

Neighbourhood Planning Guide

February 2015



Derby City Council



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1. Introduction

- 1.1 It is the Government's aim, through the Localism Act¹, to devolve more powers to local communities giving them more control over housing and planning decisions which will help them positively shape their local area.
- 1.2 These powers include new rights to prepare **Neighbourhood Plans**, **Neighbourhood Development Orders** and **Community Right to Build Orders**.
- 1.3 The Neighbourhood Planning Regulations², which set out how these plans and orders should be prepared, came in to force on the 6 April 2012.
- 1.4 This guide has been updated to include the changes made by the Government to the neighbourhood planning regulations which came into force on the 9 February 2015.
- 1.5 This document has been written to help you prepare a Neighbourhood Development Plan. If you are considering preparing a Neighbourhood Development Order or a Community Right to Build Order, please contact us to see what help we can provide.
- 1.6 The Royal Town Planning Institute has produced a factsheet³ which provides some useful information about Neighbourhood Planning.
- 1.7 The purpose of this document is to guide you through the process of Neighbourhood Planning in Derby. We have included advice and suggestions as well as highlighting in yellow boxes the stages in the preparation of your plan which are required by the Neighbourhood Planning Regulations 2012⁴.

2. Clarification

- 2.1 The City Council has, through the Derby City Neighbourhood Partnerships, established a number of successful Neighbourhood Forums which work on behalf of the community. These Neighbourhood Forums also write Neighbourhood Plans which set out the priorities for each ward.
- 2.2 The enactment of the Neighbourhood Planning Regulations has created a conflict as the regulations also refer to the creation of Neighbourhood Forums who can produce Neighbourhood Plans specifically for the purposes of developing local planning policies.

¹ <http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>

² <http://www.legislation.gov.uk/uksi/2012/637/contents/made>

³ http://www.rtpi.org.uk/media/1645157/sheet_5_final.pdf

⁴ <http://www.legislation.gov.uk/uksi/2012/637/contents/made>

- 2.3 To resolve this conflict and reduce confusion we are proposing to use the following terms in Derby:

Neighbourhood Planning Regulations terminology	Derby City Council's terminology
Neighbourhood Forum	Neighbourhood Planning Group
Neighbourhood Plan	Neighbourhood Development Plan

3. What is a Neighbourhood Development Plan?

- 3.1 A Neighbourhood Development Plan is similar to, and will complement, the Council's Local Plan. A Neighbourhood Development Plan is written by a **Neighbourhood Planning Group** and will contain a vision for an area and policies which will help shape the future of that area. Once a Neighbourhood Development Plan has been completed and adopted it will become part of our Local Plan and be a material consideration in determining planning applications.
- 3.2 One of the main aims of Neighbourhood Planning is to increase the rate of housing and economic development by improving community buy-in to development proposals. At the same time a Neighbourhood Development Plan **must** conform with our Local Plan as well as national planning policies. For example, it cannot override proposed development in the Local Plan.
- 3.3 A Neighbourhood Development Plan **could** include policies for:
- a) The allocation of land for housing over and above the amount set out in the Local Plan. This could include affordable housing and bringing empty properties back into use
 - b) The allocation of land for employment, offices or shops to enhance the local economy
 - c) Design standards to help new development reflect the local area or add additional detail to existing policies in our development plan
 - d) Enhancing the economic prosperity of the area through allowing business to set up or expand
 - e) The restriction of certain types of development and change of use of land or buildings
 - f) The protection and creation of open space
 - g) The development of community facilities

- 3.4 A Neighbourhood Development Plan **cannot** cover issues which are not planning related, such as:
- a) Anti-social behaviour
 - b) Dog fouling
 - c) Policing
 - d) Public transport provision
 - e) How community facilities are used

4. Getting Started

- 4.1 You may wish to consider the following before you begin your Neighbourhood Development Plan.
- a) Does our existing Local Plan or draft Core Strategy already contain policies which are sufficient for guiding future development in your area?
 - b) Are there specific issues in your area which the Local Plan or draft Core Strategy doesn't adequately cover?
 - c) The Neighbourhood Development Plan **must** conform with EU law, the Human Rights Act or policies in the Local Plan. If we consider that there is conflict between your Neighbourhood Development Plan and the Local Plan, then it will be found unsound and will not be adopted.
- 4.2 Please contact your Neighbourhood Partnership Manager to initially discuss your intentions. The contact details for each Manager can be found at <http://www.derby.gov.uk/council-and-democracy/neighbourhood-partnerships/information/>. They will be able to arrange a meeting between a planning officer and your group.

5. Setting up your Neighbourhood Planning Group

- 5.1 To define a Neighbourhood Area and establish a Neighbourhood Planning Group you will need to submit an application to us.
- 5.2 The regulations require that you do this in two steps.
- a) **Step 1** is to define the geographical area you wish to plan for and submit this to us. We will publicise your application, consider any comments made by the public about your proposal and either approve or reject your application

- b) **Step 2** is to establish a Neighbourhood Planning Group that wishes to plan for this area and submit details of this Group to us. Again we will publicise your application, consider any comments and either approve or reject your application.

5.3 The process and timescales involved in getting approval to begin preparing your Neighbourhood Plan are shown in Diagram 1 on page 5.

Defining a neighbourhood area

5.4 You will need to define the boundary of the geographical area you want your plan to cover. This may be your ward, part of a ward, parts of more than one ward and may even include land outside the city. However, we must approve the area before you proceed.

5.5 An application to define a Neighbourhood Area must be submitted to the local planning authority for approval. The application **must** contain a:

- a) map identifying the area and its name
- b) statement explaining why you think this area should be considered appropriate to be designated as an area for your Neighbourhood Development Plan.
- c) statement that your group meets the requirements set out in paragraph 5.10 of this document and meets the criteria for establishing a Neighbourhood Planning Group.

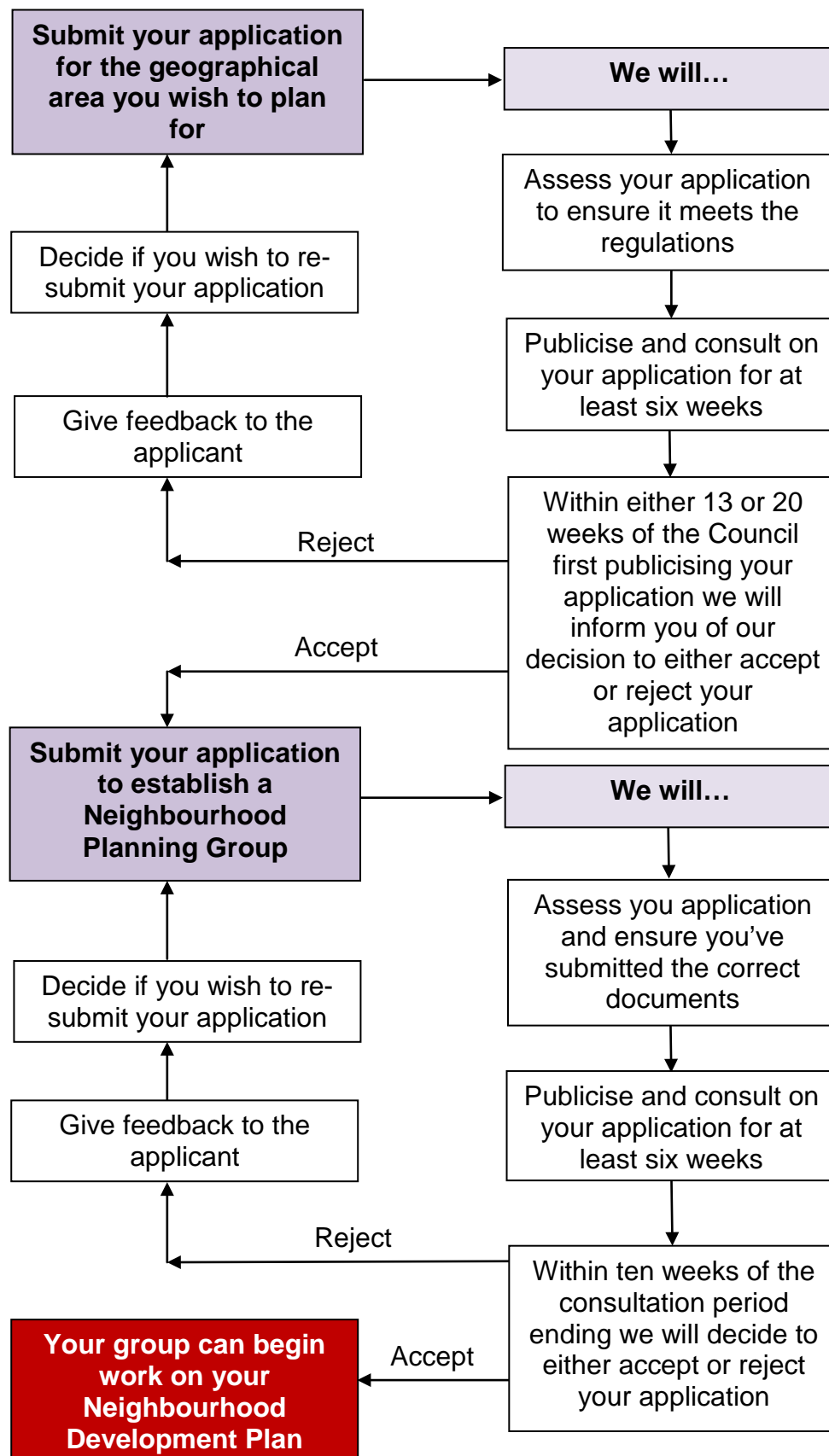
5.6 We will check your application to ensure that your suggested proposed area is logical, follows distinct boundaries and does not overlap any other neighbourhoods designated for neighbourhood planning already.

