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Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP.
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Ladies and Gentlemen,

A meeting of the **GROWTH, INFRASTRUCTURE AND RESOURCES SCRUTINY PANEL** will be held in the Council Chamber, Catmose, Oakham on **Thursday, 15th June, 2017** commencing at 7.00 pm when it is hoped you will be able to attend.

Yours faithfully

Helen Briggs
Chief Executive

Recording of Council Meetings: Any member of the public may film, audio-record, take photographs and use social media to report the proceedings of any meeting that is open to the public. A protocol on this facility is available at www.rutland.gov.uk/haveyoursay

A G E N D A

APOLOGIES

1) RECORD OF MEETING

- i. To confirm the record of the meeting of the Places Scrutiny Panel held on 20 April 2017 (previously circulated).
- ii. To confirm the record of the meeting of the Resources Scrutiny Panel held on 27 April 2017 (previously circulated).

2) DECLARATIONS OF INTEREST

In accordance with the Regulations, Members are invited to declare any personal or prejudicial interests they may have and the nature of those interests in respect of items on this Agenda and/or indicate if Section 106 of the Local Government Act 1992 applies to them.

3) PETITIONS, DEPUTATIONS AND QUESTIONS

To receive any petitions, deputations and questions received from Members of the Public in accordance with the provisions of Procedure Rule 217.

The total time allowed for this item shall be 30 minutes. Petitions, declarations and questions shall be dealt with in the order in which they are received. Questions may also be submitted at short notice by giving a written copy to the Committee Administrator 15 minutes before the start of the meeting.

The total time allowed for questions at short notice is 15 minutes of the total time of 30 minutes. Any petitions, deputations and questions that have been submitted with prior formal notice will take precedence over questions submitted at short notice. Any questions that are not considered within the time limit shall receive a written response after the meeting and be the subject of a report to the next meeting.

4) QUESTIONS WITH NOTICE FROM MEMBERS

To consider any questions with notice from Members received in accordance with the provisions of Procedure rule No.219 and No. 219A.

5) NOTICES OF MOTION FROM MEMBERS

To consider any Notices of Motion from Members submitted in accordance with the provisions of Procedure Rule No. 220.

6) CONSIDERATION OF ANY MATTER REFERRED TO THE PANEL FOR A DECISION IN RELATION TO CALL IN OF A DECISION

To consider any matter referred to the panel for a decision in relation to call in of a decision which relates to this Scrutiny Panel's remit and items on the Agenda.

SCRUTINY

Scrutiny provides the appropriate mechanism and forum for members to ask any questions which relate to this Scrutiny Panel's remit and items on this Agenda.

7) QUARTER 4 FINANCE MANAGEMENT REPORT

To receive Report No. 111/2017 from the Director for Resources.

(Report circulated under separate cover)

- The above report is due to be presented at Cabinet on 20 June 2017.
- Scrutiny has requested this report so that it can review and comment on proposals before the Cabinet meeting so as to inform the decision-making process.
- Scrutiny is asked to consider the report and provide feedback to the Portfolio Holder and Director.

8) QUARTER 4 PERFORMANCE MANAGEMENT REPORT

To Receive Report No. 98/2017 from the Chief Executive.

(Report circulated under separate cover)

- The above report is due to be presented at Cabinet on 20 June 2017.
- Scrutiny has requested this report so that it can review and comment on proposals before the Cabinet meeting so as to inform the decision-making process.
- Scrutiny is asked to consider the report and provide feedback to the Portfolio Holder and Director.

9) NEIGHBOURHOOD PLAN WORKING GROUP REPORT

To receive Report No. 118/2017 from the Director for Places (Development and Economy).

(Pages 5 - 42)

PROGRAMME OF MEETINGS AND TOPICS

10) SCRUTINY PROGRAMME 2017/18 & REVIEW OF FORWARD PLAN

To consider Scrutiny issues to review.

Copies of the Forward Plan will be available at the meeting.

11) ANY OTHER URGENT BUSINESS

To receive any other items of urgent business which have been previously notified to the person presiding.

12) DATE AND PREVIEW OF NEXT MEETING

Thursday 31 August 2017 at 7pm

Items to include: Q1 Performance Management Report

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DISTRIBUTION

MEMBERS OF THE GROWTH, INFRASTRUCTURE AND RESOURCES SCRUTINY PANEL:

Mr J Lammie (Chairman)	
Mr E Baines	Mr O Bird
Mr W Cross	Mr A Mann
Mr A Stewart	Vacancy

OTHER MEMBERS FOR INFORMATION

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GROWTH, INFRASTRUCTURE AND RESOURCES SCRUTINY PANEL

15 June 2017

NEIGHBOURHOOD PLAN WORKING GROUP FINAL REPORT

Report of the Director for Places (Development and Economy)

Strategic Aim:	Sustainable Growth		
Exempt Information	No		
Cabinet Member(s) Responsible:	Mr O Hemsley, Deputy Leader and Portfolio Holder for Growth, Trading Services and Resources		
Contact Officer(s):	Paul Phillipson, Director for Places (Development and Economy)	Tel: 01572 722577 pphillipson@rutland.gov.uk	
	Roger Ranson, Planning Policy Manager	Tel: 01572 758238 rranson@rutland.gov.uk	
Ward Councillors	N/A		

DECISION RECOMMENDATIONS

1. That the Scrutiny Panel considers the report and recommendations of the Neighbourhood Plan Working Group (Appendix 1) and provides feedback on the toolkit (Appendix 2);
2. That the Scrutiny Panel notes the changes to Government Regulations for Neighbourhood Plans which came into force in October 2016 detailed in Paragraph 2.7 of Report No. 118/2017 and provides feedback on the draft decision flow chart (Appendix 3).

1. PURPOSE OF THE REPORT

- 1.1 To consider the progress made and the conclusions of the Neighbourhood Plan Working Group contained in the final report and the proposed recommendations regarding the policy to provide advice and guidance for designated Neighbourhood Plans in the form of a toolkit and flowchart.
- 1.2 To present a draft flow chart which clarifies the stages of the Neighbourhood Plan and the corresponding RCC decision making process, including delegations to officers.

1.3 Following feedback from the Growth, Infrastructure and Resources Scrutiny Panel recommendations regarding the guidance, revised processes and delegations will be finalised and presented to Cabinet for approval.

2. BACKGROUND AND MAIN CONSIDERATIONS

2.1 The Places Scrutiny Panel agreed the establishment, membership and terms of reference of the Neighbourhood Plans working group.

2.2 The role of the working group has been to develop policy in support of the Council's statutory obligation to provide advice and guidance for designated Neighbourhood Plans within Rutland.

2.3 The final report of the working group is attached to this report as Appendix 1.

2.4 As part of its approach to this scrutiny review, the working group has reviewed good practice elsewhere and have undertaken some customer feedback through a questionnaire survey of Neighbourhood Plan bodies in Rutland.

2.5 A central product from the working group is the production of a toolkit to help provide relevant advice and guidance to Neighbourhood Plan bodies. This is attached as Appendix 2.

2.6 The working group have recommended that in providing advice and guidance, Officers should stress to Neighbourhood Plan bodies the importance of good governance, inclusion and wide engagement in the process of developing Neighbourhood Plans. Advice and guidance should also highlight to these bodies that it is the specific planning policies within the Neighbourhood Plan which will have real weight in planning decisions, rather than more general community aspirations which may be included in the plan.

2.7 The working group has reviewed existing decision making processes within the Council and have also reflected on new Government Regulations for Neighbourhood Plans which came into force in October 2016. The key changes introduced by the new Regulations are:

- Timeframes on designating neighbourhood areas: Local Planning Authorities (LPAs) must designate all of the neighbourhood area applied for, with no discretion to amend the boundary when: a parish council applies for all of the parish area to be designated, or applies to enlarge an existing designation of part of the parish to include all of the parish; or when an LPA has not decided on an area designation within the established timeframes. (Exception: if any of the area has already been designated (other than where a parish want to enlarge an existing designated area), or if there was an outstanding application for designation)
- Designation of neighbourhood forums: LPAs must make a decision on a forum designation application within 13 weeks, or 20 weeks when the application must be submitted to more than one LPA. (Exception: when more than one application has been made in the same or overlapping areas)
- Consideration by an LPA of the recommendations made by an independent examiner: LPAs must decide whether a referendum should be held within five weeks of the date it receives the examiner's report. (Exceptions: LPA proposes to make a decision

which differs from examiners recommendations; or LPA and neighbourhood planning group agree that more time is required)

- Notifications where the decision differs from that recommended by the examiner: The following groups need to be notified and consulted where LPAs decision differs from that of the examiner: the NP group; anyone who made representations during the period the plan was publicised by the local authority; and the statutory bodies (i.e. Natural England, Historic England and the Environment Agency)
- Consultation period for further representations: Further representations should be made within six weeks. LPA should issue its final decision within five weeks of the end of that period (unless it refers the issue to independent examination)
- Setting the referendum date: LPA must hold a referendum within 56 working days of the decision that a referendum should be held, or 84 working days when: there is also a business referendum; the area falls within more than one LPA; the LPA is not the “principal authority” responsible for arranging the referendum. (Exceptions: the referendum can be combined with another poll that is due to be held within three months of the end of the 56 or 84 working day period; there are unresolved legal challenges on the decision to hold a referendum; the LPA and the NP group agree an alternative time frame)
- Bringing neighbourhood plans into force: LPAs must ‘make’ the neighbourhood plan within eight weeks of the date of the referendum. (Exception: there are unresolved legal challenges to the decision to hold a referendum or on the conduct of a referendum)

2.8 Taking account of these changes, the working group has set out a draft decision flowchart (Appendix 3) which clarifies the approval processes that would be put in place subject to any further approval as necessary and timeframes where the Council will be required to make decisions regarding a Neighbourhood Plan. This is included as a recommendation in their final report but is presented as a draft in order that final amendments can be made following feedback from Scrutiny and review of governance considerations. The flowchart also details delegations to officers to facilitate the decision making process.

3. CONSULTATION

3.1 A questionnaire was undertaken by the working group – the results from this have informed the final report.

4. ALTERNATIVE OPTIONS

4.1 The statutory requirement on the Council is to provide advice and guidance to Neighbourhood Plan bodies, but there is no prescription on how to do this. The recommendations and guidance documents are based on examination of good practice from other local authorities and Neighbourhood Plans.

5. FINANCIAL IMPLICATIONS

5.1 The Council receives a grant from the Government to undertake its duty to provide advice and guidance. Whilst the criteria triggering the payment of grant changed in March 2016, this has been sufficient to date to establish a dedicated post within the planning policy team to support Neighbourhood Plans. There is sufficient budget to maintain this post to March 2018, and it will then need to be kept under review pending further Government grant awards to the Council.

