

# Neighbourhood Planning

## Topic Notes for Town and Parish Councils

### I. Introduction to Neighbourhood Planning

**Neighbourhood Plan Exhibition**  
The Cottingham Neighbourhood Plan aims to be a **community led, locally relevant and widely influential** guide for the future development of Cottingham

Join us on:  
**Friday 19th September (12pm-6pm)**  
&  
**Saturday 20th September (10am-4pm)**  
**Cottingham Civic Hall, Market Green**

to view and comment on the work undertaken so far and to discuss the process with experts and professionals who are helping to guide the process

**Cottingham Neighbourhood Plan**

**Have Your Say**

**Your Neighbourhood...**

**Have Your Say!**  
North Cave Neighbourhood Plan

The government's Localism Act has given communities such as ours the opportunity to express our wishes about the future of our area by creating a Neighbourhood Plan. This plan can cover a whole range of different aspects of planning that - via, as a community, know - to be important to us and our village. Once correctly drawn up and submitted to East Riding Council, the Neighbourhood Plan can ultimately become a statutory document which has to be respected by developers and planners alike.

On Thursday 9th of October from 6pm onwards the Neighbourhood Plan Steering Group is holding an event in the Village Hall and would like everyone in the Parish to come along and explore ideas around the future development of North Cave and Everthorpe. In particular we will be thinking about housing, the local economy and environment, traffic management and design guidelines for any future buildings and developments.

Want to know more?  
Want to help shape the future of our community?

**Come Along – Have Your Say – Get Involved**

6pm – 9pm Thursday 9th October North Cave Village Hall  
Don't worry if you can't make the whole event - feel free to drop in when you can.

[www.northcaveplan.org.uk](http://www.northcaveplan.org.uk)  
@NorthCavePlan North Cave Plan

**Woodmansey**  
Neighbourhood Development Plan



**EAST RIDING**  
OF YORKSHIRE COUNCIL

**November 2015**

East Riding of Yorkshire Council has prepared a series of topic notes on Neighbourhood Planning for Town and Parish Councils in the East Riding. The notes cover a range of topics and together aim to answer the key questions Town and Parish Councils may have in relation to Neighbourhood Planning in the East Riding.

The topic notes can found on the East Riding of Yorkshire Council's dedicated Neighbourhood Planning webpage at:

<http://www2.eastriding.gov.uk/environment/planning-and-building-control/east-riding-local-plan/neighbourhood-planning/>

A summary of each note is provided below.

## Summary of Neighbourhood Planning topic notes

<b>Note 1 - Introduction to Neighbourhood Planning</b>	<b>Explains what Neighbourhood Plans and Orders are and provides information on the different types of Plans and Orders, the role of Town and Parish Councils in Neighbourhood Planning and examples of Neighbourhood Plans in the East Riding.</b>
Note 2 - Neighbourhood Planning and the East Riding Local Plan	Provides further information on the East Riding Local Plan and explains the relationship between Neighbourhood Planning and the Local Plan.
Note 3 - Step by Step Guide to preparing Neighbourhood Plans and Order	Explains in detail the process for preparing a Neighbourhood Plan or Order. The role of East Riding of Yorkshire Council and Town and Parish Councils is explained.
Note 4 - Undertaking Environmental Assessments	Considers environmental assessments and when they are required. Explains the process for requesting a Screening Opinion from East Riding of Yorkshire Council.
Note 5 - Guide to community consultation and engagement	Considers community consultation for Neighbourhood Plans and Orders. Provides advice and best practice on how to involve the community in the preparation of Plans and Orders.
Note 6 - Support and Funding for Town and Parish Council's	Explains the support offered by East Riding of Yorkshire Council to Town and Parish Councils and provides up to date information on sources of funding.

Note 7 - Further Information	Includes sources of further information on Neighbourhood Planning.
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These notes should not to be regarded as definitive legal advice. It is the responsibility of Town and Parish Councils to obtain their own independent legal advice in relation to their responsibilities under the Localism Act (2011).

This note (Topic Note 1) explains what Neighbourhood Plans and Orders are. It provides information on the different types of Plans and Orders, the role of Town and Parish Councils in Neighbourhood Planning and examples of Neighbourhood Plans in the East Riding. Key information within this note has been included within a green box.

A glossary of key terms for Neighbourhood Planning has been set out below.

## Glossary of key Neighbourhood Planning Terms

**Allocations Document:** A Local Plan document allocating sites for development (such as housing, retail, or industry) or protection (for example, open space or land for transport schemes).

