# Neighbourhood Planning
# Cornwall Council Support to Local Councils

## by Cornwall Council

This note provides guidance on how Cornwall Council will provide support for the production of Neighbourhood Plans and Development Orders in accordance with the provisions of the Localism Act. It should be read along with the note providing guidance on the costs of producing Neighbourhood Plans and Development Orders.

## Format

Support will be available in several formats, with the emphasis very much on self-help and local initiative. This approach supports local communities in developing their own knowledge and skills, protects the independence of plan creation, and retains local 'ownership' of the process. It's also efficient and helps keep costs down. However, face-to-face support may be available when it's required. The main formats are:

- Advice through:
    - The Cornwall Neighbourhood Planning Webpages - **a comprehensive website containing advice, guidance and checklists**
    - Toolkits – including a Neighbourhood Planning Consultation and Engagement toolkit and Project Plan template
    - A Frequently Asked Questions resource
    - A web forum where queries, responses and comments can be posted
    - 'Signposting' to other sources of support
- Training:
    - Introductory overview sessions for clusters of local councils
    - More detailed cluster sessions focused on various elements of plan production or planning themes
- Information:
    - Neighbourhood profiles with brief guidance of policy implications
- Templates:
    - Easily adaptable formats for posters, documents, community engagement tools,  etc

## Contacts

Most of the help you'll need is available on the website, and please always check there first. However, there are some occasions when contact with a Cornwall Council officer may be necessary.

If your council is interested in creating a Neighbourhood Plan then your first point of call is the local **Community Network Manager**. The CN Manager will attend a council meeting to give an overview of the processes, costs, benefits and risks, help you discuss the themes, issues, and area to be covered, and explain how Cornwall Council may be able to help.

If you decide to proceed, then planning ahead is vital. You can seek support from a **Community Regeneration Officer**, who can advise on how best to organise your Project Plan. Later the Community Regeneration Officer can help you design your community engagement process.

As the Plan develops, you'll need technical planning advice and support with procedures. If you cannot find what you need on the website, your contact will be the **Planning Friendly Link Officer** for your area. If the Friendly link Officer cannot give the guidance you need, he/she will refer you to the appropriate expert with technical planning advice.  For all other contacts, the first point of contact is the CNM.

On most occasions we would expect the contact to be via e-mail or telephone.

However, recognising that things don't always run smoothly, some support in the form of 'facilitation' will be available where necessary, to help a local council's Steering Group arrive at its own answers and decisions in delivering its Neighbourhood Plan.

A local council may also wish to 'buy-in' additional support from its own funds, perhaps by employing a planning consultant to deal with some of the more technical aspects, or a project administrator to handle all the paperwork.

## What's not included
- Regular officer attendance at meetings
- Carrying out or paying for statutory and non-statutory assessments
- Design and printing of documents, graphics, exhibition materials, non-statutory advertisements etc
- Carrying out or paying for community survey work
- Incidental costs such as travelling, refreshments, etc

## Terms and conditions apply!
Success in Neighbourhood Planning depends on good preparation and commitment. To benefit best from Cornwall Council's offer of support it's essential that a local council is prepared to:
- Make a realistic assessment of its ability to create a neighbourhood plan
- Commit adequate funding to the task in its annual precept
- Agree and stick to a detailed Project Plan for delivery

**CORNWALL COUNCIL DUTIES:** In addition to the support offered above, Cornwall Council will carry out the necessary steps in the formal process of developing and eventually adopting the Neighbourhood Plan.

## Who does what?
The following table gives broad guidance on what is expected of each partner in the neighbourhood planning process.

| Task | Source of support | Parish  Action | Notes |
|---|---|---|---|
| **Scoping** Preliminary scoping of the themes, issues, and area to be covered, and deciding what type of local planning tool is most appropriate for the community. | Community Network Manager attendance at inception meeting to advise | • Make decision to proceed or not<br>• Set up steering group | Cornwall Council assists with provision of maps. |
| **Management and Project Planning** Parish decide how they are going to manage their NP process | Website & Toolkits Community Regeneration Officer advice | • Define Terms of Reference for Steering Group, reporting requirements and routes.<br>• Prepare detailed Project Plan and timetable reflecting themes, issues, and area to be covered, the urgency of the situation and the resources available;<br>• Carry out a skills audit, identify resource needs, and encourage volunteering. | Community Regeneration Officer advice on methods, funding sources and applications |
| **Formal publicity of neighbourhood plan area.** | Website & Toolkits | Formally notify Cornwall Council, with :<br>• Map<br>• Statement why area selected<br>• Statement that local council is a qualifying body | Publicise Neighbourhood Area (Reg 6) for required period and Publish decision (Reg 7). CC liaises with parish or SG to identify most appropriate places to advertise. Publicise on website |

