



Neighbourhood Planning Toolkit



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1. Forward by Councillor Ackerley

Harborough District is a beautiful part of rural England. It represents many good things about life – the bustle and friendliness of our market towns, the quality of our built heritage and local landscape, the proximity to larger centres for shopping and cultural events and a relatively safe and tranquil place to live and work.

Like all other areas of the country we also experience many pressures for development on our Towns, Villages and wider country side. We have a shortage of affordable homes, and premises for small businesses; our independent retailers also compete with out of town shopping centres. The Localism Act 2012 has given the opportunity for those communities that want a say in how their area is development. It will allow for a 'bottom up' approach to planning and means that local people will have a greater role in shaping development which happens in their area.

This Neighbourhood Planning Toolkit has been produced to help communities explore the opportunities of the Localism Act and address the requirements of the Neighbourhood Planning process. It will guide those communities that want to undertake a Neighbourhood Development Plan to achieve their community's aspirations.

The toolkit sets out the key responsibilities for communities and Harborough District Council and gives many links to other sources of information and help. In addition a resource pack is available for communities to help with planning consultation workshops and community consultations.

The toolkit is a 'live' document and will be updated regularly to reflect latest legislation and policy. An updated version will always be available on the Council website.

We hope that many communities find this a useful document and officers will be on hand to offer additional advice.



Councillor Janette Ackerley
Portfolio Holder, Housing Infrastructure and Planning
Chair, LDF Member Task Panel
Harborough District Council

Updated Nov 2012

*Helping you to deliver successful
Neighbourhood Development Plans*

2. Introduction



Neighbourhood Planning Toolkit

a. The purpose of this guidance:

- i. This guide is about helping communities to understand the Neighbourhood Planning process and where appropriate undertake production of an effective and sound Neighbourhood Development Plan that successfully shapes development in their area.
- ii. This guidance is to:
 - Help Parishes decide on the type of plan that may be suitable for their neighbourhood
 - Outline the key stages and requirements that Parish Councils or Neighbourhood Forums must follow if they want to produce a Neighbourhood Development Plan
 - Advise on other aspects of Neighbourhood Planning, such as Neighbourhood Development Order, Community Right to Build or Local Green Space designations
 - Clarify how the Harborough District Council (HDC) (and others) can work with and support Parishes at different stages of the process
 - Provide helpful information and links to sources of information that Parishes may find useful
 - This toolkit will be amended as lessons are learnt and best practice emerges. The document will be reviewed to provide additional support in identifying, evidencing and proposing neighbourhood areas for designation to help shape a consistent approach
- iii. **Neighbourhood Development Plans are optional:** There is no legal requirement for a community to prepare a Neighbourhood Development Plan. The policies in the Core Strategy (or any subsequent policy—please see note [below](#)) will still apply to your neighbourhood, whether you decide to prepare a Neighbourhood Development Plan or not.
- iv. **Neighbourhood Development Plans are time consuming:** Be prepared for a great deal of hard work over two years or more to prepare a successful plan. It is most important to have a strong and committed team with the necessary skills and enthusiasm to fulfil the requirements of a Neighbourhood Development Plan.

- v. **Neighbourhood Development Plans can be expensive:** Be sure that a Neighbourhood Development Plan is what your community needs before committing to completing one. A simple plan could cost as much as 10 thousand to 15 thousand pounds, with complex plans being double or triple this amount. More information on costs is contained at [Appendix I](#)

b. What is the role of Harborough District Council?

- i. Harborough District Council (HDC) is required to give you assistance and advice but it cannot control your Neighbourhood Development Plan preparation process. We also cannot produce a Neighbourhood Development Plan on behalf of your local community. It is the responsibility of the parish or town council, or the neighbourhood forum, to prepare the Neighbourhood Development Plan. It is your community's plan and as such should be written by members of the community in consultation with residents and other stakeholders to reflect the aspirations and needs of the community
- ii. HDC will, however, have to agree and formally designate the neighbourhood area that is to be covered by your Neighbourhood Development Plan. HDC, as Local Planning Authority, will also have to formally approve the neighbourhood forum where relevant.
- iii. If HDC, as Local Planning Authority, agrees with the Neighbourhood Area as submitted it is legally required to publish the application "as soon as possible" once it has been submitted to them by a relevant body (e.g. town or parish council) with the necessary material (e.g. map, statement why the neighbourhood area is appropriate).
- iv. HDC, as Local Planning Authority, will consider the appropriateness of the Neighbourhood Area application in light of the relevant regulations. In determining whether a neighbourhood area is appropriate the Council will consider
 - Whether the area is consistent with any nearby neighbourhood planning proposal.
 - Whether the designation would include an area of strategic development important to the District and site specific details should best be taken forward in the Core Strategy. (or any subsequent strategy)
 - Whether the designation would include areas where planning matters are already advanced and where, as Local Planning Authority, the Council is minded to make early decisions on planning applications to help meet housing supply shortfall or implement strategic planning policies.

In the latter two circumstances the Council may request that the neighbourhood area designation application specifically state it will exclude such matters. Before advertising the neighbourhood area application the Council will discuss with the relevant body to seek agreement on these issues.

- v. The publishing of the Neighbourhood Area is the start of the 6 weeks consultation on the proposed area. Comments and views can be received from any parties who have an interest in the neighbourhood area, including, but not exclusively, other Parish or Town Councils, Local Authorities, developers, land owners, businesses and residents. Only after that 6 week consultation has taken place and the views and comments received have been considered can HDC, as Local Planning Authority, designate a neighbourhood area. This is a statutory obligation.
- vi. If HDC, as Local Planning Authority, considers the proposed neighbourhood area is not appropriate it must issue a refusal notice, explaining why, ([Part 2, section 7, of Neighbourhood Planning \(General\) Regulations 2012](#)) and designate a revised plan area to include some or all of the originally proposed area. ([Localism Act 2011, Schedule 9, Part 1, 61G](#))
- vii. The Localism Act's intention is that all or part of the neighbourhood area proposed by the relevant body is designated by the local authority. The Act is clear that in a parished area there is an assumption that the parish council boundary is a good starting point for defining the neighbourhood area but need not necessarily be used.
- viii. The neighbourhood area application process should not pre-judge the plan-making process. Neighbourhood planning is a flexible process. For example a neighbourhood plan can range from a one policy plan to a plan which includes a comprehensive range of policies and site allocations. The neighbourhood area should be defined on what is a sensible neighbourhood to plan for. It is in the process of producing the plan itself that the conditions of compliance with wider planning policies are taken into account. These ensure the neighbourhood plan that is produced does not undermine the delivery of important strategic policies in the Core Strategy. For example HDC would classify the overall housing and employment need of an area as a strategic policy.
- ix. It is for the plan-making process to determine what should be contained within the neighbourhood plan. The neighbourhood plan can include policies which apply to just part of the neighbourhood area but again it is important that policies included in the Neighbourhood Development Plan are in compliance with wider strategic planning policies.
- x. HDC may have information which could help in the preparation of your Neighbourhood Development Plan. This information may be data about the community and surrounding district, as well as maps and plans of the neighbourhood area. Further information can be obtained from HDC.
- xi. HDC will also be required to check your proposed Neighbourhood Development Plan to ensure that it meets all the relevant legislation and regulations. It will also check that it generally conforms to the strategic elements of its own Core Strategy (or subsequent strategy –please see note below)

- xii. Once HDC is happy that your Neighbourhood Development Plan has been prepared correctly, we will arrange for an independent examination. If your Neighbourhood Development Plan passes the examination, HDC will be responsible for arranging a local referendum concerning support for the plan. The costs incurred by the examination and the referendum will be paid for by HDC.
- xiii. If the referendum supports your Neighbourhood Development Plan, then HDC must adopt it as part of the overall development plan (which includes the Core Strategy and associated documents).

HDC recognise that the complexity of a Neighbourhood Development Plan can vary depending on the local requirements, and should there be issues that need further clarification, officers at Harborough District Council can be contacted for advice.

Harborough District Council will be able to also offer early advice about whether a Neighbourhood Development Plan is the most appropriate planning document for a community given the local needs and aspirations and whether a Neighbourhood Development Area is likely to be in conflict with wider strategic planning policies.

You can also receive information from national associations and services who can offer advice on organising and delivering specific types of events and a list of these useful contacts are contained within the toolkit.

Please note: the Core Strategy may be reviewed during 2013 to make it compliant with the National Planning Policy Framework. When further updates become available they will be incorporated into the toolkit.

c. Who can prepare a Neighbourhood Development Plan?

Unlike Local Strategies, Neighbourhood Development Plans are not prepared by Harborough District Council. There are two types of 'relevant body' that can prepare a Neighbourhood Development Plan:

- i. **Parish and town councils:** In areas where a parish or town council exists, these are the only bodies that can prepare a Neighbourhood Development Plan. A Neighbourhood Development Plan produced by a parish or town council does not have to cover

the whole area of the parish or town but can cover just part of your parish or town if you prefer. Alternatively, a Neighbourhood Development Plan can extend across parish boundaries but only with the agreement of the neighbouring parish.

- ii. **Neighbourhood forums:** Where a parish or town council does not exist, community members, including those with business interests in the area, can come together to create a neighbourhood forum. Only one neighbourhood forum is allowed to exist for each neighbourhood to be covered by a Neighbourhood Development Plan. There are certain rules that will determine whether a neighbourhood forum has been correctly set up. For example, a neighbourhood forum must have at least 21 members and, even if it is based on an existing community group, it must be open to new members. You should check with HDC what these rules are to make sure they are all followed.

What a Neighbourhood Development Plan can and cannot do

A Neighbourhood Development Plan can...

- Decide where and what type of development should happen in the neighbourhood.
- Promote more development than is set out in the Core Strategy.
- Include policies, for example regarding design standards that take precedence over existing policies in the Core Strategy for the neighbourhood – provided the Neighbourhood Development Plan policies do not conflict with the strategic policies in the Core Strategy.

A Neighbourhood Development Plan cannot...

- Conflict with the strategic policies in the Core Strategy prepared by Harborough District Council and adopted in 2011.
- Be used to prevent development that is included in the Core Strategy.
- Be prepared by a body other than a parish or town council or a neighbourhood forum.

d. What can a Neighbourhood Development Plan contain?

- i. So long as your Neighbourhood Development Plan complies with the statutory legislation, it can be as narrow or as broad as you wish. But it must be primarily about the use and development of land and buildings. It can also have a say in the design of buildings or how they should look and the materials they are constructed from.

Typical things that a Neighbourhood Development Plan might include

- The development of housing, including affordable housing (affordable housing is housing that is not normally for sale on the open market), and bringing vacant or derelict housing back into use.
- Provision for businesses to set up or expand their premises.
- Transport and access (including issues around roads, cycling, walking and access for disabled people).
- The development of schools, places of worship, health facilities, leisure and entertainment facilities, community and youth centres and village halls.
- The restriction of certain types of development and change of use, for example to avoid too much of one type of use.
- The design of buildings.
- Protection and creation of open space, nature reserves, allotments, sports pitches, play areas, parks and gardens, and the planting of trees.
- Protection of important buildings and historic assets such as archaeological remains.
- Promotion of renewable energy projects, such as solar energy and wind turbines.

e. Deciding if you need a Neighbourhood Development Plan

- i. If you have already been involved in public consultation when the Core Strategy was being prepared, all your concerns and aspirations may already be reflected in this document. If you are happy with what the Core Strategy says, then you may decide that there is no need to prepare a Neighbourhood Development Plan.
- ii. If you feel that the Core Strategy does not really address what you would like to happen in your community then you should seriously consider preparing a Neighbourhood Development Plan. For example the Core Strategy may not mention your neighbourhood, or you would like more things to happen that aren't in the Core Strategy, or you would like things to happen more quickly.