6. LEGAL AND GOVERNANCE CONSIDERATIONS

6.1 A local planning authority must:

- take decisions at key stages in the neighbourhood planning process within the time limits that apply;
- provide advice or assistance to a parish council, neighbourhood forum or community organisation that is producing a neighbourhood plan or Order as required by paragraph 3 of Schedule 4B to the Town and Country Planning Act 1990 (as amended); and
- Any changes to decision making processes or delegations would be reflected in the RCC Constitution subject to relevant approval.

7. CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

7.1 A thorough review has been undertaken by the working group. Their recommendations reflect good practice from other local authorities, is based on customer feedback and takes account of changing regulations introduced by the Government, particularly regarding speeding-up decision making on Neighbourhood Plans.

8. BACKGROUND PAPERS

8.1 None

9. APPENDICES

9.1 Appendix 1 – Neighbourhood Plan Working Group Final Report

9.2 Appendix 2 – Neighbourhood Planning toolkit

9.3 Appendix 3 – Draft Neighbourhood Plan Decision Making Flowchart

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

Neighbourhood Plan Scrutiny Working Group Final report

1.0 Objectives

- 1.1 Develop a policy in support of the Council's role to provide advice and guidance for designated Neighbourhood Plans within Rutland.

2.0 Scope

- 2.1 The development of the Policy will require:
 - 2.1.1 A review of the existing practice to date in providing advice and guidance to designated Neighbourhood Plans, taking account of the Council's responsibilities under Government Regulations;
 - 2.1.2 Consultation with Parish Councils and Neighbourhood Plan bodies; and
 - 2.1.3 A review of good practice from around the country.
- 2.2 The review of advice and guidance will include but will not be limited to:
 - 2.2.1 Requirement in relation to Neighbourhood Plans meeting "basic conditions";
 - 2.2.2 Requirements in relation to the governance and working arrangements of Neighbourhood Plans;
 - 2.2.3 Requirements in relation to consultation on Neighbourhood Plans;
 - 2.2.4 Opportunities to provide training and development to Neighbourhood Plan bodies
 - 2.2.5 Complement the Council's existing development management policies without unnecessary duplication and to identify and address any important gaps.
 - 2.2.6 Help parishes produce a lasting document which has the potential to sit well with emerging Rutland and national policy, with a clear timetable for review.

3.0 Roles and Responsibilities

- 3.1 The membership of the Task and Finish Group was Cllrs Oxley, Lammie, Bird, Mann and Stewart.
- 3.2 The Planning Policy Manager together with the Neighbourhood Plans Officer will support the Group by coordinating all requests for information held by the Council.

4.0 Meetings

Meeting date	Activity
20/10/16	Reviewed Terms of Reference and initial workplan; provided update on NP progress in Rutland; reviewed NP making processes; reviewed Council's approach towards advice and guidance; reviewed Council's legal responsibilities; and suggested next steps including the development of an NP Toolkit.
08/12/16	Presented case studies of best practise in rural areas and historic towns. Discussed initial feedback on NP Toolkit and need for NP Questionnaire to seek customer feedback.
25/01/17	Final feedback on NP Toolkit and discussion of initial responses to NP Questionnaire. The next step is to develop a clear policy on neighbourhood planning for future NP Working Groups.
28/02/17	Consideration of draft report and review of Council decision making procedures in the light of amended Government regulations.
28/03/17	Review and approval of final report to Places Scrutiny
25/04/17	Review of final report including consideration of revised decision making flowchart

5.0 Recommendations

5.1 To approve the attached Neighbourhood Plan toolkit as the basis for providing advice and guidance to existing and new Neighbourhood Plan bodies.

5.2 In providing advice and guidance, officers should stress to Neighbourhood Plan bodies the importance of good governance, inclusion and wide engagement in the process of developing Neighbourhood Plans. Advice and guidance should also highlight to community groups that it is the specific planning policies within the Neighbourhood Plan which will have real weight in planning decisions, rather than more general community aspirations which may be included in the plan.

5.3 Taking account of recent revised Government regulations for speeding up Neighbourhood Plans, the attached flowchart for streamlining existing decision making processes is recommended for consideration initially by the Scrutiny Panel. If approved by the Panel, the proposed amendments to the decision making process will be referred to Cabinet/Council to approve and the Council's constitution amended accordingly.

5.4 Given the benefits of the dedicated post of Neighbourhood Plans Officer in terms of providing advice and guidance to Neighbourhood

Plan bodies, the group recognises the benefits of this role and would support its continuation of this role subject to available resources.

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Neighbourhood Planning

TOOLKIT

1. Introduction

What is neighbourhood planning?

Contents of Toolkit

2. Neighbourhood Planning in Rutland

Current planning policy framework

The national picture

Activity in Rutland

3. Getting Started

Alternatives to a Neighbourhood Plan?

Support for neighbourhood planning

Funding and grants

4. Deciding on Neighbourhood Area

Defining your area

Role of Parish Councils and Steering Groups

5. Community Engagement and Involvement

Key steps in community engagement

6. Building the Evidence Base

Importance of a sound evidence base

Screening for significant environmental impacts

7. Themes, Aims, Vision and Objectives

Developing a 'spatial vision'

8. Writing the Plan

Policy development

9. Submission

Pre-submission consultation and publicity

Basic conditions

Formal submission

10. Independent Examination

Appointing an Examiner and publicising report

11. Referendum

Organisation and funding of Referendum

12. Implementing the Plan

Local participation, leadership and ownership

Overall conclusions and next steps

Further Information

Glossary



1. Introduction

What is neighbourhood planning?

Contents of Toolkit

2. Neighbourhood Planning in Rutland

Current planning policy framework

The national picture

Activity in Rutland



1. Introduction

What is neighbourhood planning?

Neighbourhood Plans are community-led and provide a powerful planning tool for local communities to shape and influence where development will go and what it will look like in their local area.

It was recently introduced by government through the Localism Act 2011. The process will provide the opportunity for local communities to exercise greater influence through plans, policies and orders that meet the needs of the local community.

Rutland County Council (RCC) is supportive of the neighbourhood planning process and the government is also particularly keen to promote the benefits of the neighbourhood planning process as a means of facilitating but not restricting growth.

When adopted by the local planning authority, Neighbourhood Plans form part of RCC's Statutory Development Plan, form the basis for determining planning applications in your area, and underpin the strategic policies of the emerging Local Plan.

In most parts of Rutland where we have Parish or Town Councils they will be required to take the lead in neighbourhood planning on behalf of their communities. In areas without a Parish Council, new neighbourhood forums are able to take the lead. RCC are on hand throughout the preparation of the Plan and are here to help.

" ... Neighbourhood Plans are primarily about the use and development of land and buildings, where the ambition of the neighbourhood is aligned with the strategic needs and priorities of the wider local area."

Contents of Toolkit

- **Neighbourhood Planning in Rutland** provides an overview of how neighbourhood planning fits into the current planning policy framework, and the extent of neighbourhood planning activity nationally and in Rutland.
- **Getting Started** outlines statutory and non-statutory alternatives to a Neighbourhood Plan, and support available for neighbourhood planning including funding and grants.
- **Deciding on Neighbourhood Area** indicates how to define the extent of your neighbourhood area and the role of Steering Groups.
- **Community Engagement and Involvement** outlines the key steps in community engagement including some of the main barriers to participation.
- **Building the Evidence Base** highlights the importance of a sound evidence base including RCC's role in screening for any significant environmental impacts.
- **Themes, Aims, Vision and Objectives** includes how to develop an overarching 'spatial vision' for your area.
- **Writing the Plan** underlines how policies are the cornerstones of your Plan and add locally specific detail.
- **Submission, Independent Examination and Referendum** highlights the role of the Parish and Town Councils and RCC during these stages.
- **Implementing the Plan** outlines the next steps and provides overall conclusions to this guide which will be updated to learn from experiences and respond to future change.

2. Neighbourhood Planning in Rutland

Current planning policy framework

RCC is now preparing a comprehensive Local Plan Review for the County, which will replace all three Development Plan Documents. As Figure 1 shows, together with Neighbourhood Plans these formal planning documents make up the ‘Statutory Development Plan’ will include a vision and overarching priorities for the area for the next 20 years and set out appropriate policies to guide the use of land and infrastructure to achieve this. In terms of the current Local Plan Review, RCC are currently gathering the evidence base and reviewing the timetable. At this stage, a consultative draft of the Local Plan is expected to be completed in 2017.

 [Core Strategy DPD](#)

 [Site Allocations & Policies DPD](#)

The national picture

When looking at which communities have taken up the Neighbourhood Plan offer, it is noticeable that the majority are in rural areas, based on Parish or Town Council areas. An overview of Neighbourhood Plan activity at the national level¹ (Figure 2) shows:

- 1,800 designated Neighbourhood Plan areas nationwide
- 160 made Neighbourhood Plans
- £23m government funding available to support to date
- 2,755 dwellings refused at appeal due to Neighbourhood Plan conflict
- 60% appeals dismissed due to conflict with a Neighbourhood Plan
- 62% made Neighbourhood Plans in force alongside out-of-date Local Plans