5.7 We are required to ensure that the local community have the opportunity to comment on your application. We **must** publicise your application for at least six weeks by putting it on our website and making printed copies available at our reception and your local library.

5.8 We will also:

- a) publicise your application by putting posters up at libraries, our offices and local housing offices
- b) include information about your application on our website through 'Your City Your Say' consultation pages
- c) inform our Neighbourhood Partnership Managers who will be able to make our Neighbourhood Boards aware that an application has been received

Diagram 1: Assessing your application to define an area and to establish a Neighbourhood Planning Group



- 5.9 After the consultation has finished we will collate all of the comments we received and decide whether to accept or reject your application. The regulations now stipulate various timescales for us to make a decision on your application. The time period runs from the date immediately following the day we first publicise your application. In Derby, the following two timescales apply:
- a) 20 weeks where the application falls within two or more local authorities
 - b) 13 weeks for an application which falls within the City itself.

Establishing a Neighbourhood Planning Group

- 5.10 You also need approval from us to establish your Neighbourhood Planning Group. A Neighbourhood Planning Group is the only group who can prepare a Neighbourhood Development Plan for an approved area. You need to ensure that:
- a) your group is made up of at least 21 members
 - b) membership is open to people who live, work or have a business in the area as well as elected members representing the area
 - c) your group has a written constitution
 - d) your group has been set up to promote and improve the social, economic and environmental well-being of your area
- 5.11 Our local Derby Neighbourhood Partnerships, or a sub-group of these, could form the basis for establishing a Neighbourhood Planning Group.
- 5.12 Where more than one group put themselves forward to establish a Neighbourhood Planning Group for the same area, the Council will choose only one group to become the Neighbourhood Planning Group for that area. No group can assume that they will automatically form a Neighbourhood Planning Group.
- 5.13 An application to form a Neighbourhood Planning Group must be submitted to the Council. The application **must** contain:
- a) the name of the proposed Neighbourhood Planning Group
 - b) the name of the Neighbourhood Area to which the application relates and a plan showing the area. This area was agreed at the previous stage
 - c) a copy of the Group's written constitution
 - d) the contact details of at least one member of the proposed Group. These contact details **must** be made public by us as part of the assessment process

- e) the name and contact details of at least 21 members of the proposed Group who live, work or have a business in the area. As part of the validation process we will contact the people listed to ensure the validity of your application.
- f) a statement which explains how the proposed Neighbourhood Planning Group ensures that:
 - a) it has been established for the express purpose of promoting or improving the social, economic and environmental well-being of an area.
 - b) that membership of the group is made up of at least 21 people who live, work or have a business in the area or are an elected member representing the area.
 - c) membership of the group is open to anyone who lives, works or who has a business in the area.

5.14 Please note. As part of our validation process we will be contacting the 21 people who have put their names forward as part of your application.

5.15 We are required to ensure that the local community have the opportunity to comment on your application. We **must** publicise and consult on your application for at least six weeks by putting it on our website and making printed copies available at our reception and your local library.

5.16 We will:

- a) publicise your application by putting posters up at libraries, our offices and local housing offices
- b) include information about your application on our website through 'Your City Your Say' consultation pages
- c) inform our Neighbourhood Partnership Managers who will be able to make our Neighbourhood Boards aware that we have received your application.

5.17 After the consultation period has finished we will collate all of the responses and decide whether to accept or reject your application. We will inform you of our decision within ten weeks.

5.18 There is no right of appeal against the decision but we must give our reasons if we refuse your application.

6. Preparing your Neighbourhood Development Plan

Writing a Neighbourhood Development Plan

6.1 Once we have approved your accepted the area and approved your Group, you can now begin to write your Neighbourhood Development Plan.

Think about what you need to do to produce the plan

6.2 It is worthwhile setting out at the start of the process what needs to be done. This will ensure that everyone is aware of the process involved, each task which needs to be carried out and the deadlines involved. In particular you need to think about:

- a) What do you want your plan to achieve – why are you doing it?
- b) What resources are needed to carry out these activities – Identifying what skills you have and what you may need, allocating tasks, funding and materials?
- c) What needs to be done at each stage – information gathering and analysis, publicity, consultation, meetings and surveys? You will also need to set time aside to reflect on your findings.
- d) How much time will be needed to achieve each stage of the process?

Think about your area

6.3 It is important at the outset to think about your area and what it is like today. This will help you to understand your area which, in turn, will help you to think about the policies you may want to include in your Neighbourhood Development Plan. So, have a think about:

- a) The positive issues in your neighbourhood – what makes your area special? What would you like to retain? What would you like to enhance?
- b) The negative issues affecting your neighbourhood – what has a harmful impact on your area? What would you like to change? What would you like to improve?
- c) Is there anything your neighbourhood needs – what do you need to make your area a better place to live? This could be, for example, new community facilities, new open space or affordable housing.
- d) What opportunities exist in your area?
- e) What are the barriers which will make delivering your plan difficult? This could be environmental, physical or financial.

- 6.4 It may be worthwhile at this stage to undertake public consultation to find out what the wider community, including local businesses and landowners, think about the area.
- 6.5 There may be issues raised through your consultation that cannot be addressed through the Neighbourhood Development Plan for example, litter and anti-social behaviour. These are still important issues and need to be fed back to us by an alternative route. Our Neighbourhood Partnership Managers are a useful point of contact and will be able to forward any comments or issues raised to the relevant Council department.

Write a Consultation Plan

- 6.6 The Neighbourhood Planning Regulations 2012 state that you must undertake 'pre-submission consultation and publicity' on your proposed Neighbourhood Development Plan⁵.
- 6.7 Although it is not a requirement of the Neighbourhood Planning Regulations, to help you manage your consultation most effectively, we suggest that you write a Consultation Plan before you begin. For further guidance please see Appendix 2: Writing a Consultation Plan.
- 6.8 We can also provide you with a copy of Derby City Council's Consultation Policy which will highlight what we consider to be good practice and may help you in developing your own ideas.

