

Neighbourhood Planning Guide

October 2017

Barrow Borough Local Plan

Working together to support sustainable development within the Borough of Barrow-in-Furness



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1 Purpose of this Guide

This guide is aimed at helping communities decide whether to get involved in Neighbourhood Planning and to help them prepare a Neighbourhood Plan if they do.

Neighbourhood planning presents many opportunities for local communities, but it is important to be aware that the preparation of a neighbourhood plan could be a substantial undertaking, which may take significant time and effort. This guide will therefore provide an overview of both the opportunities and of the challenges.

1.1 Barrow Borough Council Neighbourhood Planning Protocol

In addition to this guide, the Council has also produced a Neighbourhood Planning Protocol, which outlines the services that Barrow Borough Council will offer to Town and Parish Councils (or Neighbourhood Forums where relevant) in Barrow Borough, in order to fulfil the statutory duties and support and guide the preparation of the Neighbourhood Plans. It also sets out what Barrow Borough Council expects from Town or Parish Council's (or Neighbourhood Forums where relevant) in the process. The Council has a statutory duty to:

“give...advice or assistance to...facilitate the making of proposals for Neighbourhood Development Orders [/Plans] in relation to neighbourhood areas within their area.” (Town and Country Planning Act 1990, Schedule 4B, Paragraph 3).

The Neighbourhood Planning Protocol is designed to be read alongside this guide.

1.2 Glossary

This guide has been designed to be clear and concise, using as few technical terms and abbreviations as possible.

A useful glossary of Neighbourhood Planning terminology can be found at: www.mycommunity.org.uk/resources/neighbourhood-planning-glossary.

2 Introduction

Barrow Borough Council is committed to engaging local communities in the planning and development of their areas. To enable this, the Council has produced this guide to provide information on Neighbourhood Planning legislation, tools, requirements, finance and a step by step guide to producing a Plan.

Further information is also available in the Neighbourhood Planning Roadmap – www.locality.org.uk/resources/neighbourhood-planning-roadmap-guide.

The Council recommends reading both this Guide and the Barrow Borough Council Neighbourhood Planning Protocol, before starting work on a Neighbourhood Plan.

2.1 Background

The Localism Act 2011 introduced major reforms to the planning system that gives local communities new rights to shape and plan their neighbourhood. The Act introduced a new initiative called the Neighbourhood Plan. The decision to prepare a Neighbourhood Plan is optional and is made by the local community. They can be used to set out policies for the development or use of land but they must be 'pro development'.

2.2 What is Neighbourhood Planning?

Neighbourhood Planning comprises a number of elements:

- **Neighbourhood Planning Areas**

An area defined by a 'relevant body' (Parish/Town Council or Neighbourhood Forum) and agreed by the Council. The area will form a coherent spatial area, taking into consideration local physical characteristics as well as the diversity of the people.

- **Neighbourhood Planning Forums**

In non-parished areas, a group of more than 21 individuals who meet the four conditions must form a Neighbourhood Planning Forum. A Neighbourhood Forum is approved by the Council. Once established, a Forum can prepare a Neighbourhood Plan or Neighbourhood Development Order.

- **Neighbourhood Plans**

A planning policy document developed by a Parish/Town Council or Neighbourhood Planning Forum for a defined Neighbourhood Planning Area. It can be used to write planning policy specific to the area, thereby helping to shape and guide development. Its content needs to be in general conformity with the Council's Strategic Policies and cannot be used to prevent development.

- **Neighbourhood Development Orders**

A planning policy tool developed by to be used within its Neighbourhood Planning Area. It can be used to permit different types of development without the need for planning permission.

3 Neighbourhood Plan

A Neighbourhood Plan can be used to decide where new development takes place, what it should look like and other aspects of community interest. Once a Neighbourhood Plan is in place, it will be used to determine planning applications, alongside the Council's Local Plan and the National Planning Policy Framework.

A Neighbourhood Plan cannot be used to stop development already allocated or permitted, or propose less development than that in the Local Plan. It can however, propose more development than the Local Plan.

3.1 Why prepare a Neighbourhood Plan?

Developing a Neighbourhood Plan can help communities to play a greater role in shaping the future of their area. It will bring together residents, businesses, local groups, landowners and developers to share ideas and build consensus about what needs to be done in the area. It can also help create lasting partnerships both within and outside the community, for example with public service providers or local businesses.

Although Neighbourhood Plans are primarily about the use of land and other planning matters, they are also an opportunity to establish community priorities, improve service delivery and enhance local regeneration initiatives.

3.2 Timescales

From start to finish it could take about 2 years to get your Neighbourhood Plan to a referendum. The timing will generally depend on the issues and complexity of your plan and if any objections have been made.

