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Neighbourhood Planning so far....

Top tips for communities to think about

Before you start, ask yourselves

- What do we want to achieve? It is a really difficult process
- Are there alternative ways to influence the planning process?
- Do we have people with the capacity to do the work?
- Do we have some funding available?
- What do we want to be included in the plan (this may change over time!)

Who should be on the Steering Group?

- A Chairman
- A Clerk
- Someone who can write documents
- A project planner
- A consultation expert
- Local information specialists
- Parish Councillors
- IT/website specialist

Talk to your Local Authority

- Build a relationship with your contact, we want you to succeed
- Read and understand the local policies in place already

Evidence Gathering

- Most information is already available, decide on topic areas and consider setting up working parties
 - Carry out local surveys e.g business surveys, sports clubs, play groups, local interest groups, what does your community need in the next 15 years?
 - What about housing needs? Do you need a survey?
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- Do you want to protect local green spaces, if so, do you need a 'Green Infrastructure' plan?
- Set up a mailing list
- Make notes of all meetings with landowners/developers, whether informal or formal

Consultation

- There are lots of different ways to consult, you will know what is best. Think about different groups such as young people
- Think about newsletters, information displays, interactive exhibitions
- You can do one or two main events or lots, you can reconsult if you need more information
- Make sure you leave enough time in the lead up time to publicise events in a variety of ways, such as leaflets, posters, banners etc
- Use existing events to raise awareness
- Have a display or powerpoint that can be taken to lots of different events or meetings
- Record your findings

Writing your Plan

- You will need to write several documents: a background evidence document; a Sustainability Appraisal; a Site Assessment; a consultation statement and the Plan itself. It will take time.
- Ask for help before you embark on writing something you are not sure about, you may need to employ someone to write the documents for you.
- Make sure it is in conformity with the Local Plan from the outset
- Before you consult formally, let the local authority check it over

Examination

- You will have to write a supporting 'Basic Conditions Statement' with the local authority
- You will need a representative/spokesperson if the Examiner wants a hearing

Referendum

- You may have to mobilise your community to vote!

Good Luck!

(This advice is informal and based on experience by CBC officers up to January 2014)