Rutland County Council

Neighbourhood Planning

TOOLKIT

1. Introduction

What is neighbourhood planning?

Contents of Toolkit

2. Neighbourhood Planning in Rutland

Current planning policy framework

The national picture

Activity in Rutland

3. Getting Started

Alternatives to a Neighbourhood Plan?

Support for neighbourhood planning

Funding and grants

4. Deciding on Neighbourhood Area

Defining your area

Role of Parish Councils and Steering Groups

5. Community Engagement and Involvement

Key steps in community engagement

6. Building the Evidence Base

Importance of a sound evidence base

Screening for significant environmental impacts

7. Themes, Aims, Vision and Objectives

Developing a 'spatial vision'

8. Writing the Plan

Policy development

9. Submission

Pre-submission consultation and publicity

Basic conditions

Formal submission

10. Independent Examination

Appointing an Examiner and publicising report

11. Referendum

Organisation and funding of Referendum

12. Implementing the Plan

Local participation, leadership and ownership

Overall conclusions and next steps

Further Information

Glossary

1. Introduction

What is neighbourhood planning?

Contents of Toolkit

2. Neighbourhood Planning in Rutland

Current planning policy framework

The national picture

Activity in Rutland

1. Introduction

What is neighbourhood planning?

Neighbourhood Plans are community-led and provide a powerful planning tool for local communities to shape and influence where development will go and what it will look like in their local area.

It was recently introduced by government through the Localism Act 2011. The process will provide the opportunity for local communities to exercise greater influence through plans, policies and orders that meet the needs of the local community.

Rutland County Council (RCC) is supportive of the neighbourhood planning process and the government is also particularly keen to promote the benefits of the neighbourhood planning process as a means of facilitating but not restricting growth.

When adopted by the local planning authority, Neighbourhood Plans form part of RCC's Statutory Development Plan, form the basis for determining planning applications in your area, and underpin the strategic policies of the emerging Local Plan.

In most parts of Rutland where we have Parish or Town Councils they will be required to take the lead in neighbourhood planning on behalf of their communities. In areas without a Parish Council, new neighbourhood forums are able to take the lead. RCC are on hand throughout the preparation of the Plan and are here to help.

> " ... **Neighbourhood Plans** are primarily about the use and development of land and buildings, where the ambition of the neighbourhood is aligned with the strategic needs and priorities of the wider local area."

Contents of Toolkit

- **Neighbourhood Planning in Rutland** provides an overview of how neighbourhood planning fits into the current planning policy framework, and the extent of neighbourhood planning activity nationally and in Rutland.

- **Getting Started** outlines statutory and non-statutory alternatives to a Neighbourhood Plan, and support available for neighbourhood planning including funding and grants.

- **Deciding on Neighbourhood Area** indicates how to define the extent of your neighbourhood area and the role of Steering Groups.

- **Community Engagement and Involvement** outlines the key steps in community engagement including some of the main barriers to participation.

- **Building the Evidence Base** highlights the importance of a sound evidence base including RCC's role in screening for any significant environmental impacts.

- **Themes, Aims, Vision and Objectives** includes how to develop an overarching 'spatial vision' for your area.

- **Writing the Plan** underlines how policies are the cornerstones of your Plan and add locally specific detail.

- **Submission, Independent Examination and Referendum** highlights the role of the Parish and Town Councils and RCC during these stages.

- **Implementing the Plan** outlines the next steps and provides overall conclusions to this guide which will be updated to learn from experiences and respond to future change.

2. Neighbourhood Planning in Rutland

Current planning policy framework

RCC is now preparing a comprehensive Local Plan Review for the County, which will replace all three Development Plan Documents. As Figure 1 shows, together with Neighbourhood Plans these formal planning documents make up the 'Statutory Development Plan' will include a vision and overarching priorities for the area for the next 20 years and set out appropriate policies to guide the use of land and infrastructure to achieve this. In terms of the current Local Plan Review, RCC are currently gathering the evidence base and reviewing the timetable. At this stage, a consultative draft of the Local Plan is expected to be completed in 2017.

- [Core Strategy DPD](#)
- [Site Allocations & Policies DPD](#)

The national picture

When looking at which communities have taken up the Neighbourhood Plan offer, it is noticeable that the majority are in rural areas, based on Parish or Town Council areas. An overview of Neighbourhood Plan activity at the national level[1] (Figure 2) shows:

- 1,800 designated Neighbourhood Plan areas nationwide

- 160 made Neighbourhood Plans

- £23m government funding available to support to date

- 2,755 dwellings refused at appeal due to Neighbourhood Plan conflict

- 60% appeals dismissed due to conflict with a Neighbourhood Plan

- 62% made Neighbourhood Plans in force alongside out-of-date Local Plans

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1 *Neighbourhood Plans in Theory, in Practice, in The Future,* Nathaniel Lichfield and Partners (June 2016)
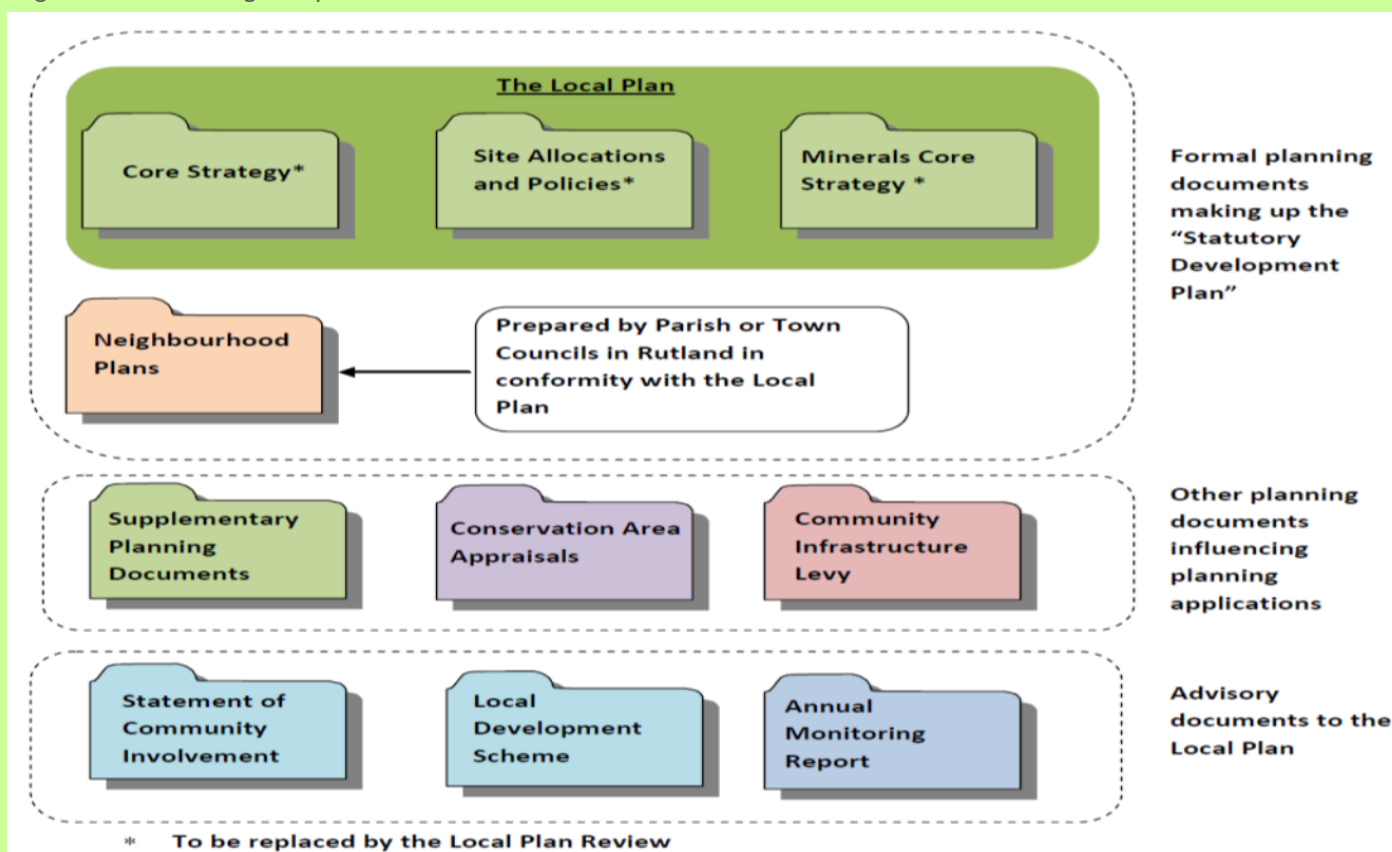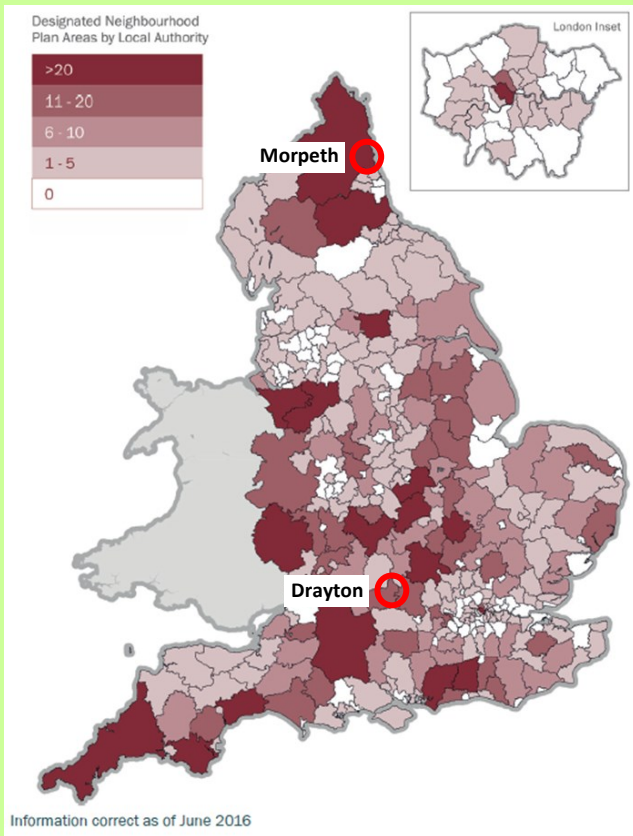
Figure 1: The Planning Policy Framework

