



REPORT TO: Council

28 September 2017

LEAD OFFICER: Joint Director for Planning and Economic Development

Neighbourhood Planning

Purpose

1. The purpose of the report is to raise awareness about Neighbourhood Planning in South Cambridgeshire, outline the work of the Neighbourhood Planning Task and Finish Group (NPTFG), and highlight and invite comment on future actions.

Recommendations

2. It is recommended that Council:
 - a) Note the progress being made on Neighbourhood Planning across the district set out in paragraphs 5-11 of this report;
 - b) Note that consultation with parishes commenced on the 18th September on the draft Neighbourhood Planning Guidance arising out of the work of the Task and Finish Group as detailed in paragraphs 12-14 of this report;
 - c) Note the draft standard support offer to parishes (or groups of parishes) preparing a Neighbourhood Plan as set out in Appendix 2, forming part of the Guidance for consultation in b), including the specific elements highlighted at paragraphs 15-17 of this report; and
 - d) Note that the resource and budgetary implications of Neighbourhood Planning will be reviewed annually when preparing the Service Plan and during preparation of the budget and that if temporary additional resources are otherwise justified, these will be bought-in subject to existing budgets.
3. There is a growing level of interest in Neighbourhood Planning across the district, but progress on plans has not progressed as quickly as had been anticipated. A Task and Finish Group was established in late 2016 to develop local guidance on Neighbourhood Planning including on the support that this Council could provide to parish neighbourhood planning groups. Local guidance has now been prepared for consultation. It is important that the capacity of the District Council to support Neighbourhood Planning is kept under review and is sufficient to provide timely and appropriate support to parish neighbourhood planning groups, informed by future levels of interest in preparing neighbourhood plans. This report was considered by Cabinet on the 14th September 2017 who agreed the standard support offer, that consultation on the guidance should take place, and that the resource and budgetary implications of Neighbourhood Planning should be kept under review.

Neighbourhood Planning in South Cambridgeshire – Current Progress

4. Neighbourhood Plans are a community-led initiative giving local communities power to prepare a part of the development plan for their parish or group of parishes. Neighbourhood Plans carry substantial weight in planning decision making, equivalent to the weight attached to a district wide Local Plan. They must however be in general conformity with the strategic policies of the district wide Local Plan and have appropriate regard to national planning policy. Importantly they cannot promote less development than the Local Plan in their Neighbourhood Area.
5. The first step a parish or group of parishes must take when they decide to prepare a Neighbourhood Plan is to get the area to be covered by the plan 'designated'. Since 2014, thirteen Neighbourhood Areas have been designated across the district which are shown on the map at Appendix 1. These are as follows with the date of designation:
 - **Linton and Hildersham** (designated jointly) – May 2014
 - **Histon and Impington** (part of parish excluded) – September 2014
 - **Gamlingay** – February 2015
 - **Waterbeach** – August 2015
 - **Foxton** – November 2015
 - **West Wickham** – November 2015
 - **Cottenham** – November 2015
 - **Melbourn** – May 2016
 - **Whittlesford** – August 2016
 - **Great Abington** (former LSA Estate only) – September 2016
 - **Stapleford and Great Shelford** (designated jointly) – November 2016
 - **Swavesey** - November 2016
 - **Thriplow** - August 2017
6. Most neighbourhood planning groups (a name for the working party preparing each plan) are still considering issues and options, gathering evidence and conducting informal consultations on particular issues and draft policies and allocations. Officers have kept in contact with, and provided support on request to, many of these neighbourhood groups which is often the only mechanism we have to assess their progress, as parish-hosted neighbourhood planning webpages, where they exist, are not always up to date. Although it is known that a lot of work has gone into a number of plans, two appear to have made the most progress. These are the emerging neighbourhood plans for Cottenham and for the former Land Settlement Association (LSA) Estate at Great Abington. Both communities have undertaken or are undertaking pre-submission consultation on a draft Neighbourhood Plan (Regulation 14). This stage (which can be repeated as necessary), allows the neighbourhood planning group to fine tune their emerging plan to ensure it has taken account of local views and any necessary modifications made before it is formally submitted to this Council.
7. It is SCDC's role to ensure the neighbourhood plan submitted by the Parish Council is accompanied by a statement of consultation and a statement setting out how the plan complies with a number of nationally set 'basic conditions'. If it does we have to carry out a formal 6 week public consultation (Regulations 15 and 16) and arrange for the plan to be examined by an independent examiner (to whom all the consultation representations will be sent). On receipt of the Examiner's report this Council has to decide if any modifications to the plan are necessary to ensure it meets the basic conditions and share these with the Parish(s) involved who have the option of

