

The stages of a Neighbourhood Plan



Summary of Stages

Stage	Key Tasks to be considered
1. How to engage in Neighbourhood Plans	<ul style="list-style-type: none"> • Decide if a Neighbourhood Plan is right for you • Get the community on board • Establish Neighbourhood Plan Steering Group and Working Groups • Draw up a list of those to be consulted • Develop a communication strategy to carry out the consultation • Look at how to fund your plan • Which Planning Authorities to submit your neighbourhood area application to.
2. Designating your Neighbourhood Plan area	<ul style="list-style-type: none"> • Define the Neighbourhood Plan area and submit an application and map of the area to the Planning Authority • Produce a programme/ timetable for developing the Neighbourhood Plan • Submit details of the Neighbourhood area proposal to Chichester District Council • Chichester District Council publish the application on their website for a minimum of six weeks
3. "What you want to achieve" (Vision and objectives)	<ul style="list-style-type: none"> • Gather available evidence from Chichester District Council and other organisations • Building your own evidence base: what do you need? • Draft vision and objectives • Check for conformity with National and District level policy • Consult the community on draft visions, issues and objectives • Check with LPA if you need a Sustainability Appraisal scoping report?
4. "How you achieve it" (Developing the plan)	<ul style="list-style-type: none"> • Define issues and develop objectives • Commence preparation of a Sustainability Appraisal (if required) in conjunction with the draft Neighbourhood Plan • Develop draft policies to deliver objectives • Develop a delivery plan • Commence writing your consultation statement • Consult the community and stakeholders on the draft Neighbourhood Plan • Amend the draft Neighbourhood Plan in response to consultation • Formal pre submission consultation. • What do you need to provide to Chichester District Council? • Submit the plan to Chichester District Council • Chichester District Council publish and consult draft Neighbourhood Plan with community and stakeholders for a minimum of six weeks
5. Independent	<ul style="list-style-type: none"> • Agree selection of independent examiner with LPA

examination	<ul style="list-style-type: none"> • Appoint an independent examiner and submit the Neighbourhood Plan • Examination – how does it work and what is needed • Independent Examiner’s report published on Chichester District Council’s website and decision statement sent to the Parish Council and anyone who has previously made a representation • Chichester District Council considers Independent Examiner’s report
6. Referendum	<ul style="list-style-type: none"> • Consideration of recommendations from examination • Chichester District Council co-ordinates a local referendum
7. Final Plan	<ul style="list-style-type: none"> • If the referendum indicates a majority community support (more than 50% of the turnout which must be at least 21 people), the Neighbourhood Plan is used by Chichester District Council and has the same weight as other planning policy for the District

Stage one – how to engage in Neighbourhood Plans

Deciding if a Neighbourhood Plan is right for you	<p>Before you embark on the Neighbourhood Planning process it is important to decide if the Neighbourhood Plan approach is right for you.</p> <p>The key things to consider are:</p> <ul style="list-style-type: none"> • What benefits will having a Neighbourhood Plan give to your community: • How much will preparing a Neighbourhood Plan cost you: • What is involved in preparing a Neighbourhood Plan: • Can you achieve your objectives through other mechanisms such as Village Design Statements and parish plans:
Benefits for the community?	<ul style="list-style-type: none"> • A neighbourhood plan allows a community to develop planning policies with statutory weight. • You influence future planning decisions in your community. • The creation of a 15 year plan for the future of your community.
What will a Neighbourhood Plan cost?	<ul style="list-style-type: none"> • It depends of the amount of work you do yourself, the amount of money available to you will be the limiting factor, you cannot spend what you don’t have, you will need to look to see what sources of funding are available to you. The cost of preparing a Neighbourhood Plan will depend on the size of the plan area, and what the plan is seeking to do. • Up to £7000 of money is available from central government through the Locality fund, as well as direct support from a planning professional.
What is involved in preparing a Neighbourhood Plan?	<p>The guidance below sets out the stages in more detail but essentially the work involved in a Neighbourhood Plan is:</p> <ul style="list-style-type: none"> • Carrying out public consultations

	<ul style="list-style-type: none"> • Proportional evidence gathering • Writing plans that meet the legal conditions of neighbourhood Planning • Engaging with developers, the public, and other stakeholders such as the local authority • Administrating / co coordinating the work of a group of people • Communications / web pages / other engagement • Adhering to the statutory process
<p>Can you achieve your objectives through a parish plan or VDS?</p>	<p>Parish Plans and Village Design Statements could potentially be used instead:</p> <p>Advantages:</p> <ul style="list-style-type: none"> • Less formal process, no examination or referendum required. • Less formal consultation required • Wider range of issues including non-land use issues can be included. <p>Disadvantages:</p> <ul style="list-style-type: none"> • Less weight in influencing planning decisions
<p>Get the community on board</p>	<p>A Neighbourhood Plan is led by the community and a successful Neighbourhood Plan depends on local participation and leadership. Therefore prior to developing the plan it is important to do some initial consultation/ engagement. The purpose of this initial stage of work is twofold. Firstly it is to engage the community with what you are planning and secondly to start to gauge initial interest and views on issues affecting the community.</p> <p>The wider community should be informed about the Parish/Town Council's intentions and be given the chance to get involved right from the start. The community has the power to reject a plan at referendum so it is important therefore that they are engaged. The Neighbourhood Plan will need to engage with all of the members of the community in developing a vision for its future. There will be view points and aspects of the community that will surprise and vary, so full and early engagement is important.</p>
<p>Why it is important to get the community on board</p>	<p>The community is central to the success of your Neighbourhood Plan you can't do it alone!</p> <p>The Neighbourhood Plan process is reliant upon volunteer input so the more people you have helping with the process the easier it will be.</p> <p>The Neighbourhood Plan has to pass a referendum where it needs to achieve support of 50% +1 person, of those people who vote on the plan.</p> <p>Planning consultants can be expensive, so unless you have a large budget you will need plenty of people willing to work on the plan.</p>