Conforming to the Local Plan, the National Planning Framework, ensuring that your plan is responsive to local needs and working with the Council throughout the process will help you reach examination with minimum delay.

3.3 Costs

The cost of preparing a Plan will vary widely depending on the complexity and size of the neighbourhood. As a general rule, the more local communities can do for themselves, the less the Plan will cost.

The type of costs that would be incurred will include hiring of rooms for meetings, publicity, professional fees (perhaps to investigate a technical issue), public consultation events and the preparation of an up to date evidence base, as well as drafting and printing of plans.

Barrow Borough Council is responsible for covering the costs associated with the examination and referendum. All other costs will be the responsibility of the promoters of the Neighbourhood Plan. Some communities may wish to consider sponsorship and fundraising to finance the preparation of the Plan. You can potentially save money by making the best use of the skills that exist within your local community.

3.4 Evidence Base

The use of evidence base to support the guidance contained in the Neighbourhood Plan is fundamental to the successful adoption and implementation of the Plan. Each piece of individual guidance needs to be supported by a proportionate evidence base.

The evidence base may be gathered from the Barrow Borough Local Plan and Local Plan evidence base or developed by the Town/Parish Council or Neighbourhood Forum (or on their behalf). Evidence may include pieces of technical research and consultation responses.

3.5 Who can be involved?

Parish or Town Council's will usually initiate and lead on the process in parished areas and in other areas a Neighbourhood Forum will need to be set up. Whether you are a Parish Council, Town Council or Neighbourhood Forum you should seek to involve a wide variety of stakeholders in the preparation of your Plan and it should not be developed in isolation from the rest of the community.

Using a wide variety of stakeholders in the preparation of the Neighbourhood Plan will help strengthen community support and make its implementation easier. The following is a list of stakeholders that you may wish to consider involving in the process:

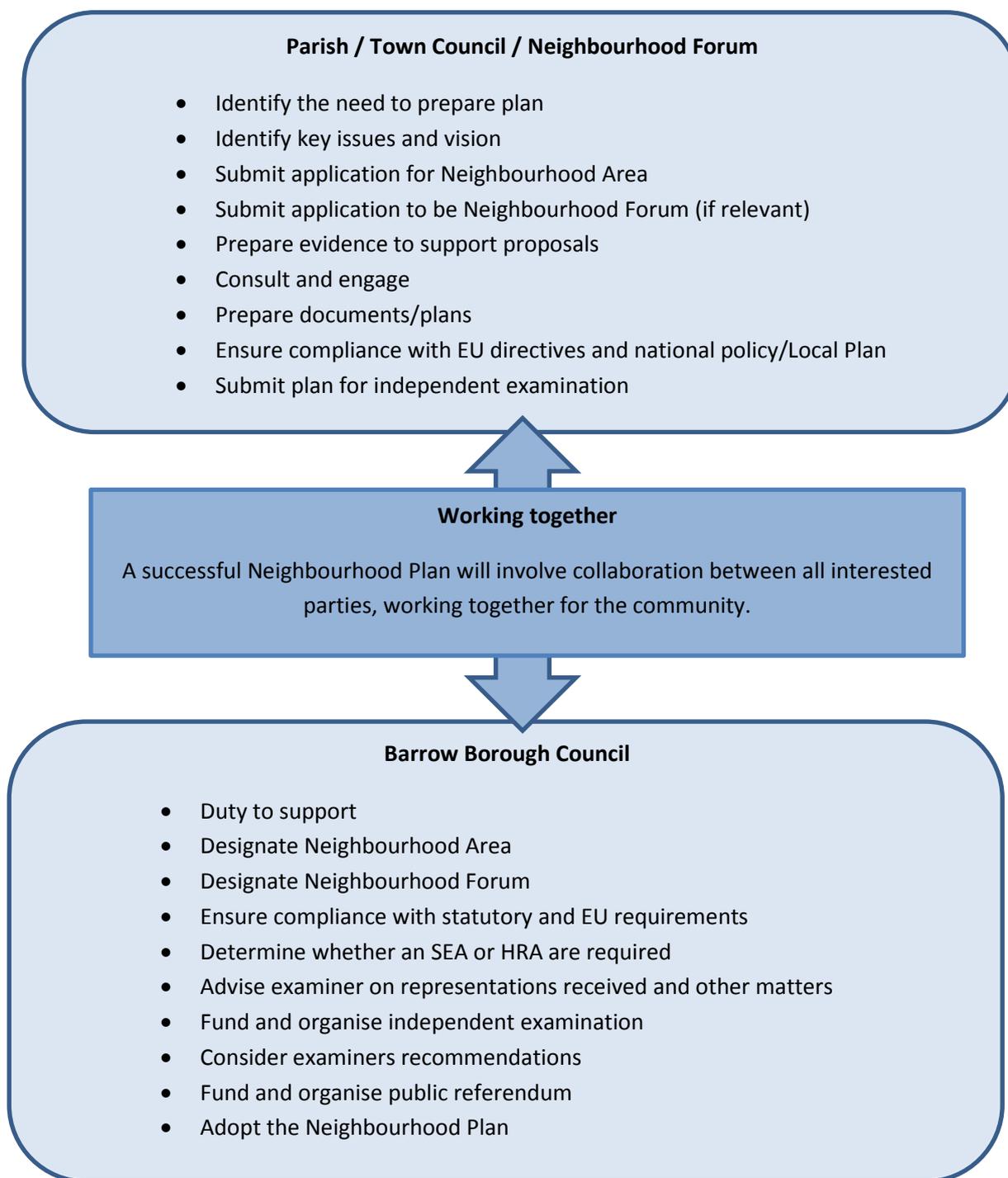
- Residents
- Elected representatives
- Community groups
- Businesses
- Landowners
- Developers