withdrawing a plan if unhappy with the modifications. This Council has then to arrange for a referendum to take place within the relevant parish. If the referendum votes in favour of the Neighbourhood Plan by a simple majority this Council is required to bring the plan into legal force within 8 weeks of the referendum. It is understood that this will require a decision by full Council, in a similar way as for this Council's Local Plan, as the Neighbourhood Plan will form part of the statutory Development Plan on its adoption.

8. The view of officers is that two linked variables explain most of the disparity in plan making progress across the district. First the complexity of the Neighbourhood Plan being prepared (with simpler more focussed plans being easiest and quickest to prepare) and second the capacity of, and skills available to, the neighbourhood planning group preparing the neighbourhood plan. Experience here and elsewhere is that where local communities have employed professional planning consultants experienced in neighbourhood planning, they are able to make better progress and involve fewer iterations in preparing their draft plans. This is not surprising given the technical nature of neighbourhood plans, and whilst they can be led and steered by the local community and very much developed to achieve the outcomes they are seeking, having planning expertise on board on the day to day work on the plan is very valuable. The level of support that SCDC can and must provide, is not able to replace having neighbourhood planning expertise within or directly supporting a neighbourhood group.
9. Since 2014 the Planning Policy Team has sought to support communities decide whether a Neighbourhood Plan is right for them, by talking at numerous parish meetings, and when a plan is in preparation by making comments on emerging plan policies, objectives and allocations, often on a number of occasions for each plan as they evolve over time, and by providing some mapping support. A number of Neighbourhood Planning workshops have also been held for our parish councils, on such issues as policy writing, organised with the Sustainable Communities and Partnerships Team.
10. Since late 2016 the capacity of the Planning Policy Team to support Neighbourhood Planning has been bolstered by the appointment of a Planning Project Officer to the team, to be funded retrospectively by DCLG grant that is now payable at the end of the neighbourhood planning process. The volume and complexity of Neighbourhood Planning work demands remains irregular and whilst progress on individual plans is slower than the parish councils concerned had originally anticipated, interest is growing overall and can coincide with busy periods on other agreed work priorities for the team such the Local Plan Examination. It is accordingly proposed that the approach to supporting neighbourhood planning is considered through the shared service restructure, and that the resource and budgetary implications of Neighbourhood Planning be reviewed annually when preparing the Service Plan and during preparation of the budget, and that if temporary additional resources are justified, these can be bought-in subject to existing budgets.

Work of the Task and Finish Group

11. The Planning Portfolio Holder decided in June 2016 to set up a Neighbourhood Planning Task and Finish Group (NPTFG) to oversee the development of a package of local guidance leaflets for key aspects of neighbourhood plan preparation, and to set out a standard approach to how this Council would fulfil its statutory duty to support neighbourhood planning groups. Membership of the group comprising a number of District Councillors, Parish Councillors, Parish Clerks, officers and chaired by the Planning Portfolio Holder.