Start to gather your evidence

- 6.9 Although gathering evidence can be time consuming, it is necessary to show that there is a reason why a policy has been written and that it hasn't been included on the whim of the group. The level of detail will depend on the nature and level and complexity of the policy. You won't need to find every piece of information about your area. We may be able to help you decide what information you need and may in some cases be able to provide you with it.
- 6.10 Remember, your Neighbourhood Development Plan will have to conform to national and local planning policies so it is essential that you get copies of the National Planning Policy Framework⁶, Planning Practice Guidance⁷, the Council's Local Plan and the Core Strategy⁸.
- 6.11 It may be also worthwhile using photographs and maps to highlight the issues affecting your area.

Develop a vision and set your objectives

- 6.12 It's at this point in the process that you may wish to start thinking about

⁵ <http://www.legislation.gov.uk/uksi/2012/637/regulation/14/made>

⁶ <http://www.communities.gov.uk/documents/planningandbuilding/pdf/2116950.pdf>

⁷ <http://planningguidance.planningportal.gov.uk/>

⁸ <http://www.derby.gov.uk/environment-and-planning/planning/local-development-framework/>

a vision for your area. This is not a requirement of the regulations, but it may help you when you begin to write your plan. A vision will set out how your area will look in the future, once your policies have been implemented. But remember, your vision must be realistic and achievable.

6.13 A typical Neighbourhood Development Plan vision should be reflected in the aims and objectives of your policies and might contain aspirations relating to the following:

- a) What would you like your neighbourhood to look like in the future?
- b) What type of homes does your area need? What type of homes would you like to see in your neighbourhood?
- c) What community facilities would you like the area to have?
- d) What type of shops and businesses you would like to see operating in the area?
- e) Where, and how much, open space would you like to see provided?

6.14 For each part of the vision, there may be one or more objectives setting out how it can be achieved.

6.15 Again you are not required to consult with the local community at this stage but it may be worthwhile finding out if the local community are happy with your draft vision and objectives.

Start a Sustainability Appraisal

6.16 You must carry out a Sustainability Appraisal to conform to EU law and current legislation, especially if you are including policies which allocate land for development. Your plan may be open to legal challenge if you do not.

6.17 A Sustainability Appraisal tests your policies to see what their social, economic and environmental impact will be. It will help you consider different policy options and help you choose the most appropriate policy for your area.

6.18 It is important that the appraisal is started as soon as you begin work on your plan so that it informs the development of your plan and helps you assess your emerging plan. If the sustainability appraisal is done too late in the process, it will not be able to inform the final plan.

6.19 Your Sustainability Appraisal should be produced as an independent document which should set out all of the options you have considered and their effect to ensure that your plan has the least impact as possible.

- 6.20 An example of a step-by-step guide to producing a Sustainability Appraisal for a Neighbourhood Plan has been produced by Levett-Therivel and can be downloaded from: <http://www.levett-therivel.co.uk/DIYSA.pdf>

Does your Neighbourhood Plan need a Strategic Environmental Assessment?

- 6.21 In some cases, if your neighbourhood plan has significant environmental effects, it may fall within the scope of the Environmental Assessment of Plans and Programmes Regulations 2004⁹ and so require a Strategic Environmental Assessment (SEA).
- 6.22 The production of a SEA will depend on what is proposed in your draft plan and if it has significant environmental effects. To decide whether your draft neighbourhood plan might have significant environmental effects, it must be assessed at an early stage of the plan's preparation according to regulation 9 of the Environmental Assessment of Plans and Programmes Regulations 2004. These regulations include a requirement to consult the following bodies:
- English Nature
 - The Historic Buildings and Monuments Commission for England (English Heritage)
 - The Environment Agency
- 6.23 The Council is responsible for ensuring that all of the appropriate regulations have been met and will assist you as you prepare your document. Where possible, the Council will make available information and evidence to assist you in writing your SEA.
- 6.24 The SEA process and how it fits into the Neighbourhood Planning process can be found in Appendix 3.
- 6.25 For further detailed information about the requirements of the SEA process, please refer to the Planning Practice Guidance¹⁰.

Begin to write your policies

- 6.26 Once the draft vision and objectives for your area have been agreed, you can think about writing your Plan's detailed content and policies. At the outset you need to consider what type of policies are needed to achieve your vision and objectives. Policies may:
- a) identify or allocate land for a specific type of development such as housing, employment or open space

⁹ <http://www.legislation.gov.uk/uksi/2004/1633/introduction/made>

¹⁰ <http://planningguidance.planningportal.gov.uk/blog/guidance/strategic-environmental-assessment-and-sustainability-appraisal/sustainability-appraisal-requirements-for-neighbourhood-plans/>

- b) specify particular requirements relating to an allocation. For example, specifying the density of a housing development or the type of landscaping required or to add detail to an existing local plan policy, such as the type of housing
 - c) identify sites which need protecting or enhancing. But remember, many site allocations for allotments, open space and conservation areas already have a level of protection.
 - d) identify areas as priorities for investment or enhancement. For example, an area might be protected as open space in the Council's Local Plan – but you might want to identify it for investment. This might be either investment in landscaping and leisure equipment or upgrading a wildlife site into a Local Nature reserve. You need to think through how you will implement this though.
 - e) seek to protect certain community buildings from changes of use
 - f) be more overarching and apply to all future development in your area.
- 6.27 You will need to consider which type of policy will achieve what you want to do.
- 6.28 When writing your plan there may be occasions that you will have to consider amending your vision and objectives to reflect your draft policies and vice-versa.
- 6.29 Neighbourhood Development Plans are intended to set out policies on the development and future use of land in an area – think of it as a document which is similar to our Local Plan but for a smaller area.
- 6.30 The draft policies should be based on the evidence you have gathered over the previous stages of consultation and information gathering. In the end, the policies should help to deliver your vision and objectives.
- 6.31 You need to consider whether policies in the Local Plan already meet your aspirations and remember, you should not simply reiterate policies within the Local Plan.
- 6.32 Your policies need to be fair and justifiable. You need to ensure that you have discussed your ideas with a landowner, developer or building owner if you chose to write a policy for a specific site or building in your area.
- 6.33 You should also be aware that your plan may have an impact on neighbouring areas either within Derby or in neighbouring local authorities.

- 6.34 We recommend that you produce a **proposals map** and include it in your Neighbourhood Development Plan. This will show the areas covered by a specific policy or sites you have allocated for development or protection.

Does your Neighbourhood Development Plan conform with the Council's Local Plan and Core Strategy?

- 6.35 Throughout the development of your Neighbourhood Development Plan you should have had regular contact with one of our Planning Policy Officers who will have provided you with guidance throughout the process. This input will help you to make certain that your plan conforms with the Local Plan and draft Core Strategy.
- 6.36 However, it is still advisable for you to check that your draft document conforms with the strategic policies in the Local Plan or emerging Core Strategy. Again, our Planning Policy Officers will be able to help with this.

Consulting the community on your draft Neighbourhood Development Plan

- 6.37 It's at this stage that the Government provides guidance on how you should consult with the local community. This will allow local people to comment on your draft Neighbourhood Development Plan before you submit it to us.
- 6.38 The Neighbourhood Planning (General) Regulations, Part 5, provides the Government's requirements with regards to pre-submission consultation and publicity. The Planning Practice Guidance, paragraph 80, Step 3¹¹ also provides a summary of what should be undertaken at this stage.
- 6.39 It states that you are required to consult with people who live and work in the neighbourhood area and those with an interest in or are affected by the proposals, such as service providers stakeholders to find out what they think of your draft Plan.
- 6.40 You also have to make sure that your publicity ensures that all of these people are aware of how they can take part. In addition to these groups, the Government requires you to consult with specific organisations and bodies who have an interest in the area. These are listed in Appendix 1.
- 6.41 Also consider informing neighbouring areas, these could be wards, other neighbourhood areas or Parish Council's in other local authorities of the consultation on your draft plan.
- 6.42 In publicising your draft plan you must make everyone aware where

¹¹ <http://planningguidance.planningportal.gov.uk/revisions/41/080/>

people can look at the plan, how they can make comments and how long the consultation will run for. This stage of consultation should last for at least six weeks.