It will be necessary to involve a range of statutory consultees including Officers from Barrow Borough Council, and other public sector service providers such as Cumbria County Council, as the Highway Authority and Education Authority. This might be to provide advice, guidance or information or to comment on draft documents.

3.6 Key responsibilities and working together

The Council, local communities and businesses will need to work together if Neighbourhood Planning is to be successful. The following table below outlines the main responsibilities and the type of approach that is needed from all parties.

Figure 1: Responsibilities for preparing a Neighbourhood Plan



3.7 Support from Barrow Borough Council

The Council has produced this guide to help communities undertake Neighbourhood Planning along with a Neighbourhood Planning Protocol, which outlines the Council’s statutory duties and additional support it will provide to communities producing a Neighbourhood Plan. The Council will cover the costs of the Council run statutory consultations, independent examination and the referendum.

The Council will work with communities to support them through the neighbourhood planning process by:

- **Quick and transparent decision making** – on the designation of neighbourhood areas, designation of neighbourhood forums;
- **The effective management of Council responsibilities** – for example with appointment of independent examiner and arrangements for a referendum;
- **Implementation** – determining planning applications in accordance with adopted neighbourhood plans.

More specifically, the Council will fulfil its 'Duty to Support' by:

- Enhancing existing working relationships with Town and Parish Councils and build new positive relationships with Neighbourhood Forums;
- Meeting local communities interested in neighbourhood planning at an early stage, setting out the general and area specific level of support that can be provided;
- Assisting local communities to prepare a plan that will include providing advice on which issues are considered to be relevant planning matters and suitable for inclusion in Neighbourhood Plans;
- Attending at briefings and meetings (subject to Officer availability);
- Providing advice and mediation as required;
- Advising on consultation and engagement;
- Maintaining a Neighbourhood Planning page on the Council website;
- Providing a GIS mapping service for Neighbourhood Plans;
- Advising on how Neighbourhood Planning can support regeneration, service delivery and other matters.

The Council will also assist with specific requests for technical assistance. Subject to reasonable requests, the Council will provide the following:

- Up to five printed copies of key maps for use at consultation events and workshops and for inclusion within draft and final plan documents;
- The most up to date available evidence base, including the Strategic Housing Market Assessment (SHMA) and other evidence information supporting the Barrow Borough Local Plan;
- Contact details of Statutory Consultees and other relevant groups;
- Information on relevant European and National legislation and policies and adopted and emerging Local Plan policies.
- Advice on whether a Strategic Environmental Assessment, Habitats Regulation Assessment and Equality Impact Assessment are required.

3.8 Screening and Strategic Environmental Assessments

As Neighbourhood Plans cannot breach statutory and EU requirements, Strategic Environmental Assessments (SEA) and Habitat Regulations Assessments (HRA) may be required if a Plan is ambitious and complex with the potential for significant impacts.

Barrow Borough Council will determine whether you should undertake an SEA of the Neighbourhood Plan. If an assessment is required, this should take place from the outset when the first initial work is carried out on a Plan, i.e. when developing the policies, proposals and allocations.

In addition to considering the need for an SEA, although not a legal requirement, it is good practice to consider the social and economic effects of the Neighbourhood Plan. This will help to ensure that the Neighbourhood Plan contributes to the achievement of sustainable development.

3.9 Funding and Support

Support is available to assist Neighbourhood Planning in the form of funding and advice.

Grant Funding

DCLG have made available grant funding to support the development of Neighbourhood Forums and Neighbourhood Plans. Please visit www.mycommunityrights.org.uk to view current grant availability and eligibility criteria.

Supporting Communities in Neighbourhood Planning programme

In addition to funding, all neighbourhood planning groups are eligible to apply for technical support packages from Locality and their delivery partners AECOM. This free support will be delivered by a consultant working one to one with your group with a clearly defined brief, such as producing a design guide, a Strategic Environmental Assessment (SEA), evidence review or site assessment. You can apply for both grant and technical support on the 'mycommunity' website. There are also detailed toolkits, templates and guidance on the resources section of the 'mycommunity' website.