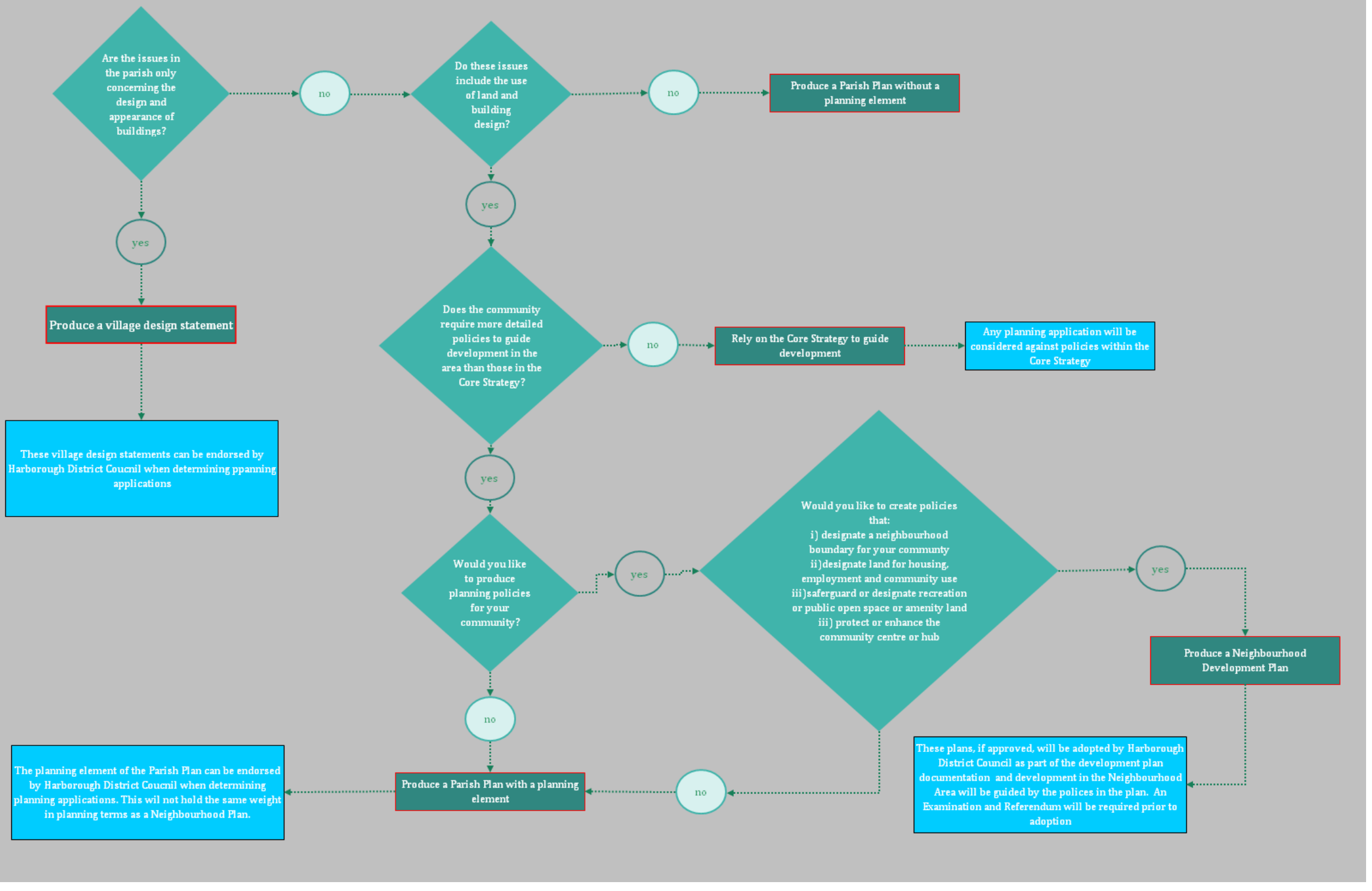
- iii. It is important, however, to be aware that Neighbourhood Development Plans and Neighbourhood Development Orders are not your only options. For example, you could ask Harborough District Council to prepare a Local Development Order or a Supplementary Planning Document (SPD) (also known as Supplementary Planning Guidance).
- iv. If you are considering these approaches you should be aware that HDC is not obliged to prepare these documents and your community may have less control over the process and the resulting documents.
- v. Other alternatives are the development of a Parish Plan, Village Design Statement or Community Action Plan and your local area may already have one of these in place. Check these documents if they are available and consider drafting a new version that reflects the current needs and aspirations of the neighbourhood. Parish Plans, Village Design Statements or Community Action Plans are non statutory Neighbourhood Planning tools so the main difference to consider is that they will carry less weight in the planning and decision making process than a formally adopted Neighbourhood Development Plan. Parish Plans and Village Design Statements can, however, be adopted as SPDs but this will require the agreement of Harborough District Council.
- vi. An advantage of a non-statutory Neighbourhood Planning tool such as Parish Plans, Village Design Statements or Community Action Plans is that their scope does not have to be limited to matters covered by planning law. For example they could cover social issues or activities as part of the vision for your local area.
- vii. These documents may also help form part of the evidence base on which your Neighbourhood Development Plan can be developed.
- viii. If you do decide a Neighbourhood Development Plan is the best tool for your area you should not enter into that decision lightly. Preparing a plan will require a lot of time and effort and be an expense for the community, so full consideration should be given to whether a Neighbourhood Development Plan will meet the aspirations of the community before embarking on the process.
- ix. The time a Neighbourhood Development Plan will take will vary depending on the issues you want to cover and the size of your community. Developing a Neighbourhood Development Plan may take between 1 and 3 years. You will need to involve other people who may not agree with your views and it will require your community to reach a broad consensus on the objectives, key issues and desired outcomes.
- x. The team should be prepared for the amount of work that is going to be involved. There will no doubt be frustrations along the route, but the final result could be very rewarding. A Neighbourhood Development Plan should help your community come together, be stronger and more united. It should be a positive force for change and will give you more control over what happens in your neighbourhood.

- xi. On the next page you will find an over view of the decision making process and the questions the community should consider prior to embarking on a Neighbourhood Plan or other community plan. Further information can about preparing a plan can be found in the body of the toolkit.

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Neighbourhood Planning

Should we produce a Neighbourhood Plan?





3.1 What is neighbourhood planning?

3.1.1 Legislation

3.1.1.1 The Localism Act 2011 introduced major reforms to the planning system to give local communities new rights to shape and plan their neighbourhood.

3.1.1.2 The Act introduces a new initiative called the **Neighbourhood Development Plan**.

3.1.1.3 These plans are optional – if local communities choose, they can be used to set out policies for the development or use of land but they must be **‘pro development’**.

3.1.1.4 The Act also includes new powers for local communities to prepare a **Neighbourhood Development Order (NDO)** for their area, which will be able to promote a particular type of development.

3.1.1.5 Related to the NDO, is the **Community Right to Build Order (CRtB)** which will provide for community-led site development.

3.1.1.6 Local communities may also be interested in applying to HDC to have a valued area designated as a **Local Green Space**.

3.1.1.7 This document focuses mainly on neighbourhood development plans; however it will be updated to reflect local needs as they change.

3.1.1.8 For regular updates on Neighbourhood Planning check [HDC - Neighbourhood Planning](#)

3.1.2 Neighbourhood Development Plan

3.1.2.1 **Neighbourhood Development Plans provides an opportunity to set out a vision for the local area, as well as Local Planning policies for the use and development of land.** More generally, Neighbourhood Planning allows local communities to:

- choose where they want new homes, shops and offices to be built
- have their say on what those new buildings should look like
- include other matters in their plan that are important to them

3.1.2.2 Neighbourhood Development Plans need to be in general conformity with national policies and the policies in the adopted Harborough Core Strategy. The plan should focus on guiding development, rather than seeking to prevent it.

3.1.2.3 The procedure that leads to the adoption of a Neighbourhood Development Plan includes independent examination, consultation with and participation by the public and holding of a referendum. This process is described in more detail in section 4. If adopted, the plan will become part of the statutory development plan for the neighbourhood and will be used in making decisions on planning applications.

3.1.3 Neighbourhood Development Order (NDO)

3.1.3.1 A **Neighbourhood Development Order** (NDO) is a new tool intended to simplify and speed up the planning system and promote economic development. It will permit certain types of development without the need for planning permission. This could relate to a particular type of development (for example, low carbon) or it could relate to a particular use (for example residential or retail).

3.1.3.2 They can apply to all or part of a neighbourhood area and can be included as part of a Neighbourhood Development Plan, but can also be brought forward separately. They can also be linked to the Neighbourhood Development Plan for the area.

3.1.4 Community Right to Build (CRtB)

3.1.4.1 A **Community Right to Build Order** (CRtB) is a particular type of neighbourhood development order and these are intended to allow local communities to build, design and run a facility which they feel is needed in their neighbourhood.

3.1.4.2 The community right to build organisation must be a constituted group of at least 10 un-related members who live in the area (i.e. living in different dwellings to each other) and set out a clear statement that the organisation will carry out its activities for the benefit of the community. Any profits made as a result of community right to build orders must be distributed among the organisation's members.

3.1.5 Local Green Space

3.1.5.1 This is a discretionary designation to be made by inclusion within a [local development plan](#) or [neighbourhood development plan](#).

3.1.5.2 Local communities may identify valued local green areas and designate them as **Local Green Spaces** (LGS) as part of Neighbourhood Development Plans.

3.1.5.3 If adopted as Local Green Space, these areas of land will be afforded protection under the National Planning Policy Framework which states that;

At the heart of the National Planning Policy Framework is a **presumption in favour of sustainable development**, which should be seen as a golden thread running through both plan-making and decision-taking.

For **plan-making** this means that:

- local planning authorities should positively seek opportunities to meet the development needs of their area;
- Local Plans should meet objectively assessed needs, with sufficient flexibility to adapt to rapid change, unless:
 - any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole; or
 - specific policies in this Framework indicate development should be restricted. For example, those policies relating to sites protected under the Birds and Habitats Directives (see paragraph 119) and/or designated as Sites of Special Scientific Interest; land designated as Green Belt, **Local Green Space**, an Area of Outstanding Natural Beauty, Heritage Coast or within a National Park (or the Broads Authority); designated heritage assets; and locations at risk of flooding or coastal erosion.

By designating land as Local Green Space local communities will be able to rule out new development other than in very special circumstances. Identifying land as Local Green Space should therefore be consistent with the local planning of sustainable development and complement investment in sufficient homes, jobs and other essential services. Local Green Spaces should only be designated when a plan is prepared or reviewed, and be capable of enduring beyond the end of the plan period.

From [NPPF 2012](#).

3.1.5.4 To be designated a Local Green Space, sites must meet the following criteria:

- Will be in reasonably close proximity to a centre of population
- Is demonstrably special to a local community and holds particular local significance
- Is local in character and is not an extensive tract of land

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3.2 Is Neighbourhood Planning for us?



Developing a Neighbourhood Development Plan can help communities play a greater role in how their area changes in the future and will bring together a wide range of people who live, work, and visit or do business in an area.

3.2.1 What can Neighbourhood Planning do for my community?

- 3.2.1.1 It is hoped preparation of the plan will help create new and lasting partnerships between public services, business, the voluntary sector and within communities. Where there is no existing Parish or Town Council a Neighbourhood Forum needs to be set up.
- 3.2.1.2 Neighbourhood Planning can help local communities agree a vision for their area, agree planning priorities and prioritise projects to be delivered when funding becomes available.
- 3.2.1.3 Although Neighbourhood Development Plans are primarily about the use of land and other planning matters, they are also an opportunity to establish community priorities, improve service delivery and enhance local initiatives.