**Archaeology Statement:** Reviews the archaeology contained in the historic environment record for the Neighbourhood Area and sets out how findings from the review have been taken into account.

**Area Application:** An application submitted by a Town or Parish Council to East Riding of Yorkshire Council requesting a specified area be designated as a Neighbourhood Area for the purposes of preparing a Neighbourhood Plan or Order.

**Baseline information:** The existing social, economic and environmental characteristics of an area likely to be affected by a Neighbourhood Plan.

**Basic Conditions:** The conditions the Independent Examiner appointed to examine a Neighbourhood Plan or Order will test the document against.

**Basic Conditions Statement:** This sets out how a Neighbourhood Plan or Order meets the basic conditions and is submitted by a Town or Parish Council alongside a Submission Neighbourhood Plan or Order.

**Business Area:** An area wholly or predominantly business or commercial in nature, defined for the purposes of producing a Neighbourhood Plan or Order. East Riding of Yorkshire Council decides whether to designate a Neighbourhood Area as a Business Area.

**Code of Conduct:** sets out rules outlining the responsibilities of, and proper practices for, a Town or Parish Council.

**Community Infrastructure Levy (CIL):** A levy allowing East Riding of Yorkshire Council to raise funds to support the provision of infrastructure from own or developers of land undertaking new building projects for their area.

**Community Right to Build Order:** A type of Neighbourhood Development Order enabling community organisations to deliver development on a specific site without the need to apply for planning permission.

**Consultation Statement:** A statement setting out how the community has consulted on its Neighbourhood Plan or Order, including who has been consulted and what changes have been made as a result of comments made. This statement is submitted by a Town or Parish Council alongside a Submission Neighbourhood Plan or Order.

**Decision Document:** Should East Riding of Yorkshire Council refuse an Area Application this document explains the reasons why.

**Development Plan:** The documents setting out planning policies against which decisions on planning applications are made. It can comprise the Local Plan and Neighbourhood Plans and is the most important consideration when a decision on a planning application is being made.

**Decision Statement:** A statement setting out a decision made by East Riding of Yorkshire Council (issued by East Riding of Yorkshire Council at Submission Stage, on receipt of the Examiner's report and on the making (adoption) of the Plan or Order).

**East Riding Local Plan:** Sets out the planning framework for the East Riding of Yorkshire. It establishes how much development will take place and identifies land for new housing, employment, retail and infrastructure related development.

**Evidence Base:** A collection of documents, including studies, research and data covering the economic, social and environmental characteristics and prospects of an area. These are used to inform the policies and proposals in a Neighbourhood Plan or Order.

**Environmental Impact Assessment (EIA):** A process for ensuring the environmental implications of Neighbourhood Orders are taken into account.

**Environmental Report:** An environmental report must be prepared for any Neighbourhood Plan that is likely to have significant environmental effects. It identifies, describes and evaluates the likely significant effects on the environment of implementing the Plan's policies, including any reasonable alternatives.

**Environmental Statement:** An environmental statement must be prepared for any Neighbourhood Order where Environmental Impact Assessment is required. It assesses the significant effects on the environment and sets out appropriate mitigation measures where necessary.

**European Sites:** Special Areas of Conservation (SACs) and Special Protection Areas (SPAs) designated under European Birds Directive and Habitats Directive.

**Examination:** A way for an Independent Examiner to assess a Neighbourhood Plan or Order, ensuring it meets the basic conditions. It will usually involve consideration of representations in writing, but could include specific hearing sessions where people are invited to discuss the proposals.

**Habitats Regulation Assessment (HRA):** An assessment of the impacts of implementing a Neighbourhood Plan or Order on internationally protected sites for nature conservation.

**Independent Examiner:** An independent person chosen jointly by East Riding of Yorkshire Council and the Town or Parish Council, appointed to check the Neighbourhood Plan meets the basic conditions.

**Localism Act (2011):** Introduced Neighbourhood Plans and Orders with the aim of making the planning system clearer, democratic, and more effective.

**Local Green Space:** An area of green space of particular importance to a community which has been identified for special protection.

**Monitoring / Implementation Plan:** Sets out how a Neighbourhood Plan or Order is going to be delivered.

**National Planning Policy Framework (NPPF):** The national framework for planning made up of economic, social and environmental planning policies. Neighbourhood Plans and Orders must have regard to this document.

**National Planning Practice Guidance (NPPG):** Guidance accompanying National Planning Policy Framework.

**Neighbourhood Area:** A geographic area, usually the existing Town or Parish Council boundary, defined for the purposes of preparing a Neighbourhood Plan or Order.