Locality also offer a free advice line to answer your Neighbourhood Planning questions. This service is available Mondays, Tuesdays and Thursdays 10.00-12.30 by ringing 0300 020 1864.

There are a number of other resources that can be used to inform the development of your Neighbourhood Planning Forum and Neighbourhood Area. These include:

- Neighbourhood Planning Community Knowledge Hub
- RTPI's Planning Aid England's Forum for Neighbourhood Planning
- Planning Practice Guidance from DCLG

What funding does the Council receive?

The Council received a small amount of funding when it determines an Area and a Forum (£5,000 for each designation, for up to five Areas and five Forums); and following a successful examination (£20,000 and an additional £10,000 if it is a Neighbourhood Business Area).

The funding covers the cost of meeting the statutory requirements, such as organising the referendum and statutory adverts, as well as contributing towards the cost of the officer time required to undertake the Council's legislative requirements.

Stage One

4 Neighbourhood Planning Areas

The first stage in the production of a Neighbourhood Plan is for the Parish/Town Council or Neighbourhood Forum to agree the area the Plan will cover and submit an application for approval to the Borough Council.

4.1 What is a Neighbourhood Planning Area?

A Neighbourhood Planning Area defines the area in which the Town/Parish Council or proposed Neighbourhood Forum will guide development. Within a designated Neighbourhood Planning Area, Neighbourhood Plans and Neighbourhood Development Orders can be developed by the designated Town/Parish Council or Neighbourhood Forum.

The boundaries of a Neighbourhood Planning Area should form a coherent spatial area, taking into consideration local physical characteristics, as well as reflecting the broader nature of the population, uses and features of the area.

A Neighbourhood Area can also be determined as a Neighbourhood Planning Business Area. The Council will make this determination, based on an assessment of whether the area is 'wholly or predominantly business in nature', as defined in legislation. Should the applicant wish the Area to be considered as a Neighbourhood Business Area, they should alert the Council to this at the application stage.

4.2 How is a Neighbourhood Planning Area established?

The Neighbourhood Planning Area should be defined in consultation with the community. It is recommended for a Parish/Town Council or prospective Forum to discuss the proposed Area with the Council well in advance of submitting an application. Once agreed, an application can be submitted to the Council for the defined area to be designated as a Neighbourhood Planning Area.

The Council will then make a decision on the designation of the Area.

4.3 What does a Neighbourhood Planning Area look like?

- Can be of any shape or size
- Can cover any area within the Borough of Barrow in Furness
- Should reflect the character of the area – further guidance of this can be found on page 12 of this guidance note
- Cannot overlap with another Neighbourhood Planning Area. In the event of adjacent groups being unable to agree on the position of their area boundaries, the Council will manage discussions and determine the final agreement.

4.4 Defining a Neighbourhood Planning Area

Town/Parish Councils or prospective Forums should demonstrate that they have considered the different elements that make up the character of the Area and that the Area will form a coherent spatial area.

Guidance at the national level:

Paragraph 033 of the Neighbourhood Planning Policy Guidance provides guidance on considerations when deciding the boundaries of areas, including:

- electoral ward boundaries
- village or settlement boundaries
- the catchment area for walking to local services such as shops, primary schools, doctors surgeries, parks or other facilities
- the area where formal or informal networks of community based groups operate
- the physical appearance or characteristics of the neighbourhood, for example buildings may be of a consistent scale or style
- whether the area forms all or part of a coherent estate either for businesses or residents
- whether the area is wholly or predominately a business area
- whether infrastructure or physical features define a natural boundary, for example a major road or railway line or waterway
- the natural setting or features in an area
- the size of the population (living and working) in the area

Guidance at a local level:

Groups should also demonstrate they have considered the Council's existing evidence base and Local Plan documents. If the Council considers the Area may negatively impact on the delivery of strategic policies (these include the Local Plan policies and site allocations), the Council may identify potential amendments to the boundary.

4.5 Applying to Establish a Neighbourhood Planning Area

In order to support the process of preparing a Neighbourhood Planning Area, the Council encourage interested groups to meet and begin discussions with the Planning Policy Team, well in advance of submitting an application. This meeting will provide advice and guidance on key considerations, which will help to ensure that the Area can be designated without delays.