3.2.2 Should my Community write a Neighbourhood Development Plan?

- 3.2.2.1 A Neighbourhood Development Plan may not be right for every community. There are other types of plan which may be more suited to meeting the needs of your neighbourhood, including:
 - Parish/Town Plans
 - Village /Neighbourhood Design Statements
 - Conservation Area Appraisals
 - Local design guide
 - Community led action plans
 - Vision statement

3.2.2.2 The Strategic Planning Team at HDC can offer further advice on this and further information can be found [here](#)

3.2.2.3 Before deciding to prepare a Neighbourhood Development Plan, a feasibility assessment should be undertaken. To do this you will need a clear understanding of what the key issues are for your parish. This might involve preparing and circulating a questionnaire to local residents and businesses, seeking views on the most significant issues to them. The questionnaire could also help to understand the amount of community support available. You should discuss the various options available to address the identified issues with officers from Harborough District Council. You will then be in a position to decide whether a Neighbourhood Development Plan is the most appropriate route for your parish.

3.2.3 How long will it take?

3.2.3.1 From start to finish it will probably take about 1 to 3 years to get your Neighbourhood Development Plan adopted. The time will depend on the issues and complexity of your plan and if any objections to it have been received.

3.2.4 How much will it Cost?

3.2.4.1 The cost of preparing a plan will vary depending on the complexity and size of the neighbourhood. The Department for Communities and Local Government has estimated that the average cost will be £17,000.

3.2.4.2 [Appendix II](#) outlines some of the main costs. These figures are based on work undertaken by the Department for Communities and Local Government.

3.2.4.3 The type of costs that would be incurred include hiring of rooms for meetings, publicity, professional fees (eg for a [strategic environmental assessment](#)), public consultation events, the preparation of an up to date evidence base as well as the actual drafting and printing of plans. Harborough District Council will organise and meet the costs of the examination and referendum.

3.2.4.4 Communities will need to consider sponsorship and fundraising to assist in the preparation of the plan.

3.2.4.5 There are a number of organisations that are able to assist communities with the preparation of their plan. The Frequently Asked Questions ([here](#)) outlines some of these and other sources where practical assistance may be found.

3.2.5 Who can be involved?

3.2.5.1 Parish or town councils will initiate and lead on the process and in non parished or town council areas, a neighbourhood forum will need to be set up (see [Come along and have your say - Harborough District Council](#)).

3.2.5.2 Whether you are a parish council, town council or a neighbourhood forum you should seek to involve a wide variety of interests in the preparation of your plan, including:

- Residents (including those who rarely get involved in planning/community matters)
- Elected representatives
- Community organisations
- Business
- Landowners
- Developers
- Voluntary organisations
- Special interest/amenity
- Police
- Health practitioners

The process of preparing the plan is lengthy and complex. As such a wide group of dedicated individuals with a broad spectrum of skills will be needed to see the plan through to adoption.

3.2.6 What is the role of the Parish Council, Town Council or Neighbourhood Forum?

3.2.6.1 The parish council, town council or neighbourhood forum will initiate and lead the process of writing a Neighbourhood Development Plan. It is important however, that the plan is not prepared in isolation from the rest of the community.

3.2.6.2 There is a need to consider how to engage all residents, as well as:

- community groups,
- local ward members,
- local authorities,
- statutory agencies (Highways, Environment Agency etc),
- local organisations,
- landowners,
- development interests,
- social networks and enterprises who might have an interest in the neighbourhood.

3.2.6.3 It is also important to engage with groups often described as 'hard-to-reach' who may have specific needs that should be reflected in the plan.

3.2.6.4 A Neighbourhood Planning Steering Group could prepare the plan and bring in expertise as appropriate. Members of a steering group could include elected members, local landowners/ developers, other stakeholders (amenity/environmental groups) as well as members of the community.

3.2.7 What is the role of business, developers and landowners?

3.2.7.1 Business, developers and landowners have an important role to play in the Neighbourhood Planning process by working with local communities:

- Advising (for example, on viability, delivery, sustainability)
- Assisting (for example, with fundraising)
- Sponsorship
- Early consultation and engagement

[Appendix IV](#) details the statutory stages that are involved in producing a Neighbourhood Development Plan, and sets out in check list form the responsibilities for delivering those stages.

You can also get further information from the Council website – www.harborough.gov.uk or by contacting 01858 828282.

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4.1 How to Prepare a Neighbourhood Development Plan Getting Started



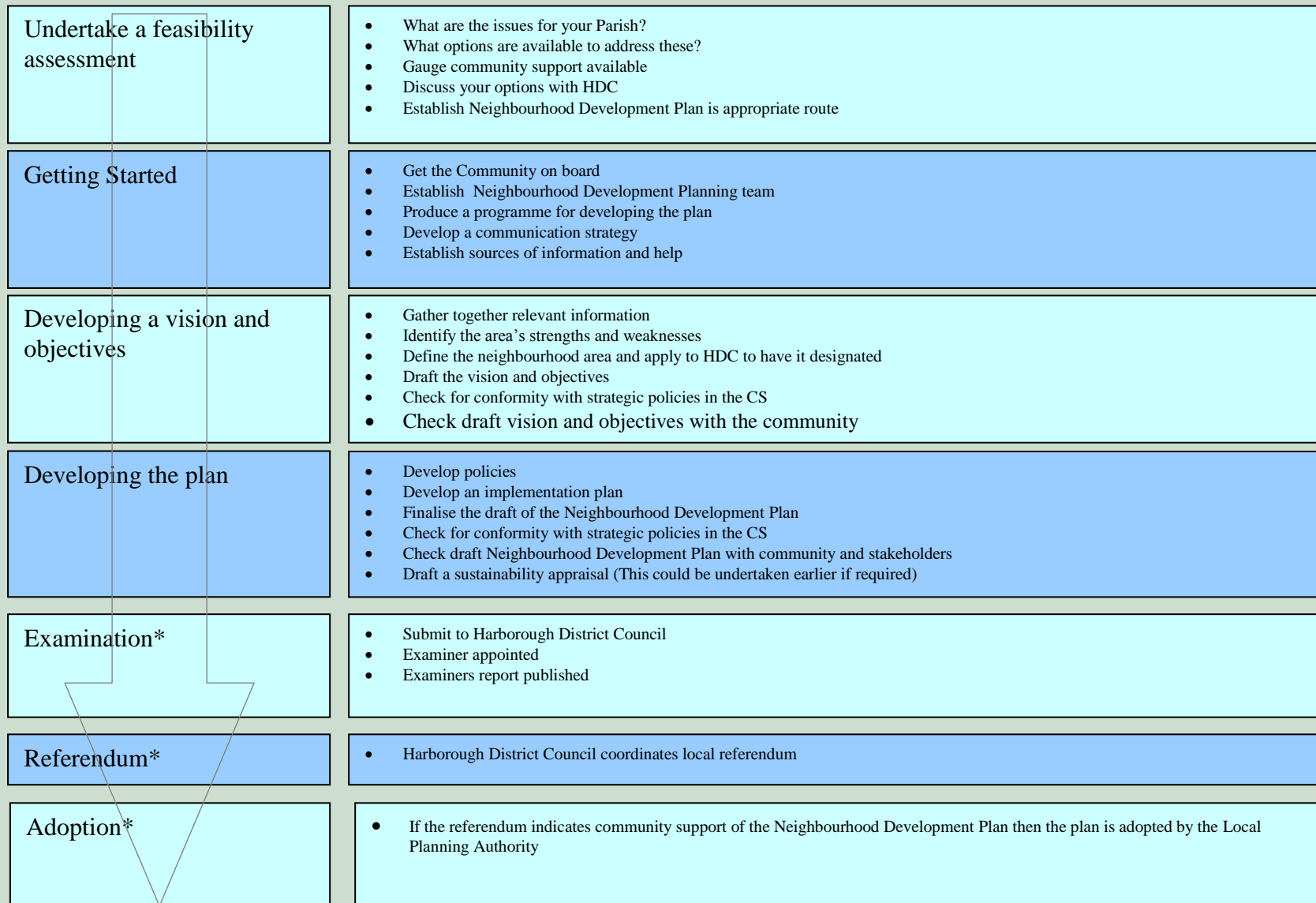
Neighbourhood Development Plans must be initiated and prepared by a 'relevant body'. Where there is a Parish or Town Council for the whole or any part of the area to be covered by a Neighbourhood Development Plan then they will be the 'relevant body'

- 4.1.1. [Neighbourhood Planning Overview](#)
- 4.1.2. [Getting started - early engagement](#)
- 4.1.3. [Setting up a neighbourhood forum](#)
- 4.1.4. [Consider who can help prepare your plan](#)
- 4.1.5. [Develop a communications strategy](#)

4.1.1 Neighbourhood Planning Overview

4.1.2 Below is a flow diagram showing the process that will need to be followed by teams preparing a Neighbourhood Development Plan.

Neighbourhood Development Plan Flow Diagram



4.1.3 Getting started – early consultation and agreement

- 4.1.3.1 Before doing anything have a look at national planning policy. This is set out in the National Planning Policy Framework 2012. This gives the Government's overall approach to planning, which your Neighbourhood Development Plan must take into account.
- 4.1.3.2 Then read the Core Strategy prepared by Harborough District Council. This sets out a vision and objectives for the whole of the district. It describes an overall strategy including how much and what sort of development should happen and in broad terms where this should take place. It also includes policies that set down what sort of development is supported, and what sort of development is not supported. It also addresses a whole range of other relevant issues such as flood risk, nature conservation, and transport and access issues. Look for policies that are specific to your own community
- 4.1.3.3 An over view of the process can be found [here](#).
- 4.1.3.4 Where a Town or Parish Council exists, a 'relevant body' can be formed. Where there is no existing Parish or Town Council a Neighbourhood Forum needs to be set up.
- 4.1.3.5 The Relevant Body will need to ensure that the Neighbourhood Area is designated according to the regulations and consultation, and early engagement with the community and other stakeholders is advised to determine the issues that are important and whether a Neighbourhood Development Plan is the most appropriate route for the community to follow.

4.1.4 Setting up a Neighbourhood Forum (if needed)

- 4.1.4.1 A community forum must be a constituted group of 21 people with the aspiration that this covers a cross section of the community including interest groups and key stakeholders. Business and developers can also take the lead in preparing a Neighbourhood Development Plan.
- 4.1.4.2 To become a Neighbourhood Forum an application to HDC has to be made.

4.1.5 Setting up a working group

- 4.1.5.1 Each Neighbourhood Area needs to set up a working group responsible for drafting the Neighbourhood Development Plan and for securing engagement and input from the community and stakeholders. Applications to allocate land for development could be used to assist in inviting residents and business owners etc and giving them the opportunity to sit on the working group.
- 4.1.5.2 Establish a Neighbourhood Planning team or steering group to include cross-representation of people who live, work or do business in your community, including

- residents
- representatives of community organisations
- business owners
- landowners
- local councillors

When you set up a project group try to ensure that it includes a wide range of views, skills, knowledge and experience. A good size for a project group would be between five and ten people. Their job will be to oversee the process and preparation of your Neighbourhood Development Plan. However, it is the parish or town council, or the neighbourhood forum, which is ultimately responsible for the Neighbourhood Development Plan.

Other skills may also be useful to the process for facilitating events and delivering leaflets etc

4.1.6 Consider who can help you prepare your plan.

4.1.6.1 Balance those people with ideas with those who can offer practical skills, such as minute taking, design, report writing etc.

4.1.6.2 Produce a project plan or programme for developing the Neighbourhood Development Plan eg

- What activities will need to be carried out at each stage - meetings, publicity, surveys and events?
- What resources will be needed to carry out these activities - people, materials, funding?
- How much time should be set aside to accomplish each stage?

4.1.7 Develop a communications strategy

4.1.7.1 Good publicity and communication both at the start of the process and throughout are important to keep the community involved and get their support. Think about how engagement will happen with the wider community at an early stage.