Figure 2: Neighbourhood Planning - the National Picture

Designated Neighbourhood Plan Areas by Local Authority
- >20
- 11 - 20
- 6 - 10
- 1 - 5
- 0

London Inset

Morpeth

Drayton

Information correct as of June 2016

🔍 **BEST PRACTISE** CASE STUDY

Drayton, Vale of White Horse

Keeping the character and identity of the village

Drayton is a village of about 1,000 homes located near Abingdon in South Oxfordshire. Ribbon development has been allowed to extend the village ever closer to the boundaries of neighbouring towns and villages. The Plan seeks to give a more cohesive look and feel to the village: one that helps integrate new and existing residents and gives Drayton a real identity.

🖱 [Drayton Neighbourhood Plan - Vale of White Horse District Council](#)

🔍 **BEST PRACTISE** CASE STUDY

Morpeth, Northumberland

Maintaining the character of Morpeth and surrounding villages

Local environment and heritage

Morpeth's heritage interests and its local environmental setting are its defining assets but the town's scale and character as a market town also make it attractive to housing developers. The emerging Core Strategy identifies a need to plan for at least an additional 2,100 dwellings between 2011 and 2031 within Morpeth. One of the main challenges was delivering the vision of a market town retaining its identity under a level of development that will increase housing numbers by some 25%, with homes mostly intended for commuters.

"… Morpeth's Plan recognises that the local environment and heritage are key elements in defining place."

Avoiding coalescence and "green buffer"

Retaining a strong green buffer between the villages and Morpeth town and preserving their integrity to avoid coalescence with the town is a key objective of the MNP. The four settlements of Hebron, Hepscott, Mitford and Pegswood will continue to look to Morpeth as a local service centre, but retain their distinct characters and separateness from the town.

🖱 [The Morpeth Neighbourhood Plan](#)

Activity in Rutland

Figure 3 shows neighbourhood planning activity across the County. By the end of 2016, three neighbourhood plans have been 'made' following a public referendum (Uppingham, Edith Weston and Cottesmore) with Uppingham being one of the country's initial 'frontrunner' Plans which began to be developed in 2012.

By the end of 2016, across Rutland five plans are also at various stages of development:
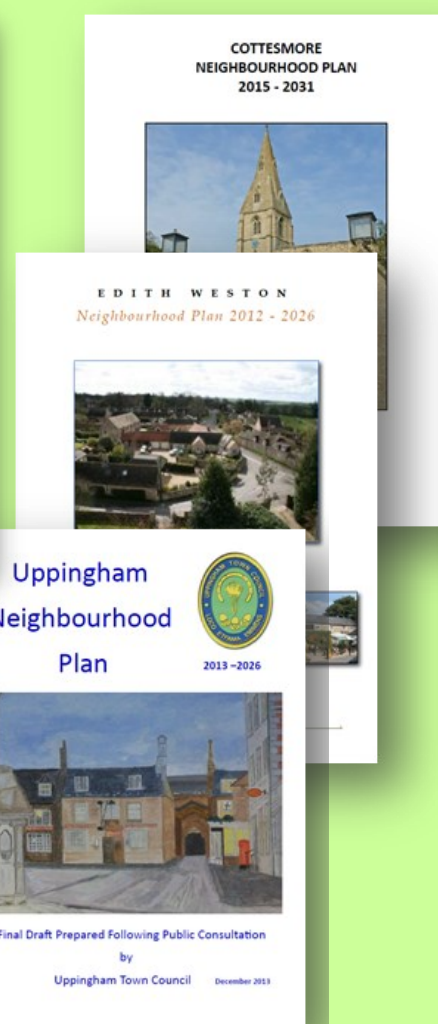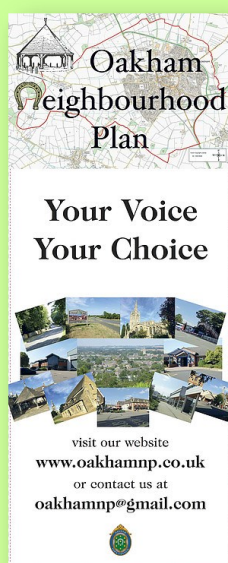
- Langham - area designated December 2013
- Greetham - area designated April 2014
- Barrowden & Wakerley - area designated April 2015
- Oakham - area designated April 2016
- Market Overton - area designated July 2016

Figure 3: Neighbourhood Planning activity in Rutland

Legend

1. Uppingham Area Designation (November 2012)
2. Edith Weston Area Designation (April 2013)
3. Langham Area Designation (December 2013)
4. Cottesmore Area Designation (April 2014)
5. Greetham Area Designation (April 2014)
6. Barrowden & Wakerley Area Designation (April 2015)
7. Oakham Area Designation (April 2016)
8. Market Overton Designation (July 2016)

This map should be read in conjunction with the neighbourhood plans.

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Rutland County Council

Greetham Neighbourhood Plan

"… following Planning Aid templates, Greetham's Neighbourhood Plan Group undertook a 'light-touch' and community-led Character Assessment of the village which identifies four broad character areas and their key defining characteristics and features."

Oakham Neighbourhood Plan

Your Voice Your Choice

visit our website
www.oakhamnp.co.uk
or contact us at
oakhamnp@gmail.com

COTTESMORE NEIGHBOURHOOD PLAN 2015 - 2031

E D I T H   W E S T O N
Neighbourhood Plan 2012 - 2026

Uppingham Neighbourhood Plan 2013 –2026

A Final Draft Prepared Following Public Consultation
by
Uppingham Town Council   December 2013

3. Getting Started

Alternatives to a Neighbourhood Plan?

