



Neighbourhood Development Plans

First Steps

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Introduction

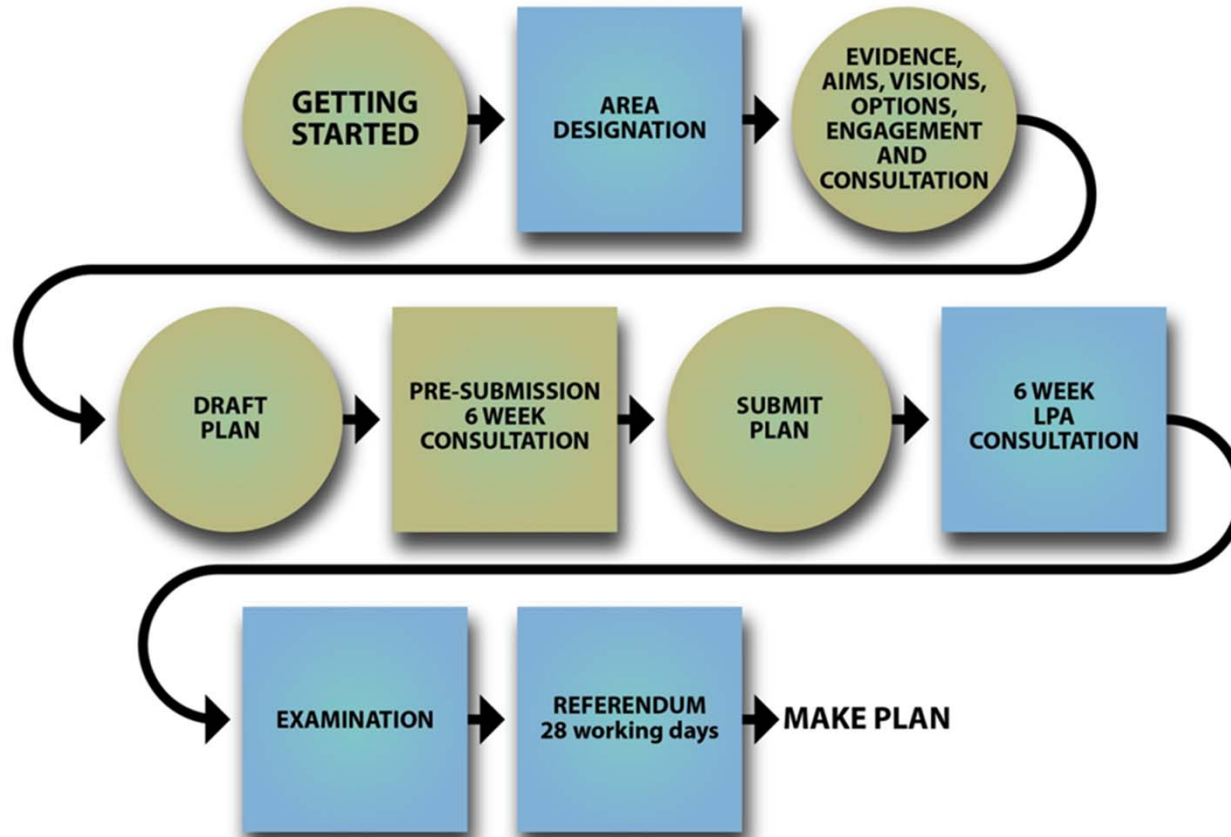
- **What is a NDP?**
- **Timescales and Process**
- **Role of the Steering Group**
- **Qualifying Body and Designated Status**
- **Consultation and evidence gathering**
- **Support**
- **Funding**
- **Next steps**
- **Questions**

What is a Neighbourhood Development Plan?