12. A number of meetings of the NPTFG have since been held accommodated around the need to service the examination of the Local Plan. The outcome is a suite of guidance 'leaflets' covering key stages in the preparation of a Neighbourhood Plan. The guidance will be available on-line and in hard copy. It will be kept up to date as national guidance and regulations change and as we learn from local experience what is working well and what is not and whether there is a need for more guidance or less on particular subjects. The aim is that it supplement nationally available guidance. In response to the views of parish councils on the NPTFG, the guidance will be provided in a form that individual topics can be accessed separately or in any combination, or alternatively can be printed out as a complete document at any point in time. The planned guidance is proposed to cover the following areas:

Deciding to Produce a Neighbourhood Development Plan:

- Is a Neighbourhood Plan the Right Tool for your Parish
- Getting Started
- Support Offer to Parish Councils
- Memorandum of Understanding

Preparing the Plan:

- Getting a Neighbourhood Area Designated
- Developing a Vision and Objectives
- Generating Options
- Writing Planning Policies / SCDC Policy-Writing template
- Strategic Environment Assessments (SEA)
- Sources of Evidence and Information

Additional Guidance

- Community Engagement and Neighbourhood Plans
- What are the Basic Conditions and How to Meet Them
- Strategic Policies
- Site Assessments
- Maps for Neighbourhood Plans
- Affordable Housing

13. The final meeting of the NPTFG was held on 12th September and the draft guidance was launched at the Parish Planning Forum later that day, making clear that it was to be considered by Cabinet on the 14th September. Cabinet agreed that it be subject to a 6 week Parish consultation to start on the 18th September. The outcome of the consultation and any necessary changes to the guidance will be subsequently reported to the Planning Portfolio Holder for consideration before the guidance is formally 'adopted'. It is recognised that other topics may be helpful to parish councils moving forwards and it is intended that the scope of the guidance will be kept under review and updated as necessary and informed by feedback from parish councils preparing neighbourhood plans.

Neighbourhood Planning Guidance and Standard Support Offer

14. In order that parishes taking forward neighbourhood plans are supported equitably over time by this Council, a proposed standard support offer has been developed which is attached at Appendix 2. This aims to set out what support will be made available at each stage of plan preparation including in regard to neighbourhood area designation, and the writing the plan, in order to provide clear and consistent support across the district. It sets out the officer support that will be provided, including technical mapping support. This recognises that mapping has proven to be a particular element of support that parish councils have asked for to date, and several have indicated their willingness to pay for such a service. It is also relevant that the

neighbourhood plan policies maps will form part of the Development Plan and there is a need for clarity and accuracy. It is proposed that SCDC offers additional mapping support beyond the standard offer at cost, including buying in additional resource if necessary.

15. Note in particular that it is proposed that this Council provide financial assistance to the Parish Council (s) taking forward a plan, upon request, towards the cost of two technical assessments. These are a Strategic Environmental Assessment (SEA) Screening of the plan (including a Habitat Regulation Assessment Screening where appropriate) and a pre-submission independent health check of the plan to check if the neighbourhood plan would be likely to meet statutory requirements (meeting the Basic Conditions set out by the regulations). The SEA screening requires a particular expertise and is something that parish councils have indicated they would welcome support from SCDC in undertaking, and it is proposed that it would be provided by consultants. Any need arising from the screening for a full SEA to be undertaken would be for the parish council to fund in full through national grant funding or other sources. Whilst a health check is not a requirement, it is recommended and can provide a parish council with an independent view of likely success of their emerging plan before they submit it to SCDC. They are typically provided by independent examiners that are experienced in assessing neighbourhood plans. It is proposed that the financial element of the support offered by SCDC would be limited to a maximum of £1,000 for each assessment. From experience to date, this is likely to cover the costs involved for fairly simple and straightforward plans, although it is likely that more complex plans will cost more. This is a higher level of contribution than was assumed when the Planning Project Officer post was created, but it is anticipated that the implications for the extent to which the post could be covered by government grant available to the district council are likely to be relatively limited. If Cabinet agrees this level of support, it is proposed that it be kept under review as part of the annual review of resources and budget for neighbourhood planning.
16. When the neighbourhood planning guidance is adopted the substantive work of the NPTFG will be complete. However, consideration will be given to whether it would be helpful to establish a volunteer parish sounding board to help officers keep the guidance up to date and the standard support offer relevant and appropriate.

