

## 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

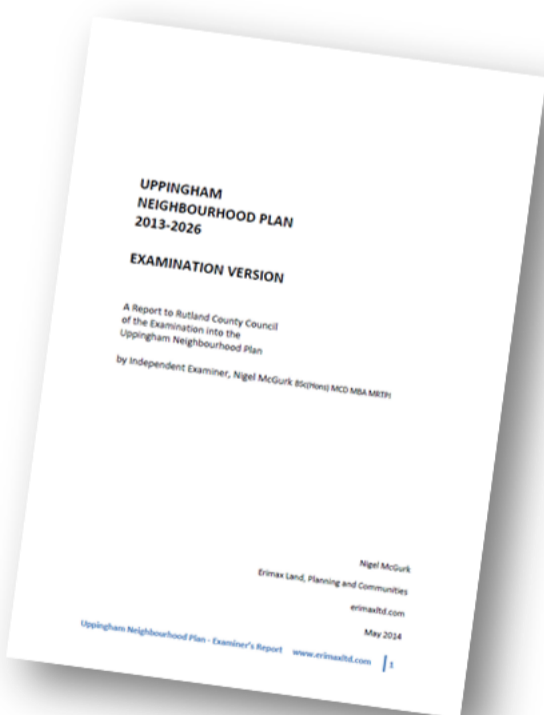
Includes pre-submission Plan, Basic Conditions Statement, Consultation Statement and SEA/HRA (Screening) Report.

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).

**Neighbourhood Plan Area Designation**

**Consultation on 1st Draft Plan**

**Formal Submission**

**Publicising Plan Proposal**

**Independent Examination**

**Referendum**

**Adoption**

**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.