Support for neighbourhood planning
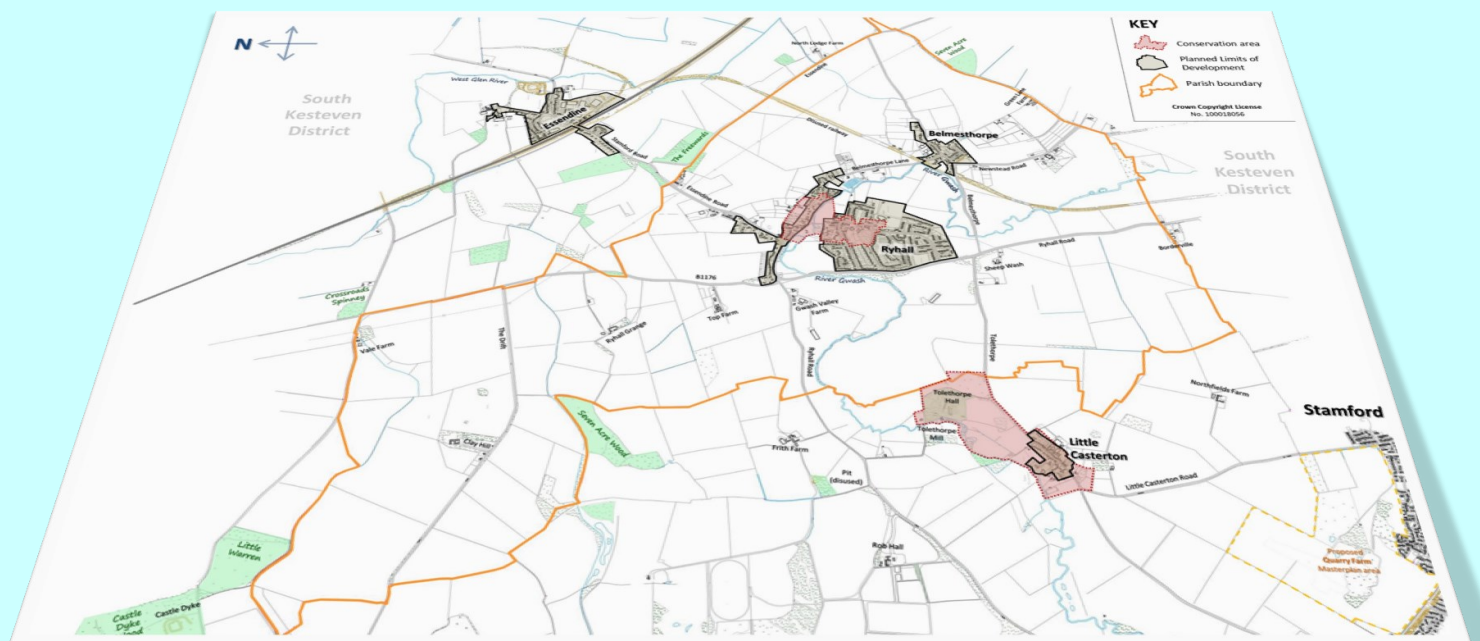
Funding and grants

4. Deciding on a Neighbourhood Area

Defining your area

Role of Parish Councils and Steering Groups

5. Community Engagement and Involvement

Key steps in community engagement

Barriers to participation

3. Getting Started

Alternatives to a Neighbourhood Plan?

Alternatives to a Neighbourhood Plan include Statutory and Non Statutory Tools and RCC can advise Parish and Town Councils on the potential for neighbourhood planning in their areas and the alternatives available.

Statutory Tools

- Area Action Plans
- Development Plan Documents
- Supplementary Planning Documents
- Local / Neighbourhood Development Orders
- Community Right to Build Orders
- Article 4 Directives

A Development Plan Document (DPD) must go through a rigorous statutory process before coming into effect, but once it is adopted a DPD is a very powerful planning tool for shaping neighbourhoods. A Supplementary Planning Document (SPD) is normally used to expand upon a strategic policy of a DPD (e.g. RCC's SPD that provides specific guidance on what types of residential extensions are acceptable). DPDs and SPDs are both produced by the local planning authority and the key benefit of an SPD is that it does not have to go through the same rigorous assessment as a DPD.

Local or Neighbourhood Development Orders (NDOs) can be used to grant certain types of developments without the need for a planning application within a defined area (e.g. in historic areas, an NDO could allow missing historical features such as front boundary walls to be reinstated or could allow things like improvements to shop fronts or extensions to houses or other buildings). Both Neighbourhood

Plans and NDOs are produced by members of the local community and are agreed through a referendum voted on by the people it will affect.

In addition, a Community Right to Build Order (CRtBO) is a special kind of NDO, granting planning permission for small-scale, site-specific, community development schemes, such as housing or new community facilities. The preparation of a CRtBO is a slightly different process in that it requires the formation of a constituted community group rather than a neighbourhood forum.

Other statutory tools include Article 4 Directives. Article 4 Directives are used to restrict the types of development that could otherwise be carried out without the need for a planning application under permitted development.

🖱 [Supplementary Planning Documents](#)

Non-Statutory Tools

- Village Appraisals
- Village Design Statements
- Parish Plans
- Community-led Planning / Community Action Plans
- Town Action Planning / Market Town Health Check

Non-statutory tools are produced by communities to create a vision for their area but are not governed by planning law. Although they do not carry the same weight as statutory documents in determining planning applications, significant weight is given to those that have undergone considerable consultation and are based on a sound evidence base.

Non-statutory tools do not have to follow any statutory procedures and can also be much simpler for communities to produce. Additionally, they do not have to be restricted to issues governed by planning law (e.g. settling the criteria for planning applications and designating land).

🖱 [Village Design Statements](#)
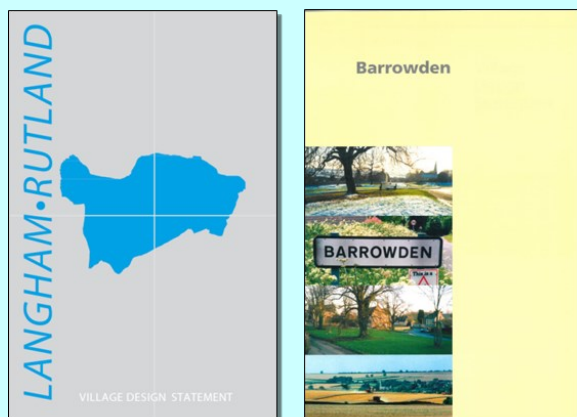
Jargon Buster

"Scoping Phase"

RCC can initially assist groups with a 'scoping phase' by outlining the first steps in the process, and advise about any funding, resources and skills available. We can also identify a timeline from inception to referendum and assist with project plans which can link resource requirements and capacity with stages in the Plan process.

Support for neighbourhood planning

A recent study[2] has found that groups can underestimate the scale, complexity and time needed to produce Neighbourhood Plans.

Jargon Buster

"Service Level Agreement"

RCC's Duty to Support is not quantified. It is for RCC to determine the appropriate level of support and you need to agree this with it e.g. through a memorandum of understanding or 'service level agreement'.

This agreement with the qualifying body sets out the main roles, responsibilities and working relationships between RCC and the respective Parish and Town Councils.

There are also very useful websites, guidance and publications to help you get started and navigate you through the Plan process as shown below.

2 Parker, G., Lynn, T., and Wargent, M. (2014) *User Experience of Neighbourhood Planning in England Research*, Locality and University of Reading.