Implications

17. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered:-

Financial

18. The Council is able to apply for a grant of £20,000 from the Department of Communities and Local Government (DCLG) once a Neighbourhood Plan has been through examination and a referendum date set. The grant is intended to cover this council's obligations in supporting neighbourhood planning, including cost of the examination and referendum which the Council is responsible for paying.

Legal

19. Advice has been sought from the 3C Legal Team in the writing of this report.

Staffing

20. The capacity of the Planning Policy Team was increased in 2016 when a Project Officer post was added to team, to be funded retrospectively by DCLG grant that is now payable at the end of the neighbourhood plan making process.

Equality and Diversity

21. Each Neighbourhood Plan has to take account of equality and diversity issues as appropriate to the content of the plan.

Consultation responses

22. None.

Effect on Strategic Aims

Aim 1 – Living Well

23. By preparing a neighbourhood plan local communities are empowered to develop appropriate policies to address particular issues of concern to their communities.

Aim 2 – Homes for our future

24. Local communities can consider how to meet existing and future local housing needs in their neighbourhood plans.

Aim 3 – Connected communities

25. Neighbourhood plans are an opportunity for local communities to work together on shared concerns and priorities.

Aim 4 – An innovative and dynamic organisation

26. Neighbourhood planning engages local people in the planning process and gives them tools to guide future development in their villages. The Council has a duty to support Parish Councils preparing plans, and to do this as effectively as possible will keep its support offer and support capacity under review.

Appendices

Appendix 1: Map of designated Neighbourhood Areas.

Appendix 2: Standard Support Offer

Background Papers

Locality – Neighbourhood Plans Roadmap Guide

<http://locality.org.uk/resources/neighbourhood-planning-roadmap-guide/>

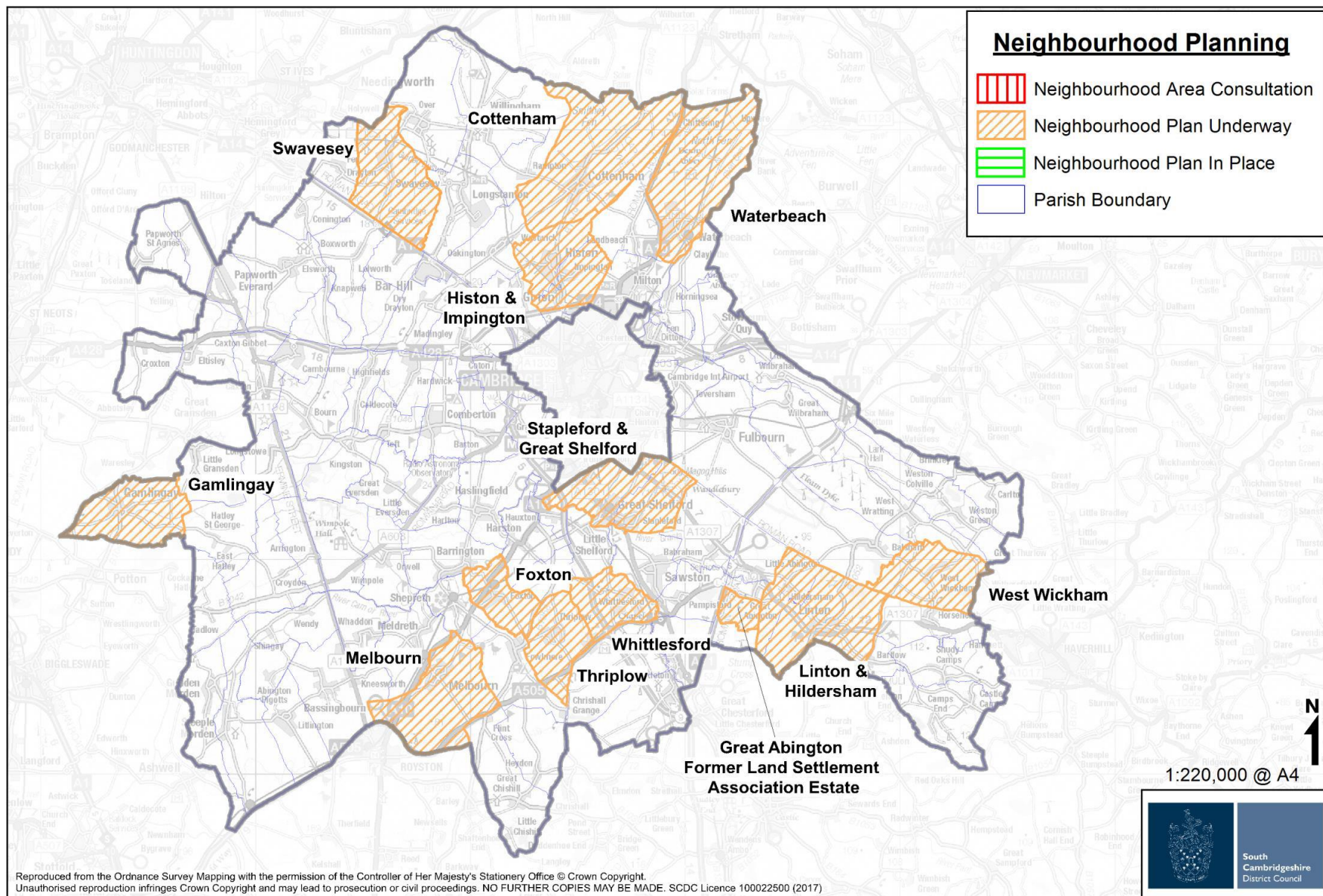
Neighbourhood Area Designation – Updating the Process (Report to SCDC Cabinet 19/1/2017)