A proposal for designating a neighbourhood area must be submitted to Barrow Borough Council for approval in the early stages of developing the Neighbourhood Plan. When applying for approval please include the following:

- 1. Application form for Neighbourhood Planning Area (this can be downloaded from the Council's website;**
- 2. A clear map outlining the defined area which the Plan refers to (this can be provided by the Council free of charge, providing the area relates to the whole parish area)**

Applications can be submitted to the Council at anytime and will be determined using national legislation and guidance. Please submit applications to the office below:

Planning Policy Team
Barrow Borough Council
Town Hall
Duke Street
Barrow in Furness
Cumbria
LA14 2LD

Email: developmentplans@barrowbc.gov.uk

4.6 Cross Borough Applications

If the proposed Neighbourhood Planning Area also covers other areas within a neighbouring authority, the application should be sent to both planning departments. While applicants will need to follow each Council's application process, we would recommend meeting both Councils, as well as suggesting a joint meeting to agree approaches and timescales.

4.7 Mapping requirements

The Council understands that at this stage, Parish/Town Councils and Forums may not have the specialist software to draw maps at a sufficiently detailed scale and that decisions on boundary lines can be complex. In order to ensure that the boundary submitted, is exactly what is required and follows clear boundaries, without anomalies, the Council will make their GIS software and Officer time available. Please contact the Planning Policy Team to arrange an appointment to map the boundary as per the Parish or Town Council's requirements. Due to the Officer time required, please provide the Council with three weeks' notice. Parish and Town Council's will need to be aware of the Ordnance Survey user agreement prior to this work.

4.8 What will happen next?

Once the Council receives the application, it will be advertised for a period of 6 weeks. An advert will be placed in the local newspaper to let people who live, work and do business in the area know that an application has been made. Consultation will be carried out in line with the national legislation and guidance. Any comments received will be taken into account when deciding whether to approve or decline the neighbourhood area.

4.9 Determining an application for a Neighbourhood Planning Area

The Council will consider the consultation responses and information in the application to make a determination according to its legislative requirements, in particular section 61G, 61H, 61I and 61O of the Town and Country Planning Act (1990) and with regard to Planning Policy Guidance paragraphs 033 and 035.

What elements will the Council consider:

- Has a clear map of the proposed Neighbourhood Planning Area been provided?
- Has a statement explaining why the boundary of the proposed area is considered to be appropriate been provided and does it take into account:
 - Sections 61G, 61H, 61I and 61O of the Town and Country Planning Act (1990) and Planning Policy Guidance paragraphs 033 and 035
 - Elements of character for the area and the diversity of its population
 - National and Regional Guidance
 - The Council's existing evidence base, Local Plan strategic objectives and policies and site allocations
 - Whether the Area boundary would negatively impact on the delivery of strategic policies (in which case the Council may decide to amend the boundary).

Where an application falls entirely within one planning authority area and relates to the whole area of the parish council, it will be determined within an eight week period. Should an application straddle two planning authorities the application will be determined within twenty weeks and thirteen weeks in all other cases. After making a determination on the Neighbourhood Planning Area application, Council Officers will draft a Committee Report containing their recommendations. This report will be taken through the Council's decision making process before being agreed by Executive Committee.

5 Neighbourhood Planning Forums

Once the Council confirms the Neighbourhood Area designation, the next step is to submit an application to designate a Neighbourhood Forum if this is required (although this can also be done in parallel). Parish or town councils will usually take the lead on the process, however a Neighbourhood Forum is required where the area is not parished.

5.1 What is a Neighbourhood Planning Forum?

Neighbourhood Planning Forums are established by local communities. They are comprised of a group of people who have come together to guide development in their Neighbourhood Area. Prospective Forums make an application to the Council to be designated as a Neighbourhood Planning Forum. Successful applications will accord with the four conditions set out in the Regulations.

Forums are able to produce Neighbourhood Plans and Neighbourhood Development Orders to positively guide development within their designated Neighbourhood Planning Areas. The scope of Neighbourhood Development Orders includes two other tools, the Community Right to Build Orders and Designated Local Green Spaces, both of which enable a Forum to make decisions about land uses in a designated Neighbourhood Planning Area.

These tools can be used to establish policies used in assessing planning applications, establish development principles for sites or identify areas for public realm, green space and local community infrastructure improvements.

It is worth noting that a Neighbourhood Planning Forum ceases to have effect at the end of a period of five years, measured from the day on which it is approved, however Forums can apply to be renewed.

5.2 Things to consider

It is important that Neighbourhood Forums are inclusive and representative of your community. When submitting an application to the Council, it is important to include:

- Evidence of how you have engaged with different sections of the community and included them in the forum where possible;
- Evidence on how you have engaged across the different parts of the area;
- Details of which groups and stakeholders you have engaged with (or have made efforts to engage with);
- Your intentions for engagement as the neighbourhood plan progresses and those who you intend to involve.

5.3 Legal requirements

The Town and Country Planning Act (1990), 61(f) part 5 sets out the following four conditions for establishing a Neighbourhood Planning Forum:

1. It is established to promote or improve the local, economic and environmental well being of the Neighbourhood Planning Area.
2. It has a membership open to everyone who lives in, works in or represents the area as an elected member.