<p>How you can get the community on board.</p>	<p>The community can be engaged in a number of ways, some of the most common include:</p> <ul style="list-style-type: none"> • Public consultation events; these could be held at the village hall or somewhere public such as the local shop that will catch people’s attention. • Questionnaire: These could be delivered door to door. Face to face engagement has proven to be very successful. • Approaching existing community groups / organisations. Where these already exist then a direct approach will allow you to benefit from already established networks. <p>Community engagement could be achieved by holding a public meeting or a public open day within the community to explain Neighbourhood Planning to residents. Community events could look to identify broad issues that residents would like the plan to consider, the area to be covered and the opportunity to recruit community volunteers to a project steering group. The District Council has resources that can be used to help you in doing public events, such as projectors, noticeboards etc. We can also point you to other local communities that have carried out successful events that can help with advice and pointers.</p> <p>The Parish/Town Council could also write to or talk directly to local groups/organisations to notify them of their intentions and to identify the level of interest these groups may have in taking part in the Neighbourhood Plan. It is important to consider whether there are parts of your community who are ‘harder to reach’ e.g. teenagers. The key to keeping the community on board is plenty of publicity and communication at the beginning of and throughout the process. The District can provide advice on how to contact groups and can provide resources to carry out online questionnaires.</p>
<p>Establish Neighbourhood Plan Steering Group and Working Groups</p>	<p>What are the Steering group and work groups:</p> <p>The steering group is a group of individuals who oversees the process of the Neighbourhood Plan and looks to coordinate the work of other groups. It is important to have a mix of people on the steering group.</p> <p>You will need individuals who can:</p> <ul style="list-style-type: none"> Take minutes / notes Communicate the work of the group and the plan to the outside world Lead and keep group discussion to time Pursue outside bodies for information <p>The work groups will focus upon the development of specific policy areas or work areas and will look to tackle more specific issues through the Neighbourhood Plan.</p> <p>Example work groups could include:</p> <ul style="list-style-type: none"> • An environment work group – This group would look at

	<p>environmental issues in the parish</p> <ul style="list-style-type: none"> • A housing work group – This group would look at housing issues in the parish • A business work group – This group would look at the needs of a future plans of businesses in the parish • A communications work group – This group will look at how to communicate with the parishioners. • An employment work group – This group would look at employment need and provision in the parish. <p>It is important that in setting up the steering and work groups that a good balance and number of people are on each group. If you can get an individual with a professional background or keen interest in a subject area then that would be of great benefit. It is important to also get people on each group who have the time to work on the topic areas. This work will include the preparation, sending, collection and interpretation of questionnaires. Gathering background information and evidence and interpreting it is also important. The groups will be responsible for contacting stakeholders and communicating their findings to the public. The groups will also look to develop local planning policy with guidance from the District Council.</p> <p>The steering group or communications work group may want to develop a communications strategy. This could set out how you will look to address: Public events, where, who to engage, how to advertise, and what you are trying to achieve. Consultation, how much, how to do it, and what you want to find out Advertising, where, what media, branding, what you can do yourselves.</p>
<p>Draw up a list of those to be consulted</p>	<p>Who needs to be consulted through the Neighbourhood Plan process?</p> <p>There will be several stages of consultation throughout the Neighbourhood Plan process, who is consulted at each stage will vary depending upon the scope of the consultation.</p> <p>There will be a need for several stages of informal public consultation as well as a number of formal consultation stages carried out by either the Parish or the District Council.</p> <p>The aim of the public consultations will be to establish or confirm opinions on issues affecting the community, and to provide evidence to be able to demonstrate how that will occur.</p> <p>Formal consultations will be carried out for 6 weeks by the District Council at the designation and submission plan stage and by the</p>

	<p>parish at pre sub mission plan stage. For the pre submission and submission stages of the consultation there are certain statutory consultees who will need to be informed and the District Council will aid the Parish in finding the details of the consultees. The exact organisations that you will need to contact will vary depending on the geographical location of your Parish, in the District. The District Council will advise you on which organisations to contact.</p> <p>At these formal stages it will be necessary to involve officers from CDC and potentially other public sector service providers such as West Sussex County Council as the highways and education authority. This might be to provide advice, guidance or information on a particular matter or to comment on draft documents.</p>
<p>Develop a Communication Strategy to carry out the consultation</p>	<p>Throughout the Neighbourhood Plan process you will need to communicate regularly with the community and with other bodies.</p> <p>This communication will help you to gauge the support of the community for when you get to referendum, and will make the Plan more open and transparent.</p> <p>Communication of what you are doing to the District Council is also important as it will enable us to provide you with help and advice throughout the process.</p> <p>Your communication strategy could look cover issues such as:</p> <ul style="list-style-type: none"> • Use of the internet and web pages • Having a single consistent channel of communication with outside organisations • Logo and schemes for consistent branding • How to communicate to groups in the village • Regular updates to raise the profile of your plan
<p>How to fund your plan</p>	<p>Funding</p> <p>Before you progress too far with your Neighbourhood Plan it is important to consider how you will fund the process.</p> <p>Outside funding</p> <p>Since the early Neighbourhood Planning frontrunners the amount of central government funding available to parishes has decreased, but there is still money available. The main source of funding is from an organisation called Locality. They provide parishes with up to £7000 in direct funding and additional direct support from one of their consultants.</p> <p>A number of parishes in the District have recently applied for both and have received on average £3000 - £4000 and 10 – 12 days of direct support.</p>