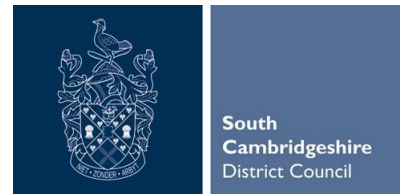
Neighbourhood Planning in South Cambridgeshire (Report to Planning Portfolio Holder 7/7/2016)

<http://scambs.moderngov.co.uk/uuCoverPage.aspx?bcr=1>

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Appendix 1: Designated Neighbourhood Areas





Neighbourhood Planning Guidance

Neighbourhood Planning: Support Offer to Parish Councils

DRAFT

South Cambridgeshire District Council

September 2017

Introduction

As the local planning authority, South Cambridgeshire District Council (SCDC) has a duty to give advice and assistance to parish councils when it considers appropriate in the preparation of a neighbourhood plan.

SCDC wishes to support its parish councils in developing their neighbourhood plans, and this offer document sets out the support that SCDC will provide to all parish councils. This is SCDC's current offer and it will be kept under review.

Any parish council that would like support, advice or assistance that goes beyond that set out in this offer should contact SCDC via neighbourhood.planning@scambs.gov.uk or 01954 713183 to discuss their requirements.

Step One: Getting Started

How will SCDC support parish councils in getting started?

- a) SCDC will **provide advice on its website** as first port of call for enquiries about neighbourhood planning;
- b) SCDC will **meet with any parish council** considering preparing a neighbourhood plan to discuss:
 - the requirements of preparing a plan,
 - any other options that might also be available to meet local objectives, and
 - if the parish council has the necessary information to decide what approach would be best for them.
- c) SCDC will also provide **a lending library of resources** that parish councils may find useful to help decide on whether to prepare a neighbourhood plan e.g. examples of Neighbourhood Plans.