**Neighbourhood Development Order** (known as a Neighbourhood Order): Allows certain types of development within the Neighbourhood Area without the need to apply for planning permission.

**Neighbourhood Development Plan** (known as a Neighbourhood Plan): A planning document which can be prepared by a Town and Parish Council. It sets out a vision and planning policies in relation to the development and use of land in a Neighbourhood Area.

**Permitted Development Rights:** Allows certain building works and changes of use to be carried out without the need for a planning application to be submitted. They are subject to conditions and limitations to control the impact of proposals and protect local amenity.

**Pre-Submission Neighbourhood Plan or Order:** The version of a Neighbourhood Plan or Order a Town or Parish Council considers to be the final draft.

**Project Plan:** A timetable for the preparation of a Neighbourhood Plan or Order. It should consider the activities, resources and amount of time that is required to complete each task in preparing the Plan or Order.

**Referendum:** A vote in which those residing in the Neighbourhood Area, and registered to vote in the local elections, are asked if they are in favour of the Neighbourhood Plan or Order.

**Referendum expenses limit application:** The maximum that someone campaigning as part of the referendum can spend.

**Steering Group:** A group set up to prepare a Neighbourhood Plan or Order. It should comprise people who live, work and carry out business in the Neighbourhood Area. The relationship between the group and the functions of the Town or Parish Council should be transparent to the wider public.

**Strategy Document:** The overarching Local Plan document setting out the strategic policies for development in the East Riding. Neighbourhood Plans and Orders must conform to policies in this document.

**Strategic Environmental Assessment (SEA):** A process for ensuring the environmental implications of Neighbourhood Plans are taken into account.

**Submission Neighbourhood Plan or Order:** The version of a Neighbourhood Plan or Order a Town or Parish Council submits to East Riding of Yorkshire Council for further consultation.

**Sustainability Appraisal (SA):** An assessment of the significant social, economic and environmental effects of a Neighbourhood Plan.

**Special Area of Conservation (SAC):** Designated under Article 3 of the EC Directive on the conservation of Natural Habitats and of Wild Fauna and Flora to maintain or restore natural habitats and wild species.

**Special Protection Areas (SPA):** Classified in accordance with Article 4 under the EC Directive on the Conservation of Wild Birds to ensure the survival and reproduction of migratory and other species.

## East Riding of Yorkshire Council contact details

For information in relation to Neighbourhood Planning in the East Riding please contact:

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## What is Neighbourhood Planning?

The Localism Act came into force on 16 November 2011. It made provisions for Neighbourhood Planning aiming to give local communities the ability to shape development by taking a more active role in the development of planning policy at a local level.

Neighbourhood Planning can be used for a variety of purposes, for example it can:

- Identify where new homes, shops and industrial uses should be built;
- Have a say on what new buildings should look like; and
- Grant planning permission for new buildings communities want to go ahead.

## Who has responsibility for Neighbourhood Planning?

Within the East Riding, Neighbourhood Planning will be led by Town and Parish Councils, with East Riding of Yorkshire Council providing assistance and making decisions at key stages.

Town and Parish Councils can get involved in Neighbourhood Planning in two different ways. They can either prepare a Neighbourhood Development Plan (known as a Neighbourhood Plan) or a Neighbourhood Development Order (known as a Neighbourhood Order).

Only a qualifying body can prepare a Neighbourhood Plan or Order. In the East Riding, Town and Parish Councils are qualifying bodies.

## What is a Neighbourhood Plan?

Town and Parish Councils can use Neighbourhood Plans to shape and direct sustainable development by defining a vision and local planning policies for the use and development of land in their area.

Examples from around the country indicate that a Neighbourhood Plan could cover a single planning issue, for example the identification and protection of Local Green Spaces, or add local detail to policies in the Local Plan, against which planning applications are determined.

## What might be included in a Neighbourhood Plan?

Neighbourhood Plans could:

- Identify sites for housing, including affordable housing
- Amend the development limit of a village or town
- Provide for businesses to set up or expand in the parish or town
- Identify routes for cycle ways and footpaths
- Identify sites for community use such as schools, village halls, health centre, leisure facilities
- Include design guidance for a parish or town
- Protect and create open space, green amenity areas, nature reserves, allotments play areas
- Identify Local Green Spaces
- Protect important local buildings and other heritage assets
- Promote renewable energy schemes and projects
- Restrict the types of development or change of use, for example within town centres

## **What level of development can be promoted through Neighbourhood Planning?**

Neighbourhood Planning is about 'enabling' development, not stopping it. The East Riding Local Plan is an important planning consideration for Town and Parish Councils preparing a Neighbourhood Plan or Order. The ambitions of Town and Parish Councils should be consistent with the strategy set out in the Local Plan.