	<p>Locality are currently not offering the direct support due to over subscription, however direct support will be available again from February 2014.</p> <p>http://mycommunityrights.org.uk/neighbourhood-planning/</p> <p>Spend your money wisely</p> <p>Although the Neighbourhood Planning process may appear daunting it doesn't have to be expensive. Spending on Neighbourhood Planning has the potential to get out of control very quickly so focus on what you can deliver yourself.</p> <p>Planning consultants can have considerable fees so only look to use them where you feel you absolutely need to, and if you apply for Locality Aid use your allotted time wisely, if you can do it yourself, do so.</p> <p>The District Council can provide example questionnaires (including online), as well as mapping, public event aid/ support and other resources, so ask if you need help and we will see what we can do.</p> <p>There are examples within the District of how Neighbourhood Planning groups have carried out cheap and effective Neighbourhood Planning, so ask the District Council for examples, and we will point you in the right direction.</p>
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<p>Stage Two – Designating your Neighbourhood Plan area</p>	<p>The designation of your Neighbourhood Plan is the first formal stage of your Neighbourhood Plan, once you have decided that the Neighbourhood Plan process is right for you. It is through this stage that you will inform the District Council that you wish to carry out a Neighbourhood Plan and the District Council will look to formally designate your plan. Where the community falls within or partly within the South Downs National Park, you will also need to get sign off from the Park Authority.</p>
<p>Define the Neighbourhood Plan area and submit an application and map of the area to Chichester District Council</p>	<p>The first stage of the Neighbourhood Plan process will be to decide the area to which your Neighbourhood Plan will apply. In parished areas such as Chichester District then the default will be for the Neighbourhood Plan areas to follow the parish boundaries. In parished areas the Parish Council is the lead body for neighbourhood planning. It is possible for parishes to work together to produce a joint Neighbourhood Plan, this will help parishes by allowing them to pool resources. Parishes with similar issues could benefit from working together.</p> <p>If you are looking to carry out a Neighbourhood Plan in Chichester District and you are not the Parish Council then you will need to look to get the involvement of the Parish Council as they will need to submit the formal application.</p>

	<p>Although the Parish Council is the lead Neighbourhood Planning body, involvement in the Neighbourhood Plan is not limited to the members of the Parish Council but is also open to other members of the community and elected representatives, who should be encouraged to get involved.</p>
<p>Produce a programme/ timetable for developing the Neighbourhood Plan</p>	<p>What to consider when developing your Neighbourhood Plan timetable: Following this guide will allow you to put together a draft Neighbourhood Plan timetable. However there are considerations you need to take into account in developing your timetable. These will include:</p> <ul style="list-style-type: none"> • Day to day resources available to you – who can do the work? What other commitments do they have? Who is available to proof read / check work done. • Administration – who will take minutes of meetings, can work timetables be made to fit within existing meeting timetables. Who will organise meetings. • Venues and clashes – will there be times when fewer people can work, for example school holidays, Christmas etc, are venues that need to be booked available, how much notice is needed? • Events and consultations – can enough people be brought together at once to run public consultation events? Are people able and willing to go door to door to promote the plan? • Once you have decided on your timetable, it would be a good idea to share it with the District Council who can then work with you to see how they can help you throughout the process, as well as ensure they have the resource in place to progress your plan through its formal stages.
<p>Give details of the Neighbourhood Plan proposals to Chichester District Council</p>	<p>It is a legal requirement to notify the District Council for a Town/Parish Council or community group to designate a Neighbourhood Plan Area. The Council has a statutory requirement to advertise this on their website and allow for representations to be made, which must be for a minimum of six weeks. This is to ensure all local people and businesses are made aware. The proposal should include:</p> <ul style="list-style-type: none"> • a map which identifies the area to which the area application relates; • a statement explaining why this area is considered appropriate to be designated as a neighbourhood; and • a statement that the organisation or body making the area application is a relevant body. <p>The District Council can provide support in developing these statements.</p>

<p>Chichester District Council publish the application on their website for a minimum of six weeks</p>	<p>Once the application has been received, Chichester District Council will publish the details of that application on their web page, as well as in the local press.</p> <p>There will be a 6 week period within which members of the public can make representations on the application.</p> <p>The District Council will then decide if they will designate the Neighbourhood Area.</p> <p>The designation will be signed off by the responsible director, the ward member and the planning portfolio holder.</p>		
<p>Which Authorities to submit your application to.</p>	<p>Parishes will need to make an application to have their Neighbourhood Area designated to the Local Planning Authority. There are two planning authorities covering Chichester District. These are Chichester District Council and the South Downs National Park Authority.</p> <p>Where a parish falls in Chichester District but outside the South Downs National Park the application is made to the District Council. Where a parish falls within the South Downs National Park the application is made to the Park Authority. Where a parish straddles the National Park boundary the application is made to both authorities.</p> <p>The South Downs National Park Authority has a slightly different process for getting sign off for Neighbourhood Area designations.</p> <p>To provide certainty to both authorities and to the communities they serve, CDC and SDNPA have agreed to 'split' the responsibility for supporting Neighbourhood Planning in the district.</p> <p>The SDNPA will be the lead planning authority for Neighbourhood Planning in towns and parishes wholly within the South Downs National Park. CDC will be the lead planning authority for Neighbourhood Planning in towns and parishes wholly outside of the National Park. (see table below)</p> <p>For towns and parishes partly in both authorities' boundaries, the authority that takes the lead will be the one with the main centre of population within its area.</p> <p>The split is best expressed in the following table. CDC will lead on providing support to Neighbourhood Planning in towns and parishes listed in the green and SDNPA will lead on supporting Neighbourhood Planning for towns and parishes listed in blue.</p> <p>For those parishes falling within the South Downs National Park advice on planning issues can be obtained by contacting the South Downs National Park Authorities Neighbourhood Planning Officer Andrew Triggs at andrew.triggs@southdowns.gov.uk</p> <table border="1" data-bbox="475 1989 1433 2024"> <tr> <td style="background-color: #90EE90;">Chichester District Council</td> <td style="background-color: #ADD8E6;">South Downs National Park</td> </tr> </table>	Chichester District Council	South Downs National Park
Chichester District Council	South Downs National Park		