Guidance and Regulations

Neighbourhood Planning Regulations

- Original (April 2012): [Neighbourhood Planning \(General\) Regulations 2012](#)
- Amended (February 2015): [Neighbourhood Planning \(General\) \(Amendment\) Regulations 2015](#)
- Amended (October 2016): [Neighbourhood Planning \(General\) and Development Management Procedure \(Amendment\) Regulations 2016](#)

These regulations may occasionally change or new regulations introduced

National Guidance on Neighbourhood Planning

- [National Planning Practice Guidance](#)

Other Resources

[SCDC Neighbourhood Planning webpages](#)

SCDC Neighbourhood Planning Guidance Documents

Is a Neighbourhood Plan the Right Tool for your Parish
Getting Started

Herefordshire Council: [Which is the right approach for your parish?](#)

Department of Communities and Local Government (DCLG) – [Notes on Neighbourhood Planning Locality](#) [their website is called [My Community](#)] – they have a [Neighbourhood Plan Roadmap Guide](#) which provides a good introduction to neighbourhood planning.

Planning Aid [their website is called [Forum for Neighbourhood Planning](#)] – they have published a suite of documents and resources to assist those developing a neighbourhood plan.

Planning Advisory Service (PAS) – they have published a number of guides, tools and templates for neighbourhood planning.

SCDC Neighbourhood Planning Facebook – allows PCs to keep up to date on latest news ([add link](#)).

Step Two: Designating a Neighbourhood Area

How will SCDC support parish councils in designating a neighbourhood area?

- a) SCDC has an application form that should be completed and submitted for a Neighbourhood Area designation to be considered. When a parish council is completing this application SCDC can help by preparing a map to show the proposed area.

Other Resources

SCDC Neighbourhood Planning Guidance Documents:

Maps for Neighbourhood Plans

Once a Neighbourhood Area application is submitted, SCDC will:

- b) consider the application, including whether it is valid, as set out in the Regulations;
- c) carry out public consultation on the application; where appropriate (see our guidance note Getting a Neighbourhood Area Designated for more details).

Other Resources

[SCDC Neighbourhood Area Application Form](#) – this application form should be completed and submitted to SCDC for any Neighbourhood Area to be designated.

SCDC Neighbourhood Planning Guidance Documents:

Getting a Neighbourhood Area Designated

Timescales

Public consultation where appropriate, and decision made by SCDC within the timescales set out in Regulations.

Step Three: Early Stage of Plan Development

How will SCDC support parish councils in the early stage of plan development?

- a) Once the Neighbourhood Area is designated, SCDC will offer to meet with the parish council(s) to:
 - offer the parish council the opportunity to sign up to a **Memorandum of Understanding** to set out how we will work together;
 - explain this **support offer** which is available to all Neighbourhood Plan groups;

- inform the parish council about the range of **online guidance available and future workshops**;
- Recommend **the parish council appoints a planning consultant** who specialises in neighbourhood planning to help them in the technical process of preparing a neighbourhood plan, which in most cases go beyond the level of support that SCDC can provide.

Other Resources

Locality:

- [Commissioning Consultants](#)

- b) SCDC will not provide direct financial grants to local communities to prepare their neighbourhood plan. SCDC will however, **offer to part fund a Health Check and undertake a Strategic Environmental Assessment Screening** (see Step Five and Step Six).

Other Resources

SCDC Neighbourhood Planning Guidance Documents:

Getting Started

Memorandum of Understanding – this sets out the commitments both SCDC and a parish council will make to working together on a specific neighbourhood plan.

Herefordshire Council: [Getting started](#)

Locality:

- [Support and Grants](#)
- [Project Planner](#)

Planning Aid:

- [How to Resource Your Neighbourhood plan](#)
- [Project Plan](#)

[How to](#)

- c) SCDC will **attend meetings** with the parish council(s) or the neighbourhood plan working group.

SCDC will aim to respond positively to all requests. However, please be aware that this will be subject to resources and may need to be managed if requests coincide with peaks of neighbourhood plan activity or other work of the Planning Policy Team, and potentially support may be provided via a third party. In these instances, attendance at meetings will be subject to discussion and agreement with the parish council. Resources to support neighbourhood planning will be kept under review.