🖱 [Neighbourhood Planning](#)

🖱 [Neighbourhood planning - In a nutshell](#)

🖱 [Neighbourhood Planning - Locality.](#)

The grant application process is made through Locality:

🖱 [Neighbourhood Planning - Locality](#)

A summary of the **grant application process** is as follows:

- Complete Expression of Interest form

- Complete Grant Application Form

- You can only apply for funds you can spend within 6 months or before the end of the current financial year

- The minimum you can apply for is £1k and you may decide to apply for a small grant initially - up to 4 applications may be submitted per group

- If you have not reached £9k ceiling you can reapply for funding in next financial year

- You need to provide budget breakdown (professional fees, project costs, other)

- Assessment criteria includes: is proposed expenditure eligible, is there a clear need for spend or evidence of planned activities, is it realistic and achievable, are costs reasonable and does it demonstrate value for money?

Some ideas of what you might apply to use a grant for include:

- Developing a website

- Training sessions for members of the Steering Group

- Help with putting together a project plan

- Undertaking a household survey

- Help with developing the evidence base

- Engaging a planning expert

- Venue hire, publicity materials, printing and other costs associated with consultation

Funding and grants

Direct support is available to groups under the Supporting Communities in Neighbourhood Planning Programme, administered by a consortium led by Locality/RTPI Planning Aid.

Although RCC does not provide direct financial assistance to Neighbourhood Planning Groups, the government is making available £22.5 million over 2015 to 2018 to provide community groups with expert advice, grant funding and technical assistance.

4. Deciding on a Neighbourhood Area

Defining your area

When deciding on a Neighbourhood Area, you need to weigh up views and settle on a logical and considered boundary that can be justified which would help when it came to the referendum. It is also useful to explain who you involved, how you decided on the extent of area and how this may have evolved over time.

At this stage, RCC must provide publicity of the application for a Neighbourhood Area, is responsible for statutory consultation and approval of the boundary, and publication of the area on RCC's website and in local and parish newspapers and newsletters.

Role of County Council:

- Publicity of the area application

- Statutory consultation and approval of boundary

- Publication of area

Jargon Buster

"Duty to Support"

Once the Neighbourhood Area is approved, the local planning authority is legally required to provide support and advice to those bodies producing a Neighbourhood Plan in its area.

KEY

Parish boundary

Planned Limits of Development

N

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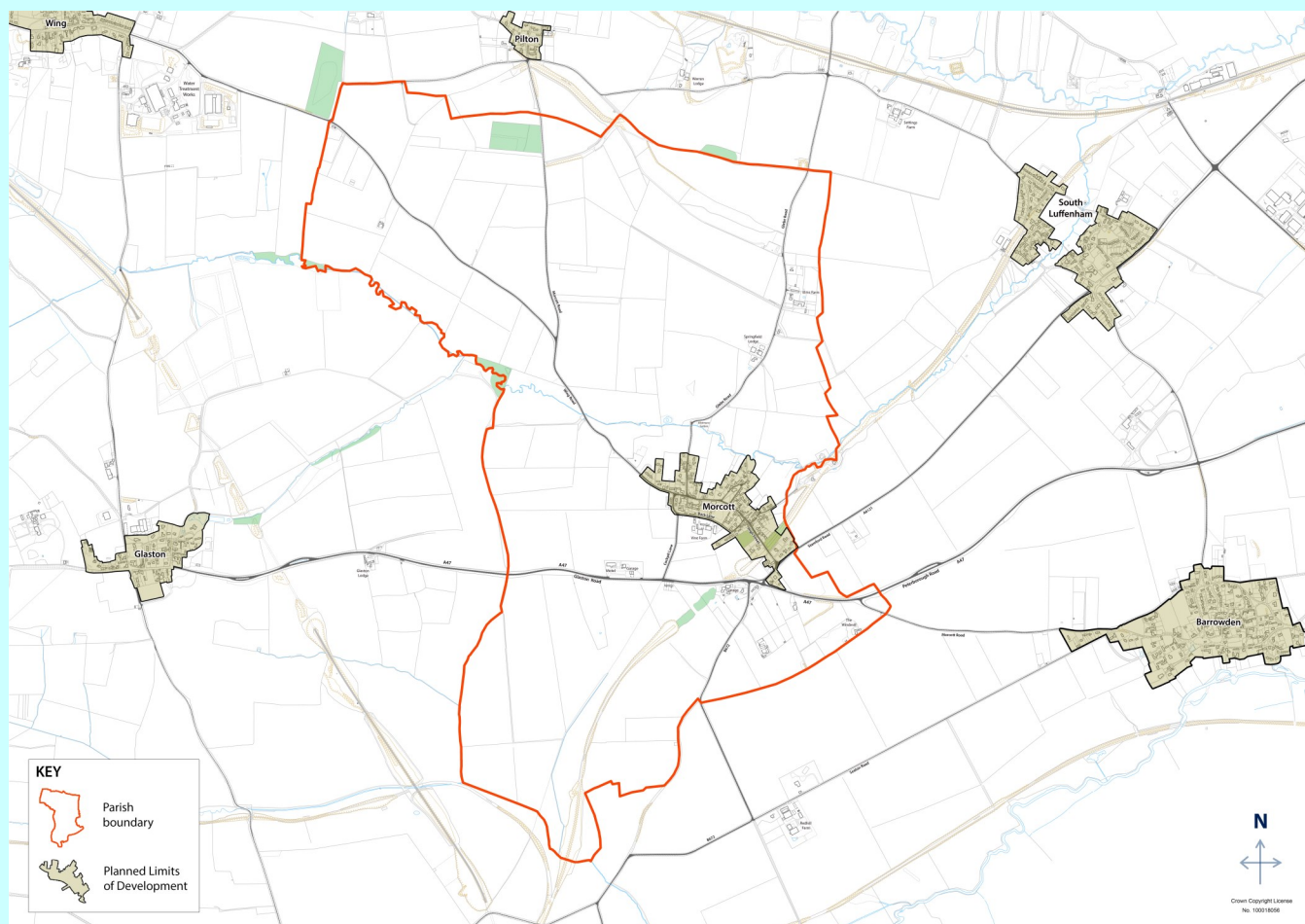
Role of Parish Councils and Steering Groups

Currently in Rutland, Parish or Town Councils lead and co-ordinate the Neighbourhood Plan making process. The Steering Group is a sub-committee of the Parish Council and members will also be bound by the Parish Council's Code of Conduct and must complete a register of interests.

Members are often those with strong links with the community and as such should be made aware of possible conflicts that could arise and the importance that debate and decision making remains impartial. Relevant matters may include, for example, membership of an organisation, ownership of land, or a business and could mean that members of the Steering Group would not be able to be involved in decisions regarding certain sites/projects. Failure to declare relevant interests could ultimately lead to the Neighbourhood Plan being challenged.

Individual topic groups can also be set up to investigate specific areas of interest to the community such as housing, heritage, environment, education, sports, arts and leisure.

5. Community Engagement and Involvement

Key steps in community engagement

The most important stage of community engagement is at the beginning - before the plan's vision and aims are developed - the purpose is to identify key issues and themes which will inform the vision and aims.

The key steps when carrying out community engagement are:

- Publicise the proposal and canvas for members from the outset

- Engage local partners and develop working arrangements

- Develop a programme of community engagement

- Initial community engagement and analysis

- On-going community engagement

- Feedback at all stages

- Consult on draft plan

Barriers to participation

Barriers to participation include addressing rural isolation and pockets of deprivation, which is compounded by a lack of community infrastructure and accessibility issues, particularly for the mobility impaired and those without access to a car.

Other barriers include engaging hard to reach groups, especially young people who experience barriers that only they may perceive. IT literacy can also be an issue among older members of the community as well as broadband access.

Generating initial interest among the community in the Plan and developing networks of volunteers can be a particular challenge. Time, resources and sustained commitment can also be barriers to participation as well as consultation fatigue and managing expectations, in terms of what the plan can achieve and the timescales and stages involved.