1 Neighbourhood Plans in Theory, in Practice, in The Future, Nathaniel Lichfield and Partners (June 2016)

Figure 1: The Planning Policy Framework

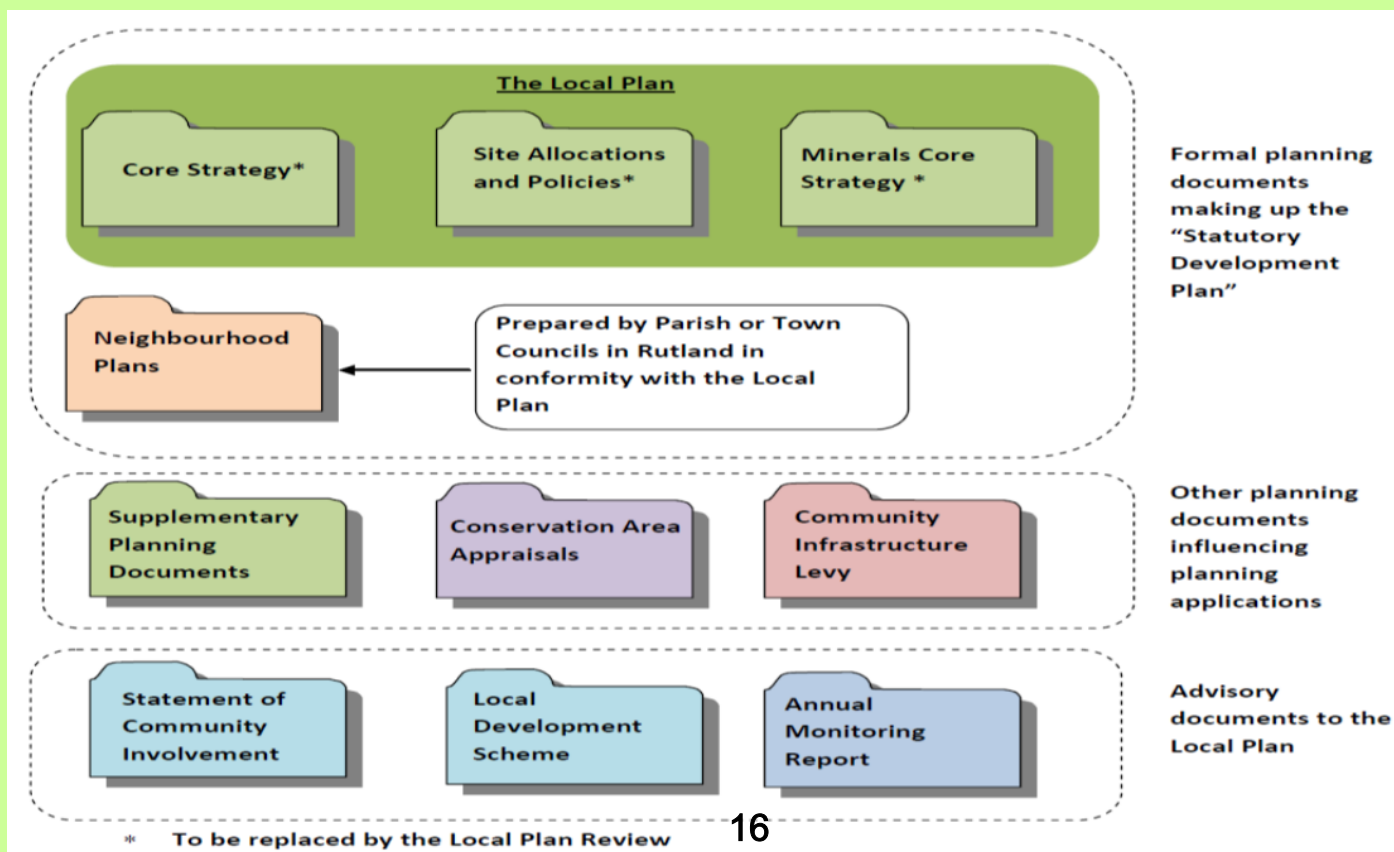
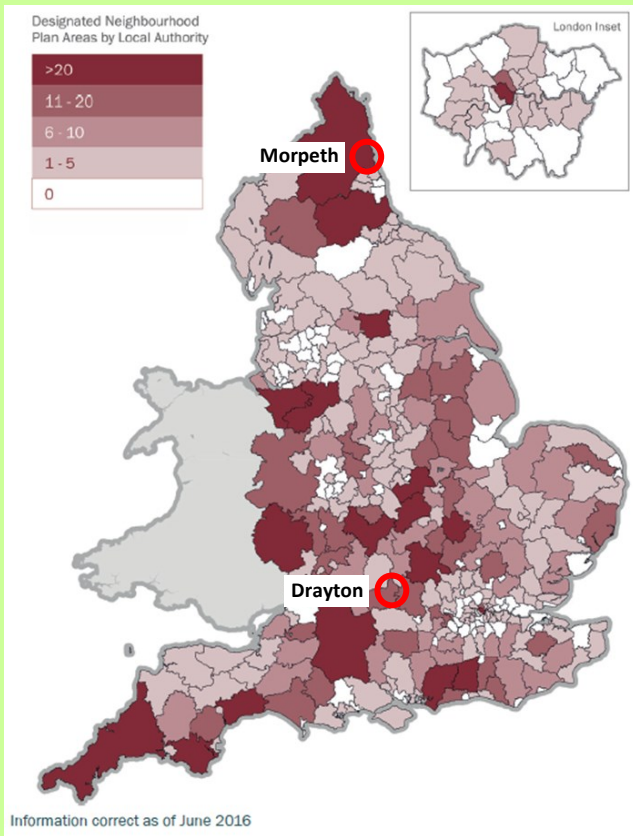


Figure 2: Neighbourhood Planning - the National Picture



BEST PRACTISE CASE STUDY

Drayton, Vale of White Horse Keeping the character and identity of the village

Drayton is a village of about 1,000 homes located near Abingdon in South Oxfordshire. Ribbon development has been allowed to extend the village ever closer to the boundaries of neighbouring towns and villages. The Plan seeks to give a more cohesive look and feel to the village: one that helps integrate new and existing residents and gives Drayton a real identity.



[Drayton Neighbourhood Plan - Vale of White Horse District Council](#)



BEST PRACTISE CASE STUDY

Morpeth, Northumberland Maintaining the character of Morpeth and surrounding villages

Local environment and heritage

Morpeth's heritage interests and its local environmental setting are its defining assets but the town's scale and character as a market town also make it attractive to housing developers. The emerging Core Strategy identifies a need to plan for at least an additional 2,100 dwellings between 2011 and 2031 within Morpeth. One of the main challenges was delivering the vision of a market town retaining its identity under a level of development that will increase housing numbers by some 25%, with homes mostly intended for commuters.

"... Morpeth's Plan recognises that the local environment and heritage are key elements in defining place."



Avoiding coalescence and "green buffer"

Retaining a strong green buffer between the villages and Morpeth town and preserving their integrity to avoid coalescence with the town is a key objective of the MNP. The four settlements of Hebron, Hepscott, Mitford and Pegswood will continue to look to Morpeth as a local service centre, but retain their distinct characters and separateness from the town.



[The Morpeth Neighbourhood Plan](#)

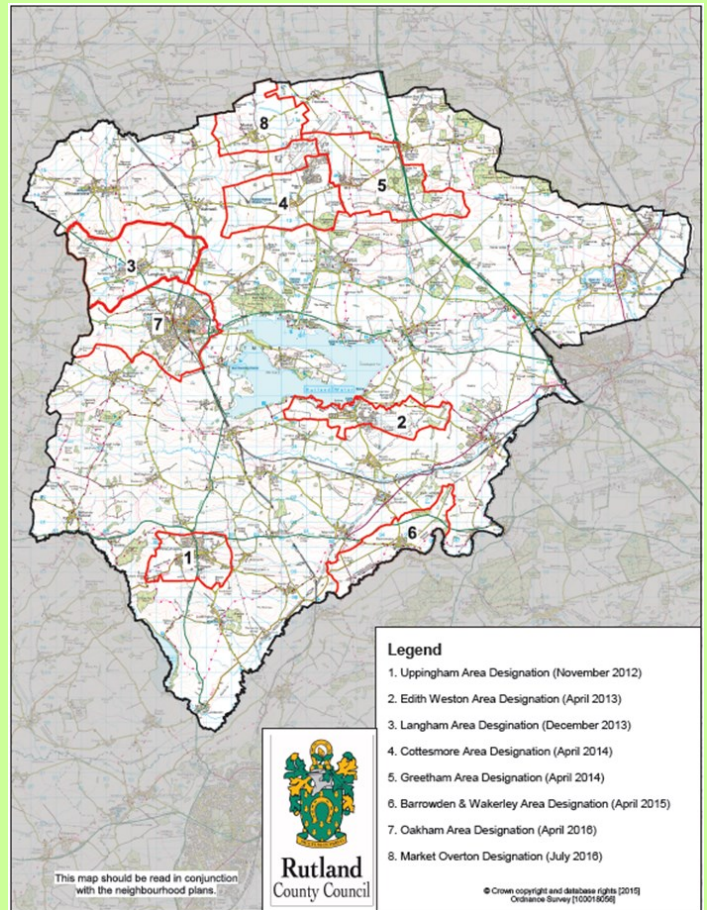
Activity in Rutland

Figure 3 shows neighbourhood planning activity across the County. By the end of 2016, three neighbourhood plans have been 'made' following a public referendum (Uppingham, Edith Weston and Cottesmore) with Uppingham being one of the country's initial 'frontrunner' Plans which began to be developed in 2012.

By the end of 2016, across Rutland five plans are also at various stages of development:

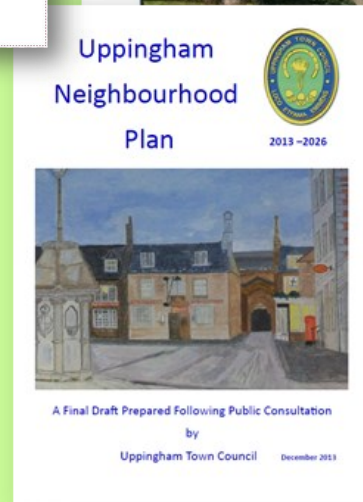
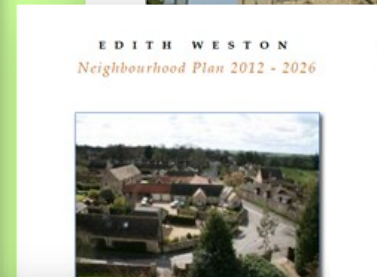
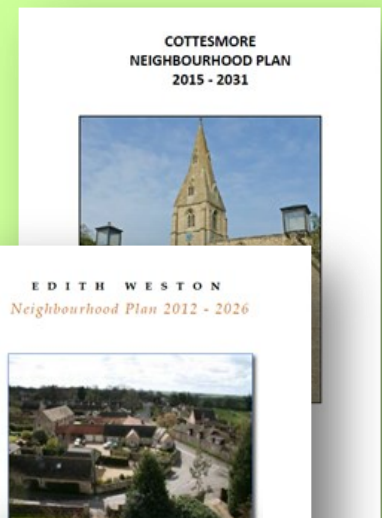
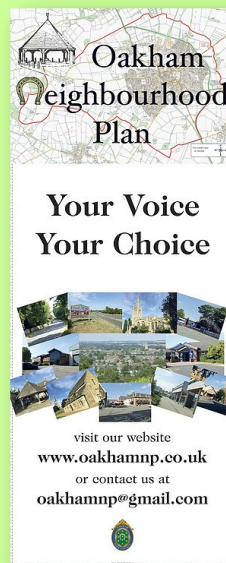
- Langham - area designated December 2013
- Greetham - area designated April 2014
- Barrowden & Wakerley - area designated April 2015
- Oakham - area designated April 2016
- Market Overton - area designated July 2016

Figure 3: Neighbourhood Planning activity in Rutland



Greetham Neighbourhood Plan

"... following Planning Aid templates, Greetham's Neighbourhood Plan Group undertook a 'light-touch' and community-led Character Assessment of the village which identifies four broad character areas and their key defining characteristics and features."



3. Getting Started

Alternatives to a Neighbourhood Plan?