You can also get further information from the Council website – www.harborough.gov.uk or by contacting 01858 828282.

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4.2 How to Prepare a Neighbourhood Development Plan

Developing a Vision and Objectives



The Vision will be an overarching statement, or series of statements, describing what the community will be like to live and work in, in 15-20 years time. The time scale should reflect the Core Strategy which plans up to 2028.

The objectives should set out what the community wants to achieve in order to help realise the vision. It is important that the vision is realistic and achievable and that it is based on the information gathered.

- 4.2.1. [Gather relevant information](#)
- 4.2.2. [Identify strengths and weaknesses](#)
- 4.3.3. [Agreeing a Neighbourhood Development Plan boundary](#)
- 4.4.4. [Application for designation as a neighbourhood area](#)
- 4.4.5. [Draft the vision and options](#)
- 4.4.6. [Check for conformity with strategic policies in the LDF](#)
- 4.4.7. [Check draft vision with community](#)

4.2.1 Gather relevant information

4.2.1.1 Community profiling involves gathering together relevant information and evidence – from both official statistics (suggested list of websites at [List of Websites](#)) and surveys of local people;

- Gather statistical data to build up social portrait of neighbourhood & community characteristics e.g. gather information from any existing plans, strategies or studies relating to the neighbourhood.
- Initial discussions with stakeholders.
- There may be a need to tailor techniques for different sectors of the community (e.g. online survey for young people, visiting an elderly persons' home to meet with individuals to hear views on the neighbourhood.)
- Identify the area's strengths and weaknesses.

Look at www.lsr-online.org for up to date statistics for your neighbourhood

4.2.2 Identifying the areas strengths and weaknesses

4.2.2.1 You are likely to want to prepare a Neighbourhood Development Plan because you want things in your community to change for the better. Even in neighbourhoods that have a high quality of life there are always improvements that can be made.

4.2.2.2 It is therefore important to identify what the issues are that you want your Neighbourhood Development Plan to address. If you don't already have a Parish Plan or Village Appraisal, a good way to start is to establish what the strengths and weaknesses of the community are.

4.2.2.3 This will mean engaging the residents and businesses using a variety of approaches. These may include:

- Hard copy or web based surveys
- Community event
- Focus groups or discussion at local forums
- Techniques to engage hard to reach groups such as young people

4.2.2.4 Questions to consider are:

- What do we do well?
- What are our other strengths?
- What can we improve or change?
- What are we missing? What do we need to make the community a more attractive place to live in?
- What resources do we have? (eg people, places, services, land)
- What opportunities exist in the area?
- What are the barriers (eg physical, financial, environmental)

4.2.2.5 The results of this engagement with the community will show what issues should be included in the Neighbourhood Development Plan, but remember that the plan can only look at certain issues

A Neighbourhood Development Plan, for example, cannot address the frequency of dustbin collections, or where people get their energy supplies from. But they can identify land to be used for community recycling facilities, where renewable energy generation should be encouraged, or where school buildings should be expanded.

4.2.3 Agreeing a Neighbourhood Development Plan boundary

4.2.3.1 The Neighbourhood Development Plan area must be one that includes the whole or any part of the area of the parish. It is also possible to work with neighbouring parishes to produce a Neighbourhood Development Plan for a cluster of villages covering two or more parish areas.

4.2.3.2 If the Neighbourhood Development Plan includes any part of the area of another parish council, the lead parish council is only authorised to prepare a plan if the other parish council(s) have given their consent.

4.2.4 Application for designation as a neighbourhood area

4.2.4.1 A Parish/Town Council or Neighbourhood Forum is required to make an application to HDC for designation.

4.2.4.2 On receipt of an application HDC will advertise the proposal for 6 weeks. An advert will be placed in the local newspaper or other appropriate media and the proposed boundary and supporting statement will be available to view in a local facility and on the Council's website.

4.2.4.3 The publicity should focus on the immediate area affected by the proposal.

- A statement confirming that the organisation making the application is either a parish council, a town council or a neighbourhood forum
- A map which identifies the area to which the proposed Neighbourhood Development Plan will relate
- A statement stating why the boundary is an appropriate one (this can be as long or as short as required)

4.2.5 Draft the Vision and Objectives

4.2.5.1 As described earlier in this section the 'Vision' will be an overarching statement, or series of statements, describing what the community will be like to live and work in, within 15-20 years time. The time scale should reflect the Core Strategy which plans up to 2028.

4.2.5.2 The objectives should set out what the community wants to achieve in order to help realise the vision. It is important that the vision is realistic and achievable and that it is based on the information gathered.

4.2.5.3 Analyse information gathered including what implications these plans have for the neighbourhood; Draft the vision and objectives – these should be realistic and achievable and based on the information gathered;

Examples of objectives

(1) To develop a vibrant and prosperous neighbourhood by encouraging development that supports a range of good quality jobs, businesses, shops and services that meet the needs of local people and protects and enhances the quality of the local environment.

(2) To provide new and diverse leisure and recreational activities in order to promote healthy and crime-free lifestyles, particularly for youngsters.

4.2.5.4 Two key points to remember:

- Check proposals with landowners or site-owners to ensure any proposals are deliverable and realistic
- Check draft Neighbourhood Development Plan with community and other stakeholders to ensure there is general support

4.2.6 Check for conformity with strategic policies in the Core Strategy

4.2.6.1 Once the draft vision and objectives have been prepared it is important to check that they do not depart from the strategic objectives of the Core Strategy. Harborough District Councils Planning Policy Team will be able to advise on this and contact details are given below.

4.2.7 Check Draft vision and Objectives with the community

4.2.7.1 Before progressing it is essential to check that the community is happy with the draft vision and objectives. This can be done in a number of ways which include:

- Making copies available for distribution and asking for feedback
- Meeting with community groups and asking for feedback
- Organising informal drop in sessions

- Holding public meetings
- Making the information available on a web site or in the local newspaper

4.2.7.2 Any amendments necessary to the vision and objectives can be made at this stage.

You can also get further information from the Council website – www.harborough.gov.uk or by contacting 01858 828282.

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4.3 How to Prepare a Neighbourhood Development Plan

Developing the Plan



There is no rule on what a Neighbourhood Development Plan should look like but it should contain a plan and clear policy statements and proposals (where relevant) along side relevant accompanying maps.

- 4.3.1. [Adding the detail](#)
- 4.3.2. [Developing options](#)
- 4.3.3. [Develop an implementation plan](#)
- 4.3.4. [Start to finalise the draft of the Neighbourhood Development Plan](#)
- 4.3.5. [Check for conformity with strategic policies within the LDF](#)
- 4.3.6. [Check draft plan with community and stakeholders](#)
- 4.3.7. [Strategic Environmental Assessment](#)

4.3.1 Adding the detail

- 4.3.1.1 Once the Neighbourhood Development Plan is drafted, the steering group will also need to produce a simple report on the [Strategic Environmental Assessment](#) process, if necessary, that it has gone through. This should explain why the policies it has included in the plan are the most appropriate ones. In addition, the plan must satisfy the examiner that equality issues have been considered from the start.

4.3.2 Developing Options

- 4.3.2.1 The sort of options you want to consider could vary depending upon the type of Neighbourhood Development Plan that you are preparing, for example whether it is general and broad-brush, or narrow and detailed. Examples of types of options include:

- The scale, type, mix and location of development (e.g. if a need for affordable housing has been identified – where might it be located, how many houses or flats are needed, and should the scheme also include market housing, the provision of community facilities, space for businesses, and open space for recreation, play areas and wildlife).
- Alternative ways of using land that the local community has identified as being appropriate for development or other uses such as open space, tree planting or environmental improvement.
- Different ‘conditions’ that might be applied to development, such as how development should look (its design), how transport issues should be incorporated, or what standards to include with respect to issues such as renewable energy, landscaping and the inclusion of waste and recycling facilities.

4.3.2.2 When considering options it is recommended that you include a ‘do nothing’ option (also known as ‘business as usual’). This being what would happen to the plan area and sites in question if a Neighbourhood Development Plan were not to be prepared (e.g. by relying on Core Strategy policies).

4.3.2.3 You may need to generate a series of options for dealing with different issues. The number of options that you will generate is likely to be influenced by the intended scope of your Neighbourhood Development Plan:

- If your Neighbourhood Development Plan is dealing with a single site, then there may be just two or three options you feel you need to consider for that site.
- If the Neighbourhood Development Plan covers a large area, and aims to address the whole of the neighbourhood in a comprehensive way, there may be a number of options, grouped around issues and topics.

4.3.3 Developing Policies

4.3.3.1 Policies that are developed in a Neighbourhood Development Plan may take one of the following forms

- Policies may allocate specific sites for particular types of development
- Policies may require specific requirements for any or each type of development (eg landscaping, Green Space, access, assessments needed etc)
- Policies may designate areas that are to be protected or enhanced as areas of environmental importance or landscape character.

- Policies may be more generic and apply to any future development in the neighbourhood area (eg access, policies relating to transport, policies relating to design)

An **objective** may be to achieve additional open space or recreational areas within the Neighbourhood Development Plan area. A **policy** deriving from this will be to allocate a specific site for recreation or green space

Policies may include:

- Allocation of specific sites for development, setting out what the development should comprise (e.g. if you want housing to happen on a particular site, you may wish to ensure that the housing type is targeted at first-time buyers, or elderly people) and information about design (e.g. to ensure that it fits with local building styles and character)

Or :

- Set out specific requirements for a piece of land, for example in relation to access, landscaping, play areas.
- Specify which locations will be protected from development, such as open space, nature reserves, allotments, historic assets, gardens.
- Seek to protect certain community buildings and land uses from changes of use, such as pubs and village shops.
- Are area based, for example setting out areas (and boundaries) that will be reserved for certain uses, such as shopping areas.
- Are general in nature, and will apply to all development proposals in your Neighbourhood Development Plan area, such as the maximum height of buildings, or the use of renewable energy
-

4.3.4 Develop an Implementation Plan

4.3.4.1 The implementation plan need not be part of the main document, but could be an appendix. It will help the Neighbourhood Planning Team to ensure successful delivery of the policies within a timescale identified through consultation. The implementation document will evolve as the Neighbourhood Development Plan progresses to completion.

4.3.4.2 For example a specific site may have been allocated for recreation or green space. The implementation plan details the work needed to deliver this. Such as:

- Agree the terms of lease or purchase with the land owner to allow for use as a recreational area
- Consult the community on site design
- Secure funding to undertake the agreed works

4.3.4.3 The implementation plan needs to have objectives that are SMART:

- Specific
- Measurable
- Achievable
- Realistic
- Time constrained

When developing actions the Neighbourhood Development Planning team may want to consider the following:

- What is a priority?
- Which organisation has responsibility for delivering the action?
- By what date should the action be completed?
- Does the action require any support from others?
- Is funding or any other resource required?

4.3.5 Start to finalise the draft of the Neighbourhood Development Plan

4.3.5.1 Once the policies and implementation plan have been set out in draft form, the Neighbourhood Planning team can start to produce the Neighbourhood Development Plan

4.3.5.2 This would normally include the options that have the most support, and perform best against the sustainability objectives and criteria (if you have carried out a Strategic Environmental Assessment), unless there is good reason to choose another option

An example of a reason for not including a popular option is that there may be a piece of land that would be ideal for development of a community centre, but the landowner is unwilling to use the land for that purpose

4.3.5.3 There is no fixed rule about what the Neighbourhood Development Plan must look like, but it should contain clear policy statements with accompanying maps and information to support the policies.

4.3.5.4 The associated implementation plan can be contained as an appendix and should evolve as the plan progresses. The consultation report will also evolve as the plan progresses and further information is gathered.