3. Its membership includes a minimum of 21 people, each of who lives in, works in or represents the area as an elected member.
4. It has a written constitution.

Elements to include in the Constitution

- Name of the Neighbourhood Planning Forum
- Purpose of the Neighbourhood Planning Forum
- Working arrangements, including partners and their roles
- Schedule of meetings
- Details of how decisions will be made and recorded
- Details of governance, including official positions (such as chair)
- Arrangements for management and financial management
- Details of how potential conflicts of interest will be recorded and managed
- Membership and procedures for replacement of members
- Duration of the Neighbourhood Planning Forum (5 years from designation)

5.4 Applying to establish a Neighbourhood Planning Forum

To be designated a Neighbourhood Forum there must be a constituted group of 21 people who represent a cross section of the people who live, work and do business in the area. An application will need to be made to Barrow Borough Council and must include the following:

- **Application form for Neighbourhood Planning Forum – this can be downloaded from the Council’s website;**
- **A copy of the written constitution of the proposed Neighbourhood Forum;**
- **A clear map of the designated area.**

Applications can be submitted to the Council at anytime and will be determined using national legislation and guidance. Please submit applications to the office below:

Planning Policy Team
Barrow Borough Council
Town Hall
Duke Street
Barrow in Furness
Cumbria
LA14 2LD

Email: developmentplans@barrowbc.gov.uk

5.5 Cross Borough Applications

If the Neighbourhood Planning Area, which the proposed Neighbourhood Planning Forum will manage, also covers areas within a neighbouring authority, the application should be sent to both planning policy departments. Whilst Prospective Forums will need to follow each Council's application process, we would recommend meeting both Council's as well as suggesting a joint meeting to agree approaches and timescales.

5.6 Mapping requirements

The Council understands that at this stage, prospective Forums may not have the specialist software to draw maps at a sufficiently detailed scale and that decisions on boundary lines can be complex. In order to ensure that the boundary submitted, is exactly what the prospective Forum wants, and follows clear boundaries without anomalies, the Council will make their GIS software and officer time available. Please contact the Planning Policy team to arrange an appointment to map the boundary as per the prospective Forum's requirements. Due to the Officer time required, please provide the Council with three weeks' notice. Prospective Forums will need to be aware of the Ordnance Survey user agreement prior to this work.

5.7 What happens next?

Once the Council has received and validated the application, the Council will undertake statutory public consultation for a six week period. Consultation will be carried out in line with the national legislation and guidance.

5.8 Determining an application for a Neighbourhood Planning Forum

Where an application falls entirely within one planning authority area and relates to the whole area of the parish council, it will be determined within an eight week period. Should an application straddle two planning authorities the application will be determined within twenty weeks and thirteen weeks in all other cases. After making a determination, Council Officers will draft a Committee Report containing their recommendations. This report will be taken through the Council's decision making process before being agreed by Executive Committee.

5.9 Monitoring

To ensure the conditions of the Neighbourhood Forum are continually met, the Council will monitor and engage with the Forum. Forums will be required to inform the Council of any change to the original consent and intentions details in its application form. Any changes to the written constitution will require the Forum to immediately notify the Council of these changes, by emailing – developmentplans@barrowbc.gov.uk.

The Council is able to withdraw a Forum's designation, if it considers that the group is no longer meeting the conditions of designation.

Stage Two

6 Preparing the Plan

There is no rule on what a Neighbourhood Plan should look like, but it should contain a plan and clear policy statements and proposals, alongside relevant accompanying maps. Assistance is available from Planning Aid England, who will help with all aspects of the plan preparation, except writing the plan.

Following the designation of a Neighbourhood Area (and Forum if applicable) there are a number of stages to undertake to produce the Local Plan. The Neighbourhood Plan enables the community to allocate land and write policies to influence new development, but should only address issues not already covered by the Local Plan.

6.1 Step 1 – Identifying Issues and Aims

It is important to understand the area that you are planning for and the key issues that will affect your community in the future. To do this you should:

- Gather together relevant information and evidence;
- Identify the key economic, social and environmental issues;
- Identify the areas strengths and weaknesses;
- Identify key NPPF and Local Plan policy objectives;
- Identify the issues to be addressed and draft the aims for the Plan;
- Check for general conformity with the Local Plan and the National Planning Policy Framework;
- Check the issues identified and the proposed aims within the community.