6.43 You are also required at this stage to produce a Consultation Statement which will include:

- a) Details of the people, organisations and statutory bodies you have consulted when developing your Neighbourhood Development Plan
- b) An explanation on how they were consulted
- c) A summary of the main issues and concerns raised
- d) A description on how those issues and concerns were considered and, where relevant, addressed in your draft plan

Submit your Neighbourhood Development Plan to the Council

6.44 Once you have analysed the results of your consultation and possibly amended your draft plan to take account of any comments you have received, you will be ready to submit your draft plan to us.

6.45 This next step will allow us to check your plan and give the local community a further chance to comment on your draft Neighbourhood Development Plan.

6.46 You **must** include the following as part of your submission:

- a) A map or written statement identifying the area to which your Neighbourhood Development Plan relates
- b) Your consultation statement
- c) Your draft Neighbourhood Development Plan
- d) A statement explaining how the proposed neighbourhood development plan meets the requirements of paragraph 8 of Schedule 4B to the Town and Country Planning Act 1990. These are commonly known as the basic conditions and more information about these conditions can be found in the Planning Practice Guidance, paragraph 65¹². Briefly the basic conditions are:
 - i. Having regard to national policies and advice contained in guidance issued by the Secretary of State it is appropriate to make the order (or neighbourhood plan).

¹² <http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning/the-basic-conditions-that-a-draft-neighbourhood-plan-or-order-must-meet-if-it-is-to-proceed-to-referendum/>

- ii. The making of the order (or neighbourhood plan) contributes to the achievement of sustainable development.
- iii. The making of the order (or neighbourhood plan) is in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area).
- iv. The making of the order (or neighbourhood plan) does not breach, and is otherwise compatible with, EU obligations

6.47 We are required to ensure that the local community have the opportunity to comment on your draft plan. We **must** publicise and consult on your draft plan for at least six weeks by putting it on our website and making printed copies available at our reception and your local library.

6.48 We will:

- a) publicise your application by putting posters up at libraries our offices and local housing offices
- b) include information about your application on our website through 'Your City Your Say' consultation pages
- c) inform our Neighbourhood Partnership Managers who will make our Neighbourhood Boards aware that an application has been received.

6.49 Any comments received by us at this stage will be passed on to the person carrying out the independent examination.

7. The Independent Examination and Report

7.1 An independent person will be appointed to examine your plan.

7.2 The arrangements of the examination will be determined by the person undertaking the examination.

7.3 The main function of the examination will be to check that your Neighbourhood Development Plan conforms with:

- a) The National Planning Policy Framework
- b) The strategic policies in our Local Plan and our emerging Core Strategy
- c) Relevant European Directives

- d) Any Neighbourhood Development Plans from adjacent areas
- 7.4 It is likely that the examiner will wish to consider the results of the consultation. However, in some cases the examiner may decide that oral representations made in a public hearing is preferable.
- 7.5 At the end of the examination, the examiner will produce a report which will be sent to the Neighbourhood Planning Group and the Council. It will include one of the following three recommendations that your plan should:
- a) proceed to a referendum
 - b) proceed to a referendum, subject to certain amendments. The examiner may advise that, if a referendum is to be held, the community covered by the referendum should be larger than the area covered by your Neighbourhood Development Plan. This could be for a number of reasons but primarily it may be because your proposals could have an impact on a wider area.
 - c) not proceed to a referendum. The examiner will explain why your plan should not proceed to a referendum. At this stage you will need to consider whether you can make the suggested amendments and submit the revised document for another examination in the future.
- 7.6 At this point we will consider the examiner's report and decide on whether to accept or reject your Neighbourhood Development Plan. We will publicise our decision and set out the reasons for our decision on our website and any other means which will inform everyone in the area of our decision.

8. The Local Referendum

- 8.1 The local referendum gives the local community a chance to vote on your draft plan. The referendum will normally be open to any individual registered to vote in the area the Neighbourhood Development Plan covers. As highlighted in paragraph 7.5, the independent examiner may recommend widening the area covered by the referendum due to the impact your plan may have on neighbouring areas.
- 8.2 A referendum can be held either on its own or in combination with an election.
- 8.3 The referendum is organised and paid for by us but there are some procedures that you have to follow to ensure compliance with the regulations. This section outlines what you have to do, what we have to do and provides a brief timeline of key dates in the referendum

process. This does not take you through the whole process but it does highlight the factors which will affect you.

8.4 The referendum will ask:

Do you want Derby City Council to use the Neighbourhood Development Plan for *[insert the name of the neighbourhood area]* to help it decide planning applications in the neighbourhood area?

8.5 We will ensure that at least 28 days before the referendum all of the relevant information and documents are made available on our website, at our main reception at the Council House and in any of our premises in the area covered by the Neighbourhood Development Plan which are accessible to the public. Appendix 5 contains a list of the required information and documentation that has to be made publically available.

8.6 The 28 days excludes weekends, bank holidays and any day appointed as a public day of thanksgiving or mourning.

8.7 The maximum amount of money you can spend when running your referendum campaign to promote your plan is calculated by using the following formula:

$£2,362 + (0.059 \times N)$ where N is the number of entries in the register of local government electors.

8.8 So for example, if your area contains 1000 entries in the register of electors you will be able to spend a maximum of £2,421.

8.9 If you knowingly exceed your expenses limit you may be liable to a fine or imprisonment or both.

8.10 The regulations also restrict what publicity anyone can produce as part of the referendum. The regulations state that the following publicity and promotional materials are acceptable:

- a) general information about the referendum
- b) material which deals with any of the issues raised by the question
- c) material which argues for or against a particular answer to the question

8.11 We cannot produce any information unless it is part of the general publicity for the referendum as outlined in Appendix 5. In addition, we can issue press notices which contain factual information which refutes or corrects an inaccuracy in other people's publicity material.

- 8.12 It is worth noting that if you decide to refresh your Neighbourhood Development Plan that you will have to go through this process again.

9. Adopting your Plan

- 9.1 If over 50% of those who voted are in favour, then we will adopt your Neighbourhood Development Plan and it will form part of our development plan. Decision-makers will be obliged, by law, to take your plan into account when they consider proposals for development in your area.
- 9.2 We will publish your Neighbourhood Development Plan on our website and place it in accessible locations. We will also write to everybody who wished to be kept informed with the outcome of your Neighbourhood Development Plan process.

10. How much will the process cost?

- 10.1 The cost of developing your plan will depend on its complexity, the extent of the area you want to cover, how you decide to consult with the community and if you can make use of any experts.
- 10.2 Since the publication of our first Neighbourhood Planning Guide a number of plans have been adopted. The cost of preparing the plan varies greatly from area to area and the following is an indication of what some groups have spent
- Strumpshaw, Norfolk¹³: £4,220
 - Exeter St James¹⁴: £10,450
 - Tattenghall, Chester¹⁵: £11,274
 - Broughton Astley, Leicestershire¹⁶: £14,312
 - Heathfield Park, Wolverhampton¹⁷: £19,500
- 10.3 It is worth noting that there may be grants available to help you produce your Neighbourhood Development Plan and one of the Council's Planning Officers will be able to give you information about this.