4.3.6 Check Conformity with Strategic Policies within the Core Strategy

4.3.6.1 It is important to again check that policies do not depart from the strategic objectives of the Core Strategy. Harborough District Councils Planning Policy Team will be able to advise on this and contact details are 01858828282 and ask for Strategic Planning or planningpolicy@harborough.gov.uk .

4.3.7 Check draft plan with Community and Stakeholders

4.3.7.1 The draft Neighbourhood Development Plan should also be sent to wider stakeholders including HDC, the Environment Agency, Water Utilities, Natural England, Police etc, as well as the local community. These organisations can offer valuable advice and guidance on the content of the plan.

4.3.7.2 Officers at HDC will be able to assist in the identification of wider stakeholder organisations that should be consulted.

4.3.7.3 Neighbouring parishes, forums and other local authorities should also be consulted as appropriate.

4.3.7.4 Once consultation has been carried out, an analysis of comments should be compiled. Any amendments that need to be made to the draft plan as a result of the consultation should be completed before submission to HDC.

4.3.7.5 Before submitting the plan to HDC, the Neighbourhood Planning steering group should check that residents, businesses and other stakeholders are happy with the content of the plan.

4.3.7.6 The report of the Strategic Environmental Assessment, if necessary, should also be made available for comment.

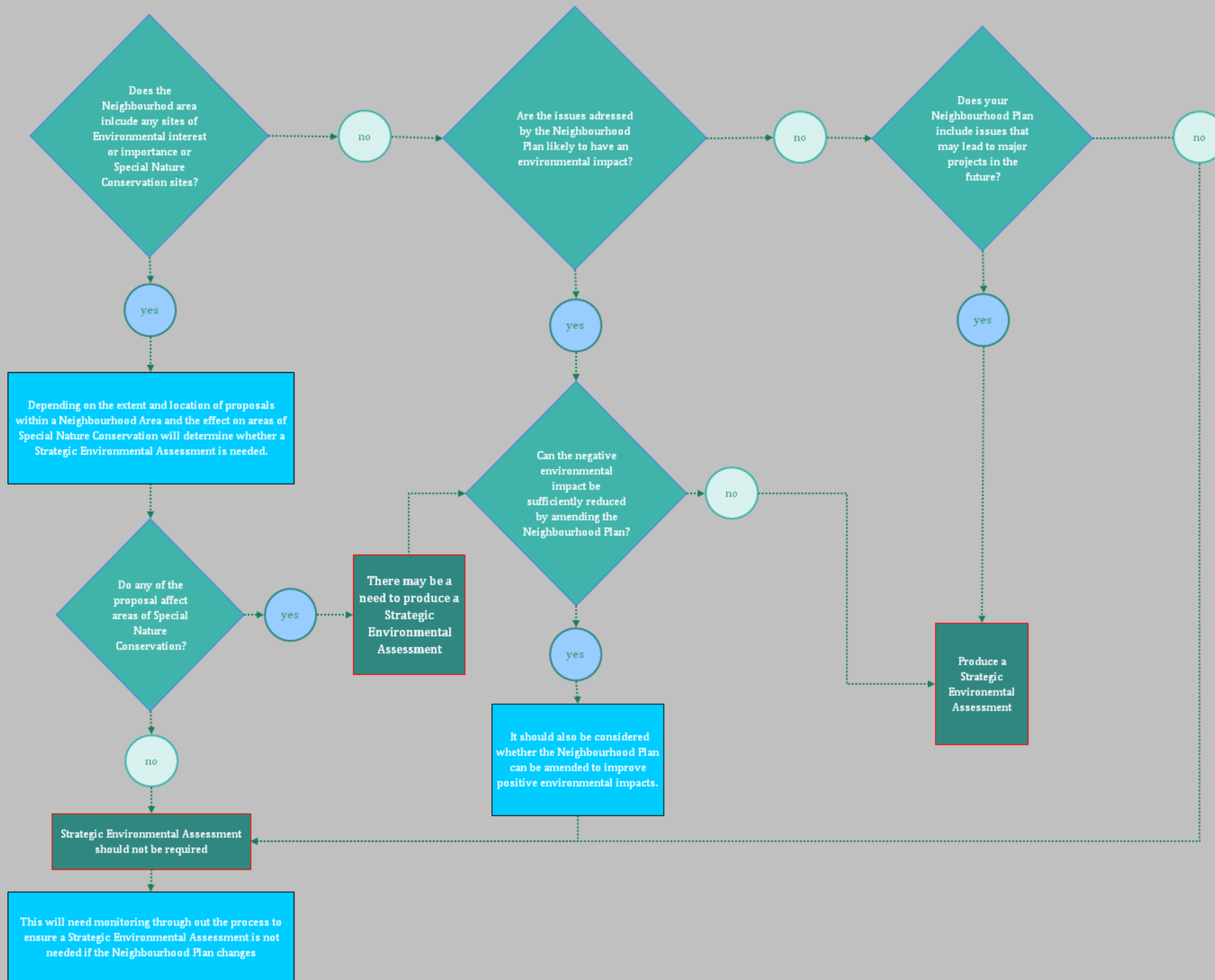
4.3.8 Strategic Environmental Assessment

4.3.8.1 Any planning proposals in a Neighbourhood Development Plan should consider including a Strategic Environmental Assessment (SEA). Assessment is needed to determine if an environmental assessment is required at the earliest stages so that, the gathering of evidence for it and its preparation can be integrated into the process of producing the Neighbourhood Development Plan. HDC will put in place a screening process to help communities determine whether an SEA is required. Further advice on

the preparation of an SEA and sustainability appraisal can be found in [Strategic Environmental Assessment appendix](#) and a flow diagram to help decide whether you need to conduct a Strategic Environmental Assessment is shown below. A **template document** for assessing whether your Neighbourhood Development Plan requires a full SEA can be found in the **resource pack**.

Neighbourhood Planning

Should we produce a Strategic Environmental Assessment?



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5.1 Making Neighbourhood Development Plans Complementary The Core Strategy



A Neighbourhood Development Plan must be in general conformity with the existing Core Strategy. The Core Strategy sets out the context for all future Local Planning documents and is subject to periodic review. All Neighbourhood Development Plans must complement the Core Strategy and reflect any reviews of this document.

5.1.1 What is the Core Strategy?

5.1.1.1 The Core Strategy is the key plan within the Local Development Framework for Harborough District. It sets the context for all future Local Planning documents

5.1.1.2 The Core Strategy has been prepared by the District Council in partnership with the community. It sets out a long term spatial plan for the District and its communities to 2028 and beyond and explains how change will happen.

5.1.2 What does the Core Strategy include?

5.1.2.1 The Core Strategy includes chapters that deal with the issues that affect development with in Harborough District.

5.1.2.2 'Chapter 2: Spatial Portrait and Issues to be addressed' is a description of the District and sets out the issues that will be addressed within the Core Strategy.

5.1.2.3 This is followed by 'Chapter 3: Vision and Objectives' which gives a vision of how the District may be described by 2026 and a set of objectives for achieving the vision.

- 5.1.2.4 Chapter 4 presents the 'Spatial Strategy for Harborough' – this forms the foundation of the Core Strategy, presenting the overarching strategy covering settlement development and future housing distribution across the District in order to achieve the vision and objectives outlined in Chapter 3.
- 5.1.2.5 Chapter 5 then presents a number of delivery policies and detailed delivery arrangements designed to enable the District to achieve the vision and objectives established in Chapter 3.
- 5.1.2.6 Finally, place-based policies in Chapter 6 explain what the policies described in Chapter 5 will mean for individual places within the District. These place-based policies recognise the breadth of issues affecting communities within the District and the variation in policy stances needed across the District to reflect these differences.
- 5.1.2.7 The full Core Strategy can be found on the Harborough District Council website using the following link http://www.harborough.gov.uk/downloads/download/922/adopted_harborough_district_core_strategy

5.1.3 How do we use the Core Strategy Effectively?

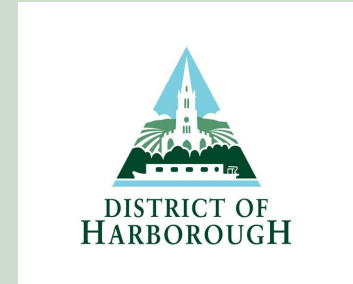
- 5.1.3.1 The Core Strategy provides the context for any Neighbourhood Development Plan within Harborough. As such, one of the early stages of drafting the Neighbourhood Development Plan must include an audit of the Core Strategy and those policies which are particularly pertinent to the parish or area in question.
- 5.1.3.2 CS1: Spatial Strategy is the overarching policy and provides the context for the rest of the document. It will therefore be relevant and significant for all parishes.
- 5.1.3.3 CS2: Delivering New Housing sets out the location of future housing growth within the District. So, it will be important to read this to understand the scale of housing growth for your parish. This is important, because housing is likely to be the largest type of development for your area. A Neighbourhood Development Plan can identify a larger amount of housing for a parish than is identified through the Core Strategy, but it may not identify less housing than is required by the Core Strategy.
- 5.1.3.4 The delivery policies 3 to 12 should be assessed in order to understand what implications, if any they have for the parish. In addition, one of the place-based policies (CS13-CS17) will be of direct relevance for the Neighbourhood Development Plan for your area and will need to be explored in detail.
- 5.1.3.5 It is suggested that a table be drawn up and populated with the results of the audit. This might be similar to the example below:

Table to show the implications of the Harborough Core Strategy for 'Example' Parish Neighbourhood Development Plan

Core Strategy Policy	Significance for 'Example' Parish	What to include within 'Example' Parish Neighbourhood Development Plan
CS2: Delivering New Housing	A minimum of X number of houses to be delivered	Sites to accommodate a minimum of X dwellings need to be found. This could be done through the Neighbourhood Development Plan, or evidence gained in preparing the Neighbourhood Development Plan could be used to help inform the allocation of sites in conjunction with HDC
CS8: Protecting and Enhancing Green Infrastructure	The boundary of the existing Green Wedge will be reviewed	The Neighbourhood Development Plan could define the extent of the Green Wedge, based on detailed local information
CS10: Flooding	New development will be directed towards areas at the lowest risk of flooding	Use the Harborough District Strategic Flood Risk Assessment to check that any sites to be included in the Neighbourhood Development Plan are not at risk of flooding

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6. Statutory Stages



Once the Neighbourhood Development Plan has been drafted by the relevant body it is checked by the District Council to ensure that it has been prepared correctly and is suitable to go forward to formal consultation and then Independent Examination and Referendum. For the plan to be adopted, 50% of those who vote must register their support for the plan. If this happens, HDC will adopt the Neighbourhood Development Plan.

6.1 Examination

6.1.1 Submission of Plan and check for legal compliance

- 6.1.1.1 Neighbourhood Development Plans must comply with a number of EU and Human Rights Directives and this 'legal compliant' check also includes checks on whether the minimum consultation requirements have been undertaken and that necessary documentation including sustainability appraisals have been prepared.

6.1.2 Independent Examination

- 6.1.2.1 HDC is responsible for organising and funding the independent examination into the Neighbourhood Development Plan. The Council will decide, in collaboration with the relevant body, who should be appointed to undertake an independent examination of the Neighbourhood Development Plan. The main function of the examination will be to check that the Neighbourhood Development Plan conforms with:
 - The strategic content of the Core Strategy and neighbouring Neighbourhood Development Plans
 - The National Planning Policy Framework and/or other national policies and advice (including a demonstration that the proposals in the Plan are evidence based, deliverable and viable)

- European Directives on subjects such as International Nature Conservation designations, Sustainability, Human Rights and Equalities
- National and international designations (e.g. listed buildings and Conservation Areas)

6.1.2 Examination report published

6.1.2.1 The result of the examination will be a report that will have one of the following recommendations for consideration by HDC:

- That the draft Neighbourhood Development Plan should proceed to a referendum
- That it should proceed to a referendum, subject to certain amendments
- That the proposed Neighbourhood Development Plan should be refused.