Support for neighbourhood planning

Funding and grants

4. Deciding on a Neighbourhood Area

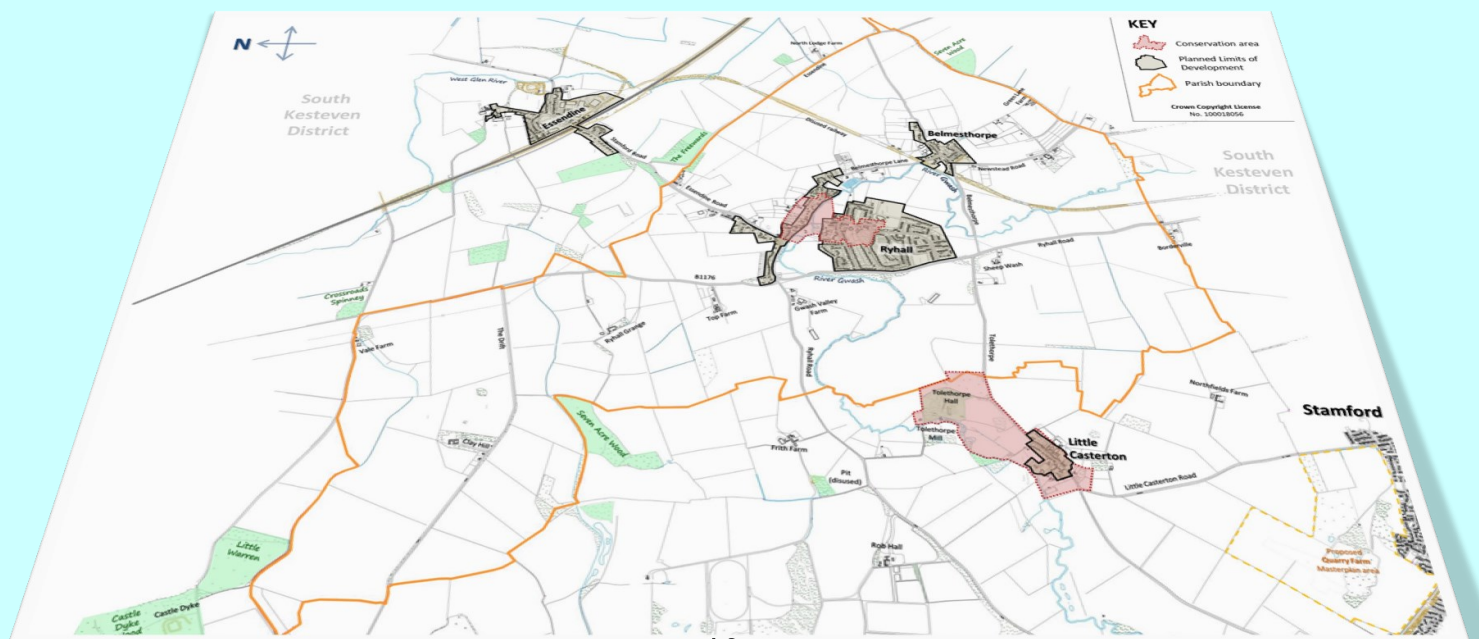
Defining your area

Role of Parish Councils and Steering Groups

5. Community Engagement and Involvement

Key steps in community engagement

Barriers to participation



3. Getting Started

Alternatives to a Neighbourhood Plan?

Alternatives to a Neighbourhood Plan include Statutory and Non Statutory Tools and RCC can advise Parish and Town Councils on the potential for neighbourhood planning in their areas and the alternatives available.

Statutory Tools

- Area Action Plans
- Development Plan Documents
- Supplementary Planning Documents
- Local / Neighbourhood Development Orders
- Community Right to Build Orders
- Article 4 Directives

A Development Plan Document (DPD) must go through a rigorous statutory process before coming into effect, but once it is adopted a DPD is a very powerful planning tool for shaping neighbourhoods. A Supplementary Planning Document (SPD) is normally used to expand upon a strategic policy of a DPD (e.g. RCC's SPD that provides specific guidance on what types of residential extensions are acceptable). DPDs and SPDs are both produced by the local planning authority and the key benefit of an SPD is that it does not have to go through the same rigorous assessment as a DPD.

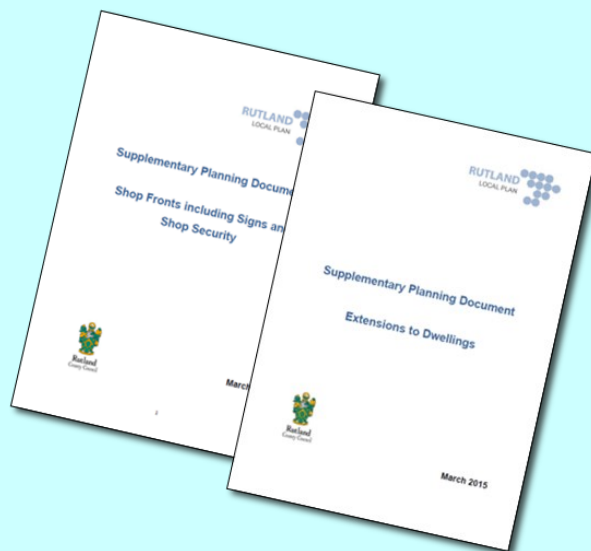
Local or Neighbourhood Development Orders (NDOs) can be used to grant certain types of developments without the need for a planning application within a defined area (e.g. in historic areas, an NDO could allow missing historical features such as front boundary walls to be reinstated or could allow things like improvements to shop fronts or extensions to houses or other buildings). Both Neighbourhood

Plans and NDOs are produced by members of the local community and are agreed through a referendum voted on by the people it will affect.

In addition, a Community Right to Build Order (CRtBO) is a special kind of NDO, granting planning permission for small-scale, site-specific, community development schemes, such as housing or new community facilities. The preparation of a CRtBO is a slightly different process in that it requires the formation of a constituted community group rather than a neighbourhood forum.

Other statutory tools include Article 4 Directives. Article 4 Directives are used to restrict the types of development that could otherwise be carried out without the need for a planning application under permitted development.

 [Supplementary Planning Documents](#)



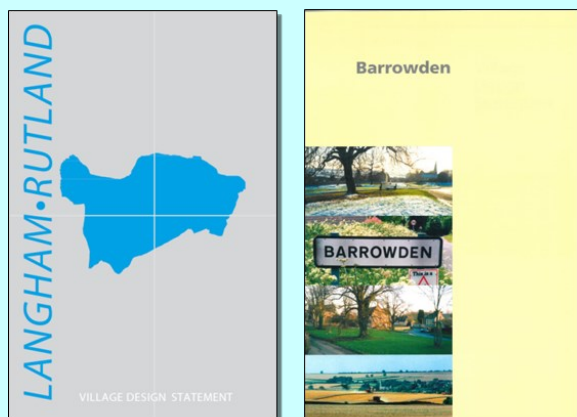
Non-Statutory Tools

- Village Appraisals
- Village Design Statements
- Parish Plans
- Community-led Planning / Community Action Plans
- Town Action Planning / Market Town Health

Non-statutory tools are produced by communities to create a vision for their area but are not governed by planning law. Although they do not carry the same weight as statutory documents in determining planning applications, significant weight is given to those that have undergone considerable consultation and are based on a sound evidence base.

Non-statutory tools do not have to follow any statutory procedures and can also be much simpler for communities to produce. Additionally, they do not have to be restricted to issues governed by planning law (e.g. settling the criteria for planning applications and designating land).

 [Village Design Statements](#)



Jargon Buster

“Scoping Phase”

RCC can initially assist groups with a ‘scoping phase’ by outlining the first steps in the process, and advise about any funding, resources and skills available. We can also identify a timeline from inception to referendum and assist with project plans which can link resource requirements and capacity with stages in the Plan process.

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Support for neighbourhood planning

A recent study² has found that groups can underestimate the scale, complexity and time needed to produce Neighbourhood Plans.

Jargon Buster

“Service Level Agreement”

RCC’s Duty to Support is not quantified. It is for RCC to determine the appropriate level of support and you need to agree this with it e.g. through a memorandum of understanding or ‘service level agreement’.

This agreement with the qualifying body sets out the main roles, responsibilities and working relationships between RCC and the respective Parish and Town Councils.

There are also very useful websites, guidance and publications to help you get started and navigate you through the Plan process as shown below.

² Parker, G., Lynn, T., and Wargent, M. (2014) *User Experience of Neighbourhood Planning in England Research*, Locality and University of Reading.



 [Neighbourhood Planning](#)



 [Neighbourhood planning - In a nutshell](#)

 [Neighbourhood Planning - Locality.](#)



The grant application process is made through Locality:

 [Neighbourhood Planning - Locality](#)

A summary of the **grant application process** is as follows:

- Complete Expression of Interest form
- Complete Grant Application Form
- You can only apply for funds you can spend within 6 months or before the end of the current financial year
- The minimum you can apply for is £1k and you may decide to apply for a small grant initially - up to 4 applications may be submitted per group
- If you have not reached £9k ceiling you can reapply for funding in next financial year
- You need to provide budget breakdown (professional fees, project costs, other)
- Assessment criteria includes: is proposed expenditure eligible, is there a clear need for spend or evidence of planned activities, is it realistic and achievable, are costs reasonable and does it demonstrate value for money?

Some ideas of what you might apply to use a grant for include:

- Developing a website
- Training sessions for members of the Steering Group
- Help with putting together a project plan
- Undertaking a household survey
- Help with developing the evidence base
- Engaging a planning expert
- Venue hire, publicity materials, printing and other costs associated with consultation

Funding and grants

Direct support is available to groups under the Supporting Communities in Neighbourhood Planning Programme, administered by a consortium led by Locality/RTPI Planning Aid.

Although RCC does not provide direct financial assistance to Neighbourhood Planning Groups, the government is making available £22.5 million over 2015 to 2018 to provide community groups with expert advice, grant funding and technical assistance.

4. Deciding on a Neighbourhood Area

Defining your area

When deciding on a Neighbourhood Area, you need to weigh up views and settle on a logical and considered boundary that can be justified which would help when it came to the referendum. It is also useful to explain who you involved, how you decided on the extent of area and how this may have evolved over time.