- d) SCDC will also **provide advice and guidance on how to meet the basic conditions** as set out in the Regulations, including:
- highlighting the strategic policies in the adopted South Cambridgeshire District Local Plan that the neighbourhood plan must be in general conformity with;
 - highlighting the main national policies and advice that will need to be considered;
 - considering how the neighbourhood plan contributes to the achievement of sustainable development;
 - providing advice on undertaking a Strategic Environmental Assessment (SEA) to ensure compatibility with EU obligations, including identifying who needs to be consulted. If a full SEA

is triggered this could require a substantial amount of work in order to address any issues (see also Step Six).

Guidance and Regulations

Information on the basic conditions is set out in:

[National Planning Practice Guidance](#)

These regulations may occasionally change or new regulations introduced

Other Resources:

SCDC Neighbourhood Planning Guidance Documents:

What are the Basic Conditions and How to Meet Them
Strategic Policies

- e) SCDC will **provide a range of online guidance** on how to do different tasks in neighbourhood planning such as:
 - methods of community engagement; and
 - how to achieve effective public consultations.

Other Resources

SCDC Neighbourhood Planning Guidance Documents:

Communities Engagement and Neighbourhood Plans

- f) SCDC will host regular **technical workshops / seminars** for parish councils and those in the local community who are preparing neighbourhood plans.

Other Resources

Information from the workshops / seminars such as presentations and notes will be published on the [SCDC Neighbourhood Planning webpages](#).

- g) SCDC will provide a **lending library of resources** that parish councils may find useful to help decide on whether to prepare a neighbourhood plan e.g. examples of neighbourhood plans.
- h) SCDC will provide advice on the **legal requirements** for neighbourhood planning as set out in the Town and Country Planning Act 1990 (as amended by Localism Act 2011).

Timescales

Please **keep your timeline up to date** (attached to the Memorandum of Understanding) and keep in touch with SCDC so that we know when you may need help and when you are reaching stages where SCDC has a formal role, so we can respond to requests for help in a timely way.

SCDC has a duty to support a parish council and can help keep up the momentum of your plan making.

Step Four: Building the Evidence Base

How will SCDC support parish councils build the evidence base?

- a) SCDC will provide information about where a parish council can find data for the **evidence base they will need to support their neighbourhood plan**, including signposting to the evidence base

and supporting studies underpinning the emerging new Local Plan. Evidence should be focused on that needed to support the neighbourhood plan objectives.

Other Resources

SCDC Neighbourhood Planning Guidance Documents: Sources of Evidence and Information

- b) SCDC will provide a range of guidance on how to do different tasks in neighbourhood planning, such as:
- **methods of community engagement;**

This guidance will be provided as a flexible 'live' resource **on SCDC's website**, but provided in a format that is capable of downloading and printing as a single document at any point in time. Not all the guidance will be available from the start and future guidance provided will be informed by feedback from parish councils.

Other Resources:

Locality:

[Resources](#) – provides a suite of documents that cover different aspects of neighbourhood planning.

Planning Aid:

[Resources](#) – a suite of documents and resources to assist those developing a neighbourhood plan.

Other Council's Guidance Notes

Herefordshire Council: [Guidance Notes](#)

- c) SCDC will share information on **contacts** for key consultees.
- d) SCDC will provide up to date information on the emerging South Cambridgeshire **Local Plan**.

Other Resources:

[SCDC Local Plan Examination webpages](#)

[Planning Policy Monthly Update](#) – this provides the latest news on the progress of the Local Plan.

- e) SCDC will **highlight the key allocations and designations** included on the Local Plan **Policies Map** which a parish council will need to be aware of. This includes:
- Housing allocations
 - Development Frameworks
 - Conservation Areas
 - Local Green Spaces

Timescales

Please keep SCDC informed of your progress by keeping the timeline up to date (attached to the Memorandum of Understanding).

Step Five: Writing the Plan

How will SCDC support parish councils in writing the plan?

- a) SCDC will provide **constructive comments** on emerging draft policies in the neighbourhood plan against the basic conditions.

Timescales

SCDC will need 3 weeks notice of when documents or policies will be submitted to us for comment. If you have kept us informed of your progress (by keeping the timeline up to date) we will know when you will be asking for help and can plan our resources accordingly.

