

THE STAGES OF IN PRODUCING A NEIGHBOURHOOD PLAN

Getting started

Alert the whole community to the opportunity to create a Neighbourhood Plan. Explain what it is, and what it can't do. Explain the pressures of future development, and the potential benefits of having some control over it.

Assess the interest and support of the community for all aspects of a Neighbourhood Plan. Recruit volunteers to help and participate in working groups.

Create pages on the community website as a channel for communication as the process moves forward. Consider using social media to give the community a voice, and for those who are unable to attend meetings.

With agreement for a Neighbourhood Plan, form a representative steering group to consult with the community, gather evidence and produce the plan.

Defining the area

Determine the area the Neighbourhood Plan will cover; produce a map of the area and a supporting statement mentioning residents' concerns and relevant recent evidence.

Publish the map, statement and supporting documents on the community website, and submit an application to designate a Neighbourhood Plan area to the District Council.

Consultation

Gather evidence; assess the information; formulate policies.

Prepare and conduct surveys of the various groups in the community. Gather evidence from other sources such as the District Council and government agencies. Discuss the concerns and requirements of service providers in order to identify difficulties such as capacity constraints. Consult *all* stakeholders: residents, social, community and other interest groups, businesses, landowners and developers, service providers.

Assess potential sites for future development. Identify clear objectives and draft a Neighbourhood Plan incorporating policies designed to achieve those objectives.

Publicise the draft plan widely, alerting all stakeholders, local organisations and public agencies, and inviting comments. Send a copy of the plan to the District Council, and produce a report summarising comments received and issues raised by such consultation. Explain any amendments made as a result.

District Council-led steps

Submit the plan, together with supporting documents, to the District Council.

They publicise the plan and invite comments. They check that the plan complies with legislation, and have it independently examined. If the examiner recommends that the plan should proceed, if necessary, after modification, the District Council arranges a referendum.

A simple majority of those voting brings the plan into legal force. It is used to determine planning applications and guide planning decisions in the designated neighbourhood area.