

## Appendix A



**South  
Cambridgeshire**  
District Council

### Stages in the preparation of a neighbourhood plan

Stages	By SCDC	By Parish Council
<b>Designation of neighbourhood area</b>		<b>Application for designation of neighbourhood area</b> Submission of proposed neighbourhood area to SCDC with map of area and reason for boundary.
	<b>Publicising neighbourhood area application</b> SCDC must put the proposed neighbourhood area on its website for not less than six weeks so local people who live and work in area are aware of application and can comment	
	<b>Determining the application for neighbourhood area</b> SCDC decides whether to agree area	
	<b>Publicising designation of neighbourhood area</b> SCDC publishes area on its website	
<b>Preparation of the Neighbourhood Plan</b>	<b>Tasks to help Parish Council</b> SCDC should provide advice and assistance in the preparation of the plan.	<b>Tasks to prepare a neighbourhood plan</b> <ul style="list-style-type: none"> <li>• Build an evidence base</li> <li>• Community engagement</li> <li>• Decide on vision and objectives</li> <li>• Write the plan</li> <li>• Scoping for need for environmental assessment</li> <li>• Carry out sustainability appraisal if appropriate.</li> </ul>
<b>Pre-Submission Stage</b>		<b>Consultation by the parish council</b> Before submitting the Plan to SCDC there must be a six week period of consultation
<b>Submission Stage</b>		<b>Submission of Plan to SCDC</b> A Parish Council submits a plan proposal to SCDC. It must include <ul style="list-style-type: none"> <li>• Map or statement identifying the neighbourhood area</li> <li>• Consultation Statement stating who was consulted; how consulted; main issues and how these were addressed</li> <li>• Proposed Neighbourhood Plan</li> </ul>

Stages	By SCDC	By Parish Council
		<ul style="list-style-type: none"> <li>• Statement explaining how the NP meets the basic conditions</li> <li>• Where appropriate – information to enable appropriate environmental assessment if required eg Habitat Reg or Environmental Assessment</li> </ul> <p>(Regulation 15 requirements)</p>
	<p><b>Receipt and assessment of submission Plan by SCDC – Decision statement 1</b>  SCDC will check whether the submitted Plan is not a repeat Plan and that it meets all the procedural and legal requirements (i.e. meets the ‘basic conditions’ and the submitted plan meets requirements included in Regulation 15.)</p> <p>SCDC will notify parish council of decision and will issue a decision statement.</p>	
	<p><b>Publicising / Consultation on the Plan</b>  If SCDC accepts the Plan it will publicise the submitted Plan and notify bodies referred to in the submitted consultation document for six week period during which formal representations can be made.</p>	
<b>Examination</b>	<p><b>Arrangements for examination</b>  SCDC is responsible for making arrangements for the examination. Once satisfied with the Plan, SCDC will appoint examiner with consent of Parish Council.</p> <p>SCDC will submit the Plan and all supporting documents to the examiner including representations from the submission consultation.</p>	

Stages	By SCDC	By Parish Council
	<p><b>Examiner's report</b> When SCDC has received the report it will arrange publication of the report as soon as possible.</p> <p>SCDC will consider each recommendation and decide what action to take to respond. Does Plan need modifications?</p>	
	<p><b>Decision to take Plan forward – Decision Statement 2</b> SCDC must make formal decision about whether Plan meets the 'basic conditions', is compatible with the Convention of rights and meets legal and procedural requirements.</p> <p>SCDC decides whether Plan ready for referendum or needs modifications. Publish decision and reasons in decision statement. If modification are different from those recommended by the examiner further consultation is required before a referendum can take place.</p> <p>SCDC to send copy of decision statement to parish council.</p>	
<b>Referendum</b>	<p><b>Arrangements and publicity of referendum</b> SCDC is responsible for making arrangements for the referendum to take place.</p> <p>SCDC will publish detailed information about the referendum on its website 28 days before the referendum is to take place.</p>	
	<p><b>Results of referendum – Decision Statement 3</b> If a referendum results in more than half those voting (i.e. 50% plus 1), voting in favour of the proposal SCDC must 'make' (ie. adopt) the Plan as soon as reasonably practical.</p> <p>SCDC must publish decision</p>	<p>If the referendum results in a 'no' vote for the NP the Parish Council will have to repeat the plan-making process. It cannot simply resubmit the same NP for examination.</p>

Stages	By SCDC	By Parish Council
	statement about referendum.	
<b>Making of Plan</b>	<p><b>Publicising the Plan</b>  As soon as possible after SCDC has decided to 'make' the Plan it will be published, and people notified that it has been made.</p> <p>Also any environmental statements to be published and consultation bodies notified of relevant matters including how significant effects will be monitored.</p> <p>Monitoring results should be published in the Council's monitoring report.</p>	