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|------|-------------------|---------------|-------|
| **Resource Allocation** Identify resource needs and sources | Website & Toolkits | • Steering group bids to Parish Council for resources. • PC precepts as necessary | |
| **Community and stakeholder Engagement** Devise and carry out a community engagement strategy and carry out equality impact assessment and design of any processes needed to ensure eventual plan is inclusive. | • Website & Toolkits • CRO support on methods | • Devise and carry out a community engagement strategy that ensures all parts of the community feel a part of the process; • Carry out equality impact assessment and design of any processes needed to ensure eventual plan is inclusive; • Identify key players, supporters, agencies, observers to explore issues & opportunities | |
| **Stakeholder Engagement** | • Toolkit resource. • Planning support on issues. | Interviews/dialogue with key players, supporters, agencies, observers to explore issues & opportunities | |
| **Communications** | • Toolkit resource • Community Regeneration Officer advice on methods | • Steering Group designs, adopts and implements strategy • Makes best use of existing networks & methods used by public & Voluntary and Community sectors in the area | |
| **Research and evidence base-lining** | Website & Toolkits Parish Profiles | • Steering Group considers existing plans, strategies, data sources etc., • Research parish owned land; parish plan data (if applicable); information from other statutory/voluntary agencies/ organisations. • Analyse and draws conclusions, identify info gaps. | Provide easy access to parish data profiles and intelligence, and its analysis and interpretation, and identify other sources of local information. |
| **Additional Research and evidence collection and analysis.** | Website & Toolkits , FAQ with standard questions/methods | Create questionnaire to fill in gaps | |
| **Assessments** Statutory and non-statutory impact assessments | Website & Toolkits , FAQ | Steering Group decides on what statutory and non-statutory impact assessments are required and how they may be commissioned | |
| **Development of strategy** Develop options and preferred development strategy | Website & Toolkits , FAQ Planning Friendly Link Officer | Steering Group holds sessions on all evidence and conclusions/ information and develops options and identifies its preferred development strategy | Parish Friendly Link Officer gives feedback on 'fit' with Cornwall Council Local Plan, National Planning Policy Framework and other legislation. |

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|---|---|---|---|
| **Partner selection** <br><br> Select and work with potential partners in delivery of Neighbourhood Plan outcomes. | Website & Toolkits , FAQ <br> Planning Friendly Link Officer | Identify and evaluate potential development methods and partners to achieve the community's preferred development strategy. Collects information, identifies potential partners, makes contact, interviews | Planning Friendly Link Officer provides advice and guidance on background on potential partners |
| **Pre-submission consultation and publicity with community and stakeholders** <br><br> Ensure all parts of the community are effectively consulted. Carry out consultations required to be in compliance with Habitats Directive and EIA Directive | Website & Toolkits <br> Community Regeneration Officer support on methods | Devise a and carry out a community consultation strategy that ensures all parts of the community are effectively consulted; <br> Carry out equality impact assessment and design of any processes needed to ensure eventual plan is inclusive; <br> Publicise to people who live, work or have business in the area: <br> • Details of the Neighbourhood Plan <br> • Details of where it can be viewed <br> • How and when to make representations (6 weeks minimum) <br> • Consult statutory consultees (specified in Schedule of regulations) <br> • Send a copy to the Local Planning Authority | |
| **Modifications** <br> To Plan in light of formal consultation | Toolkit resource. Planning support on methods | Steering Group prepares and recommends to Parish Council | |
| **Sign-off of NDP as being 'in conformity'** | | | Internal Cornwall Council process to check consistency and conformity of the proposed development strategy |
| **Plan Submission to Local Planning Authority and Formal Publicity.** | Toolkit resource. Planning support on methods | Town/Parish Council must submit to Local Planning Authority: <br> • Map or statement to identify area <br> • Consultation statement (who and how consulted, summary off issues raised and how addressed) <br> • The proposed NDP Statement <br> • Statement of how NDP meets schedule 4B of 1990 Act | Publicise on website and in other ways likely to alert those who live, work, have businesses in area <br> • Plan proposal <br> • Where and how it can be viewed <br> • How to make reps <br> • Statement that reps can include request to be notified of Local Planning Authority decision <br> • Deadline for representations (min 6 weeks) <br> • Notify statutory consultees |

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| **Arrange the Examination** Including appointment of the Examiner, assessment and comment on report. | Planning manages process | Discuss and agree choice of examiner with Cornwall Coucnil. | Local Planning Authority must: <br>• Appoint examiner <br>• Send plan proposal – including all submitted documents (as above) <br>• Info under regulation 102A of Habitats Regulations if applicable <br>• Copies of any representations |
| **Publication of examiner's report** And plan proposal decisions (procedures for refusing plan proposals) | Planning manages process | | Local Planning Authority must publicise decision and reasons for it <br>• Suggest modifications <br>• Whether to extend area of referendum <br>• Publish examiner's report |
| **Referendum** If plan proceeding Carry out referendum on behalf of the Parish Council. | Democratic Services manage process | | Arrange and carry out referendum on behalf of the Parish Council in accordance with the Referendum Regulations (2012). |
| **Adoption** Consider and decide whether to 'make' a neighbourhood development plan under S38A of 2004 Act, and associated publicity | Planning manages process | | Local Planning Authority must publish on website and in other ways to alert people who live, work or have business in the area: <br>• Decision and reason for decision <br>• Details of where decision can be viewed <br>• Send copy of decision to: <br>• Town/Parish council <br>• Any person who asked to be notified |
| **Publicising the NDP** | Planning manages process | | Local Planning Authority must publish on website and in other ways to alert people who live, work or have business in the area: <br>• The NDP <br>• Details of where it can be viewed <br>• Notify anyone who requested notification |