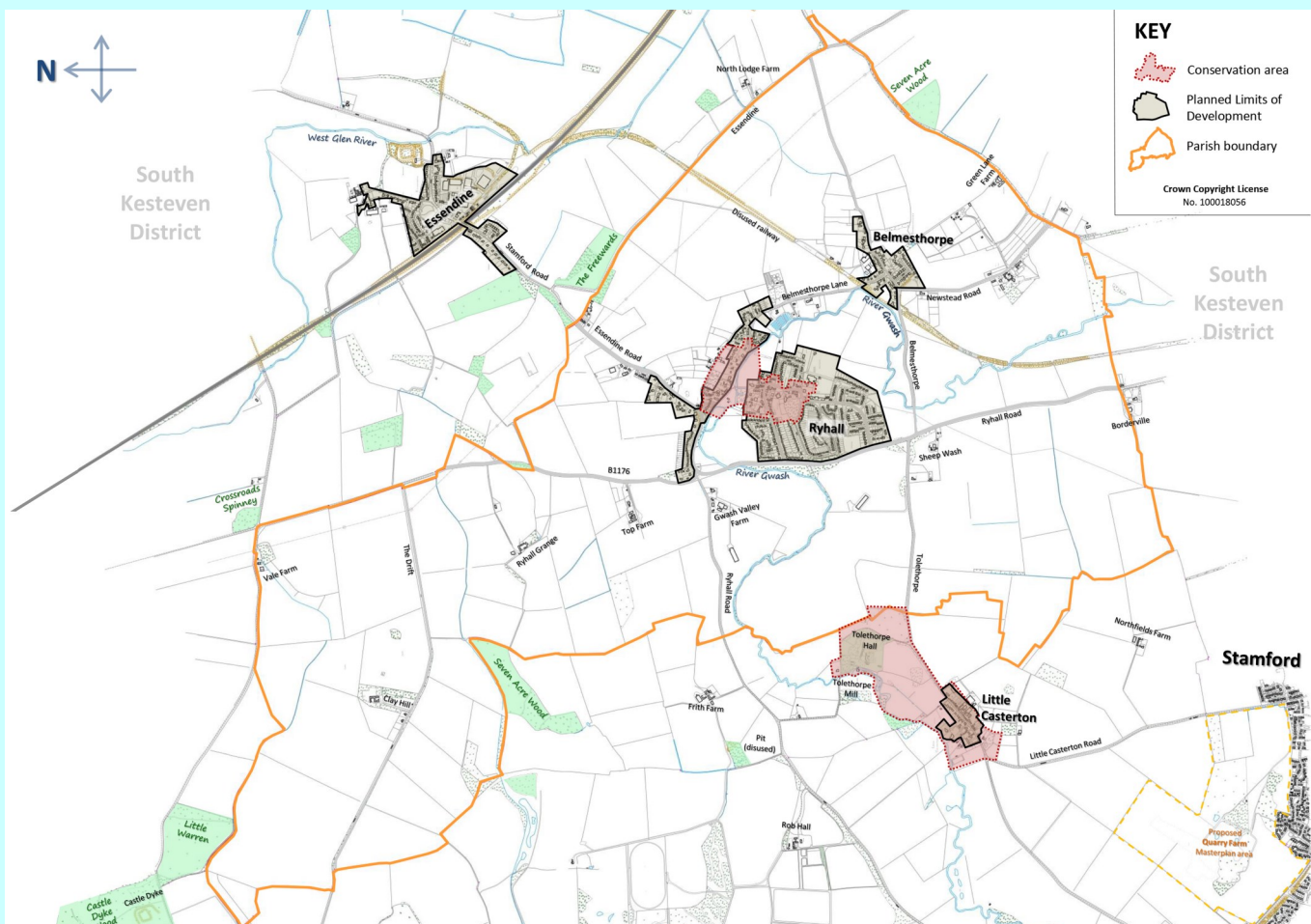
At this stage, RCC must provide publicity of the application for a Neighbourhood Area, is responsible for statutory consultation and approval of the boundary, and publication of the area on RCC's website and in local and parish newspapers and newsletters.

Role of County Council:

- Publicity of the area application
- Statutory consultation and approval of boundary
- Publication of area

Jargon Buster "Duty to Support"

Once the Neighbourhood Area is approved, the local planning authority is legally required to provide support and advice to those bodies producing a Neighbourhood Plan in its area.



Role of Parish Councils and Steering Groups

Currently in Rutland, Parish or Town Councils lead and co-ordinate the Neighbourhood Plan making process. The Steering Group is a sub-committee of the Parish Council and members will also be bound by the Parish Council's Code of Conduct and must complete a register of interests.

Members are often those with strong links with the community and as such should be made aware of possible conflicts that could arise and the importance that debate and decision making remains impartial. Relevant matters may include, for example, membership of an organisation, ownership of land, or a business and could mean that members of the Steering Group would not be able to be involved in decisions regarding certain sites/projects. Failure to declare relevant interests could ultimately lead to the Neighbourhood Plan being challenged.

Individual topic groups can also be set up to investigate specific areas of interest to the community such as housing, heritage, environment, education, sports, arts and leisure.



5. Community Engagement and Involvement

Key steps in community engagement

The most important stage of community engagement is at the beginning - before the plan's vision and aims are developed - the purpose is to identify key issues and themes which will inform the vision and aims.

The key steps when carrying out community engagement are:

- Publicise the proposal and canvas for members from the outset
- Engage local partners and develop working arrangements
- Develop a programme of community engagement
- Initial community engagement and analysis
- On-going community engagement
- Feedback at all stages
- Consult on draft plan



Barriers to participation

Barriers to participation include addressing rural isolation and pockets of deprivation, which is compounded by a lack of community infrastructure and accessibility issues, particularly for the mobility impaired and those without access to a car.

Other barriers include engaging hard to reach groups, especially young people who experience barriers that only they may perceive. IT literacy can also be an issue among older members of the community as well as broadband access.

Generating initial interest among the community in the Plan and developing networks of volunteers can be a particular challenge. Time, resources and sustained commitment can also be barriers to participation as well as consultation fatigue and managing expectations, in terms of what the plan can achieve and the timescales and stages involved.

Role of County Council – advising on:

- consultation techniques
- helping groups identify and contact relevant consultation bodies
- sharing information on key contacts and stakeholders
- making available venues and helping to arrange community engagement activities
- participation in meetings of the qualifying body
- providing members for neighbourhood forums or steering/working groups



6. Building the Evidence Base

Importance of a sound evidence base

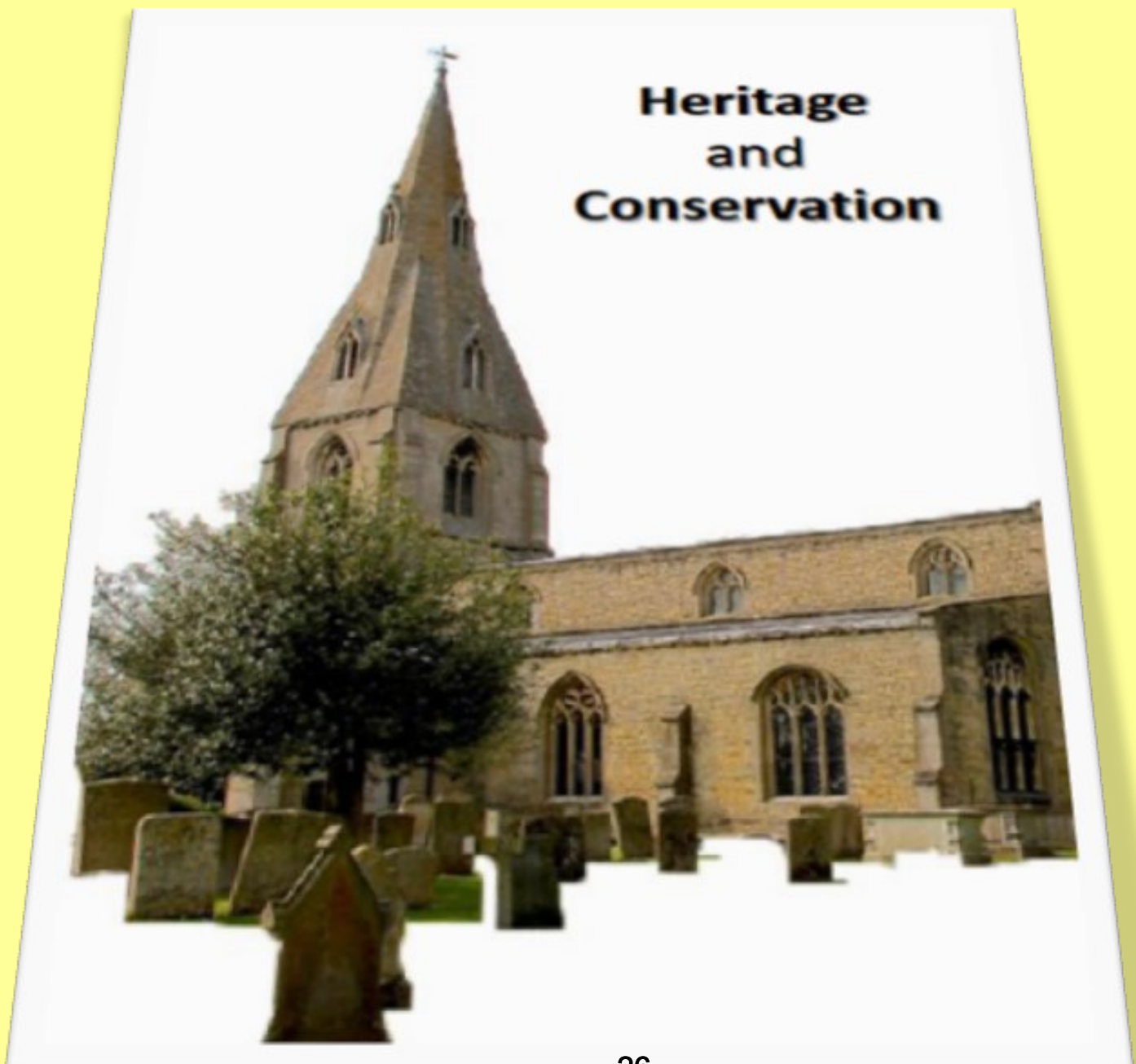
Screening for significant environmental impacts

7. Themes, Aims, Vision and Objectives

Developing a 'spatial vision'