¹³ <http://mycommunityrights.org.uk/case-studies/total-spend-strumpshaw-plan/>

¹⁴ <http://mycommunityrights.org.uk/case-studies/total-spend-exeter-st-james/>

¹⁵ <http://mycommunityrights.org.uk/case-studies/total-spend-tattenghall-plan/>

¹⁶ <http://mycommunityrights.org.uk/case-studies/broughton-astley/>

¹⁷ <http://mycommunityrights.org.uk/case-studies/total-spend-heathfield-parks-plan/>

Appendix 1: Statutory Consultees

The Government sets out, in Schedule 1 of the Neighbourhood Planning Regulations 2012¹⁸, the following Statutory Organisations which you are required to engage with as part of your pre-submission consultation. You only have to consult those who have an interest in the area.

Neighbourhood development plans

1. For the purposes of regulations 14 and 16, a “consultation body” means—

- (a) where the local planning authority is a London borough council, the Mayor of London;
- (b) a local planning authority, county council or parish council any part of whose area is in or adjoins the area of the local planning authority;
- (c) the Coal Authority;
- (d) the Homes and Communities Agency;
- (e) Natural England;
- (f) the Environment Agency;
- (g) the Historic Buildings and Monuments Commission for England (known as English Heritage);
- (h) Network Rail Infrastructure Limited (company number 2904587);
- (i) the Highways Agency;
- (j) the Marine Management Organisation;
- (k) any person—
 - (i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003; and
 - (ii) who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority;
- (l) where it exercises functions in any part of the neighbourhood area—
 - (i) a Primary Care Trust established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section; .
 - (ii) a person to whom a licence has been granted under section 6(1)(b) and (c) of the Electricity Act 1989; .
 - (iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986;
 - (iv) a sewerage undertaker; and
 - (v) a water undertaker;
- (m) voluntary bodies some or all of whose activities benefit all or any part of the neighbourhood area;

¹⁸ <http://www.legislation.gov.uk/uksi/2012/637/schedule/1/made>

- (n) bodies which represent the interests of different racial, ethnic or national groups in the neighbourhood area;
- (o) bodies which represent the interests of different religious groups in the neighbourhood area;
- (p) bodies which represent the interests of persons carrying on business in the neighbourhood area; and
- (q) bodies which represent the interests of disabled persons in the neighbourhood area.

The Council's Planning Officers will be able to give you the relevant information.

Appendix 2: Writing a Consultation Plan

1. Introduction.

- 1.1 The Neighbourhood Planning Regulations 2012 state that you must undertake 'pre-submission consultation and publicity' on your proposed Neighbourhood Development Plan.¹⁹
- 1.2 Although it is not a requirement of the Neighbourhood Planning Regulations, to help you manage your consultation most effectively, we suggest that you write a Consultation Plan before you begin any consultation on your proposed Neighbourhood Development Plan for your local area.
- 1.3 Public consultation is an essential part of Neighbourhood Development Planning. It is important for you to set out the purpose of your consultation and the steps you will take.
- 1.4 Your consultation is an opportunity for those with an interest in your local area to highlight any issues with your proposals whether positive, negative or neutral, this will enable you to revisit and tailor your proposals if needed. This process should enable the proposals for your local area to be informed by a range of expertise and perspectives.

2. Writing your Consultation Plan.

- 2.1 Within your Consultation Plan it will helpful to answer these questions:
 - What do you need to find out? Outline the aims and objectives of your consultation.
 - What can the results of this consultation potentially influence or change within your proposals? Be clear about this in any communication about the consultation and when inviting people to take part.
 - With whom do you need to consult? What information already exists to help you understand the population within the area you are planning for and to help you design your consultation? Depending on the size of the area there may be information already available from the Office for National Statistics or from the Council's Planning Officers.
 - How will you consult? Is there an approach you need to take? Does your approach meet the Neighbourhood Planning Regulations 2012 requirements for consultation?
 - How accessible are the consultation methods you plan to use?
 - How long will your consultation be open for?

¹⁹ <http://www.legislation.gov.uk/ukxi/2012/637/regulation/14/made>

- How will you communicate information about your consultation to local people and those with an interest in the local area?
 - How will you manage, process, report on and store the information that you collect?
 - Who will make the final decisions prior to your plan being submitted for final assessment and possible referendum?
 - What resources do you have for undertaking your consultation? Think about resources in terms of expertise, equipment and time as well as financial.
- 2.2 Set out a schedule showing the key tasks which need to be undertaken, by whom and for when. Allow time for:
- any materials to be prepared prior to your consultation opening
 - your consultation to be open, during which people can take part
 - data collation, analysis and reporting
 - consideration as to how responses to the consultation may impact on your proposals
 - any amendments you may need or wish to make to your proposals as a result of the consultation.
- 3. Decide with whom you need to consult.**
- 3.1 Use existing information about the area to understand who you need to involve in your consultation. If the area / population of interest is large and you are considering drawing a sample to survey then this needs to be done with care to ensure that it is as representative as possible of local people.
- 3.2 Anyone with an interest in the local area should be able to take part in your consultation.
- 3.3 Whilst individuals can give you their personal view on your proposals, groups will usually give a collective view. Groups may often take longer than individuals to respond, as members of a group may need to discuss and agree their response before submitting it.
- 3.4 It's likely that you'll be interested in the views of:
- local residents
 - local businesses
 - those who own land within the local area
 - those who work in the local area
 - local ward Councillors
 - voluntary organisations and community groups working within the area
 - other stakeholders – you must consult with the statutory organisations listed in Appendix 1.

- potentially those in neighbouring wards or areas including Parish Council's and other local authorities.
- There may be others who may not live in the area but may be interested in your consultation – businesses, those supporting family members who live within the area or those who visit the area. Think about how widely you can publicise the consultation to give a good opportunity for all with an interest to take part.

4. Consider the most effective methods to use.

4.1 The method/s you choose need to:

- enable you to discover what you need to know and enable alternative ideas to be suggested
- be carefully designed to ensure that you are not 'leading' respondents into supporting or opposing a particular view
- be accessible for those who wish to take part
- be within your resources to administer
- be administered and managed lawfully and ethically
- be well documented in terms of how they are delivered and how representative participation in the consultation is of the local area.

4.2 Qualitative Methods

4.2.1 These methods enable you to identify issues and explore them in detail. They give participants the opportunity to put their views within their own context which may in addition help you to better understand the view being expressed.

4.2.2 Whilst a guide to the subject or issue being explored can be used to keep these methods on track and help you to make sure that you explore similar issues with all taking part – these methods enable open-ended information to be collected and considered.

4.2.3 When conducting consultation using qualitative methods it is often helpful to take note of the number of participants along with some demographic characteristics, to give an idea as to whether the views expressed are from, for example, a specific age group or from a broad range of ages.

4.2.4 These methods usually work most effectively with smaller numbers of participants within each session. Examples of qualitative methods include:

- focus groups
- discussions
- in-depth interviews
- unstructured interviews

- visioning events
- workshops.

4.3 Quantitative Methods

4.3.1 When carefully designed, these methods can enable you to get an overview and generalise about the views of the population that you are interested in.

4.3.2 If you use a quantitative method, you will be able to ask:

- the same questions in the same way of all those taking part
- for some information about participants, to give you an idea of how representative your achieved sample is of the population you are consulting with. Depending on the size of the response you achieve this information could be used for further analysis to see whether different population groups have different views about your proposals.

The extent of the demographic information that you ask your participants for will be a balance between collecting information to sufficiently inform your consultation without asking for information which could be considered to be excessive.

4.3.3 Examples of quantitative methods include:

- surveys, using a questionnaire designed to be administered online, face-to-face and / or by self-completion
- structured interviews.

4.4 Using a range of qualitative and quantitative methods

4.4.1 You may need to use more than one method when undertaking your consultation drawing on qualitative and quantitative techniques.