Lead	Authority Lead
Wholly within one Local Authority area	
Appledram	Compton
Southbourne	Harting
Chidham and Hambrook	Rogate
Bosham	Marden
Fishbourne	West Dean
Chichester	Singleton
Oving	East Dean
Tangmere	Sutton
West Thorney	Bignor
West Itchenor	Bury
Donnington	Elsted and Treyford
North Mundham	Bepton
Birdham	Cocking
Hunston	East Lavington
West Wittering	Duncton
East Wittering and Bracklesham	Upwaltham
Sidlesham	Barlarvington
Earnley	Heyshot
Selsey	Graffham
Loxwood	Midhurst
	West Lavington
	Fittleworth
	Stopham
	Stedham and Iping
	Tillington
	Trotton and Chidthust
	Easebourne
	Lodsworth
	Woolbeding and Redford
	Fernhurst
	Linch
	Lurgshall
	Milland
Partly within both Local Authority areas	
Westbourne	Stoughton
Funtington	Ebernoe
Linchmere	Lavant
Boxgrove	Northchapel
Westhampnett	Plaistow
Eartham	Petworth
Wisborough Green	Funtington
Kirdford	

<p>Three – “What you want to achieve” (vision and objectives).</p>	<p>Neighbourhood Plans are intended to be a tool for parishes to plan the future of their community, it important therefore that you look to develop a vision and objectives for what you want your community to be.</p> <p>The vision will be an overarching statement or series of statements describing what your town or village will look like in 15 to 20 years’ time.</p> <p>The sooner that a vision can be developed, the easier it will be for the parish to focus its energy towards a common goal. Having a fixed vision will allow the parish to decide upon the policies that it needs.</p> <p>The vision will arise from the early stages of public consultation, existing evidence and your own local knowledge.</p> <p>It is essential to check that the community supports the draft vision and objectives for the area. There are many ways in which this endorsement can be sought, including:</p> <ul style="list-style-type: none"> • Making copies available for public distribution and asking for comments • Meeting with community groups and asking for their feedback • Organising informal discussion groups • Holding public meetings or drop-in events • Publishing information in the parish newsletter/magazine/website and providing an address to receive peoples’ feedback <p>Following consultation on the draft vision and objectives, any necessary amendments can be made before moving on to developing the detailed content</p>
<p>Gather available evidence from Chichester District Council and other organisations</p>	<p>Evidence gathering - As with any planning policy document, Neighbourhood Plans have to be supported by a credible and robust evidence base. The purpose of an evidence base is to allow people to clearly understand what the key issues are affecting an area and how options or alternatives have been generated. The evidence base needs to be carefully collected and understood to be able to understand the full implications for the plan. The evidence collected need only be proportionate to the plan being produced. The development of the evidence base needs to be clearly documented and audited.</p> <p>In developing the Neighbourhood Plan the Parish will need to be in general conformity of the existing Local Plan (1999) and the policy guidance that is contained in the CDC Draft Local Plan Key Policies. This document is available on the Council’s website.</p> <p>http://www.chichester.gov.uk/index.cfm?articleid=21805</p> <p>The Community Facilities Audit and Ward Profiles are also</p>

	<p>valuable sources of local information and may inform decisions that are made through the Neighbourhood Plan. These are available by emailing the Corporate Information Team: corporateinfo@chichester.gov.uk</p> <p>Parish & Town Councils are encouraged to use the Council's evidence base which can be found at the following link: http://www.chichester.gov.uk/index.cfm?articleid=5085</p>
<p>Housing evidence</p>	<p>Information from the District Council's housing register is used as evidence of affordable housing need, however you may wish to supplement this with an additional housing needs survey to capture the wider picture. You should contact the rural housing enabler who will ensure that you are provided with the most up to date and relevant material including the details of stock turn over, the Strategic Housing Market Assessment and any relevant Local Housing Needs surveys.</p> <p>A local survey or questionnaire may also be useful to determine attitudes and gather evidence across a broad range of local issues. The local survey or questionnaire could incorporate the housing needs survey to ask specific housing questions relating to the need to downsize, older person accommodation or starter homes. Surveys can also be look at other issues such as business needs or the need of the community for other infrastructure to help the parish with proposed growth.</p>
<p>Building your own evidence base</p>	<p>In addition to the evidence base available from the District Council land other statutory bodies the parish can put together its own evidence base documents to support the approach it is looking to take.</p> <p>The evidence base that the parish collects should be proportional to the policies it is looking to deliver. It will be worth looking at the District's evidence documents before you collect any additional evidence as the data may already be available.</p> <p>Where your policies are similar to the policies that the District Council is looking to implement through its emerging Local Plan, the District Council may already have the evidence in place to support your policies.</p> <p>Where the policies in the Neighbourhood Plan diverge from the polices in the emerging Local Plan, it is important to have evidence to support those policies, as they will be more open to challenge if they are not properly supported.</p> <p>Examples of potential evidence documents can include:</p> <ul style="list-style-type: none"> • Need for tourism facilities • Viability of retail units • Evidence of traffic issues