8. Writing the Plan

Policy development



6. Building the Evidence Base

Importance of a sound evidence base

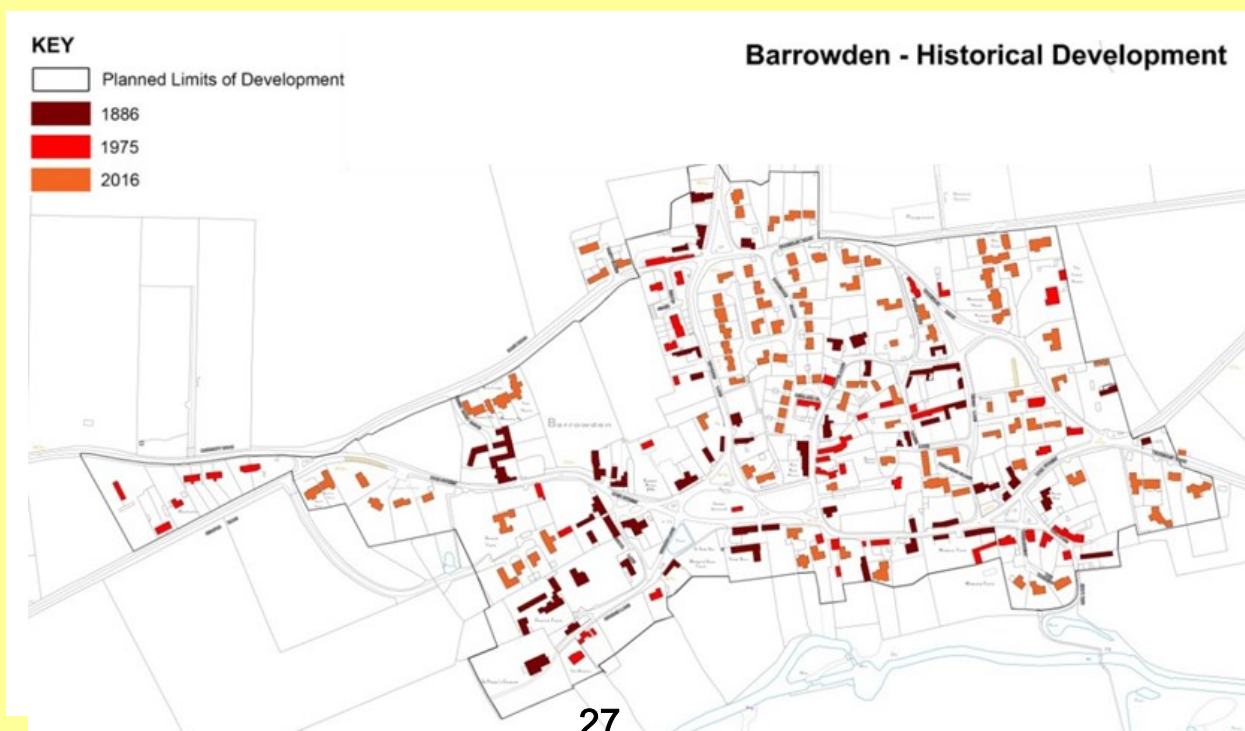
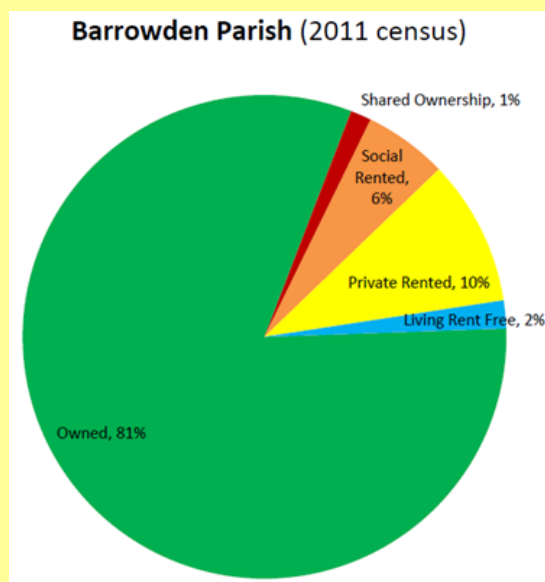
Neighbourhood Plan policies are underpinned by a sound evidence base which could include:

- Demographic - who lives here? current and trends
- Socio-economic - who works? where? & at what?
- Environmental issues - flooding, air quality
- Designations - heritage, landscape, wildlife
- Transport - services, capacity, usage
- Infrastructure - capacity, fitness for purpose, need
- Housing stock - type, tenure, condition, need
- Land uses - potential development sites

If the Neighbourhood Plan group first draws up a list of what evidence and information they can provide themselves, discussions with the local authority can help find the gaps and identify

where RCC can help out. This may include:

- existing data and maps for the neighbourhood area
- identification of key local strategic policies from the Local Plan
- advice on relevant national policies/guidance
- key contacts and stakeholders
- venue availability and help with community engagement activities
- technical support



Screening for significant environmental impacts

Under its Duty to Support, RCC will screen emerging Neighbourhood Plan proposals at an early stage to see whether they are likely to trigger any EU Directives. RCC will prepare an Strategic Environmental Assessment (SEA)/ Habitats Regulations Assessment (HRA) Report of the Neighbourhood Plan at pre-submission stage and may also be able to provide baseline information for an SEA outlining the existing environmental characteristics of the area.

Whether you will need to carry out a SEA will depend on what your Plan contains. This broadly falls into two categories, those allocating sites and those not allocating sites. Even where there is no need to undertake a formal environmental assessment, it is good practice to prepare an ‘environmental statement’ setting out how environmental issues have been taken into account and considered during the preparation of the Plan.

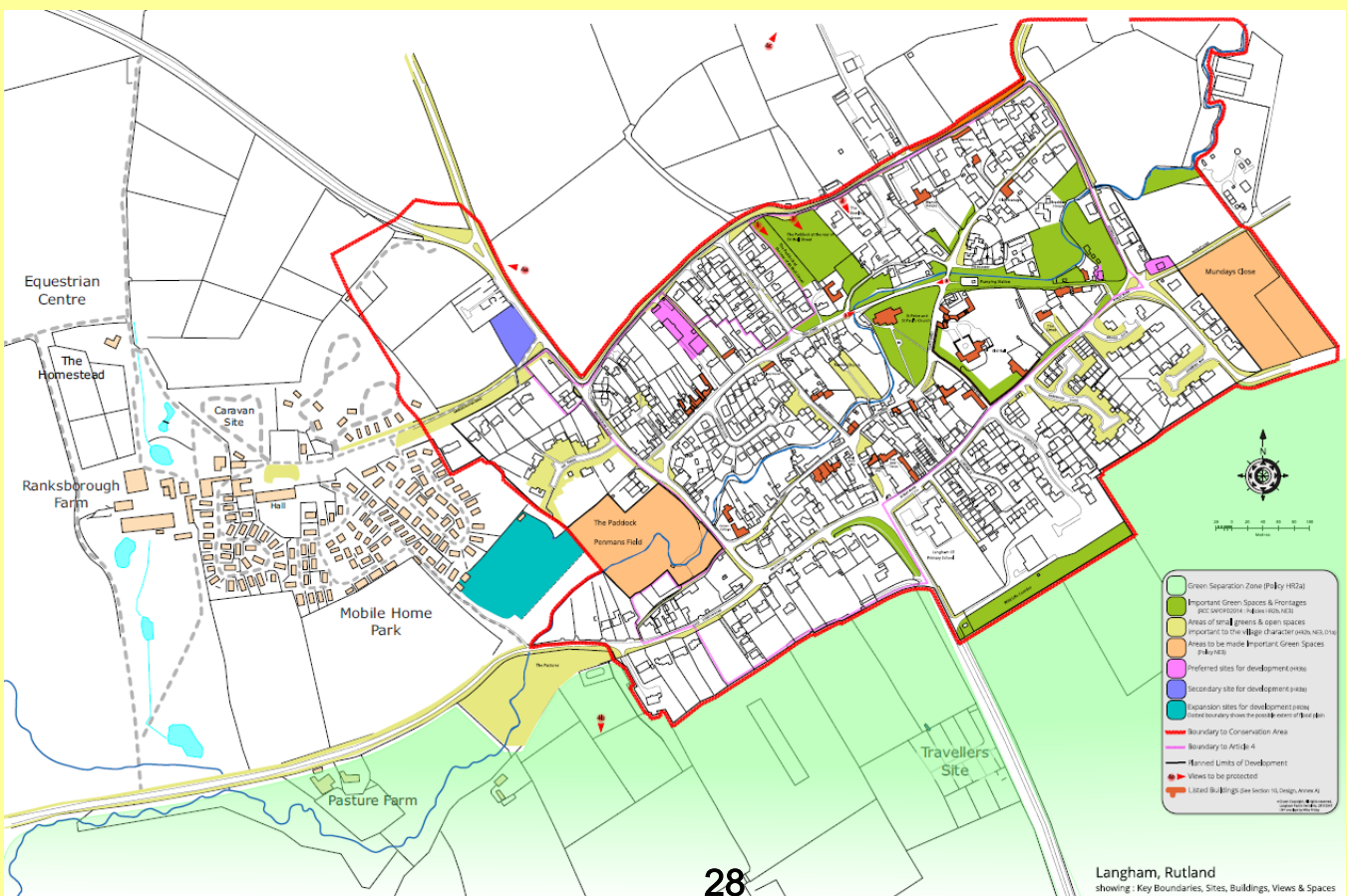
7. Themes, Aims, Vision and Objectives

Developing a ‘spatial vision’

Neighbourhood Plans therefore provide the opportunity for communities to set out an overarching ‘spatial vision’ for how they want their neighbourhood to develop in ways that meet identified local needs. It is also important to write up the results of the community engagement process used to develop your vision and objectives as part of a consultation statement.

Community Vision for Langham Parish (2015-2036)

“We will continue to grow, develop and thrive as a parish, meeting the changing needs of the community whilst preserving the distinctive character, landscape and setting of the village, which has evolved over centuries.”



8. Writing the Plan

Policy development

Neighbourhood Plan policies underpinned by a sound evidence base are the cornerstones of your Plan and add locally specific detail. Different planning policies are designed to achieve different things. The three most common are:

- **Generic** - a simple policy which applies universally to development across the entire Plan area
- **Criteria based** - a policy with a series of requirements that should be met by development proposals
- **Site specific** - this is where a policy applies to particular areas of land

Not all strategic local policies will be relevant to all Neighbourhood Plans. Unlike local plans, Neighbourhood Plans can deal with a narrow range of specific policy areas, whilst leaving other policy areas to local plans and national policy.

“ ... a golden rule for writing policies is they should be clear, positive, relevant and capable of being delivered.”

Neighbourhood Plan policies should look to add locally specific detail to the policies set out by RCC, and should be distinct to reflect and respond to the unique characteristics and planning context of the specific neighbourhood area. Policies also evolve over time and you can use your policies to set targets or provide indicators which can be used to monitor success.

Chapter - Housing

Overview of issue

Introduction to Policy and its relationship to the plan's visions and objectives – e.g. includes summary of housing issues / development pressures / community priorities.

Policy intent

What the policy is seeking to achieve – e.g. guide the development of a limited amount of new housing over the plan period which does not exacerbate parking pressures and supports the development of a balanced, sustainable and inclusive village community.

Planning policy

- Policy HD1 – Housing Numbers
- Policy HD2 – Housing Mix
- Policy HD3 – Car Parking
- Policy HD4 – Community Infrastructure Levy

Supporting statement

i.e. reason for the policy and the evidence that supports the policy.



