

Neighbourhood Planning Guidance Note 2

What is a Neighbourhood Development Plan

April 2013 - Revised June 2015



Producing a Neighbourhood Development Plan will provide an opportunity for the community to be more involved in shaping their environment and the place they live.
A series of guidance notes has been produced to explain what a Neighbourhood Development Plan is and the various stages of production.

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What is a Neighbourhood Development Plan?

The Localism Act has reformed the planning system to give local people new rights to shape the development of the communities in which they live.

Neighbourhood Development Plans will set out the vision for an area and the planning policies for the use and development of land within your parish or Neighbourhood Area. These policies will support the strategic policies within the Herefordshire Local Plan - Core Strategy. Plans should focus on guiding development rather than stopping it.

Neighbourhood Development Plans will give your community an increased ability to influence planning within your area. Plans will need to conform with planning policies and guidance at a local, national and European level and meet the Neighbourhood Planning Regulations. This will be tested in an independent examination. They will also need to demonstrate involvement of the local community in decision making and be subject to a community referendum.

Once such a plan is made or adopted, it will become a statutory plan carrying equal weight to the Herefordshire Local Plan - Core Strategy and be part of the Local Development Framework. This will mean that it will be used in making decisions on planning applications by Herefordshire Council in your area.

What are the benefits for producing a Neighbourhood Development Plan?

There is no compulsion for parishes to prepare a Neighbourhood Development Plan, however there are a number of benefits which may help you make a decision on whether to prepare one.

Developing a Neighbourhood Development Plan will help your community play a greater role in shaping the future of your area.

It will bring together local residents, businesses, local groups, landowners and developers to share ideas and build consensus about what needs to be done within the local community.

It can also help build relationships between the

local community and service providers.

Neighbourhood planning offers communities the opportunity to set the priorities for planning within their area.

Areas with adopted Neighbourhood Development Plans will also be entitled to a large share of any Community Infrastructure Levy to put towards infrastructure projects in the area.

Neighbourhood Plans Can:

- Decide where and what type of development should happen within your parish
- Promote more development than provided for within the Herefordshire Local Plan - Core Strategy
- Include detailed planning policies for the parish which do not conflict with the Herefordshire Local Plan - Core Strategy

Neighbourhood Plans Cannot:

- Conflict with the policies within the Herefordshire Local Plan - Core Strategy
- Be used to prevent development
- Be prepared by a body other than a parish or town council in Herefordshire
- Include county matters such as Minerals and Waste

Who can produce a Neighbourhood Development Plan?

Within Herefordshire, only the parish/town council is the 'relevant body' who have the responsibility for producing Neighbourhood Development Plans for their area. The parish/town can enlist help from others within the community but only the parish council can make a Neighbourhood Area application and submit the relevant draft documents to Herefordshire Council for consideration.

What is a Neighbourhood Development Plan

What will a Neighbourhood Development Plan look like?

A Neighbourhood Development Plan can range from simple and concise to a detailed planning document; it will be up to the parish concerned to choose the most appropriate level of detail for their particular circumstances. The elements of what your Neighbourhood Development Plan should cover are listed below.

Neighbourhood Development Plan will include elements of:

- **Area local plan**

Comprehensive coverage of policy issues and allocates development sites for a range of uses and settlement boundaries.

- **Allocations plan**

A plan will be used as a site allocation document to indicate the appropriate sites for further development within the area.

- **Policy plan**

A plan can cover from a small to a broad range of policy issues with criteria based policies in addition to specific allocations.

What a Neighbourhood Development Plan might include:

Neighbourhood Development Plans can contain a variety of issues and policies which are most relevant to your parish. There is a list of possible issues which could be covered in the below, this is not meant to be an exhaustive list or that parishes include everything highlighted. Your plan should be responsive to the needs and aspirations of your community.

- Identify sites for housing, including affordable housing;
- Provision of a settlement boundary;
- Provision for businesses to set up or expand in the parish;
- Provision of cycle ways and footpaths;

- Identify sites for community use such as schools, village halls, health centre, leisure facilities;
- Design guidance for your parish;
- Protection and creation of open space, green amenity areas, nature reserves, allotments and play areas;
- Protection of important local buildings and other historical assets;
- Promoting of renewable energy schemes and projects;
- Restrict the types of development or change of use, for example; non-retail uses in town centres;
- Provide sites for Gypsies and Travellers.

Process of producing a Neighbourhood Development Plan

The table in Appendix 1 indicates the process for preparing a Neighbourhood Development Plan. An additional guidance note is available entitled 'A guide to procedures' which will outline the various stages of the Neighbourhood Development Plan and how to comply to the legal and conformity requirements within the Neighbourhood Planning (General) Regulations 2012 (as amended).

What is a Neighbourhood Development Plan

Appendix 1

Getting Started	<ul style="list-style-type: none">• Get your community on board• Establish a team which could include members not on the parish council• Define your Neighbourhood Area and submit to Herefordshire Council• Develop a project program for developing your plan• Develop a communication plan
Developing visions and objectives	<ul style="list-style-type: none">• Review available evidence• Gather together information• Identify your areas strengths and weaknesses• Review Herefordshire Local Plan - Core Strategy policy for your area• Draft your vision and objectives• Consult the wider community on your proposed vision and objectives
Develop the plan	<ul style="list-style-type: none">• Develop policies• Develop an implementation and monitoring plan• Finalise your draft Neighbourhood Development Plan• Check conformity of your plan with the Herefordshire Local Plan - Core Strategy and national policy• Consult the wider community on your draft plan• SEA/HRA assessments in line with your plan
Independent Examination	<ul style="list-style-type: none">• Submit your final plan and supporting documents to Herefordshire Council• Herefordshire Council will arrange and pay for the independent examination• Appointment of an inspector
Referendum	<ul style="list-style-type: none">• Herefordshire Council will arrange and pay for a local referendum
Adoption	<ul style="list-style-type: none">• If the referendum shows community support, then your Neighbourhood Development Plan will be adopted by Herefordshire Council

What is a Neighbourhood Development Plan

Neighbourhood Planning guidance notes available:

Deciding to produce a Neighbourhood Development Plan

1. Which is the right tool for your parish
2. What is a Neighbourhood Development Plan
3. Getting started
4. A guide to procedures
5. Funding

Plan Production

6. Developing a Vision and Objectives
7. Generating options
8. Writing planning policies
9. Environmental Assessment
10. Evidence base and information requirements
11. Implementation and Monitoring
12. Best practice community engagement techniques
13. Statutory consultees
14. Writing a consultation statement
15. Planning and other legislation
16. Web enabling your plan
17. Using OS based mapping
18. Glossary of planning terms

Topics

19. Sustainable Water Management in Herefordshire
20. Guide to settlement boundaries
21. Guide to site assessment and choosing allocation sites
22. Meeting your housing requirements
23. Conservation issues
24. Recreational areas
25. Renewable energy
26. Transport issues
27. Community Infrastructure Levy

Additional Guidance

28. Setting up a steering group
29. Creating a questionnaire
30. Community facilities
31. Conformity with the Local Plan (Core Strategy)
32. Examinations of Neighbourhood Development Plans
33. Guide to Neighbourhood Development Plan Referendums
34. Tourism
35. Basic Conditions
36. Your plan - Contributing to sustainable development