	<ul style="list-style-type: none"> • Viability of requirements for housing development. <p>The evidence documents that each community group will need to produce will vary dependent upon the policies that the plan contains. The District Council can provide you with an opinion on the evidence documents you need when you contact them with your policy ideas.</p>
<p>Check for conformity with National and District level policy</p>	<p>It is important to check that the policies within your draft Neighbourhood Plan are in general conformity with the Strategic Policies of the NPPF, the existing Local Plan and the emerging Chichester District Council Local Plan. The District Council can provide you with help and advice to help you determine if the polices in your plan are in general conformity.</p> <p>NPPF: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf</p> <p>CDC emerging Local Plan http://www.chichester.gov.uk/index.cfm?articleid=5080</p> <p>1999 Local Plan http://www.chichester.gov.uk/index.cfm?articleid=21805</p> <p>If your parish is either fully or partly within the South Downs National Park area then you will have to take account of emerging planning guidance from the Park Authority. http://www.southdowns.gov.uk/planning/planning-policy</p>
<p>Consult the community on draft visions and objectives</p>	<p>The vision of the Neighbourhood Plan should reflect the desires of the community, it is important therefore that you check with the community that the vision and objectives that you have developed cover all the issues that they feel are important.</p> <p>You do not need to cover every issue raised by the community but it is important to be able to demonstrate that the key issues raised have been considered. You will not be able to deliver all the communities aspirations through the Neighbourhood Plan and need to clarify this so that people do not feel their concerns have been ignored at referendum. Some examples of this could be:</p> <ul style="list-style-type: none"> • Highlighting that potholes are not a development planning issue • That a new bridge would cost £20 million and could not be funded by the levels of development in the plan. <p>The level of consultation that is carried out through the Neighbourhood Plan will depend upon the issues that the</p>

	Neighbourhood Plan is looking to tackle. The Neighbourhood Plan can carry out several consultations if it is felt necessary. This could be to obtain more detail on particular policy areas or to consult a number of different groups in the community. Adjacent Parish Councils should be consulted, as proposals may have implications for them.
Do you need a Sustainability Appraisal scoping report?	Parishes should not need to carry out a formal Sustainability Appraisal of their Plan. However where parishes are carrying out site allocations then a clear methodology, potentially in the similar style to a Sustainability Appraisal may be required. Your Lead Planning Authority will advise on this and identify the requirements. This process will help you to determine which sites are best for delivering development in your settlement and will help to protect you from future challenge from developers at appeal.

Four – “How you achieve it” (developing the plan).	Once you have decided to do a Neighbourhood Plan and have had your area designated, then the work begins. This stage is the one that will take longest and will vary most depending upon the scale of your Neighbourhood Plan, the issues you are looking to tackle and the resources available to you.
Develop policies	Neighbourhood Plans should set out policies on the development and use of land and must be credible, justifiable and achievable, viable and legal. A Neighbourhood Plan is similar to the Local Plan for the district, but is written for and applied at the parish level. It is expected that a Neighbourhood Plan would provide more detailed, parish specific policies, whereas the district policy will be more strategic. The different policies that may be developed could take the following forms: <ul style="list-style-type: none"> • Policies and plans to allocate sites for types and scales of development (e.g. residential, employment, mixed development etc.) • Policies to specify particular requirements relating to each or any allocation (e.g. access, landscaping, location of green space etc.) • Policies and plans to specify sites within the neighbourhood area to be protected or enhanced as environmental assets or areas of landscape character. <p>The draft policies should be based on robust evidence and informed by community and stakeholder engagement. Policies should seek to achieve the vision and objectives that have</p>

	<p>already been developed by the community/parish and for each objective that has been agreed, consideration about what policies could be put in place to try and achieve them. It should be clearly audited how the plan has developed and consulted on in preparation for the consultation statement.</p>
<p>Develop an delivery plan</p>	<p>A Delivery Plan will be important for the parish as it allows them to demonstrate how the objectives identified are to be achieved. This will be important at a referendum as a way to demonstrate to the voters that their views and opinions have been taken on board.</p> <p>Not all the issues raised by the community will be able to be covered by the land use policies put forward through a Neighbourhood Plan. The implementation plan will highlight how these issues will be covered by perhaps signposting Parish Plans, Village Design Statements and other Parish documents and websites.</p> <p>An implementation plan will also be useful for the delivery of infrastructure through CIL or section 106 agreements and signposting how it will be spent and the mechanisms to be put in place by the parish to do so.</p> <p>The Delivery Plan is an opportunity for you to ensure that you have addressed the vision and objectives of your plan.</p>
<p>Check for conformity with National and District level policy</p>	<p>It is important in writing the policies in your plan that you check that you are in general conformity with the strategic Policies at the National and District Level.</p> <p>At the National Level the relevant guidance is the National Planning Policy Framework.</p> <p>At the District level the Neighbourhood Plan will need to have regard to the Local Plan Saved Policies (2011)</p> <p>A link to this document can be found below. http://www.chichester.gov.uk/index.cfm?articleid=5080 This is the current planning policy for the District.</p> <p>The Neighbourhood Plan should also have regard to the Emerging Chichester District Local Plan. This plan is currently expected to be submitted to the secretary of State in April 2014.</p> <p>A link to the latest version of this document can be found below: http://www.chichester.gov.uk/index.cfm?articleid=21805</p> <p>The emerging Local Plan contains specific policies in relation to Neighbourhood Plans.</p>