9. Submission

Pre-submission consultation and publicity

Basic conditions

Formal submission

10. Independent Examination

Appointing an Examiner and publicising report

11. Referendum

Organisation and funding of Referendum

12. Implementing the Plan

Local participation, leadership and ownership

Overall conclusions and next steps

Further Information



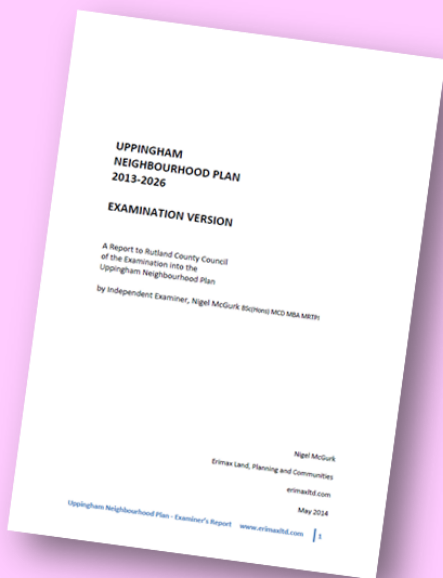
9. Submission

Pre-submission consultation & publicity

The neighbourhood planning Regulations require the draft Plan proposal to be the subject of a six-week consultation by the Parish or Town Council before it is submitted to RCC for Independent Examination. This includes publicising the Plan and contacting relevant statutory consultees, key stakeholders and people who live, work or run businesses in the neighbourhood area.

At pre-submission stage, the Parish or Town Council also needs to provide the following material to RCC:

- Copy of the draft Plan
- Copies of responses from statutory bodies to the Environmental Assessment Screening Report
- Copies of any Environmental Assessment and or HRA work undertaken to date
- Copies of any other reports or surveys undertaken to evidence the Plan policies and proposals
- A Consultation Statement highlighting a list of statutory bodies consulted along with the identity of other key stakeholders.



Jargon Buster

“Health Check”

Locality and other consultants providing neighbourhood planning services can provide a ‘health check’ for groups who feel their draft Plans are ready for the final formal consultation (the publication stage prior to submission) to see if all the documents are in order and the Plan meets the basic conditions.

Once a Plan reaches the publication stage it gains material weight in planning terms. Prior to the publicity period a Plan will carry very little weight.

Basic conditions

The final determination of whether the Plan meets the basic conditions (including compatibility with EU obligations, sustainable development and being in general conformity with strategic local policies) lies with RCC. This includes checking the Plan prior to formal submission, reviewing draft policies, and checking whether it meets legal requirements for consultation and publicity.

Formal submission

At the stage of formal submission of the final Plan to RCC prior to examination, the Parish or Town Council needs to provide the following material to RCC:

- A map of the area to which the Plan relates
- A final, updated Consultation Statement
- Final copies of any Environmental Statements and/or Habitats Regulation Assessments work undertaken
- A Basic Condition statement that meets regulatory requirements

10. Independent Examination

Appointing an Examiner and publicising report

RCC must appoint an Independent Examiner and provide an examination venue if required. The Council is also responsible for publicising an Examiner's report and providing written confirmation of the Council's position. RCC will liaise with the Parish and Town Councils regarding the modifications to the Plan to meet the Examiner's recommendations.



RCC must decide whether a referendum should be held within five weeks of the date it receives the Examiner's report. RCC also has the final responsibility for determining whether the Plan meets the basic conditions, any modifications are necessary, and whether to proceed to the referendum stage.

Role of County Council:

- Collaborate with the Parish/Town Council in the selection of an appropriate Examiner for the Plan through Neighbourhood Planning Independent Examiner Referral Service (NPIERS)
- Provide a regular update on the Plan on RCC's neighbourhood planning web pages

11. Referendum

Organisation and funding of Referendum

If the Plan is found to be satisfactory then RCC will arrange for the referendum to take place, within ten weeks of the decision that a referendum should be held. At least 28 working days before the referendum, RCC must ensure an Information Statement and specified documents including the referendum version of the Plan are published on the website.

If the Plan receives support from more than 50% of those that vote in the public referendum then RCC will formally 'make' the Plan. The Plan will be adopted at the first available meeting of Cabinet/Council following a positive referendum result and the regulations require this to be done within eight weeks of the referendum.



- Collaborate with the Parish/Town Council on the drawing up of Press Releases to support the neighbourhood planning process
- Encourage the Parish or Town Council to include at least one Ward Council Member to stand on the Steering Group

12. Implementing the Plan

Local participation, leadership and ownership

A successful Plan depends on local participation, leadership and ownership and also empowers communities and supports local capacity building.

Jargon Buster

“Front-loading”

Early community engagement or ‘front-loading’ is essential to inform the Plan, develop consensus, avoid misconceptions and create confidence in the process.

Early engagement and open discussions with landowners and developers can also help them to understand what you hope to achieve and can influence their thinking about what is appropriate development. Feedback and evaluation are also important to understand what engagement techniques work best for different sectors of the community, as well as transparency when it comes to publishing the results and communicating the progress of the Plan. Once the Plan has been adopted, RCC can also advise the Neighbourhood Plan group in making the transition from planmaking to implementation and delivery.

Overall conclusions and next steps

Neighbourhood planning is therefore one of many tools available to local communities to shape development in your area. You may consider that other statutory tools such as an NDO or CRtBO are more appropriate for you

needs for granting certain types of developments within a defined area or if you are considering small-scale, site-specific, community development schemes. Non-statutory tools such as Village Design Statements can also be broader in terms of the issues covered and can sometimes be seen as a more ‘complete’ vision for the area.

This guide has also highlighted the need for a high level of cooperative working between RCC and the new Neighbourhood Plan group to create a coherent growth strategy for the area. According to a recent study³, guidance is also needed to help communities – and planning officers – to make the right choice of ‘prescription’ for each different local situation. This requires a proper understanding of the specific context of any Neighbourhood Plan (avoiding the ‘one size fits all’ syndrome) and on the crucial aspect of encouraging local groups to network among themselves, to share skills and resources and build local capacity.

Local community engagement and participation are therefore at the core of successful Neighbourhood Plans and as well as effectively integrating placemaking and design quality to achieve more sustainable and resilient communities across Rutland.

³ *Where next for neighbourhood planning?*

Bishop, J. (2015) *Town and Country Planning*, October.



Further Information

General Guidance

Forum for Neighbourhood Planning

[Neighbourhood Planning](#)

Neighbourhood Planning (My Community)

[Neighbourhood planning - In a nutshell](#)

[Neighbourhood Planning - Locality](#)

[Keeping it Simple - Locality](#)

Planning Help - Neighbourhood Plans

[Neighbourhood plans](#)

Planning Practice Guidance

[Neighbourhood planning - GOV.UK](#)

Neighbourhood Planning Roadmap Guide

[Neighbourhood Planning Roadmap Guide « Locality](#)

How to shape where you live: a guide to neighbourhood planning

[How to shape where you live: a guide to neighbourhood planning - Campaign to Protect Rural England](#)

The role of LPAs in providing advice or assistance to those preparing neighbourhood plans

[Neighbourhood planning | PAS](#)

A guidebook to low carbon neighbourhood planning

[A guidebook to low carbon neighbourhood planning - Locality](#)

Neighbourhood planning rural frontrunners case studies

[Defra, UK - Science Search](#)

Community Engagement and Involvement

Neighbourhood planning community consultation

[Neighbourhood planning community consultation - Locality](#)

How to write a consultation statement

[How to write a consultation statement.pdf](#)

Approaches to writing a consultation statement

[Approaches to writing a consultation statement1.pdf](#)

Evidence Base

How to gather and use evidence

[http://www.ourneighbourhoodplanning.org.uk/storage/resources/documents/How to gather and use evidence.pdf](http://www.ourneighbourhoodplanning.org.uk/storage/resources/documents/How%20to%20gather%20and%20use%20evidence.pdf)

Sources of data and statistics

[http://www.ourneighbourhoodplanning.org.uk/storage/resources/documents/Sources of data and statistics.pdf](http://www.ourneighbourhoodplanning.org.uk/storage/resources/documents/Sources%20of%20data%20and%20statistics.pdf)

How to prepare a character assessment to support design policy within a neighbourhood plan

[How to prepare a character assessment.pdf](#)

Character assessment pro forma notes and template

[Character assessment pro forma notes.pdf](#)
[Neighbourhood Planning](#)

Strategic Environmental Assessments

[Screening neighbourhood plans for Strategic Environmental Assessment - Locality](#)

Site Assessment for neighbourhood plans

[Site assessment for neighbourhood plans - Locality](#)

Housing Needs Assessments

[Housing Needs Assessment at neighbourhood plan level - Locality](#)

<http://www.pas.gov.uk/documents/332612/0/PASNP/5cd2a9da-dc5e-4c5c-a982-e2f4a23d3fcc>

Commissioning consultants

[Commissioning consultants - Locality](#)

Writing the Plan

How to develop a vision and objectives

[How to develop a vision and objectives - Locality](#)

Writing planning policies

[Writing Planning Policies - Locality](#)

How to structure your neighbourhood plan

[How to structure your neighbourhood plan.pdf](#)

How to write planning policies

[How to write planning policies.pdf](#)

Funding and Grants

Grant Application Process - Locality

[Neighbourhood Planning - Locality](#)

[Support & Grants - Locality](#)

Academic and Government Research

Bishop, J. (2015) *Where next for neighbourhood planning?* Town and Country Planning

http://tcpa.brix.fatbeehive.com/data/files/Membership/Oct_2015_Sample.pdf

Neighbourhood Planning – House of Commons briefing paper (2016)

[Neighbourhood planning - Commons Library briefing - UK Parliament](#)

Parker, G., Lynn, T., and Wargent, M. (2014) *User Experience of Neighbourhood Planning in England Research*, Locality and University of Reading.

<http://mycommunity.org.uk/wp-content/uploads/2016/08/User-experience.pdf>

References

Image on cover and p.20: Calcining kilns near Wakerley: River Welland, disused railway and Barrowden village (aerial 2014).

© Copyright [Chris](#)

Image on p.12: Oakham Neighbourhood Plan First Public Consultation Meeting Victoria Hall Oakham 9th April 2016.

© Copyright [Martin Brookes / Stamford Mercury](#)

Glossary

Adoption: The final confirmation of a development plan by a local planning authority.

Area Action Plan: A document forming part of the Local Plan containing proposals for a specific defined area.

Article 4 Direction: A direction restricting permitted development rights within a specified area. They are often used in conservation areas to provide protection for things like windows, doors, chimneys, etc.

