

Neighbourhood planning and MBC community engagement

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INTRODUCTION

Melton Borough Council is committed to support Neighbourhood Development Plan Groups and those wishing to embark on the process of creating their own Neighbourhood Development Plan (NDP), throughout the process. This support is given from the Designation of the Neighbourhood Plan Area to the final Referendum stage.

The support given by the Council can be divided in two categories: the statutory role to play in several key stages in the preparation of a Neighbourhood Development Plan and a more general duty to assist Neighbourhood Development Plans. The Council will do its best to fulfil these roles in a timely manner, but this is subject to time and staff availability and sometimes the Council will not be able to assist in its non-statutory roles.

The Council does not have responsibility on monetary claims done by the Neighbourhood Planning Groups. These claims must be done directly through the Government site <https://locality.org.uk/>.

Further support, from a community's perspective, is available through the Leicestershire County Council Communities Department and their Leicestershire Neighbourhood Planning Network: <https://www.leicestershirecommunities.org.uk/np/>.

The Council publishes Neighbourhood Planning updates in the website: <https://www.meltonplan.co.uk/neighbourhood-plans>. The homepage includes the status of current designated Neighbourhood Development Plans and an interactive map summarizing this information. Neighbourhood Plan-specific information can be found by clicking to the map or to the name of the designated Neighbourhood Development Plan on the table.

STATUTORY ROLES (CHECKLIST)

Designate a Neighbourhood Plan Area

a) Checking if the application contains:

A map with the area	
A statement explaining why a NDP	
A statement explaining why they are a relevant body	
Check	

b) Check if:

The relevant body has already submitted an area?	
Check	

c) Check if:

When promoted by PC it covers the whole Parish or part of it	
When promoted by a forum it doesn't cover part of a parished area	
Check	

d) Publicise (Reg 6):

A copy of the area	
Details of how to make representations	
Details of deadline	
Is on the website	
Minimum period of 6 weeks	
Check	

e) Considerate:

How desirable is to designate the whole Parish?	
How desirable to maintain boundaries as NDPs should not overlap	
If Business Area it is in accordance with Section 61G and H of the TCPA 1990	
Check	

f) Check if:

Does the designation need to be modified (accordance to Section 61G and H of the TCPA 1990)?	
Should the area be a business area?	
Check	

g) If approved, to publish on the website (Reg 7):

Name of NDP on the website	
Map on the website	
Name of PC or forum that applied on the website	

Check	
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h) If refused, to publish on the website (Reg 7):

Decision statement of reasons (Decision Document)	
Details on where and when the Decision Document can be inspected	
Check	

i) Publicise:

Map with all the NDP designated on the website inc. business areas	
Check	

Designate a Neighbourhood Forum (not relevant at the moment)

Preparation of the Neighbourhood Development Plan

Provide assistance or advice	
Check	

Receipt and assessment of the draft NDP by the Council

a) Check if:

Is not a repeat proposal (1990 Act Schedule 4B para 5 and reg 18)	
Check	

b) Check if (reg 15):

Body submitting is authorised by the Localism Act	
Regulations of the Localism Act have been complied	
There has been a 6 week pre-submission consultation	
Draft plan includes: map/statement identifying the NDP area	
Draft plan includes: consultation statement (who was consulted, summaries and addressed in the NDP if relevant)	
Draft plan includes: The proposed NDP	
Draft plan includes: A statement explaining the NDP meets 'basic conditions' on para 8 schedule 4B to the 1990 Act	
Draft plan includes (where appropriate): information to enable enviro assessment (e.g. Conservation of Habitats and Species Reg 2010 or EA of Plans and Programmes Reg 2004)	
Check	

c) Notify:

If MBC is satisfied with the above	
If not satisfied, reasons in a Decision Statement in accordance with Reg 19 and Schedule 4B, para 6 (4) (b) and para 8 of the TCPA 1990	
Check	

d) Publicise (Reg 16):

In accordance to Reg 16	
At least 6 weeks	
Invite to representations	
Notify bodies on the Consultation Statement	

Check	
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Examination

a) Should:

Appoint an examiner	
Agree appointment with PC or Forum	
Check	

b) Submit:

Draft NDP	
Supporting documents	
Representations	
Submission ASAP according with Reg 17 and Reg 102A of the Conservation and Habitats and Species Regulations 2010	
Check	

c) Coordinate:

Arrangements for examination with examiner	
Check	

d) Publicise:

Examiner's Report ASAP	
Check	

e) Check Examiner's report and:

Decide which action in response of Examiner's recommendations	
Be satisfied with the draft Plan	
NDP compatible with Convention rights	
NDP has regard of the National policy and guidance	
Contributes to sustainable development	
In general conformity with the (strategic) policies of the development plan	
Does not breach EU obligations (SEA Directive 2001/42/EC)	
Making the NDP not likely to have significant effects on an European site	
Check	

f) Consider:

If the decision differs from the Examiner's recommendations	
If differs, in accordance with Schedule 4B, para 13 of the TCPA 1990	
Check	

g) Publicise (Reg 18 and 19):

A Decision Statement	
Send a copy to PC or Forum and people	
Send a copy to people who requested to be notified	
Check	

Referendums

a) Should:

Liaise with Electoral Services to coordinate arrangements	
Check	

b) If requested by Electoral Services, to contribute:

On the production of an Information Statement (Reg 4 of Neighbourhood Planning (Referendums) Regulations 2012).	
Including information on town and country planning (and neighbourhood planning)	
Check	

c) Ensure that:

If a business referendum, at least 56 days before the referendum electoral services in the Council must publish the Information Statement and specified documents on the website	
Same document available for inspection in the main offices	
Same documents available in at least, one other premises open to public	
If a residential referendum, 28 days	
Check	

d) Publicise:

If referendum is <i>yes</i> (50% +1), publish a Decision Statement Reg 18 and 19 with reasons	
If referendum is <i>no</i> , plan proposal declined on the Decision Statement	
Check	

e) Publicise (reg 20):

Deciding to make the NDP under Section 38A (4) of the 2004 Act	
On the website, details of where and when the plan may be inspected	
Check	

NON-STATUTORY ROLES

These are given, whenever it is possible, as support to the production of Neighbourhood Plans:

Attending and facilitating meetings	
Creation of maps for NDP workshops	
Creation of NDP interactive policies map	
Printing of large scale maps for NDP workshops (further printing will be charged)	
Arranging training sessions	
Detailed consultation responses at Regulations 14 and 16	
“Critical Friend” for surveys	
Assisting groups to find contacts in other organizations	
Updating groups with relevant changes on the NPPF/NPPG	

Examples of what has been done so far (non-statutory roles)

- Attending to NDP and PC meetings, even for areas that have not been designated yet. Examples: Frisby on the Wreake NDP, Bottesford NDP or Stathern PC.
- Creating (using GIS expertise) and printing maps for NDP workshops. Examples: Hoby with Rotherby NDP, Gaddesby NDP or Somerby NDP.

- Creating maps for inclusion in the NDP document (i.e. designated area). Examples: Frisby NDP or Wymondham NDP.
- Creating interactive maps for NDP spatial policies. Examples: Frisby NDP, Wymondham NDP, Waltham NDP, Clawson, Hose and Harby NDP and Broughton and Dalby NDP.
- Providing comments, in relation to the main Neighbourhood Plan, prior Regulation 14 and Regulation 16 consultations (general).
- Signposting to contacts and links (general).
- Updating groups about National Planning Policy updates in relation to Neighbourhood Planning (general).