6.2 Step 2 – Develop Policies, Proposals and Site Allocations

A Neighbourhood Plan should include draft policies, proposals and site allocations that:

- Set out the key details of what you want to happen, what development will be supported (or the criteria that will be used to decide if a proposal is likely to be acceptable or not);
- Allocate specific sites for a particular type and scale of development;
- Specify particular requirements relating to each of any of the allocations;
- Specify sites or areas to be protected or enhanced;
- Provide more detailed explanation in the policy's supporting text to justify it and explain what your Neighbourhood Development Plan is really trying to achieve;

It is important to remember:

- To check for general conformity with the Barrow Borough Local Plan and that regard has been given to the NPPF;
- To ensure you have complied with International, European and National designations and European environmental and human rights laws;
- To seek advice from Barrow Borough Council whether a Strategic Environmental Assessment is required
- The Neighbourhood Plan cannot be used to block development of homes, businesses and other infrastructure that is set out in the Barrow Borough Local Plan.

6.3 Step 3 – Proposed Neighbourhood Plan

For a minimum of six weeks, the qualifying body, for example the Parish/Town Council or Neighbourhood Forum has to:

- Publicise and bring to the attention of the majority of those who live, work or operate business in the area, including:
 - Proposals that will be included in the Neighbourhood Plan
 - Details of where and when the proposals may be inspected
 - Details and dates of how to make representations
- Consult any statutory consultees;
- Send a copy of the proposals to Barrow Borough Council.

6.4 Step 4 – Submission to Barrow Borough Council

The qualifying body has to submit the following to Barrow Borough Council:

- The submission version of the Neighbourhood Plan;
- A map of the area covered by the Neighbourhood Plan;
- The Consultation Statement;
- A statement explaining how the basic conditions stated within the Localism Act;
- Strategic Environmental Assessment (SEA) Report (if required) or a statement explaining why the SEA is not required;
- Habitat Regulations Assessment (if required);

Once the application has been received by the Council, it will carry out a validation check to see whether the Neighbourhood Plan meets the legislative requirements. The Council will inform the qualifying body whether the draft Neighbourhood Plan is valid and this will be stated in a 'Decision Statement'.

As soon as possible after validating the application, the Council will publish the details of the proposed Neighbourhood Plan on its website for a minimum of 6 weeks. The Council will also publicise details of where the Plan can be inspected and where the public can make representations on the Council's website, alongside the Plan.

6.5 Step 5 – Independent Examination

Once any issues raised through the consultation have been resolved, an examiner will be appointed by Barrow Borough Council (in agreement with the Parish/Town Council or Neighbourhood Forum). The examiner will consider whether the proposals meet the regulatory requirements (for example has the consultation been adequate) and whether the basic conditions have been met. A report will then be produced.

6.6 Step 6 – Modifications

In the Inspector's Report it may be suggested that amendments are made to the Plan, this is the opportunity to undertake these amendments.

6.7 Step 7 – Referendum

Barrow Borough Council will publicise the Inspector's Report and decision on its website and hold a referendum that will establish the level of community support for the proposed Neighbourhood