Basic Conditions: The Localism Act (the Act) sets basic conditions that Neighbourhood Development Plans or Orders must meet. These are that the plan or order:

- must have appropriate regard to national policy and advice contained in guidance issued by the Secretary of State.
- must contribute to the achievement of sustainable development.
- must be in general conformity with the strategic policies contained in the development plan for the area.
- must not breach, and be otherwise compatible with, EU and Human Rights obligations.

Capacity Building: Training, education and awareness-raising initiatives, often used as part of community engagement initiatives, to inform people about things like neighbourhood planning and related issues.

Consultation Statement: When a completed Neighbourhood Plan is submitted for independent examination, it will have to be accompanied by a consultation statement, demonstrating that the legal requirements for consultation have been met including:

- details of people and organisations consulted about the proposed Neighbourhood Plan.
- details of how they were consulted.
- a summary of the main issues and concerns raised through the consultation process.
- descriptions of how these issues and concerns were considered and addressed in the proposed Neighbourhood Plan.

Core Strategy or Local Plan: A Development Plan Document setting out long-term spatial vision and objectives, and containing both strategic policies and generic policies which will apply to all development proposals in the local authority area as a whole.

Glossary (continued)

Duty to Support: Once the neighbourhood area is approved, the local planning authority is legally required to provide support and advice to those bodies producing a Neighbourhood Plan in its area.

Evidence Base: The researched, documented, analysed and verified basis for preparing the Neighbourhood Plan. It consists of many documents produced over a period of years, many of which have been produced by Rutland County Council, as part of the process of developing its Core Strategy.

Habitats Regulations Assessment: The European Union Habitats Directive aims to protect the wild plants, animals and habitats that make up our diverse natural environment. The directive created a network of protected areas around the European Union of national and international importance. They are called Nature 2000 sites. If development is likely to affect a Nature 2000 site, an assessment under the Habitats Regulations is required.

Independent Examination: An examination of a proposed Neighbourhood Plan, carried out by an independent person, set up to consider whether a Neighbourhood Plan meets the basic conditions required.

Localism Act: An Act of Parliament that became law in April 2012. Has devolved greater powers to councils and neighbourhoods and given local communities more control over housing and planning decisions.

National Planning Policy Framework (NPPF): The Government policy document adopted in March 2012 intended to make national planning policy and guidance less complex and more accessible and sets out the Government's planning policies for England and how these are expected to be applied.

Parish Council: Parish Councils are the tier of governance closest to the community. Around 30% of England's population is governed by a Parish Council, predominantly in rural areas. Parish Councils are elected bodies and have powers to raise taxes. Their responsibilities vary, but can include provision of parks and allotments, maintenance of village halls, litter control and maintenance of local landmarks.

Parish Plan: A plan produced by a Parish Council that sets out a vision for the future of a parish community and outlines how that can be achieved in an action plan.

Planning Permission: Formal approval which needs to be obtained from a local planning authority to allow a proposed development to proceed. Permission may be applied for in principle through outline planning applications, or in detail through full planning applications.

Policy: A policy is a principle to guide decisions and achieve rational outcomes. A policy is a statement of intent, and is implemented as a procedure or protocol.

Glossary (continued)

Qualifying Body: Either a Parish/Town Council or neighbourhood forum, which can initiate the process of neighbourhood planning.

Referendum: A vote by the eligible population of an electoral area may decide on a matter of public policy. In the case of the Neighbourhood Plan, the referendum will decide whether or not to adopt the Plan.

Site Allocations Development Plan Document: Forms part of the Statutory Development Plan for Rutland which identifies land required over the period to 2026 to deliver the scale of growth and development set out in Rutland's Core Strategy.

Stakeholders: A person or business with an interest or concern in the process of producing the Neighbourhood Plan. This could include people who live or own land in the Neighbourhood Area, people who work in the Neighbourhood Area, or people who live in nearby areas that might be affected.

Statutory Consultation: The local planning authority must consult with consultation bodies if a planning application could affect their interests. For example, the Highways Agency must be consulted on applications that could affect a major road.

Statutory Development Plan: Focus on land use development set within the context of wider social, economic and environmental trends and considerations. Reflects national planning policies to make provisions for the long-term use of land and buildings.

Strategic Environmental Assessment: Assessments made compulsory by a European Directive (the SEA Directive). To be implemented in planning through Sustainability Appraisal of Development Plan Documents and Neighbourhood Plans where required.

Sustainable Development: An approach to development that aims to allow economic growth without damaging the environment or natural resources. The NPPF gives five guiding principles of sustainable development: living within the planet's means; ensuring a strong, healthy and just society; achieving a sustainable economy; promoting good governance; and using sound science responsibly.

Supplementary Planning Documents: Provides detailed thematic or site-specific guidance explaining or supporting the policies in the Local Plan.

Village Design Statements: A document that identifies and defines the distinctive characteristics of a locality, and provides design guidance to influence its future development and improve the physical qualities of the area. Village Design Statements have generally been produced for rural areas, often by Parish Councils.



Rutland
County Council

Neighbourhood Planning

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[http://www.rutland.gov.uk/local_plan/
neighbourhood_plans_in_rutland.aspx](http://www.rutland.gov.uk/local_plan/neighbourhood_plans_in_rutland.aspx)



Neighbourhood Plan Stage

RCC Decision Making

Publication of Neighbourhood Plan
Area application for 6 week period.

Service Level Agreement (SLA) drafted and agreed with Parish/Town Council. SLA to be implemented but reviewed in 3 years considering regulatory changes and grant funding.

Pre-Submission Consultation and Publicity by qualifying body (6 weeks).

Plan circulated internally to all service leads for RCC comments. Report on suggested responses to Plan to go to Scrutiny and then Cabinet.

Basic Conditions

RCC checks Plan prior to formal submission, reviewing draft policies, and checking it meets legal requirements for consultation and publicity.

Submission Documents

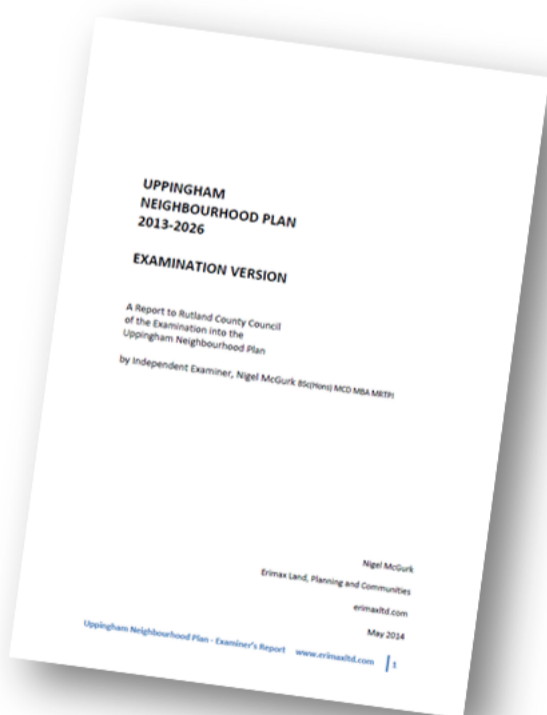
Includes pre-submission Plan, Basic Conditions Statement, Consultation Statement and SEA/HRA (Screening) Report.

Plan circulated internally for RCC comments.

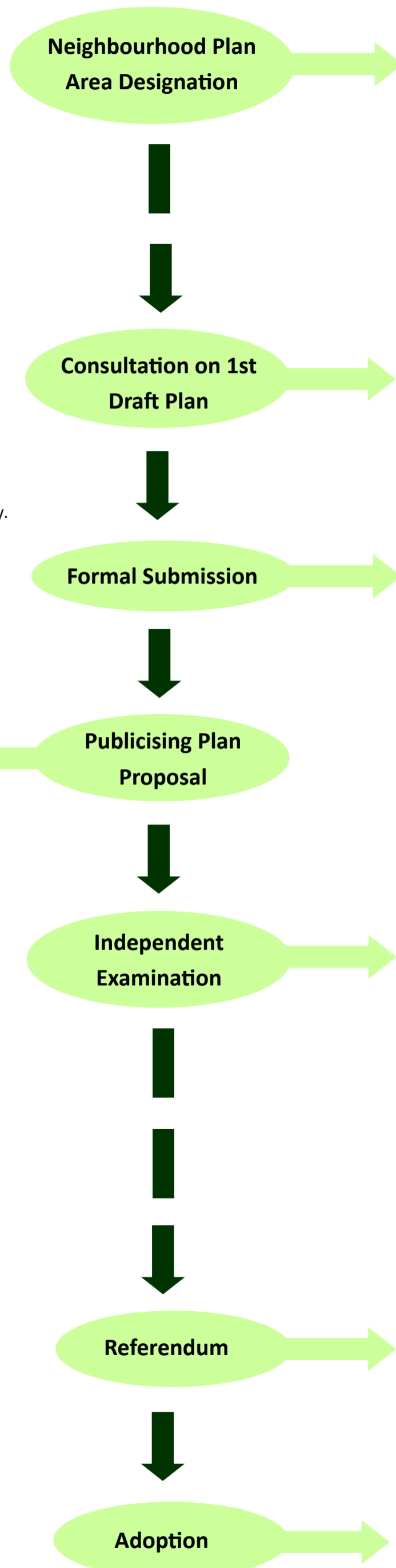
RCC responsible for publicising submission documents prior to Independent Examination (6 weeks).

RCC appoints Examiner (NPIERS).

Representations made following publicity of plan proposal forwarded for consideration to Independent Examiner.



Plan to be 'made' at first available meeting of Cabinet/Council following positive referendum result (within 8 weeks of referendum).



Area Application Decision Delegated to Chief Executive and Leader where necessary. Designation made as soon as possible once RCC is satisfied application is valid and complete.

SLA Signing and Varying Decision Delegated to Director for Places (Development & Economy) in consultation with Portfolio Holder for Growth, Trading Services and Resources.

Draft Plan reviewed by Growth, Infrastructure and Resources Scrutiny Panel.

Formal Cabinet Reports should be circulated to RCC Finance & Legal teams for comments at least 4 weeks before Cabinet date and Corporate Support 3 weeks before Cabinet date.



Modifications to Plan delegated to Director for Places (Development & Economy) in consultation with Portfolio Holder for Growth, Trading Services and Resources.

RCC publicises Examiner's Report and '**Decision Statement**' within 5 weeks.

RCC arranges Referendum within 10 weeks of Decision Statement.

At least 28 days before Referendum RCC publishes '**Information Statement**' and Specified Documents on website.

Formal Cabinet Reports should be circulated to RCC Finance & Legal teams for comments at least 4 weeks before Cabinet date and Corporate Support 3 weeks before Cabinet date.



Council Resolution: Cabinet recommend to Council the making of the Plan.

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