SCDC will seek endeavour to respond within 3 weeks and often sooner, subject to resources and taking account of local timescales as far as possible, or as agreed with the parish council. We want to ensure that we provide constructive comments which will help your plan-making and need sufficient time in order to do so.

- b) SCDC will provide a range of **guidance** and **specialist advice**, subject to capacity, on planning issues that may be included in a neighbourhood plan, such as local housing need and affordable housing,

This guidance will be provided as a flexible 'live' resource on **SCDC's website**, but provided in a format that is capable of downloading and printing as a single document at any point in time. Not all the guidance will be available from the start and will be informed by feedback from parish councils.

- c) SCDC will organise and pay for the **Strategic Environmental Assessment (SEA) and Habitat Regulation Assessment Screening (HRA)** of your neighbourhood plan to ensure that it meets the statutory environmental standards up to a maximum cost of £1,000. If the cost is higher you would need to make up the difference and if a full SEA or HRA is required or a repeat screening it will need to be funded by the parish council.

Other Resources

SCDC Neighbourhood Planning Guidance Documents:
Strategic Environment Assessments (SEA)

Guidance and Regulations

National Planning Practice Guidance – [Strategic Environmental Assessment requirements for Neighbourhood Plans](#)

These regulations may occasionally change or new regulations introduced

Timescale

Need to consult with statutory bodies, therefore need to allow time for them to respond. The whole process is likely to take 2-3 months.

- d) SCDC will provide **technical mapping support** as set out in 'Maps for Neighbourhood Plans'. SCDC will also offer the following services (anything additional to the below will require further cost):
- **Neighbourhood area designation**
 - **Exhibition poster** - size A0, 3 copies
 - **Online mapping for the parish council**
 - **Policies map** – 8 hours of mapping time
 - create map
 - provide 3 electronic copies at A3 or smaller
 - additional layer sharing of neighbourhood plan policies and proposals
 - anything beyond 8 hours will require additional costs.

Other Resources

SCDC Neighbourhood Planning Guidance Documents:
Maps for Neighbourhood Plans

Timescale

Technical mapping support will be provided as set out in 'Maps for Neighbourhood Plans'.

Step Six: Pre-submission Consultation and Preparing the Plan for Submission to SCDC

How will SCDC support parish councils in the pre-submission consultation and preparing the plan for submission to SCDC?

- a) SCDC will offer up to a maximum of £1,000, towards a single pre-submission **health check** of the draft neighbourhood plan before the parish council submits their neighbourhood plan and supporting documents to SCDC. The health check should be carried out by an independent examiner through the Neighbourhood Planning Independent Examiner Referral Service (NPIERS) and it will check to see if the neighbourhood plan would be successful at examination, meeting all the basic condition tests. The parish council should submit the application to NPIERS for the health check, and liaise with SCDC.

SCDC Guidance Notes

Strategic Environment Assessment (SEA)

What are the Basic Conditions and How to Meet Them

Strategic Policies

Other Resources

[Neighbourhood Planning Independent Examiner Referral Service \(NPIERS\)](#)

- b) SCDC will provide a **lending library of resources** that parish councils may find useful to help prepare their neighbourhood plan e.g. exhibition boards, banners, examples of neighbourhood plans.

Step Seven: Submission of the Plan to SCDC

How will SCDC support parish councils in the submission of the plan to SCDC?

The final stages of preparing the neighbourhood plan are undertaken with SCDC as the lead rather than the parish council.

- a) SCDC will keep the parish council **informed of progress** and liaise with them to resolve any issues as the plan goes through the examination and referendum stages towards its completion, including:
- liaise with the parish council regarding appointment of an examiner,
 - liaise with the parish council over changes proposed in the examiner's report to ensure the plan meets the basic condition tests,
 - liaise with parish council over any changes to the Neighbourhood Plan,
 - liaise with parish council over Council decision to proceed to referendum and the timing of the referendum.