are intended to supplement nationally available guidance giving South Cambridgeshire specific guidance and advice. The Toolkit is provided in a form that individual topics can be accessed separately or in any combination, or alternatively can be printed out as a complete document at any point in time.

It is intended that the scope of the Toolkit will be kept under review and updated as necessary and informed by feedback from parish councils preparing neighbourhood plans

It is recognised that other topics may be helpful to parish councils moving forwards and we will produce further guidance as required.

- Appendix 1 provides a list of the current documents in the Toolkit available from the Neighbourhood Planning pages on the South Cambridgeshire website. (December 2017)

- Appendix 2 provides a guide which summarises procedures, regulations, and useful Neighbourhood Planning Guidance Notes for each stage.

Appendix 1

Neighbourhood Guidance Notes

1. Introduction

Deciding to Produce a Neighbourhood Plan:

2. Is a Neighbourhood Plan the Right Tool for your Parish
3. Getting Started

Preparing the Plan:

4. Getting a Neighbourhood Area Designated
5. Developing a Vision and Objectives
6. Generating Options
7. Writing Planning Policies
8. Strategic Environment Assessments (SEA)
9. Sources of Evidence and Information
10. Community Engagement and Neighbourhood Plans
11. What are the Basic Conditions and How to Meet Them
12. Strategic Polices
13. Site Assessments
14. Maps for Neighbourhood Plans
15. Affordable Housing

Appendix 2: Procedure Guidance Tool

Stage in plan making	National Neighbourhood Planning Regulations	SCDC Toolkit - Guidance Documents
Neighbourhood Area designation Consultation required if not whole Parish being proposed.	Regulation 5/6/7	• Getting Started; • Getting a Neighbourhood Area Designated; • Maps for Neighbourhood Plans
Surveys, community engagement and evidence gathering to inform content of Plan. Draft Plan prepared by the local community		• Developing a Vision and Objectives; • Sources of Evidence and Information; • Generating Options • Writing Planning Policies; • Community Engagement Strategic Environment Assessments (SEA) • What are the Basic Conditions and How to meet them.
Production of draft plan Pre-submission consultation for 6 weeks. Prepare consultation statement, basic conditions statement + any necessary environmental assessment.	Regulation 14	
Submission of plan and required accompanying documents to SCDC Consultation for 6 weeks		
Independent Examination – Examiner appointed and considers representations. Examiner's report with any modifications. Amend plan if required. SCDC consider whether they are satisfied that Plan meets the basic conditions.	Regulation 15/16	
Referendum – if more than half of those voting are in favour plan comes into force	Regulation 17/18	
Neighbourhood Plan made (adopted) by Full Council.	Regulation 19	

South Cambridgeshire lead

Parish Council lead