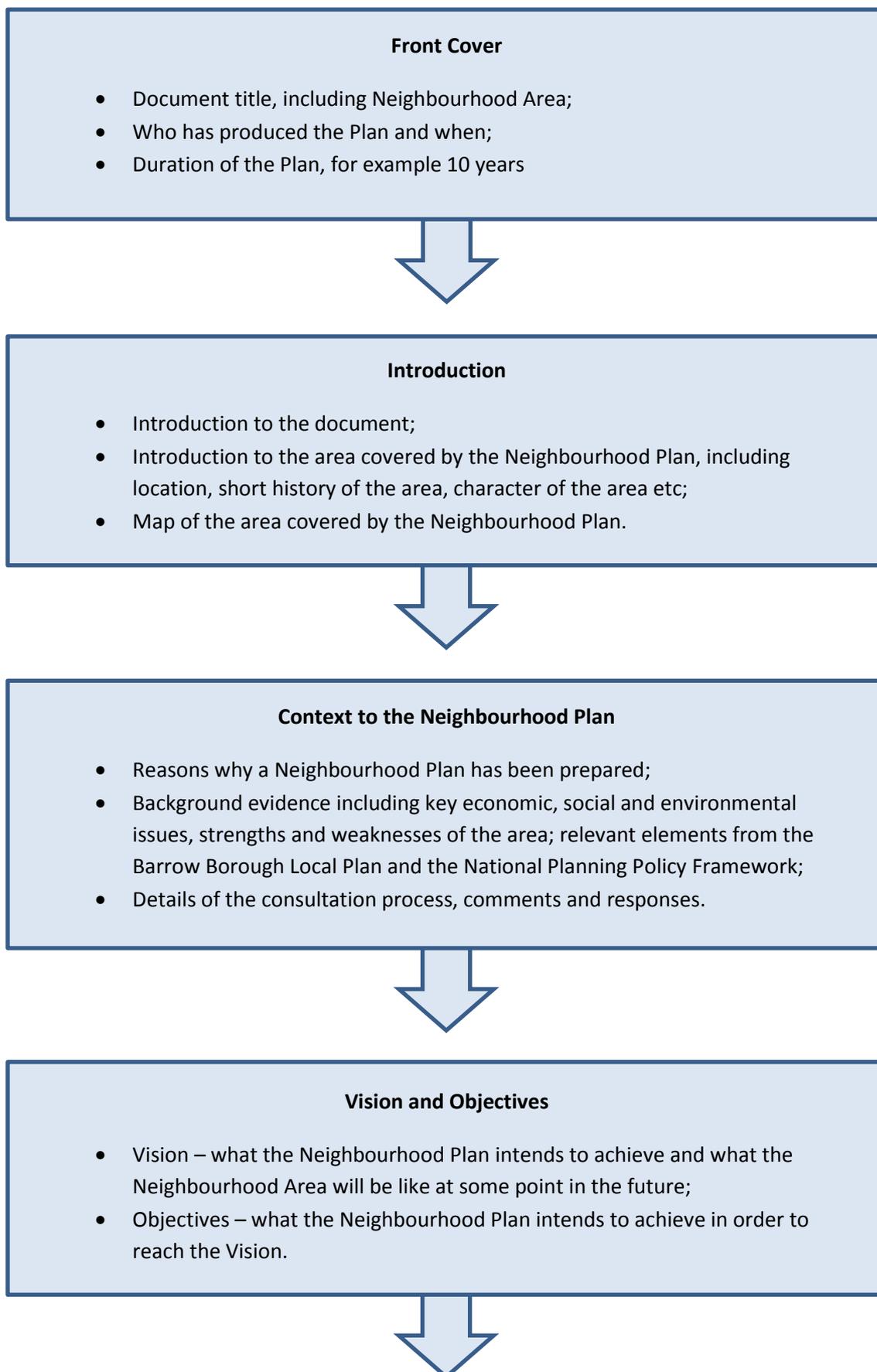
Plan. More than 50% of the representative community that vote will have to be in favour of the Neighbourhood Plan for it to be adopted.

6.8 Step 8 – Adoption of the Plan

If more than 50% of people voting in the referendum support the Neighbourhood Plan, Barrow Borough Council will adopt the Plan and bring it into legal force. As a result of this, Barrow Borough Council will be legally obliged to take the Neighbourhood Plan into account when considering planning applications. Barrow Borough Council will publish the Neighbourhood Plan and notify any interested parties.

7 Neighbourhood Plan Template

A Neighbourhood Plan should include the following:



Policies

- Set out the key details of what you want to happen, what development will be supported or the criteria that will be used to decide if a proposal is likely to be acceptable or not;
- Provide supporting text to the policy to justify it and to explain what it is that your Neighbourhood Plan is really trying to achieve and how it conforms with the Barrow Borough Local Plan;
- Proposals and allocations could include housing, affordable homes, housing for older people, housing density, local services, local employment, transport and communications, landscape and natural environment.



Proposals and Allocations

- Allocate specific sites for a particular type and scale of development and specify any particular requirements for the site;
- Specify sites or areas to be protected or enhanced;
- Provide supporting text to the policy to justify site allocation and any specific requirements and explain how it confirms with the Barrow Borough Local Plan;
- Proposals and allocations could include housing, affordable homes, housing for older people, Green Spaces, Green Infrastructure and Protected Open Space.



Delivery and Implementation

- How the Neighbourhood Plan will be implemented
- How the Neighbourhood Plan will be delivered
- How the delivery and implementation of the Neighbourhood Plan will be monitored.

8 Further Information and Support

Barrow Borough Council

Planning Policy Team

Telephone: 01229 876398

Email: developmentplans@barrowbc.gov.uk

Website: www.barrowbc.gov.uk/residents/planning/planning-policy/neighbourhood-plans

Locality

Manages neighbourhood planning funding and support nationally.

Website: www.mycommunityrights.org

Telephone: 0845 345 4564

Mon-Fri 9.30am-12.30pm

Planning Aid England

Provides independent planning advice and support to communities preparing their Neighbourhood Plans.

Website: www.rtpi.org.uk/planning-aid

Email: advice@planningaid.rtpi.org.uk

Telephone: 0330 123 9244

Planning Advisory Service

A free online resource for planners and communities.

Website: www.pas.gov.uk

Department for Communities and Local Government

A useful resource for neighbourhood planning, policy announcements and regulations/guidance.

Website www.gov.uk

Contact:

Planning Policy Team

Development Services

Barrow Borough Council

Town Hall

Duke Street

Barrow-in-Furness

Cumbria

LA14 2LD

Email: developmentplans@barrowbc.gov.uk

Website: www.barrowbc.gov.uk/residents/planning/



Working together to support sustainable development within the Borough of Barrow-in-Furness