6.1.2.2 If the Independent Examiner recommends that the Neighbourhood Development Plan should proceed to a referendum, they may also recommend that the area subject to the referendum is extended beyond the Neighbourhood Development Plan boundary.

6.1.2.3 The report will be issued to the relevant body and Harborough District Council, with the District Council arranging for publication of the report.

6.1.2.4 Harborough District Council considers the content of the report and to determine whether it agrees whether the recommendations should be followed. The decision of the District Council will be published, and the relevant body informed.

6.2 Referendum

6.2.3 Undertaking the referendum

6.2.3.1 HDC is responsible for facilitating and funding the local referendum on the Neighbourhood Development Plan. The referendum will normally be open to any individual registered to vote in the parish, but the referendum may be extended to a wider area if appropriate.

6.2.3.2 The referendum is open to any person registered to vote in the parish, but the Independent Examiner may have recommended that the referendum is extended if, for example, the policies within the plan have implications for surrounding communities.

6.2.3.3 A referendum is required to gauge community support for the plan, and if a majority of those who voted are in favour, then the plan is adopted by Harborough District Council.

6.3 Adoption, Implementation and Monitoring of the plan

6.3.4 Adoption of the Plan

6.3.4.1 Once the Neighbourhood Development Plan has been adopted it will become part of the statutory development plan for Harborough District and will be used to determine planning applications.

6.3.4.2 Harborough District Council will, once the Neighbourhood Development Plan is adopted, incorporate the document into the planning documents for the district.

6.3.5 Implementation

6.3.5.1 The Parish or Town Council, or the Neighbourhood Planning team if still in existence, will need to monitor the progress of the Neighbourhood Development Plan and the Implementation Plan to ensure that the policies supported by the community are delivered. If delivery of these policies is dependant on external partners, then the Neighbourhood Planning team will want to ensure that progress is being made by those bodies towards delivery of the Neighbourhood Development Plan policies.

6.3.6 Monitoring

6.3.6.1 The Neighbourhood Development Plan should be time limited, and this should be clearly stated within the plan. As the plan is adopted as part of the development plan for Harborough it should also reflect the time periods of those documents. The Core Strategy currently runs up to 2028.

6.3.6.2 This does not mean that the Neighbourhood Development Plan cannot be refreshed if needed before that time, and the Neighbourhood Planning team should have built into the plan a review timescale to periodically check that the plan is still relevant.

You can also get further information form the Council website – www.harborough.gov.uk or by contacting 01858 828282.

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7. Neighbourhood Planning in Harborough Our approach and protocol



Harborough District Council views Neighbourhood Planning as a positive new way of working with Parish Councils and community groups for the benefit of individual communities and the District as a whole.

- 7.1 Effective cooperation is essential to maximise the opportunities presented by Neighbourhood Planning. Officers within the Council will endeavour to provide every assistance in the preparation of Neighbourhood Development Plans. However, the relatively small size of the planning policy team and the competing demands of preparing the new Local Plan for Harborough should be borne in mind by groups when asking for additional support.
- 7.2 HDC, local communities and business will need to work together if Neighbourhood Planning is to be successful. The table below outlines the main responsibilities and the type of approach that is needed from all parties:

Key responsibilities and Working Together

Harborough District Council	Parish/Town Council, Neighbourhood Forum
Key responsibilities	Key responsibilities
<ol style="list-style-type: none"> 1. 'Duty to support' 2. Designate Neighbourhood Boundary 3. Designate Neighbourhood Forum 4. Consider compliance with statutory and EU requirements 5. Advise examiner on representations received and other matters 6. Fund and organise examination 7. Consider examiner's recommendations 8. Fund and undertake Referenda 9. Duty to adopt 	<ol style="list-style-type: none"> 1. Identify the need to prepare plan 2. Submit application to be neighbourhood forum (if relevant) 3. Submit application for neighbourhood area 4. Identify key issues 5. Prepare evidence to support proposals 6. Consult and engage 7. Prepare documents/plans 8. Ensure compliance with EU directives and national policy/Core Strategy (including carrying out strategic environmental assessment if necessary) 9. Submit plan for Independent examination
Working together	
Cooperation Support Transparency Face-to-face contact Plain English Building trust Understanding Learning lessons	

7.3 HDC will work with communities to support them through the Neighbourhood Planning process by:

- Quick and transparent decision-making (on the designation of neighbourhood areas, designation of neighbourhood forums) taking account of statutory timescales and comments received;
- The effective management of Council responsibilities (for example, appointment of independent examiner, arrangements for a referendum);
- Implementation (planning approvals will be granted in accordance with adopted Neighbourhood Development Plans and other aspects where possible)

7.4 More specifically, the Council's 'duty to support' will include the following:

- Enhance existing working relationships with town and parish councils and build new relationships with neighbourhood forums;
- attendance at initial feasibility meeting to explore the appropriateness of undertaking a Neighbourhood Development Plan and exploring possible alternatives
- provision of background information (potential sites, relevant evidence, provision of maps)
- providing advice on conformity with Core Strategy and NPPF

7.5 HDC will also assist with specific requests for technical assistance. Subject to reasonable requests, the Council will provide copies of the following:

- Area and site plans (subject to printing charge);
- Technical reports/extracts (subject to printing charge);
- Technical information held on sites (subject to printing charge);
- Any other technical information that is in the public domain (subject to printing charge).

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8. Frequently Asked Questions



- [What is a Neighbourhood Development Plan?](#)
- [Does my community have to produce a Neighbourhood Development Plan?](#)
- [Who can produce a Neighbourhood Development Plan?](#)
- [Can there be more than one Neighbourhood Development Plan for an area?](#)
- [Can a Neighbourhood Development Plan cover more than one community?](#)
- [How can I get involved and have my say?](#)
- [What will HDC do?](#)
- [What do we need to consider?](#)
- [Can a Neighbourhood Development Plan stop development?](#)
- [What might a Neighbourhood Development Plan look like?](#)
- [Who will pay for the Neighbourhood Planning process?](#)
- [What is the timeframe?](#)
- [How much work will be required to produce a Neighbourhood Development Plan?](#)
- [Who will be responsible for providing evidence at the independent examiners stage?](#)
- [How will the Neighbourhood Development Plan inform the broader planning policy framework for Harborough District \(Core Strategy\)?](#)
- [Where can I get advice?](#)

- **What is a Neighbourhood Development Plan?**

A Neighbourhood Development Plan is a plan which is produced by a community to shape the future development of their local community. It allows local people to have a greater influence on the future of their area. Neighbourhood Development Plans will contain specific policies to guide development and the use of land and, once adopted, will be a formal part of the development plan for Harborough District. As such, they will be a key consideration in the determination of planning applications.

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- **Does my community have to produce a Neighbourhood Development Plan?**

No. Communities have the right to produce one but it is up to individual communities to decide whether they feel such a plan would benefit their area. There are a number of other community-led plans which could be suitable alternatives e.g. village design statements, parish plans. More detail can be found [here](#).

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- **Who can produce a Neighbourhood Development Plan?**

Any community can produce a Neighbourhood Development Plan, though there are certain procedures which must be followed to ensure plans are securely founded on actual evidence, are the result of extensive and comprehensive community involvement, stand up to independent scrutiny at a public inquiry and are supported by the local community through a referendum.

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- **Can there be more than one Neighbourhood Development Plan for an area?**

No.

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- **Can a Neighbourhood Development Plan cover more than one community?**

Yes, providing that all communities are in agreement and work together.

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- **How can I get involved and have my say?**

If you live in an area with a parish or town council, contact the Clerk to the Council to find out what, if anything, is going on in that area. Many parish and town councils have websites or details may be available at parish halls, in parish news letters, on community notice boards or in the local shop or post office. Alternatively you may contact HDC as they may be aware of any work being done. Those leading on the production of Neighbourhood Development Plans will welcome volunteers and will be keen to engage all members of the community.

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- **What will HDC do?**

Officers of HDC cannot write Neighbourhood Development Plans as that is the role of local communities. They are, however, committed to helping in any way they can, particularly through providing technical advice and information and more general support. HDC does have certain statutory responsibilities within the process and will endeavour to carry out its duties professionally and with integrity.

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- **What do we need to consider?**

Any Neighbourhood Development Plan must be “in conformity” (in agreement) with other European, national and more Local Planning documents, such as the National Planning Policy Framework and HDC’s LDF documents, especially the Core Strategy.

Neighbourhood Development Plans must therefore reflect and fit in to the content of these strategic documents. It should be noted that Neighbourhood Development Plans cannot promote less housing and economic development than is envisaged in HDC's development plan.

The final plan will be initially scrutinised by the Local Planning Authority and then an independent inspector at an examination to assess all elements of the process followed and the final plan document produced. Following this, the whole community will have an opportunity to vote whether to adopt the plan in a local referendum. Effective community engagement throughout the process is vital.

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- **Can a Neighbourhood Development Plan stop development?**

No, it can only guide where development should go and help to deliver more locally appropriate development. Plans should at least provide for development to meet local needs and provide the opportunity to identify an increased level of development within their area if appropriate. Strategic need for development can be found in the Core Strategy. This should inform the local Neighbourhood Planning process.

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- **What might a Neighbourhood Development Plan look like?**

There is no standard template therefore the onus is on each community to decide what their particular Neighbourhood Development Plan contains and how it is set out. They could have high level visions and objectives for the future of an area, policies addressing specific issues, identify small projects for change or a larger scale framework.

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- **Who will pay for the Neighbourhood Planning process?**

The local community will have to pay for the preparation of their Neighbourhood Development Plan.

However, the Government has awarded funding to four organisations with expertise in planning, to assist communities in developing Neighbourhood Development Plans.

Indicative costs can be found [here](#).

These organisations are:

The Prince's Foundation - assistance with community engagement and finding local solutions to issues. www.princes-foundation.org

Locality - provision of support and networking to community groups through online resources and other networking tools, practical workshops and seminars, and tailored advice through a telephone advice line.

www.locality.org.uk

The Royal Town Planning Institute - via the Planning Aid service, the provision of free, independent, impartial, professional planning advice to people who do not have the means to pay professional fees. Provision of support and training to local communities to influence and contribute to planning strategy, policy and decision-making at all levels.

www.rtpi.org.uk/planningaid

The National Association of Local Councils in partnership with the Campaign to Protect Rural England - provision of basic information about the planning system via a website, phone line and publications. Establishing a programme of local events to inform the public and parish councils about how to influence Local Strategies.

www.cpre.org.uk

Communities may want to explore securing contributions from the local business community. The Council will pay for the independent examination and referendum.

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- **What is the timeframe?**

There is no set timeframe therefore individual areas can set their own timescales.
The process is likely to take between one and three years.

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- **How much work will be required to produce a Neighbourhood Development Plan?**

This will largely depend on the number and scope of issues identified and how much detail the plan goes into. This will be decided at the local level although there are minimum statutory requirements such as a Strategic Environmental Assessment that will need to be completed.

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- **Who would be responsible for providing evidence at the independent examination stage?**

The key people involved in producing the plan would need to supply the evidence; however there is a clear intention that this will be a “light-touch” approach with issues ideally being resolved through the presentation of written evidence rather than holding a formal inquiry.

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- **How do Neighbourhood Development Plans inform the broader planning policy framework for Harborough District (Core Strategy)?**

HDC has a responsibility to produce the Core Strategy for Harborough District, which, along with Neighbourhood Development Plans and other statutory planning documents, makes up the Development Plan for the district. Each element must be in compliance with the others and each must inform the others. The overarching requirements, strategies and policies set out in the Core Strategy provide a foundation,

but the more detailed local work done by communities through the Neighbourhood Planning process must feed back into the wider policy framework.