Role of County Council – advising on:

- consultation techniques

- helping groups identify and contact relevant consultation bodies

- sharing information on key contacts and stakeholders

- making available venues and helping to arrange community engagement activities

- participation in meetings of the qualifying body

- providing members for neighbourhood forums or steering/working groups

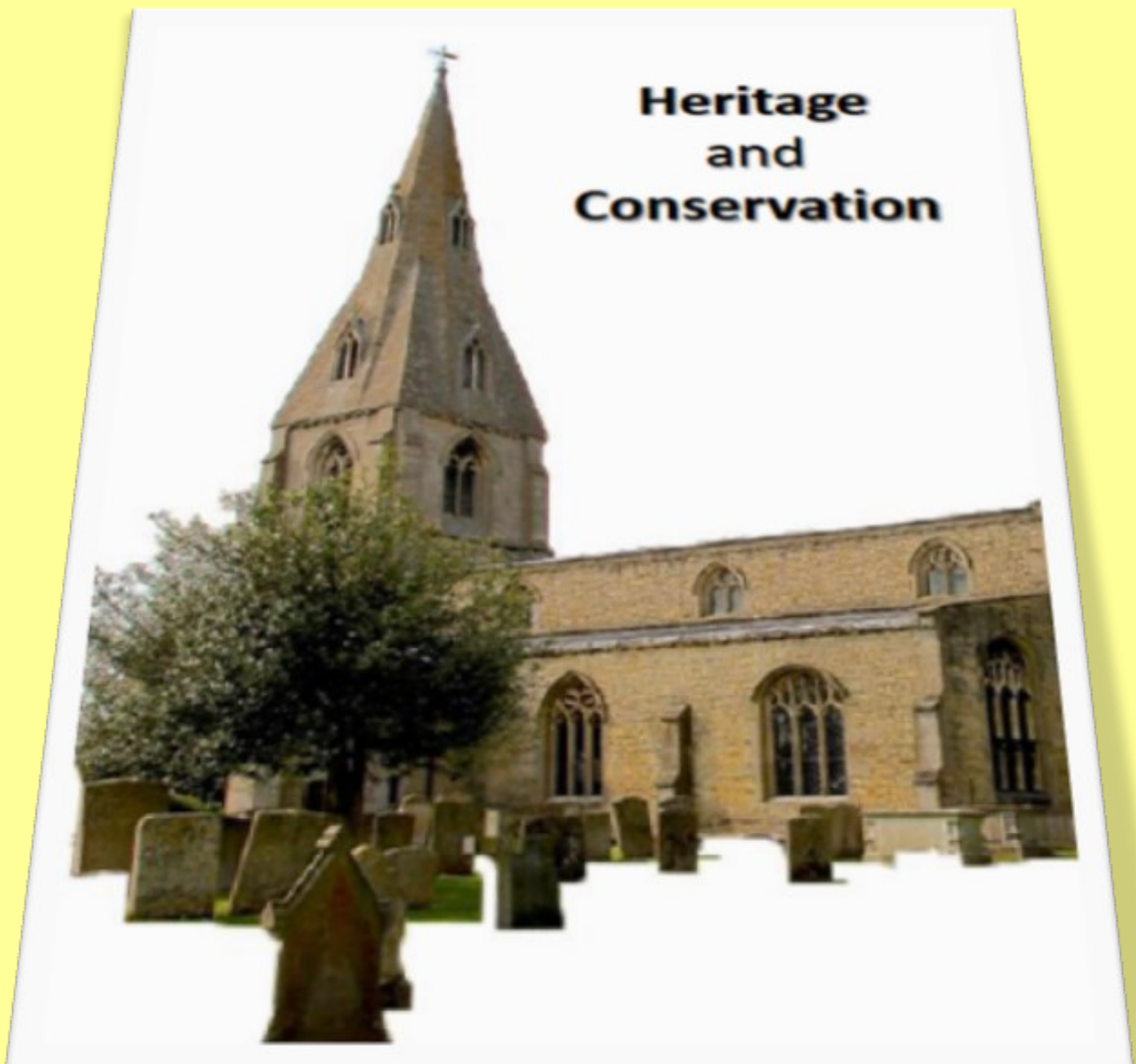# 6. Building the Evidence Base

Importance of a sound evidence base

Screening for significant environmental impacts

7. Themes, Aims, Vision and Objectives

Developing a 'spatial vision'

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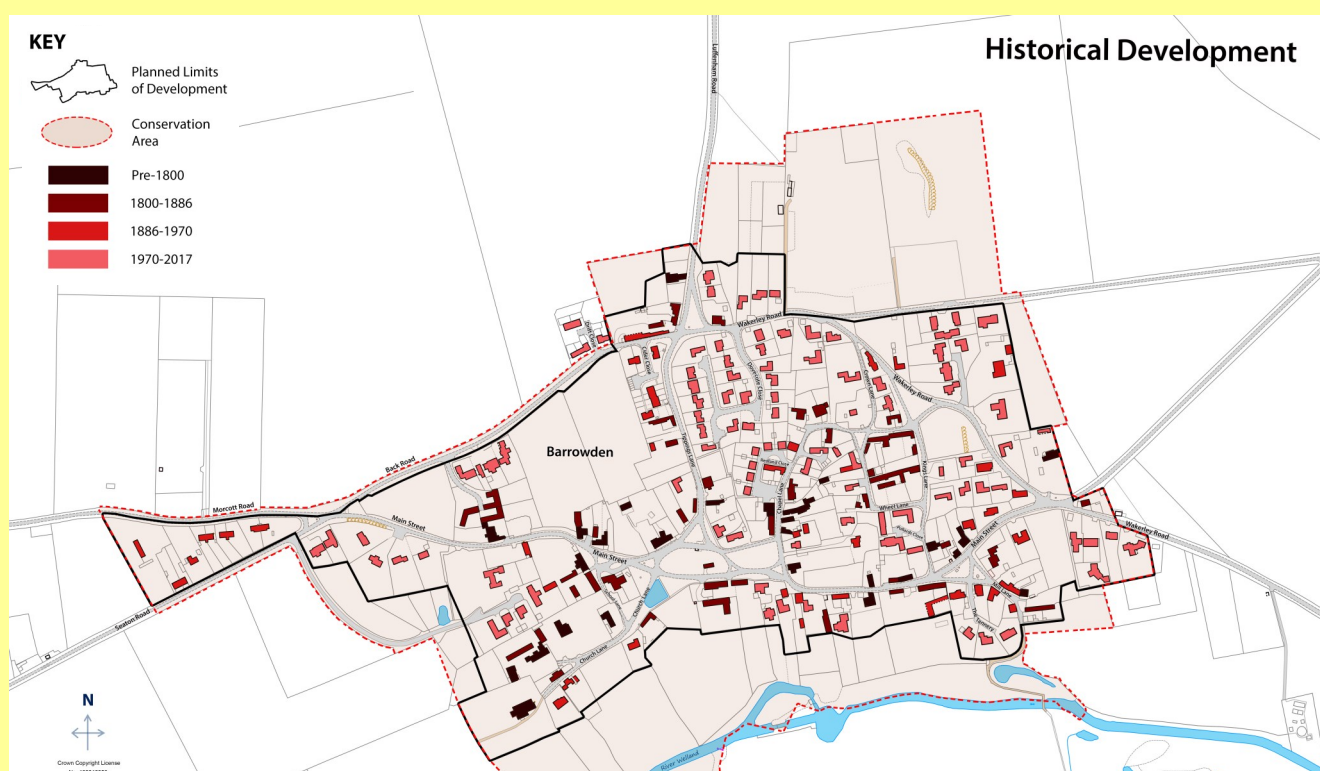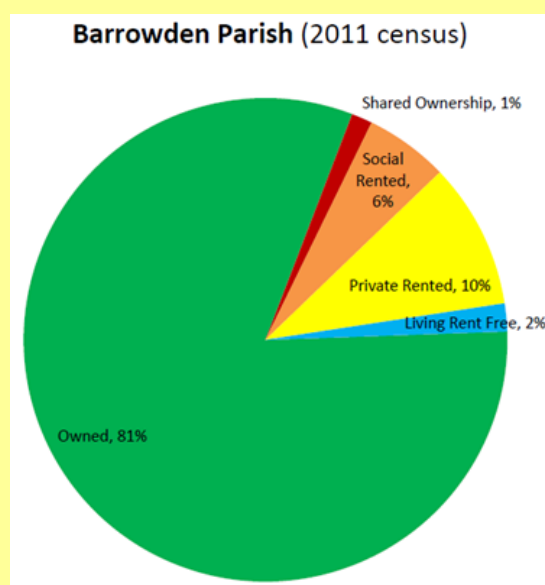
Importance of a sound evidence base

Neighbourhood Plan policies are underpinned by a sound evidence base which could include:

- Demographic - who lives here? current and trends

- Socio-economic - who works? where? & at what?