	<p>Neighbourhood Plan policies should look to add locally specific detail to the policies set out by the District or to achieve levels of sustainability over and above that set out in the District's Local Plan.</p> <p>You should look to avoid repeating policies set out in the District's emerging Local Plan if they already cover your needs.</p>
<p>The Draft Neighbourhood Plan. – Pre submission consultation.</p>	<p>The Neighbourhood Plan goes through two stages of formal consultation before it is submitted for examination.</p> <p>The first of these stages is carried out by the Parish and is called the pre submission consultation.</p> <p>The parish is responsible for carrying out the pre submission consultation on its draft Neighbourhood Plan. Before you get to the stage of publishing your draft plan for consultation you need to be happy with the draft policies that you have written and that there has been sufficient public consultation on those policies.</p>
<p>Putting the Neighbourhood Plan out to pre submission consultation.</p>	<p>The pre submission consultation is an official stage of consultation as set out through the Neighbourhood Planning Regulations 2012 (regulation 14) A copy of the regulation is set out below.</p> <p><i>Pre-submission consultation and publicity</i></p> <p><i>14. Before submitting a plan proposal to the local planning authority, a qualifying body must—</i></p> <p><i>(a) publicise, in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area—</i></p> <p><i>(i) details of the proposals for a neighbourhood development plan;</i></p> <p><i>(ii) details of where and when the proposals for a neighbourhood development plan may be inspected;</i></p> <p><i>(iii) details of how to make representations; and</i></p> <p><i>(iv) 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;</i></p> <p><i>(b) consult any consultation body referred to in paragraph 1 of Schedule 1 (found in the 2012 neighbourhood planning regulations) whose interests the qualifying body (the parish) considers may be affected by the proposals for a neighbourhood development plan; and</i></p> <p><i>(c) send a copy of the proposals for a neighbourhood development plan to the local planning authority.</i></p> <p>The first of the stages highlighted above is the publicising of the plan within the community.</p> <p>As you have progressed the Neighbourhood Plan you should have recorded the contact details of the people you have consulted and who have previously commented upon the proposals or attended public consultation events. These people should be made aware directly of the draft Neighbourhood Plan. You may also want to consider other publication through local</p>

	<p>newsletters, the parish web site and other means such as flyers to people within the community.</p> <p>You will need to consider how people will access the plan, this will include the ability of people to access it online and if you will need to have paper copies available for people to read / view in locations around the parish.</p> <p>You will need to consider how people will be able to make responses to the draft plan and should create as many different ways to respond as possible to capture people with different levels of technological ability and to maximise your response rate.</p> <p>Any comments received should be considered and addressed. This will be important when the plan is examined, the independent examiner will be looking at your consultation statement.</p> <p>The District Council can provide you with the contact details of the qualifying bodies referred to in the regulation. For the most up to date details contact tbell@chichester.gov.uk</p> <p>You will need to give at least 6 weeks for the consultation. The District Council will respond formally to your consultation all consultations should be sent to the above email address.</p>
<p>Amend the draft Neighbourhood Plan in response to consultation and finalise</p>	<p>Once consultation has been carried out, an analysis of comments should be made and consideration as to whether any amendments need to be made to the draft plan.</p> <p>The Neighbourhood Plan will need to consider whether the responses received necessitate changes to the plan or if there is a need to seek further evidence / detail to clarify policies put forward in the plan.</p> <p>If the Group decides not to take someone's points on board then they should look to be able to justify why they have not done so. You will not be able to satisfy everyone within the parish but it is important that their opinion is recorded so that they do not feel they have been ignored.</p> <p>Once amendments have been made to the draft plan it would be a good idea to arrange a meeting with the District Council to discuss the plan, whether it meets the basic conditions and to ensure all the other documents needed for the final submission are in place. How people's views have been taken into account will need to be demonstrated through the consultation statement.</p>
<p>Writing your consultation statement</p>	<p>The Neighbourhood Planning Regulations 2012 set out what the parish should include in their consultation statement: <i>(regulation 15 part 2)(2) In this regulation "consultation statement"</i></p>

	<p><i>means a document which—</i></p> <p><i>(a) contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan;</i></p> <p><i>(b) explains how they were consulted;</i></p> <p><i>(c) summarises the main issues and concerns raised by the persons consulted; and</i></p> <p><i>(d) Describes how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.</i></p> <p>Once you have developed your consultation statement you can send it to tbell@chichester.gov.uk for feedback.</p>
<p>Do you need to carry out Sustainability Appraisal or Strategic Environmental Assessment for the Neighbourhood Plan?</p>	<p>Sustainability Appraisal:</p> <p>Depending upon the policies in the Neighbourhood Plan it may be necessary to get a sustainability appraisal scoping opinion. Once your policies have been drafted to your satisfaction you can ask the District Council to let you know if a sustainability appraisal is needed. The Districts emerging Local Plan is subject to a sustainability appraisal so if the policies in the Neighbourhood Plan do not diverge greatly from the policies in the emerging Local Plan an additional sustainability appraisal may not be needed.</p> <p>It is envisaged that a Sustainability Appraisal for a Neighbourhood Plan would be much simpler than those usually carried out for Local Plans. Even if you do not need to carry out a full Sustainability Appraisal you may find it useful to have site selection criteria in a similar style to those found in a Sustainability Appraisal to help you select / justify your site selection choices.</p> <p>Strategic Environmental Assessment (SEA)</p> <p>Neighbourhood Plans should be screened at an early stage to ascertain whether they are likely to trigger significant environmental effects and thus whether an SEA needs to be carried out. The Local Planning Authority (LPA) should undertake this screening assessment, consulting relevant national bodies in coming to its screening opinion. The National Planning Policy Framework makes it clear that a sustainability appraisal should be an integral part of the plan preparation process, but the particular assessment requirements need to respond to the scale, status and scope of the plan being developed.</p> <p>Once you have progressed your plan to the stage where you have a clear idea of the policies that your plan will contain and the location of any allocations that you are looking to promote you should write to the District Council in order to obtain a screening opinion.</p>
<p>Writing your Basic</p>	<p>The basic conditions are:</p>