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- **Where can I get advice?**

- i. **Harborough District Council contacts:**

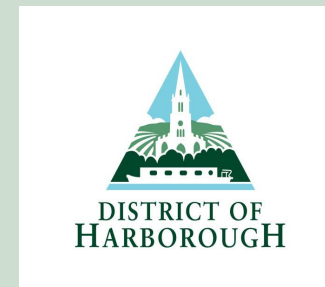
The key contacts in Forward Planning & Implementation for Neighbourhood Planning support are the **Strategic Planning Team** at Harborough District Council.

You can also get further information from the Council website – www.harborough.gov.uk or by contacting 01858 828282

- ii. **Other national organisations**

1. **Rural Community Action Network (RCAN)** Rural Community Action Network members are charitable local development agencies, generally based at county level, which support and enable initiatives in rural communities: <http://www.acre.org.uk/about-rcan>
2. **Community Development Foundation** – offers funding for small community groups all over England through a range of programmes. Recently taken lead on the Big Local: a ten year programme working with and supporting communities, in up to 150 selected areas, to make where they live and work a better place now and in the future. £50 million budget: www.cdf.org.uk/web/guest/funding
3. **ACRE: Action with Communities Rural England** – “Making the Most of Community Led Planning”: sets out a structured process that enables them to meet with others locally and collectively research, discuss and then agree priority actions for improving their neighbourhood, taking into consideration a wide range of social, economic, environmental and cultural factors. www.acre.org.uk
4. **Action for Market Towns (AMT)** - has designed as part of Big Lottery a “Towns Alive” programme which offers a diagnostic tool and training programme: The Market Towns Academy. It has developed 36 training modules, which can be adapted to provide you with a training programme that meets your needs: www.towns.org.uk
5. **CABE** – offers an enabling session with a number of experts to explore design ideas early on in the plan preparation: www.designcouncil.org.uk
6. **Planning Consultants** Some communities will wish to employ Planning Consultants to assist in the process and these can also act as facilitators in the Neighbourhood Development Plan process. Harborough District Council are unable to advise or make recommendations on who to appoint, however The Royal Town Planning Institute (RTPI) provide an online directory that can be used to source the details of planning consultancies that work in the East Midlands region. This can be viewed at <http://www.rtpiconsultants.co.uk>
7. **Planning For Real** is both the name of the organisation as well as the community planning process which is exclusive to the organisation. Planning For Real work with communities to help them have a real say about what happens in their neighbourhoods. They help communities design and run programmes of community engagement so that their voice can be heard on topics such as Neighbourhood Planning, new housing and regeneration projects and the provision of services. Further information is obtainable at <http://www.planningforreal.org.uk/>

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9. Appendices

Appendix I

Indicative costs to prepare a Neighbourhood Development Plan

Responsible body/Stage of process PC (Parish Council); TC (Town Council); NF (Neighbourhood Forum); HDC (Harborough District Council)		Likely Costs / time	Costs met by
PC/TC or NF	Publicity/consultation	£1,500 -£10,000* (Will depend on methods of consultation used and size of Neighbourhood Development Plan area)	PC/TC or NF
HDC	Advertisement of applications for neighbourhood area/forums & Designation of Neighbourhood Forums	£1,000 approx** HDC staff time***	HDC
PC/TC or NF	Preparation & production of draft plan	£5,000 to £30,000* (Will depend on issues to be covered by the Neighbourhood Development Plan and any associated evidence costs/consultant fees)	PC/TC or NF
HDC	Support for preparation of Plan	HDC staff time*** (More time may be needed to assist with establishment of neighbourhood forum if needed as well as more bespoke assistance to all the front runner areas to assist in progressing	HDC

		the preparation of plans)	
HDC	Validation of Neighbourhood Plans	HDC staff time***	HDC
HDC	Examination by an Independent Inspector	£5,000 - £8,000**** 5 - 8 days Inspector time and potentially HDC staff time***	HDC
HDC	Referenda	£1.80/head***** £5000-£20,000 (Will depend on electoral role and size of the Neighbourhood Development Plan area)	HDC
HDC	Adoption of Neighbourhood Plans	Staff time***	HDC
HDC	Final publication of document and any necessary amendments to Proposals Map	Printing Costs Web site publication, HDC staff time*** (including GIS staff time)	PC/TC or NF HDC

*Based on Local costs set out in the DCLG's Impact Assessment – Neighbourhood Development Plans and community Right to Build. DCLG estimates that the average total cost of preparing a Neighbourhood Development Plan are £20-86k per plan. The cost to community groups in bringing forward a community right to build scheme is estimated at approximately £40k.

**Advertisement costs based on costs paid for formal adverts for documents in the Harborough Mail where appropriate. Variable due to length of text.

***Staff time primarily based in Strategic Planning but also other service areas as relevant to consider the issues in the Neighbourhood Development Plan. Estimates per Neighbourhood Development Plan are not available at present.

****Examinations costs based on current charges for daily rate for Planning Inspectorate Inspector.

***** Source: fees and charges for counting officers in regional and local referendums. ODPM 2004 £1.80/head) Indicative figures to be confirmed by HDC Electoral Services.

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Appendix II

Strategic Environmental Assessment (SEA)

i) What is an SEA?

A SEA is a process which ensures environmental impacts of emerging Neighbourhood Development Plans are fully assessed to promote sustainable development and to bring positive benefits. It is similar to a Sustainability Appraisal (SA), which also considers wider social and economic issues and follows much the same process.

They are required under law for Development Plan Documents to become part of the Local Development Scheme, though whether your Neighbourhood Development Plan requires one will depend on factors such as the extent of its environmental impact and whether it will lead to future major projects and affect special nature conservation sites. SEA's, if needed, need to be an integral part of the Neighbourhood Planning process and be planned for at an early stage. You could be challenged if you do not undertake one without justification. A template to help communities assess whether a Strategic Environmental Assessment is needed can be found in the resource pack.

ii) What is a Strategic Environmental Assessment Framework?

The SEA Framework sets out the method which will be used to critically assess how proposals and policies will contribute to sustainable development. It consists of various tailored objectives, indicators and targets against which proposals and draft policies will be assessed to determine how they will contribute to the sustainable development of the area. It is important that **all** work is appraised right from the very earliest stages so that emerging ideas, content and policies can be assessed, and inform the final plan. Areas containing European sites of ecological importance (Natura 2000 sites) will need to undertake an appropriate assessment. These appraisals need not be complicated, but should be carried out by someone independent of the Neighbourhood Development Plan process e.g. a local resident or a planning consultant. Harborough District Council can also give advice on appointing consultants.

iii) What are the main stages of Strategic Environmental Assessment, if required?

Stage A – Scoping Report (the scoping stage)

- This sets the context, objectives, baseline and scope for the SEA.
- It highlights how the draft Neighbourhood Development Plan and the planning policies contained within it will be appraised
- It presents information which you have used to determine the 'baseline environment' of your neighbourhood – this could include evidence of what is in your neighbourhood, what is important to local people and how these might change in the future without the plan.

Stage B – Commentary Report (developing and refining plan options)

- The framework set out in the Scoping Report is used to appraise various options relating to the draft Neighbourhood Development Plan and planning policy
- The appraisal will determine which option is most sustainable and how it can be improved.

Stage C – Strategic Environmental Assessment Report (the appraisal stage)

- This stage is similar to Stage B though only the preferred version of the Neighbourhood Development Plan and the planning policies will be assessed.
- The report will state if the policy could be improved to be more sustainable.

Stage D – Consultation

- The SEA will need to be circulated to get feedback on whether the community thinks the SEA is correct, or if anyone feels the policy could be made more sustainable.

-

Stage E – Monitoring the implementation of the plan

- It is important for planning policies to be monitored, to make sure they are sustainable and to check there are no negative impacts.

Further guidance can be found in “DIY SA”: Sustainability Appraisal (Also Known As Strategic Environmental Assessment) Of Neighbourhood Development Plans August 2012, Levett Therivel. This can be found at: <http://www.levett-therivel.co.uk/DIYSA.pdf> [back to content page](#)

Appendix III

From www.planninghelp.org.uk

Deciding if you need a Neighbourhood Development Plan

If you feel that the Local Plan does not really address what you would like to happen in your community - maybe it doesn't mention your neighbourhood, or you would like more things to happen that aren't in the Local Plan, or you would like things to happen more quickly - then you should seriously consider preparing a Neighbourhood Development Plan.

It is important, however, to be aware that Neighbourhood Development Plans and Neighbourhood Development Orders are not your only options. For example, you could ask your Local Planning authority to prepare a Local Development Order or a Supplementary Planning Document (SPD) (also known as Supplementary Planning Guidance). If you are considering these approaches do be aware that your Local Planning authority may not be willing to go down this route and your community may have less control over the process and the resulting documents.

Other alternatives are the development of a Parish Plan, Village Design Statement or Community Action Plan; in fact your local area may already have one of these in place. These are non-statutory Neighbourhood Planning tools so the main difference to consider is that they will carry less weight in the decision-making process than a formally adopted Neighbourhood Development Plan. Parish Plans and Village Design Statements can, however, be adopted as SPDs but as noted above this will require the co-operation of your Local Planning authority.

An advantage of a non-statutory Neighbourhood Planning tool is that their scope does not have to be limited to matters covered by planning law. So you could, for example, cover social issues or activities as part of the vision for your local area. Such documents may also help form part of the evidence base on which your Neighbourhood Development Plan can be developed.

If you do decide a Neighbourhood Development Plan is the best tool for your area you should not enter into that decision lightly. Preparing a plan will require a lot of time and effort. Although how much time it will take will vary depending on the issues you want to cover and the size of your community. Developing a Neighbourhood Development Plan may take over 2 years. You will need to involve other people who may not agree with your views. It will require your community to reach a broad consensus on the objectives, key issues and desired outcomes.

So prepare yourself for what is going to be involved. There will no doubt be frustrations along the route, but the ultimate result could be very rewarding. A Neighbourhood Development Plan should help your community come together, be stronger and more united for having gone through the process. It should be a positive force for change and will give you more control over what happens in your neighbourhood.

Parish plans

This reflects the local vision of how local residents would like to see your area change in coming years. Parish Plans can be much broader than Neighbourhood Development Plans, covering more than just planning issues. This optional document is more community-led and can reflect the needs of an individual town or village and surrounding countryside.

While Local and Neighbourhood Development Plans are the main documents for most areas, other areas of planning policy can have an impact on how your region develops.

Parish Plans give you an opportunity to get involved in planning in your town or village and surrounding countryside.

What is a Parish Plan?

A Parish Plan is a document that tackles important issues that will influence your neighbourhood in the future.

This could be anything from ensuring building projects fit in with local character to supporting alternatives to private car use to improving the state of local parks.

The development of the plan will be led by the town or parish council but must take into account the views of the whole community. It is critical that it is in conformity with the area's Sustainable Community Strategy.

The final plan will identify key facilities and services, set out the problems that need to be tackled and show how distinctive character and features can be conserved.

It will also include an action plan for the area.

Village design statements

Preserve the unique visual character of your village and surrounding area by helping write a Village Design Statement. You can use Village Design Statements as a tool to make sure that new development in your village respects the distinctive visual character of the place.

Village Design Statements do not detail what type of development should take place in a village or the state of local services.

If you are interested in these issues, you should contact your parish or town council and look to get involved in preparing a Parish or Neighbourhood Development Plan.

The Village Design Statement is only concerned with the visual character of a village and how it might be protected or enhanced. It has one big advantage; anyone in the village can take the lead in starting one up.

Tips for carrying out a Village Design Statement

The main point of carrying out a Village Design Statement is to get it adopted as a Supplementary Planning Document in the Local Plan for your area. You need to ensure that:

Your local authority's Local Development Scheme has provision or scope to include Village Design Statements along with the other Supplementary Planning Documents.