- Environmental issues - flooding, air quality

- Designations - heritage, landscape, wildlife

- Transport - services, capacity, usage

- Infrastructure - capacity, fitness for purpose, need

- Housing stock - type, tenure, condition, need

- Land uses - potential development sites

If the Neighbourhood Plan group first draws up a list of what evidence and information they can provide themselves, discussions with the local authority can help find the gaps and identify

where RCC can help out. This may include:

- existing data and maps for the neighbourhood area

- identification of key local strategic policies from the Local Plan

- advice on relevant national policies/guidance

- key contacts and stakeholders

- venue availability and help with community engagement activities

- technical support

Barrowden Parish (2011 census)

Shared Ownership, 1%
Social Rented, 6%
Private Rented, 10%
Living Rent Free, 2%
Owned, 81%

KEY

	Planned Limits of Development
	Conservation Area
	Pre-1800
	1800-1886
	1886-1970
	1970-2017

Historical Development

Barrowden

N

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Screening for significant environmental impacts

Under its Duty to Support, RCC will screen emerging Neighbourhood Plan proposals at an early stage to see whether they are likely to trigger any EU Directives. RCC will prepare an Strategic Environmental Assessment (SEA)/ Habitats Regulations Assessment (HRA) Report of the Neighbourhood Plan at pre-submission stage and may also be able to provide baseline information for an SEA outlining the existing environmental characteristics of the area.

Whether you will need to carry out a SEA will depend on what your Plan contains. This broadly falls into two categories, those allocating sites and those not allocating sites. Even where there is no need to undertake a formal environmental assessment, it is good practice to prepare an 'environmental statement' setting out how environmental issues have been taken into account and considered during the preparation of the Plan.

7. Themes, Aims, Vision and Objectives

Developing a 'spatial vision'

Neighbourhood Plans therefore provide the opportunity for communities to set out an overarching 'spatial vision' for how they want their neighbourhood to develop in ways that meet identified local needs. It is also important to write up the results of the community engagement process used to develop your vision and objectives as part of a consultation statement.

Community Vision for Langham Parish (2015-2036)
"We will continue to grow, develop and thrive as a parish, meeting the changing needs of the community whilst preserving the distinctive character, landscape and setting of the village, which has evolved over centuries."

Langham, Rutland
showing : Key Boundaries, Sites, Buildings, Views & Spaces
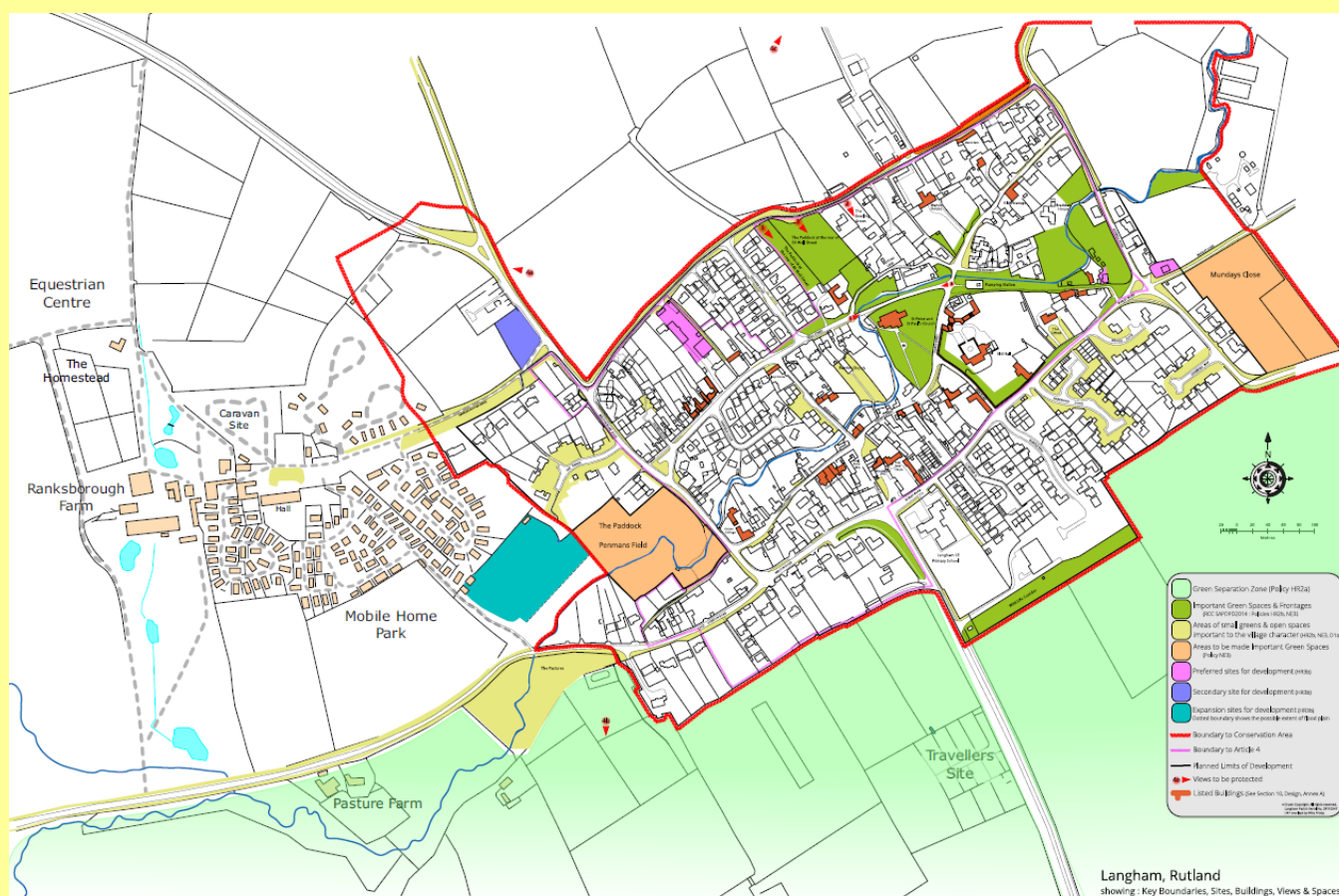
8. Writing the Plan

Policy development

Neighbourhood Plan policies underpinned by a sound evidence base are the cornerstones of your Plan and add locally specific detail. Different planning policies are designed to achieve different things. The three most common are:

- **Generic** - a simple policy which applies universally to development across the entire Plan area

- **Criteria based** - a policy with a series of requirements that should be met by development proposals

- **Site specific** - this is where a policy applies to particular areas of land

Not all strategic local policies will be relevant to all Neighbourhood Plans. Unlike local plans, Neighbourhood Plans can deal with a narrow range of specific policy areas, whilst leaving other policy areas to local plans and national policy.

" … a golden rule for writing policies is they should be clear, positive, relevant and capable of being delivered."

Neighbourhood Plan policies should look to add locally specific detail to the policies set out by RCC, and should be distinct to reflect and respond to the unique characteristics and planning context of the specific neighbourhood area. Policies also evolve over time and you can use your policies to set targets or provide indicators which can be used to monitor success.