4.5 Administering your consultation

4.5.1 Depending on the method/s you use and the needs of those you are consulting with – there are a variety of options for administering your consultation. You may decide to use more than one approach:

- Face-to-face – for example, interviews and discussions, at consultation events or meetings, at local venues alongside other activities.
- By post – where information is delivered to households for them to consider and give their views by for example, a self-completion questionnaire.
- Online – providing information through your Neighbourhood Planning Group website if you have one, where those interested

could find out about your consultation and how to take part. You may for example, have set up an online questionnaire or use a website to publicise the dates of any consultation events that you're holding. There is potential to use social media to publicise your consultation and encourage participation.

4.6 Communicating information about your consultation

4.6.1 The Neighbourhood Planning Regulations 2012 state that before submitting your proposed Neighbourhood Development Plan to us you must 'publicise, in a manner that is likely to bring to the attention of people who live, work or carry on business in the neighbourhood area:

- details of the proposals for a Neighbourhood Development Plan
- details of where and when the proposals for a Neighbourhood Development Plan may be inspected
- details of how to make representations and
- the date by which those representations must be received, being not less than 6 weeks from the date on which the draft proposal is first publicised.'²⁰

4.6.2 There is a range of ways to communicate to the local community and those with an interest that your consultation is taking place and how they can get involved.

4.6.3 It may help to begin some of this communication before your consultation opens so that people have plenty of warning about it. It's also useful to give information to local people once the consultation has closed about the results of the exercise and how they can find out what has happened as a result of it.

4.6.4 As with the choice of consultation method, the different methods of communication will reach different audiences and will have different resource considerations for your group in terms of cost, time and administrative capacity to undertake them.

4.6.5 You may consider using more than one communication approach whilst making sure that the information you give about your consultation is clear and consistent.

4.6.6 Key details to communicate about your consultation include – what it is about and who you are, who can get involved as well as how, when and where they can get involved.

4.6.7 Examples of communication methods include:

- publicising key details about your consultation on a website or through social media

²⁰ <http://www.legislation.gov.uk/ukxi/2012/637/regulation/14/made>

- submitting an article about your consultation for inclusion in a local newsletter – it is important to be aware of the timings of when these are sent out as well as how widely they are distributed
- putting up posters with key details about the consultation in locations used by large numbers of people, for example, in local shops, at community centres, in Doctors Surgeries, on local community noticeboards
- writing to all residents and businesses within the area
- attending your local Neighbourhood Forum meeting
- organising exhibitions within the local area – these give an opportunity for members of the Neighbourhood Planning Group to be available for local people to talk to directly
- talking to local people or giving presentations to encourage people to take part – this could involve attending different local groups which meet in the area or have an interest in the area
- sending information to the local media with key details about your consultation.

The timing of when you send this information as well as of how much interest it is to the local media will affect how much coverage they are likely to give to your consultation.

- taking out an advertisement in the local media - whilst this will guarantee media coverage, the costs will vary.

5. Inclusion and Enabling Participation.

- 5.1 Design your consultation to enable participation. Think about how accessible the format and methods you're planning to use are to ensure that people with a wide range of needs can take part.
- 5.2 When identifying the population with which you will consult consider the specific relevance of the consultation to specific characteristics within the population including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.
- 5.3 Also consider the needs of:
 - Those for whom English is not their first language – for many deaf people British Sign Language is their first language.
 - Those who cannot read or write.
 - Disabled people and people with learning difficulties who require information to be provided in alternative formats and media and require accessible venues.
 - People with care needs who find it difficult to attend events.
 - People who do not have sufficient resources to participate.
 - People with no fixed address or are part of transient communities.

- People who are isolated and possibly hidden to services providers.

6. How long will your consultation need to be open for?

- 6.1 It is important for you to make clear how long your consultation exercise will last, it needs to be long enough for the local community to have the chance to consider their comments and submit them to you.
- 6.2 The Neighbourhood Planning Regulations state that the consultation on your proposed Neighbourhood Development Plan should last at least six weeks.²¹
- 6.3 Derby City Council's Consultation Policy states that, 'consultations should normally last for 12 weeks with consideration given to longer or shorter timescales where feasible and sensible'.
- 6.4 Consider the Derby Compact which states that where a decision is likely to affect the voluntary and community sector, consult widely and early enough to make a difference, allowing a minimum of 12 weeks, where practical.
- 6.5 If a consultation exercise is to take place over a period when consultees are less able to respond, for example the summer holidays or religious festivals, consideration should be given to extending the proposed consultation period.

7. Data collection, analysis, reporting and archiving.

- 7.1 As you process, report on and store the information you collect through your consultation it is essential that you do so lawfully within the requirements of the Data Protection Act to ensure that the personal data of participants is safeguarded.
- 7.2 You will need to make it clear within your consultation material how you will use the information you collect and how you will report on the comments given by those who take part.
- 7.3 There is a Guide to Data Protection produced by the Information Commissioner's Office.²² In addition, Council Officers will be able to guide you through the Act's requirements.
- 7.4 Demonstrate how the feedback you receive has informed any changes to your proposals or where feedback has been considered and why it has not resulted in changes to your proposals.

²¹ <http://www.legislation.gov.uk/ukxi/2012/637/regulation/14/made>

²² http://www.ico.gov.uk/for_organisations/data_protection/~/_media/documents/library/Data_Protection/Practical_application/the_guide_to_data_protection.ashx

- 7.5 Keep a record of your consultation activity to support your Consultation Statement and to help you be transparent to all with an interest in the consultation.

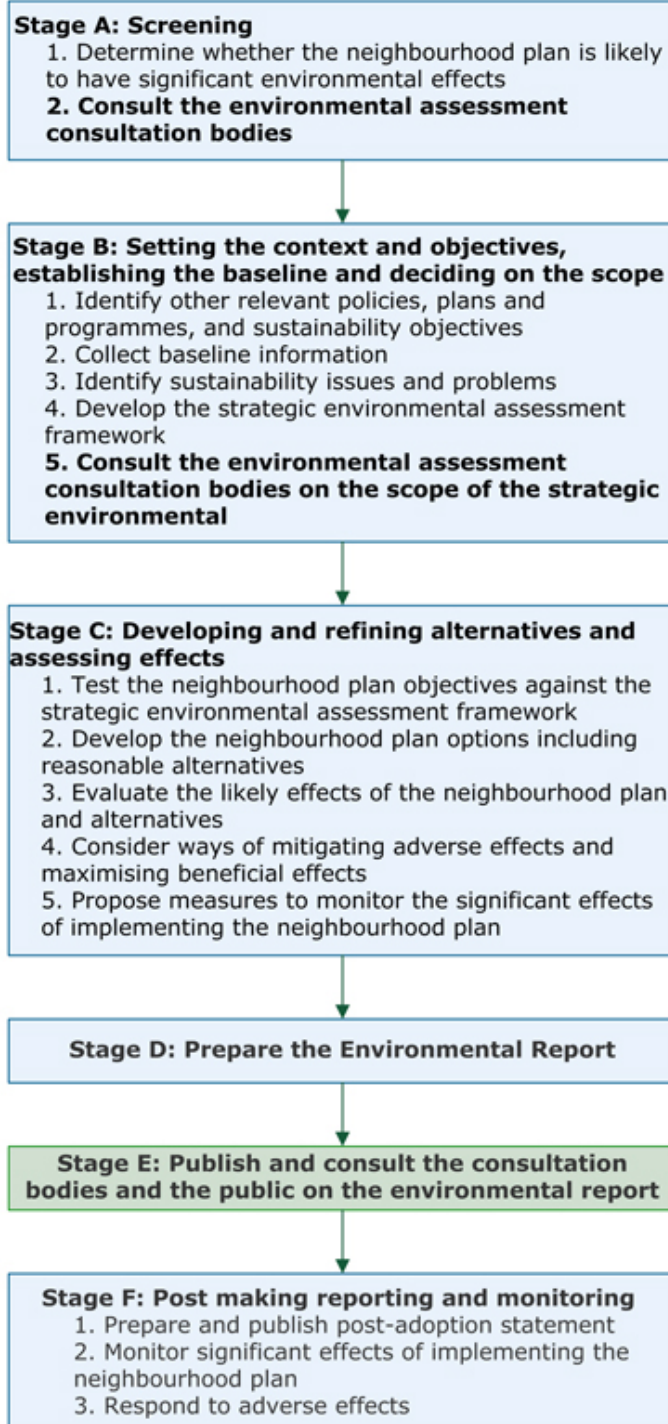
8. Ensuring quality.