A Neighbourhood Plan is a set of policies in relation to development & use of land in a defined neighbourhood

- **Becomes a material consideration for planning decisions**
- **Allocates sites for housing and other development**
- **Identify local priorities (for CIL funding)**
- **Must uphold the principle of sustainable development**
 - **Economic**
 - **Social**
 - **Environmental**

Timescales and Process



Strategic Developments and Policy\14_026

Steering Group

- **The Parish Council has to be the Qualifying Body but it is usual for there to be a bespoke Steering Group which can report back to Parish Council**
- **Typically, between 9 to 13 people on the main steering group, but then others working on a number of focus groups – these will tend to look at specific themes, eg, Environment, Transport, Public Health, Open Spaces, Education, etc**

Steering Group

The Steering Group should include the following:

- **Parish Council**
- **Residents**
- **Business**
- **Schools/Youth groups**
- **Local interest groups**
- **Community organisations**

Steering Group

Early considerations include:

- **Boundary**
- **Applying for Designated Area status**
- **Engagement strategy**
- **Awareness of funding opportunities**
- **Outline of a project plan (which is live)**

Steering Group – Terms of Reference

The Steering Group must also agree its Terms of Reference (ToRs) to include:

- **Purpose/Aims**
- **Principles:**
 - Democratic
 - Transparent
 - Wide community involvement

Steering Group – Terms of Reference

- **Decision making process**
 - **Delegated responsibility from the Parish Council**
 - **Democratic and fair**
 - **Transparent and supported by community consultation**

Qualifying Body and Designated Area Status

The Parish Council is required to be the Qualifying Body as per the Town and Country Planning Act 1990

The Steering Group is answerable to the Parish Council and must report to them regularly (usually monthly)

The Parish Council delegates authority to the Steering Group to make decisions and deliver the Neighbourhood Plan process

Qualifying Body and Designated Area Status

It is a statutory requirement to apply to the Principal Planning Authority (Cornwall Council) for Designated Area Status

This requires three elements:

- **A map of the area to be covered by the Neighbourhood Plan**
- **A statement as to why a Neighbourhood Plan is suitable for this area**
- **Confirmation that the Qualifying Body is a 'Relevant Qualifying Body' as per T&CP Act 1990**

Consultation and Evidence Gathering

It is necessary to engage the community early on to gather information and identify the key areas the community wishes their plan to focus on

Identify how you will engage the community (produce an Engagement Strategy)

Identify existing information (former Parish Plan, work already done for grant funding, etc, and test it is still current

Consultation and Evidence Gathering

Initial engagement and evidence will shape the themes that the Steering Group (and sub-groups) will work on

Evidence based decisions and policies are critical to the success of your Neighbourhood Plan

Understand your community; their skill, restrictions and capacity, and how best to engage them

Support

Cornwall Council has a specialist Neighbourhood Plan team who will assist with the policy writing and progress of the Steering Group

There is a complete online toolkit at:

www.cornwall.gov.uk/neighbourhoodplanning

Funding

There is £9K Localities Funding for each designated area, upon application, to assist with the development of a Neighbourhood Plan

Costs may include

- **Consultation documents**
- **Marketing / promotion**
- **Venue Hire**
- **Consultancy / Specialist help**

The referendum costs are paid by Cornwall Council

Next Steps

Next three months....

- **Form working group and ToRs**
- **Identify skills and allocate tasks (including appointing a chair)**
- **Deliver a public engagement session**
- **Undertake community questionnaire (optional)**

Next Steps

3 to 6 months

- **Agree core themes to assist initial consultation work. Create thematic groups and commence community engagement**
- **Create a project plan**
- **Apply to become a Designated Area**
- **Apply for Localities Grant**

Next Steps

6 to 12 months.....

Community Engagement

- Evidence gathering
- Aims/visions of the community
- Options
- Checking of evidence, emerging draft plan
- Draft plan written for pre-submission consultation
- Submit plan to Cornwall Council

Next Steps

12 to 18 months

- 6 week consultation of Plan
- Plan submitted to Planning Inspector
- Recommendations
- 28 Day referendum period
- Plan adopted

Questions?

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