Chapter - Housing

Overview of issue

Introduction to Policy and its relationship to the plan's visions and objectives – e.g. includes summary of housing issues / development pressures / community priorities.

Policy intent

What the policy is seeking to achieve – e.g. guide the development of a limited amount of new housing over the plan period which does not exacerbate parking pressures and supports the development of a balanced, sustainable and inclusive village community.

Planning policy

- *Policy HD1 – Housing Numbers*
- *Policy HD2 – Housing Mix*
- *Policy HD3 – Car Parking*
- *Policy HD4 – Community Infrastructure Levy*

Supporting statement

i.e. reason for the policy and the evidence that supports the policy.

9. Submission

Pre-submission consultation and publicity

Basic conditions

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Further Information

9. Submission

Pre-submission consultation & publicity

The neighbourhood planning Regulations require the draft Plan proposal to be the subject of a six-week consultation by the Parish or Town Council before it is submitted to RCC for Independent Examination. This includes publicising the Plan and contacting relevant statutory consultees, key stakeholders and people who live, work or run businesses in the neighbourhood area.

At pre-submission stage, the Parish or Town Council also needs to provide the following material to RCC:

- Copy of the draft Plan

- Copies of responses from statutory bodies to the Environmental Assessment Screening Report

- Copies of any Environmental Assessment and or HRA work undertaken to date

- Copies of any other reports or surveys undertaken to evidence the Plan policies and proposals

- A Consultation Statement highlighting a list of statutory bodies consulted along with the identity of other key stakeholders.
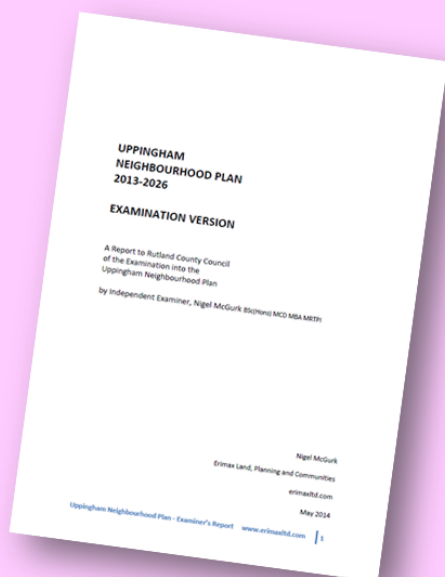
Jargon Buster

"Health Check"

Locality and other consultants providing neighbourhood planning services can provide a 'health check' for groups who feel their draft Plans are ready for the final formal consultation (the publication stage prior to submission) to see if all the documents are in order and the Plan meets the basic conditions.

Once a Plan reaches the publication stage it gains material weight in planning terms. Prior to the publicity period a Plan will carry very little weight.

Basic conditions

The final determination of whether the Plan meets the basic conditions (including compatibility with EU obligations, sustainable development and being in general conformity with strategic local policies) lies with RCC. This includes checking the Plan prior to formal submission, reviewing draft policies, and checking whether it meets legal requirements for consultation and publicity.

Formal submission

At the stage of formal submission of the final Plan to RCC prior to examination, the Parish or Town Council needs to provide the following material to RCC:

- A map of the area to which the Plan relates

- A final, updated Consultation Statement

- Final copies of any Environmental Statements and/or Habitats Regulation Assessments work undertaken

- A Basic Condition statement that meets regulatory requirements

10. Independent Examination

Appointing an Examiner and publicising report

RCC must appoint an Independent Examiner and provide an examination venue if required. The Council is also responsible for publicising an Examiner's report and providing written confirmation of the Council's position. RCC will liaise with the Parish and Town Councils regarding the modifications to the Plan to meet the Examiner's recommendations.

RCC must decide whether a referendum should be held within five weeks of the date it receives the Examiner's report. RCC also has the final responsibility for determining whether the Plan meets the basic conditions, any modifications are necessary, and whether to proceed to the referendum stage.

11. Referendum

Organisation and funding of Referendum

If the Plan is found to be satisfactory then RCC will arrange for the referendum to take place, within ten weeks of the decision that a referendum should be held. At least 28 working days before the referendum, RCC must ensure an Information Statement and specified documents including the referendum version of the Plan are published on the website.

If the Plan receives support from more than 50% of those that vote in the public referendum then RCC will formally 'make' the Plan. The Plan will be adopted at the first available meeting of Cabinet/Council following a positive referendum result and the regulations require this to be done within eight weeks of the referendum.

Role of County Council:

- Collaborate with the Parish/Town Council in the selection of an appropriate Examiner for the Plan through Neighbourhood Planning Independent Examiner Referral Service (NPIERS)

- Provide a regular update on the Plan on RCC's neighbourhood planning web pages

- Collaborate with the Parish/Town Council on the drawing up of Press Releases to support the neighbourhood planning process

- Encourage the Parish or Town Council to include at least one Ward Council Member to stand on the Steering Group

12. Implementing the Plan

Local participation, leadership and ownership

A successful Plan depends on local participation, leadership and ownership and also empowers communities and supports local capacity building.

> ## Jargon Buster
> "Front-loading"
>
> Early community engagement or 'front-loading' is essential to inform the Plan, develop consensus, avoid misconceptions and create confidence in the process.

Early engagement and open discussions with landowners and developers can also help them to understand what you hope to achieve and can influence their thinking about what is appropriate development. Feedback and evaluation are also important to understand what engagement techniques work best for different sectors of the community, as well as transparency when it comes to publishing the results and communicating the progress of the Plan. Once the Plan has been adopted, RCC can also advise the Neighbourhood Plan group in making the transition from planmaking to implementation and delivery.

Overall conclusions and next steps

Neighbourhood planning is therefore one of many tools available to local communities to shape development in your area. You may consider that other statutory tools such as an NDO or CRtBO are more appropriate for your

needs for granting certain types of developments within a defined area or if you are considering small-scale, site-specific, community development schemes. Non-statutory tools such as Village Design Statements can also be broader in terms of the issues covered and can sometimes be seen as a more 'complete' vision for the area.

This guide has also highlighted the need for a high level of cooperative working between RCC and the new Neighbourhood Plan group to create a coherent growth strategy for the area. According to a recent study[3], guidance is also needed to help communities – and planning officers – to make the right choice of 'prescription' for each different local situation. This requires a proper understanding of the specific context of any Neighbourhood Plan (avoiding the 'one size fits all' syndrome) and on the crucial aspect of encouraging local groups to network among themselves, to share skills and resources and build local capacity.

Local community engagement and participation are therefore at the core of successful Neighbourhood Plans and as well as effectively integrating placemaking and design quality to achieve more sustainable and resilient communities across Rutland.

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3 *Where next for neighbourhood planning?*
Bishop, J. (2015) Town and Country Planning, October.