<p>Conditions Statement.</p>	<ol style="list-style-type: none"> 1. 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) 2. having special regard to the desirability of preserving any listed building or its setting or any features of special architectural or historic interest that it possesses, it is appropriate to make the order 3. having special regard to the desirability of preserving or enhancing the character or appearance of any conservation area, it is appropriate to make the order 4. the making of the order (or neighbourhood plan) contributes to the achievement of sustainable development 5. 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) 6. the making of the order (or neighbourhood plan) does not breach, and is otherwise compatible with, EU obligations 7. prescribed conditions are met in relation to the Order (or neighbourhood plan) and prescribed matters have been complied with in connection with the proposal for the order (or neighbourhood plan) <p>The Neighbourhood Plan will need to meet the basic conditions. Your basic conditions statement will need to set out how it has done so. All of the policies in the District Council's emerging Local Plan count as strategic for this purpose.</p>
<p>What do you need to provide to Chichester District Council</p>	<p>Once the Neighbourhood Planning team has made any necessary amendments to the Neighbourhood Plan, it should submit the plan to CDC for examination. The submission should include:</p> <ul style="list-style-type: none"> • The proposed Neighbourhood Plan • A map identifying the Neighbourhood Plan Area • A consultation statement (details of who was consulted, how they were consulted, summarise the main issues and describe how issues have been considered in the draft Neighbourhood Plan) • Sustainability Appraisal / Strategic Environmental Assessment where necessary. • The basic Conditions Statement. • The evidence base supporting policies
<p>Chichester District Council publish and consult draft Neighbourhood Plan with community and stakeholders for a</p>	<p>After the submission of the documentation to the District Council, the next formal stage is the 6 week consultation carried out by the District.</p> <p>We would encourage parishes before they formally submit all the necessary documentation to meet with officers of the District Council to go over their plans to ensure that all the following</p>

<p>minimum of six weeks</p>	<p>points are covered:</p> <ul style="list-style-type: none"> • That all the relevant evidence is in place to support the policies • That the policies are worded in a way that clearly communicates their intent <p>Once a Neighbourhood Plan has been submitted to the District Council then there is limited opportunity to make changes, and if changes are made then the plan may need to repeat stages of the process.</p> <p>The District Council is required to progress the plan if it meets the basic conditions, however the basic conditions are not an all-encompassing checklist, and a plan could progress with issues not relating to the basic conditions. We would encourage parishes therefore to meet us beforehand to ensure all the potential problems with the plan are resolved.</p> <p>The District Council will publish the Neighbourhood Plan and the accompanying documentation for a six week consultation. The District Council will publish the consultation on it's website and in the Local paper. The District Council will write to all the consultees in the Parishes consultation statement as well as to the relevant statutory bodies as set out in the regulations.</p>
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<p>Five – independent examination</p>	<p>All the documentation submitted to CDC with the addition of a copy of all representations made during the consultation carried out by the District Council will be sent to the examiner.</p> <p>In addition to these documents the examiner may require additional documentation in order to help them in their decision making.</p> <p>Some of these documents such as the evidence base documents for the Local Plan the District Council will be able to provide. However there will be other documents that the Parish will potentially be needed to supply.</p> <p>These will include:</p> <ul style="list-style-type: none"> • The regulation 14 consultation responses. • The Neighbourhood Plan evidence base documents. <p>It would be beneficial if these documents were available in an electronic format preferably on a publicly accessible web page in order to allow easy access if they are required through the examination.</p>
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<p>Appointment of an independent examiner and submission of the Neighbourhood Plan</p>	<p>The District Council is currently using the NPIERS service for the appointment of the independent examiner.</p> <p>The Neighbourhood Planning Independent Examiner Service (NPIERS) has been developed by the Royal Town Planning Institute, the Royal Institute of Chartered Surveyors and the Planning Officers Society together with Action with Communities in Rural England and LOCALITY. This service has been developed to provide quick and easy access to impartial and highly qualified examiners on an “as needed” basis. A panel of independent examiners has been established who meet the following criteria:</p> <ul style="list-style-type: none"> • Senior professionals currently employed or retired ▪ Qualified members of professional bodies with extensive experience in their specialised areas. They are drawn from various relevant professions and are professionally qualified, and regulated members of at least one professional body including the RICS, RTPI, POS, RIBA, ICE, and IHT. • Wide ranging knowledge and understanding of planning (especially Neighbourhood Planning) under the Localism Act. • Regarded by peers as highly experienced • High degree of relevant professional competence and an ability to operate in a quasi-judicial role effectively • An understanding of the process plus a range of additional skills including the appreciation of differing levels of knowledge, the ability to manage the process with flexibility and efficiency, the ability deal with wide ranging personality dynamics and excellent communication skills. <p>The examiners have been trained and assessed to undertake neighbourhood plan examinations by POS, RICS, RTPI, with support from community bodies and the service is monitored by an independent board.</p> <p>The service is structured so that clients pay for examiners only when needed and there is a standard charge of £750 plus VAT per day (plus expenses) for all examiners. The Local Authority and Parish Council are provided with the CV’s of three potential inspectors who:</p> <ul style="list-style-type: none"> • Have the skills and experience that meet your particular criteria • Are available as and when needed • Are independent and free from conflicts of interest • Have appropriate professional indemnity insurance <p>The potential examiners have to submit the following information:</p> <ul style="list-style-type: none"> • their Curriculum Vitae • A statement on any conflicts of interest they may have, real
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	<p>or perceived in the last 5 years</p> <ul style="list-style-type: none"> • A response to the examination requirements provided by the local authority to highlight the key issues affecting the plan. • A statement that they can undertake the task without delay or unnecessary expense. • A statement that they will undertake the work detailed in the 'NPIERS Examiner fees and costs documents' • A statement that they have the appropriate professional indemnity insurance. • Examples of recent instructions & details of their current role. <p>The District Council and the Parish Council between them make a decision on who to appoint based upon the information received and then directly appoint the examiner. The District Council bears the cost of the examination. Where the Parish falls within the South Downs National Park then it will be the Park Authority that is the body responsible for organising the examination. Where the parish straddles the boundary the lead authority will be the same as in the table set out in the section of this guide that covers which authorities you should submit your plan to. The District Council will then draw up a contract for the engagement of the examiner.</p>
Examination	<p>The length of the examination will vary depending upon a number of factors, these include:</p> <ul style="list-style-type: none"> • The number and complexity of representations received • The complexity of the plan and the policies within it • If the plan needs an hearing • The examiners other commitments. <p>The examination can take approximately 1 to 2 months, with an extra additional month if a hearing is required.</p>
Examination Hearing	<p>The examination will be carried out based on the written representations received and submitted to the examiner. The examiner may however decide to hold a hearing in order to obtain additional clarification on points raised through the written representations.</p> <p>The hearings usually take a more informal format than the examination in public that is held for a Local Plan. The hearing will be public however only those individuals specified by the examiner will be allowed to speak.</p> <p>The hearing normally require a months' notice in order to ensure ample notice for public attendance.</p>
Independent Examiner's	The result of the examination will be a written report, issued by