The policies in your Village Design Statement are compatible with policies in the Local Plan on design, landscape character and development in villages.

Landscape Character Assessment

The unique natural beauty of an area can be described in a Landscape Character Assessment, which is then used to inform other planning policies.

Landscape Character Assessment is a process to identify and understand the things that give character to the landscape.

Understanding the character of an area is the vital first step in making almost any landscape-related decision, whether it is for a village street or an entire region.

It makes sense: you survey what you have before proposing any change.

Landscape Character Assessment in practice

There are several things you can do to get involved with Landscape Character Assessment:

Find out more about landscape character

Get a feel for landscape character by reading CPRE's publications on Landscape Character Assessment and the Countryside Agency's landscape character assessment guidance.

Find out what has been done so far by groups in your area, including your local authority.

Create a landscape character archive

Build up a visual archive of hand-drafted maps and surveys, annotated sketches and hand-drawn pictures. Include photographs of landscape features at different times of the year.

Organise a written archive with descriptions and historic references to the landscape.

Promote landscape character

Organise events that bring people together to show the importance of landscape character
Share ideas about what particular features define the character of different landscapes.
Find out from people future changes that might take place and how they may affect the landscape.
Use questionnaires and oral histories to find out people's views and memories on the character of their area
Map the location of ponds, barns, stiles or standing stones to help convey the significance of their presence in the landscape

Use surveys to gather information

Do a site survey to look at one issue, such as the flora of an area, or a selection of issues.

Making the most of Landscape Character Assessment

Landscape Character Assessments can help planners and policy makers assess the potential threats to the countryside.
It takes us beyond the boundaries of specially designated areas to appreciate the wider countryside, the countryside that is often valued most by local people.
Generally, landscape character work should be used to influence particular processes or decisions.

Key areas to influence

Land management

Use your findings to make a case to your local authority for the preparation of a Local Landscape Character Assessment.
Feed ideas to your regional Department for Environment, Food and Rural Affairs office.
Highlight any recommendations for new woodland or better woodland management to the Forestry Commission.

Land use planning

Use your findings to include or improve policies on protecting local landscape character in the Local Plan.
Ensure that any local landscape assessment is adopted as a Supplementary Planning Document or *Area Action Plan* as part of your Local Plan.
Use your work to get local authority support for preparing Village Design Statements.

Two stage process

Landscape character assessment is a two-stage process that allows time to understand how a place has become the way it is, to hear what it means to people and to identify unwelcome trends in the way land is used and managed.

In the first stage, you define the purpose and scope of the assessment. In the second stage, you address the question of 'so what' and identify what happens next.

Characterisation, or understanding what makes a place distinctive

Work out the assessment's purpose, who should be involved and what resources are needed

Review existing character information

Deepen understanding of character by walking, viewing and recording qualities of the landscape

Refine the information, creating a summary character map, noting the main forces causing change

Making judgements and identifying what happens next

Identify the best way of making decisions, who should be involved, what further information is needed

Produce outputs such as landscape strategies for land management activity or landscape guidelines for new development and protecting landscapes of particular significance

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Appendix IV

Neighbourhood Planning Process Checklist

stage	Body responsible	Who is the Application made to?	Items to include	Y/N or complete	Action needed by Neighbourhood Planning Team
Defining the Neighbourhood Area (Regulation 5)	Relevant Body (ie Parish or Town Council or Neighbourhood Forum)	Harborough District Council	Does the area overlap with other neighbourhood areas	Y/N	if YES amend area
			An ordnance survey map of the area	Y/N	If NO provide map
			A statement explaining why this area is considered appropriate	Y/N	If NO provide suitable statement
			A statement that the organisation or body making the application is a 'relevant body'*	Y/N	If No provide suitable statement

stage	Body responsible	Who is the Application made to?	Items to include	Y/N or complete	Action needed by Neighbourhood Planning Team
Publication of the application (Regulation 6) ,	Harborough District Council	N/A	N/A	Y/N	If NO contact HDC
publication of the decision (Regulation 7)	Harborough District Council	N/A	N/A	Y/N	If NO contact HDC

stage	Body responsible	Who is the Application made to?	Items to include	Y/N or complete	Action needed by Neighbourhood Planning Team
Designating the Neighbourhood Forum (Regulation 8) (if other than a Parish or Town Council)	Relevant Body	HDC	The name of proposed neighbourhood forum	Y/N	If NO provide name
			A copy of written constitution of proposed neighbourhood forum	Y/N	If NO provide constitution
			The name of neighbourhood area and a map identifying area	Y/N	If No provide information
			The contact details of at least one member of proposed neighbourhood forum	Y/N	Provide name as required
			A statement that the organisation or body making the application is a 'relevant body' **	Y/N	If NO provide statement

stage	Body responsible	Who is the Application made to?	Items to include	Y/N or complete	Action needed by Neighbourhood Planning Team
Publication of the Application for Neighbourhood Forum (Regulation 9)	HDC	N/A	N/A	Y/N	If NO contact HDC
Determination and publication of the decision (Regulation 10)	HDC	N/A	N/A	Y/N	If NO contact HDC
Develop Neighbourhood Development Plan	Relevant body	N/A	See Neighbourhood Planning Toolkit and Guidance	Y/N	If NO complete plan as per guidance

stage	Body responsible	Who is the Application made to?	Items to include	Y/N or complete	Action needed by Neighbourhood Planning Team
Pre-submission consultation and publicity (Regulation 14) in Neighbourhood Area	Relevant body	Harborough District Council	details of the proposals in a neighbourhood development plan	Y/N	If No provide information
			details of where and when proposals for the neighbourhood development plan can be seen	Y/N	If No provide information
			details of how to make representations	Y/N	If No provide information
			the deadline for receipt of representations (minimum 6 week period)	Y/N	If No provide information
			consult relevant consultation bodies that may be affected by neighbourhood development plan	Y/N	If No consult with relevant bodies (see Neighbourhood Planning Guidance)

stage	Body responsible	Who is the Application made to?	Items to include	Y/N or complete	Action needed by Neighbourhood Planning Team
Submission of Neighbourhood Development Plan (Regulation 15)	Relevant body	Harborough District Council	a map or statement identifying the proposed Neighbourhood Development Plan area	Y/N	If No provide information
			a consultation statement (which includes details of those persons and bodies consulted about the plan, explains how they were consulted, summarises the main issues raised by consultees and describes how issues have been considered and where relevant addressed in the proposed Neighbourhood Development Plan)	Y/N	If No provide information

stage	Body responsible	Who is the Application made to?	Items to include	Y/N or complete	Action needed by Neighbourhood Planning Team
Submission of Neighbourhood Development Plan (Regulation 15)	Relevant body	Harborough District Council	the proposed Neighbourhood Development Plan	Y/N	If No provide information
			a statement explaining how the proposed neighbourhood development plan meets the relevant legislation	Y/N	If No provide information
Validation and publication of the plan (Regulation 16)	Harborough District Council	N/A	N/A	Y/N	If NO contact HDC
Appointment of an examiner and submission of the plan for examination (Regulation 17)	Harborough District Council	To the appointed examiner	Submitted Neighbourhood Development Plan	Y/N	If NO contact HDC
Publication of the examiners report (Regulation 18)	Harborough District Council	N/A	N/A	Y/N	If NO contact HDC

stage	Body responsible	Who is the Application made to?	Items to include	Y/N or complete	Action needed by Neighbourhood Planning Team
Publication of the decision (Regulation 19)	Harborough District Council	N/A	N/A	Y/N	If NO contact HDC
Conduct a referendum, and publicise the Neighbourhood Development Plan (Regulation 20)	Harborough District Council	N/A	N/A	Y/N	If NO contact HDC

This checklist has been produced with reference to the Neighbourhood Planning (General) Regulations 2012. It outlines the stages that will need to be addressed in order to meet the regulation requirements during the production of Neighbourhood Development Plans. The 'Neighbourhood Planning (Referendums) Regulations 2012' came into force on 3rd August 2012 and set out the procedures that must be followed by Councils when conducting the referenda.

*** The body or organisation making the application is or is capable of being designated as a Neighbourhood Forum**

**** To be a relevant body the Forum must be set up to promote or improve the social, economic and environmental well-being of the neighbourhood area; and must have at least 21 members, with membership open to all those who live, work or are local authority elected members for that area. Neighbourhood Forums should represent the character of the area, involving a range of people and groups. Ideally these should include local Councillors and local businesses, as well as resident groups, community organisations, faith groups, and groups representing different sections of the community.**

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Appendix V

Neighbourhood Planning Glossary:

Terms to be defined	definition
Community Right to Build	A Community Right to Build Order (CRtB) is a particular type of neighbourhood development order and these are intended to allow local communities to build, design and run a facility which they feel is needed in their neighbourhood. back to content page
Designation	Status accorded to a NPA or NPF following public consultation and assessment by the Local Planning Authority against requirements of the Localism Act 2011 back to content page
Local Green Space	Local communities may identify valued local green areas and designate them as Local Green Spaces (LGS) as part of Neighbourhood Development Plans. To be designated a Local Green Space, sites must meet the following criteria: <ul style="list-style-type: none">• Will be in reasonably close proximity to a centre of population• Is demonstrably special to a local community and holds particular local significance• Is local in character and is not an extensive tract of land back to content page

<p>Neighbourhood Development Plan (NDP)</p>	<p>Plan document for defined area subject to examination in public and approval by referendum. Will be used for approval in the determination of applications. Neighbourhood Development Plans will establish general planning policies for the development and use of land in a neighbourhood. They will be able to say, for example, where new homes and offices should be built, and what they should look like. The Neighbourhood Development Plan will set a vision for the future. It can be detailed, or general, depending on what local people want.</p> <p>A Neighbourhood Development Plan must :</p> <ul style="list-style-type: none"> • generally be in line with local and national planning policies • be in line with other laws • if the Local Planning authority says that an area needs additional development, then communities cannot use neighbourhood planning to block the building of new homes and businesses. They can, however, use neighbourhood planning to influence the type, design, location and mix of new development. <p style="text-align: right;">back to content page</p>
<p>Neighbourhood Development Order (NDO)</p>	<p>Can grant planning permission for major development schemes, a few new houses, a new shop or pub, or permit extensions of a certain size or scale across the whole neighbourhood area. Subject to examination in public and approval by referendum. Must also</p> <ul style="list-style-type: none"> • generally be in line with local and national planning policies • be in line with other laws • if the Local Planning authority says that an area needs additional development, then communities cannot use neighbourhood planning to block the building of new homes and businesses. They can, however, use neighbourhood planning to influence the type, design, location and mix of new development <p style="text-align: right;">back to content page</p>

Neighbourhood Planning Area (NPA)	Formally designated area for which a Parish Council or Neighbourhood Forum has exclusive right to prepare a Neighbourhood Development Plan or Neighbourhood Development Order back to content page
Neighbourhood Planning Forum (NPF)	Formally designated group – in CLG terms ‘Neighbourhood Forum’ – meeting the requirements of the Localism Act 2011 back to content page
Relevant body	Neighbourhood organisation which meets the criteria of the Localism Act 2011 for designation back to content page
Referendum	A Neighbourhood Development Plan will be required to be subject to a referendum before it can be made part of the Development Plan for Harborough District and used to help decide planning applications. A Neighbourhood Development Order will also need to be subject to a referendum before it is confirmed. A referendum will involve all those on the electoral role for the relevant area. A decision in favour will be where more than 50% of those who vote are in favour of the proposal. back to content page
Relevant body	Appropriate body seeking designation of a NPA back to content page

Local Development Plan

"The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. Current core strategies or other planning policies, which under the regulations would be considered to be development plan documents, form part of the Local Plan. The term includes old policies which have been saved under the 2004 Act."

Annex 2: Glossary, National Planning Policy Framework, Communities and Local Government, March 2012

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