Further Information

General Guidance

Forum for Neighbourhood Planning

[Neighbourhood Planning](#)

Neighbourhood Planning (My Community)

[Neighbourhood planning - In a nutshell](#)

[Neighbourhood Planning - Locality](#)

[Keeping it Simple - Locality](#)

Planning Help - Neighbourhood Plans

[Neighbourhood plans](#)

Planning Practice Guidance

[Neighbourhood planning - GOV.UK](#)

Neighbourhood Planning Roadmap Guide

[Neighbourhood Planning Roadmap Guide « Locality](#)

How to shape where you live: a guide to neighbourhood planning

[How to shape where you live: a guide to neighbourhood planning - Campaign to Protect Rural England](#)

The role of LPAs in providing advice or assistance to those preparing neighbourhood plans

[Neighbourhood planning | PAS](#)

A guidebook to low carbon neighbourhood planning

[A guidebook to low carbon neighbourhood planning - Locality](#)

Neighbourhood planning rural frontrunners case studies

[Defra, UK - Science Search](#)

Community Engagement and Involvement

Neighbourhood planning community consultation

[Neighbourhood planning community consultation - Locality](#)

How to write a consultation statement

How_to_write_a_consultation_statement.pdf

Approaches to writing a consultation statement

Approaches_to_writing_a_consultation_statement1.pdf

Evidence Base

How to gather and use evidence

http://www.ourneighbourhoodplanning.org.uk/storage/resources/documents/How_to_gather_and_use_evidence.pdf

Sources of data and statistics

http://www.ourneighbourhoodplanning.org.uk/storage/resources/documents/Sources_of_data_and_statistics.pdf

How to prepare a character assessment to support design policy within a neighbourhood plan

How_to_prepare_a_character_assessment.pdf

Character assessment pro forma notes and template

Character_assessment_pro_forma_notes.pdf
Neighbourhood Planning

Strategic Environmental Assessments

Screening neighbourhood plans for Strategic Environmental Assessment - Locality

Site Assessment for neighbourhood plans

Site assessment for neighbourhood plans - Locality

Housing Needs Assessments

Housing Needs Assessment at neighbourhood plan level - Locality
http://www.pas.gov.uk/documents/332612/0/PASNP/5cd2a9da-dc5e-4c5c-a982-e2f4a23d3fcc

Commissioning consultants

Commissioning consultants - Locality

Writing the Plan

How to develop a vision and objectives

[How to develop a vision and objectives - Locality](#)

Writing planning policies

[Writing Planning Policies - Locality](#)

How to structure your neighbourhood plan

[How_to_structure_your_neighbourhood_plan.pdf](#)

How to write planning policies

[How_to_write_planning_policies.pdf](#)

Funding and Grants

Grant Application Process - Locality

[Neighbourhood Planning - Locality](#)

[Support & Grants - Locality](#)

Academic and Government Research

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http://tcpa.brix.fatbeehive.com/data/files/Membership/Oct_2015_Sample.pdf

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[Neighbourhood planning - Commons Library briefing - UK Parliament](#)

Parker, G., Lynn, T., and Wargent, M. (2014) *User Experience of Neighbourhood Planning in England Research,* Locality and University of Reading.

http://mycommunity.org.uk/wp-content/uploads/2016/08/User-experience.pdf

References

Image on cover and p.20: Calcining kilns near Wakerley: River Welland, disused railway and Barrowden village (aerial 2014). © Copyright [Chris](#)

Image on p.12: Oakham Neighbourhood Plan First Public Consultation Meeting Victoria Hall Oakham 9th April 2016. © Copyright [Martin Brookes / Stamford Mercury](#)

Glossary

Adoption: The final confirmation of a development plan by a local planning authority.

Area Action Plan: A document forming part of the Local Plan containing proposals for a specific defined area.

Article 4 Direction: A direction restricting permitted development rights within a specified area. They are often used in conservation areas to provide protection for things like windows, doors, chimneys, etc.

Basic Conditions: The Localism Act (the Act) sets basic conditions that Neighbourhood Development Plans or Orders must meet. These are that the plan or order:

- must have appropriate regard to national policy and advice contained in guidance issued by the Secretary of State.

- must contribute to the achievement of sustainable development.

- must be in general conformity with the strategic policies contained in the development plan for the area.

- must not breach, and be otherwise compatible with, EU and Human Rights obligations.

Capacity Building: Training, education and awareness-raising initiatives, often used as part of community engagement initiatives, to inform people about things like neighbourhood planning and related issues.

Consultation Statement: When a completed Neighbourhood Plan is submitted for independent examination, it will have to be accompanied by a consultation statement, demonstrating that the legal requirements for consultation have been met including:

- details of people and organisations consulted about the proposed Neighbourhood Plan.

- details of how they were consulted.

- a summary of the main issues and concerns raised through the consultation process.

- descriptions of how these issues and concerns were considered and addressed in the proposed Neighbourhood Plan.

Core Strategy or Local Plan: A Development Plan Document setting out long-term spatial vision and objectives, and containing both strategic policies and generic policies which will apply to all development proposals in the local authority area as a whole.

Glossary (continued)

Duty to Support: Once the neighbourhood area is approved, the local planning authority is legally required to provide support and advice to those bodies producing a Neighbourhood Plan in its area.

Evidence Base: The researched, documented, analysed and verified basis for preparing the Neighbourhood Plan. It consists of many documents produced over a period of years, many of which have been produced by Rutland County Council, as part of the process of developing its Core Strategy.

Habitats Regulations Assessment: The European Union Habitats Directive aims to protect the wild plants, animals and habitats that make up our diverse natural environment. The directive created a network of protected areas around the European Union of national and international importance. They are called Nature 2000 sites. If development is likely to affect a Nature 2000 site, an assessment under the Habitats Regulations is required.

Independent Examination: An examination of a proposed Neighbourhood Plan, carried out by an independent person, set up to consider whether a Neighbourhood Plan meets the basic conditions required.

Localism Act: An Act of Parliament that became law in April 2012. Has devolved greater powers to councils and neighbourhoods and given local communities more control over housing and planning decisions.

National Planning Policy Framework (NPPF): The Government policy document adopted in March 2012 intended to make national planning policy and guidance less complex and more accessible and sets out the Government's planning policies for England and how these are expected to be applied.

Parish Council: Parish Councils are the tier of governance closest to the community. Around 30% of England's population is governed by a Parish Council, predominantly in rural areas. Parish Councils are elected bodies and have powers to raise taxes. Their responsibilities vary, but can include provision of parks and allotments, maintenance of village halls, litter control and maintenance of local landmarks.

Parish Plan: A plan produced by a Parish Council that sets out a vision for the future of a parish community and outlines how that can be achieved in an action plan.

Planning Permission: Formal approval which needs to be obtained from a local planning authority to allow a proposed development to proceed. Permission may be applied for in principle through outline planning applications, or in detail through full planning applications.

Policy: A policy is a principle to guide decisions and achieve rational outcomes. A policy is a statement of intent, and is implemented as a procedure or protocol.

Glossary (continued)

Qualifying Body: Either a Parish/Town Council or neighbourhood forum, which can initiate the process of neighbourhood planning.

Referendum: A vote by the eligible population of an electoral area may decide on a matter of public policy. In the case of the Neighbourhood Plan, the referendum will decide whether or not to adopt the Plan.

Site Allocations Development Plan Document: Forms part of the Statutory Development Plan for Rutland which identifies land required over the period to 2026 to deliver the scale of growth and development set out in Rutland's Core Strategy.

Stakeholders: A person or business with an interest or concern in the process of producing the Neighbourhood Plan. This could include people who live or own land in the Neighbourhood Area, people who work in the Neighbourhood Area, or people who
live in nearby areas that might be affected.

Statutory Consultation: The local planning authority must consult with consultation bodies if a planning application could affect their interests. For example, the Highways Agency must be consulted on applications that could affect a major road.

Statutory Development Plan: Focus on land use development set within the context of wider social, economic and environmental trends and considerations. Reflects national planning policies to make provisions for the long-term use of land and buildings.

Strategic Environmental Assessment: Assessments made compulsory by a European Directive (the SEA Directive). To be implemented in planning through Sustainability Appraisal of Development Plan Documents and Neighbourhood Plans where required.

Sustainable Development: An approach to development that aims to allow economic growth without damaging the environment or natural resources. The NPPF gives five guiding principles of sustainable development: living within the planet's means; ensuring a strong, healthy and just society; achieving a sustainable economy; promoting good governance; and using sound science responsibly.

Supplementary Planning Documents: Provides detailed thematic or site-specific guidance explaining or supporting the policies in the Local Plan.

Village Design Statements: A document that identifies and defines the distinctive characteristics of a locality, and provides design guidance to influence its future development and improve the physical qualities of the area. Village Design Statements have generally been produced for rural areas, often by Parish Councils.

Neighbourhood Planning

TOOLKIT

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🖱   https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/planning-policy/neighbourhood-plans/