- 8.1 Here are some additional resources you may find useful when designing and undertaking your consultation.

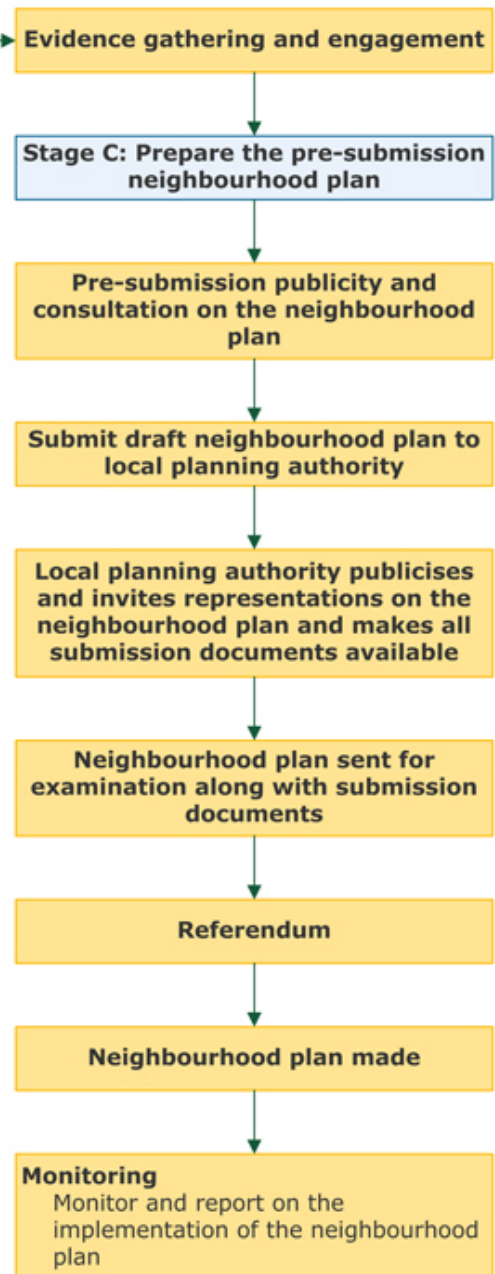
- Derby City Council's Consultation Policy
- The Consultation Institute – www.consultationinstitute.org
- The Information Commissioner's Office – www.ico.gov.uk
- Locality - <http://locality.org.uk/>
- The Market Research Society – www.mrs.org.uk
- The Office for National Statistics – www.ons.gov.uk
- Participation Compass - <http://participationcompass.org/>
- The Planning Advisory Service – www.pas.gov.uk

Appendix 3: The Strategic Environment Assessment Process

Strategic environmental assessment process



Neighbourhood plan preparation



Source: Planning Practice Guidance.

<http://planningguidance.planningportal.gov.uk/blog/guidance/strategic-environmental-assessment-and-sustainability-appraisal/sustainability-appraisal-requirements-for-neighbourhood-plans/>

Appendix 4: Neighbourhood Planning Partnership Agreement

Partnership Agreement between Derby City Council and **[Insert Neighbourhood Forum]** for the purpose of producing a Neighbourhood Development Plan

1. Purpose

The purpose of this agreement is to form a working relationship between **[Insert Neighbourhood Forum]** and Derby City Council, encompassing the Chief Executive's Office, Neighbourhoods and Resources.

Under the provisions of the Localism Act 2011 Derby City Council are responsible for:

- a. fulfilling certain statutory requirements and
- b. the provision of advice and assistance

This agreement confirms:

- a. how Derby City Council will undertake its statutory duties
- b. the level and extent of the technical advice and assistance that Derby City Council will provide
- c. how the **[Insert Neighbourhood Forum]** will aim to progress the Neighbourhood Development Plan.

2. Memorandum of Agreement:

This Agreement is between:-

Derby City Council (namely the heads of*insert relevant departments e.g. Planning, Electoral services, Regeneration, Communities*

signature of Chief Planning Officer /
Portfolio Holder

signature of officer/ PFH

date

and

[Insert Neighbourhood Forum]

signature of chairman of the forum

date

3. Date and duration of agreement

This agreement will commence once the document has been signed and dated by the selected representatives of both parties.

It is expected that this agreement will run for 18 months, at which point there will be a review by both parties with respect to its continuation.

4. Working Relationships

The parties to this agreement seek:

- a. an open and constructive working relationship
- b. to work closely together at all levels, both in policy, and in strategic issues of importance
- c. to respect each others' views, and where different, after discussion to ensure proper understanding of the reasons for such differences
- d. to have a 'no surprises' policy, based on notifying each other well in advance, where possible, of significant announcements and developments in policy
- e. to minimise duplication of activity wherever possible
- f. to inform other stakeholders about our relationship so as to reduce uncertainty.

5. Service Roles and Responsibilities

5a The statutory obligations of Derby City Council

Following completion of the statutory procedures Derby City Council will meet the following standards of service – the regulation numbers apply to the Neighbourhood Planning (General) Regulations 2012.

Confirm that the draft plan meets the criteria in the Localism Act (Regulation 15) within four weeks following submission to the Council.

Publicise the submission plan and other relevant documentation (Regulation 16) within six weeks of receiving the submission documents which meet the criteria and pass on representations to the Independent Examiner within four weeks of the close of the consultation period (Regulation 17).

Appoint a suitable examiner in agreement with the **[Insert Neighbourhood Forum]** and submit the draft plan, supporting documents to the Independent Examiner (Regulation 17) – within six weeks of close of pre-submission publicity period

Consideration of the recommendations in the Examiners' Report, that the draft plan meets the basic conditions and publication of a 'Decision Statement' (Regulation 18/19) within ten weeks following the receipt of the inspectors report

Make arrangements including the setting of a date for the holding of the referendum within ten weeks of the publication of the decision statement

Making of the plan (Regulation 19/20) - at the first available meeting of *cabinet/ council/ delete as applicable* following a positive referendum vote

5b Derby City Council will make the following provision for advice and assistance:

Published advice

- Provide on its website www.derby.gov.uk
- A simple guide to procedures for Neighbourhood planning
- A set of guidance notes
- Application forms for:
 - Designating an area
 - Establishing a Neighbourhood Forum

Professional advice

Provide a named officer as first point of contact for advice and technical support. In this case the support officer is:

David Brown
Senior Planning Officer
Derby City Council
Planning and Property Services
Neighbourhoods Directorate
The Council House
Corporation Street
Derby City Council DE1 2FS

Telephone: 01332 64 2120
Email: dave.brown1@derby.gov.uk

The Initial Meeting

At the request of the Forum and following designation of the Neighbourhood Area the support officer will attend and provide an overview on the procedures and issues. The advice will cover:

- The legal procedures
- The preparation and content of a project plan
- Methods of consultation and engagement
- Consultation with the 'consultation bodies'
- The requirements of other legislation such as Human Rights Act, the Habitats regulations and Environmental Assessments

Background Data and Evidence

The Council will make available:

- Annual Monitoring report data for the last 5 years
- List of planning applications made in the last 5 years
- The Local Plan Evidence Base and access to base data
- Maps showing constraints data

- Up to date information on any grant funding available

The Council will provide:

- Ordnance Survey base maps for the area
- Digitising of final proposals maps
- Links to research data
- Links to any relevant information about Neighbourhood Planning

Professional advice and assistance

The Council will provide advice and assistance on:

- Methods of community engagement and consultation.
- Potential delivery partners
- Conformity matters
- Up-to-date information on the Local Plan/Core Strategy
- Advice on any requirement for Environmental Assessment and Habitats Regulation Assessment
- Emerging drafts of the plan

For the Draft Neighbourhood Development Plan the Council will provide advice and assistance on:

- Conformity of the plan and whether in their view it meets the basic conditions
- Suitability of the Consultation Statement
- Suitability of any Environmental Assessment or Habitats Regulations Assessments undertaken
- Conformity with other legislative requirements
- Ordnance Survey mapping requirements

Derby City Council will not offer assistance in the following areas:

- Writing the document
- Undertaking survey work
- Attending every meeting
- Attending every consultation event
- Direct financial support

6. The Forum's Responsibilities

- Establish a steering group to develop the Neighbourhood Development Plan with clear terms of reference.
- Arrange an initial meeting to which the named Council support officer can attend and advise the steering group.
- Undertake to work towards preparation of a Neighbourhood Development Plan with a defined project management approach, work programme and timetable to delivery.
- Convene as a group on a regular basis throughout the period of preparation of the Neighbourhood Development Plan and its examination.
- Commit adequate resources to the task.