<p>report published on Chichester District Council's website and decision statement sent to the Parish Council and anyone who has previously made a representation</p>	<p>the independent examiner, which will have one of the following recommendations:</p> <ul style="list-style-type: none"> • that the draft Neighbourhood Plan should proceed to a referendum • that it should proceed to a referendum, subject to certain amendments • that the proposed Neighbourhood Plan does not proceed.
<p>Chichester District Council considers Independent Examiner's report.</p>	<p>The District Council (where it is the lead Planning Authority) must publish the decision statement on their website and send a copy to the Town/Parish Council or community group and all people who have asked to be notified of the decision. Following this, the District Council will consider the examiner's report to decide whether or not the recommendations should be followed. The Council will publish its decision (using other publicity methods in addition to the website) on this matter and will notify the Parish/Town Council.</p> <p>If the District Council recommends that changes should be made in order to the Neighbourhood Plan then the Parish will need to agree to those changes to proceed. If the Parish does not agree the changes then the plan cannot proceed.</p> <p>The decision statement will go to the Development Plan Panel and Cabinet for agreement.</p> <p>In the case of parishes in the South Downs National Park the Park Authority will be responsible for the production of this report. Where the Parish spans the boundary then both parishes will write a recommendation report.</p>

<p>Stage six – Referendum</p>	<p>The Neighbourhood Plan will need to pass a referendum in order to be used as planning guidance. It is important to have carried out consultation throughout the plan process to ensure/gauge support for the Neighbourhood Plan at referendum.</p>
<p>How will the referendum be organised</p>	<p>The District Council will co-ordinate and pay for the referendum which will normally be open to any individual registered to vote in the parish. The referendum will be organised by the District Council's electoral team in much the same way as a Local Election.</p>
<p>How long will the referendum take</p>	<p>The referendum itself will be a one day event however the regulations stipulate that 28 days' notice needs to be given for the referendum.</p>
<p>What result will be needed at referendum to ensure a successful plan.</p>	<p>The question that the referendum has to ask is: "Do you want [insert name of local planning authority] to use the neighbourhood plan for [insert name of neighbourhood plan area] to help it decide planning applications in the neighbourhood area?"</p>

	<p>A referendum is needed to gauge community support and if the majority of those who vote on the adoption of the Neighbourhood Plan vote in favour, then the Plan will be adopted by the District Council. If the Plan does not receive the support of the majority vote, the District cannot adopt it. Another plan cannot be produced for that area for another two years. A majority vote for the referendum would be 50% +1 individual. For parishes where the lead authority is the Park Authority then the Park Authority will organise the referendum in conjunction with the District Council.</p>
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Stage seven – Final Plan

<p>Making the Neighbourhood Plan</p>	<p>Following a successful referendum the District Council will officially make the Neighbourhood Plan part of the development plan for the District. For parishes in the National Park this will also be done by the Park Authority. For parishes straddling the boundary this will be done by both planning authorities.</p>
<p>How will the Neighbourhood Plan be used.</p>	<p>Neighbourhood Plans will be used by development management when making decisions on planning applications. There is a hierarchy of policy when making a decision and local policies within each Neighbourhood Plan will be used, alongside the emerging Local Plan and National Policy to assess each application for that Neighbourhood Plan area and decisions will be guided by those policies. It is important to remember this in writing your Neighbourhood Plan as new national and district level guidance will supersede any guidance in the Neighbourhood Plan that is not in general conformity.</p>