- f. Provide regular updates on progress against the project plan to the Council via the named officer.
- g. Provide to the Council the Draft Submission Plan in electronic format.
- h. Provide results of primary source data which would be helpful to the Council.

7. Progress and Review Process

The progress on the Neighbourhood Development Plan and success of the support from Derby City Council will be reviewed every six months, against this agreement and in a face-to-face meeting between the Council and the Forum steering group.

8. Dispute settlement

In the unlikely event of a dispute it is expected that these will be resolved at the working level at which they arise. If this is not possible then the relevant signatory to this agreement will discuss the matter and decide on the action to take.

Appendix 5: Referendum information and documents

To meet the requirements of the Neighbourhood Planning Regulations²³ we have to provide the following information as part of the referendum:

- a) an information statement that specifies:
 - i. that a referendum will be held;
 - ii. the date on which the referendum will be held;
 - iii. the question to be asked in the referendum;
 - iv. a map of the referendum area;
 - v. where the referendum area is not identical to the neighbourhood area, a map of the neighbourhood area;
 - vi. a description of persons entitled to vote in the referendum;
 - vii. the referendum expenses limit that will apply in relation to the referendum and the number of persons entitled to vote by reference to which that limit has been calculated;
 - viii. that the referendum will be conducted in accordance with procedures similar to those used at local government elections; and
 - ix. the address and times at which a copy of the specified documents can be inspected

In addition we will make available:

- i. your draft Neighbourhood Development Plan
- ii. the report made by the independent examiner
- iii. a summary of any representations submitted to the examiner
- iv. a statement from us stating that your Neighbourhood Development Plan is in accordance with our local plan
- v. a statement setting out that the whole process has been undertaken in accordance with the guidance

²³ <http://www.legislation.gov.uk/ukxi/2012/637/contents/made>

Appendix 6: Useful Contacts

Department for Communities and Local Government

Eland House
Bressenden Place
London SW1E 5DU
Telephone: 030 3444 0000
Email: contactus@communities.gsi.gov.uk
www.communities.gov.uk

Derby City Council

Dave Brown, Senior Planning Officer
Spatial Planning and Climate Change
Neighbourhoods Directorate
The Council House
Corporation Street
Derby DE1 2FS
Telephone: 01332 255025
Email: dave.brown1@derby.gov.uk
Web: www.derby.gov.uk

Derbyshire County Council

Harriet Fisher, Principal Planner
Environmental Services
Shand House
Dale Road South
Matlock
Derbyshire DE4 3RY
Telephone: 01629 539551
Email: harriet.fisher@derbyshire.gov.uk
www.derbyshire.gov.uk

English Heritage

English Heritage
44 Derngate
Northampton NN1 1UH
Telephone: 01604 735400
Email: eastmidlands@english-heritage.org.uk
Web: <http://www.english-heritage.org.uk/caring/get-involved/improving-your-neighbourhood/>

Forum for Neighbourhood Planning

<http://www.ourneighbourhoodplanning.org.uk/home>

Locality

33 Corsham Street

London

N1 6DR.

Telephone: 0845 458 8336

Email: info@locality.org.uk

Web: <http://locality.org.uk>

Planning Advisory Service

Local Government Group

Local Government House

Smith Square

London

SW1P 3HZ

Telephone: 020 7664 3000

Email: pas@local.gov.uk

Web: www.pas.gov.uk/

Planning Aid (Royal Town Planning Institute)

The Royal Town Planning Institute

41 Botolph Lane

London EC3R 8DL

Telephone: 020 7929 9494

Email: advice@planningaid.rtpi.org.uk

Web: <http://www.rtpi.org.uk/planningaid>

The Prince's Foundation for Building Community

19-22 Charlotte Road

London

EC2a 3SG

Telephone: 020 7613 8500

Email: enquiry@princes-foundation.org

Web: www.princes-foundation.org

The Woodland Trust's Neighbourhood Planning Hub

The Woodland Trust

Kempton Way

Grantham NG31 6LL

Telephone: 01476 581 111

www.woodlandtrust.org.uk/en/campaigning/woodwatch/neighbourhoodplanning/Pages/default.aspx

Appendix 7: Checklists

At certain stages in the production of your Neighbourhood Development Plan you will be required to submit documents to us. The following checklists will help you submit the right documents at the right time.

Defining your Neighbourhood Area	<input type="checkbox"/> A map identifying the area
	<input type="checkbox"/> A statement explaining why this area is considered appropriate to be designated as a neighbourhood area
	<input type="checkbox"/> A statement explaining that your group is made up of at least 21 members and that membership is open to people who live, work or have business in the area.

Establishing a Neighbourhood Planning Group	<input type="checkbox"/> The name of the proposed Neighbourhood Planning Group
	<input type="checkbox"/> The name of the neighbourhood area to which the application relates and a plan showing the area itself
	<input type="checkbox"/> A copy of your written constitution
	<input type="checkbox"/> The contact details of at least one member of the proposed forum. These contact details will be made public by us as part of the assessment process
	<input type="checkbox"/> The names and contact details of at least 21 members of your proposed Group who live, work or have business in the area or elected members who represent the area. As part of the validation process we will be contacting people to ensure the validity of your application.
	<input type="checkbox"/> A statement which explains how the proposed Neighbourhood Planning Group meets the following conditions: <ul style="list-style-type: none">• the group has been established for the express purpose of promoting or improving the social, economic and environmental well-being of an area

- that membership of the group is made up of at least 21 people who live, work or have business in the area or elected members who represent the area.

**Submitting your draft
Neighbourhood
Development Plan to
us**

- ☐ A map and/or written statement identifying the area to which your neighbourhood plan relates
- ☐ A consultation statement
- ☐ Your draft Neighbourhood Development Plan
- ☐ A statement on how your Neighbourhood Development Plan meets EU obligations and the Human Rights Act
- ☐ A Sustainability Appraisal

We can give you this information in any other way, style or language that will help you access it. Please contact us on: 01332 640807
Minicom: 01332 640666

Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku.

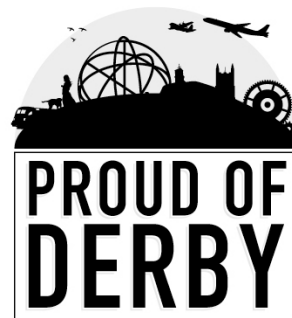
Prosimy o kontakt: 01332 640807 Tel. tekstowy: 01332 640666

Punjabi

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫੋਨ 01332 640807 ਮਿਨੀਕਮ 01332 640666 ਤੇ ਸੰਪਰਕ ਕਰੋ।

Urdu

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرم 01332 640807 منی کام 01332 640666 پر ہم سے رابطہ کریں۔



Derby City Council

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