A Neighbourhood Plan or Order can promote more development than is set out in the East Riding Local Plan.

Where additional growth is promoted through a Neighbourhood Plan or Order, careful consideration would need to be given to the impact this may have on the strategy set out in the East Riding Local Plan.

Town and Parish Councils proposing additional development in their area will be supported by East Riding of Yorkshire Council where the infrastructure and service provision is able to accommodate the growth planned, or can be delivered as part of the proposals. Further

information on what this means is set out in paragraphs 4.7 - 4.8 (page 37) of the Submission East Riding Local Plan Strategy Document<sup>1</sup>.

Neighbourhood Plans and Orders must have regard to national planning policy (the National Planning Policy Framework) and be in general conformity (align with) with the East Riding Local Plan.

Paragraph 184 of the NPPF states that Neighbourhood Plans and Orders should not promote less development than set out in the Local Plan or undermine its strategic policies. This means Neighbourhood Planning cannot be used to prevent development from happening in an area that is identified for future growth in the Local Plan.

The latest versions of the East Riding Local Plan is available to view at:

<http://www2.eastriding.gov.uk/environment/planning-and-building-control/east-riding-local-plan/>

East Riding Neighbourhood Plan Topic Note 2 provides further information on the East Riding Local Plan.

## What is a Neighbourhood Order?

With a Neighbourhood Order Town and Parish Councils can grant planning permission for development they wish to see go ahead in their area. Neighbourhood Orders can apply to:

- All the land within a designated Neighbourhood Area;
- Some of the land within the Neighbourhood Area; or
- A specific site within the Neighbourhood Area.

The type of development covered by the Neighbourhood Order would be permitted on the land or site specified in the Order, without the need to apply to East Riding of Yorkshire Council for planning permission. Examples from around the country indicate that a Neighbourhood Order could cover minor development, such as house extensions, change of use or minor changes to signage within certain parameters.

Neighbourhood Orders can grant unconditional permission. They can also grant permission subject to conditions or limitations set out in the Order, which can include:

- Obtaining the approval of East Riding of Yorkshire Council;

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<sup>1</sup> See <http://www2.eastriding.gov.uk/environment/planning-and-building-control/east-riding-local-plan/strategy-document/proposed-Submission-strategy-document/>

- Specifying the period within which the planning application may be submitted to East Riding of Yorkshire Council for approval of any matter specified in the Order; or
- Specifying the period within which the development must begin.

## What types of development cannot be promoted through a Neighbourhood Order?

The following types of development cannot be proposed through a Neighbourhood Order:

- Development normally dealt with by a county planning authority, for example minerals and waste related development;
- Development described in Schedule 1 to the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (as amended)<sup>2</sup> for example, crude-oil refineries, waste disposal installations, certain types of pipeline, quarries; or
- Development of nationally significant infrastructure projects (which are defined in the Planning Act 2008)<sup>3</sup>.

A Neighbourhood Order may not grant planning permission for development likely to have a significant effect on a European Site<sup>4</sup>. These sites are Special Areas of Conservation (SACs), Special Protection Areas (SPAs) and Ramsar Sites. Further information on the protection afforded to European Sites is set out in East Riding Neighbourhood Planning Topic Note 4.

## What is a Community Right to Build Order?

A Community Right to Build Order is a type of Neighbourhood Order which gives local communities the ability to deliver development they want built on a particular site without the need to apply for planning permission. This could include affordable homes or new community facilities. Any revenue from the development will stay within the community and be used for community benefit, for example, to provide and maintain local facilities such as a village hall.

Housing developed using a Community Right to Build Order should be retained as housing that is affordable in perpetuity. This is achieved by disapplying certain statutory rights of

<sup>2</sup> See <http://www.legislation.gov.uk/ukxi/2011/1824/schedule/1/made>

<sup>3</sup> See <http://www.legislation.gov.uk/ukpga/2008/29/contents>

<sup>4</sup> Defined in the Conservation of Habitats and Species Regulations (2010), available from: <http://www.legislation.gov.uk/ukxi/2010/490/regulation/8/made>

tenants of long leases to buy their freehold and the statutory right given to qualifying tenants to acquire social housing.

The Government expects the Community Right to Build Order to be of particular benefit to rural communities who have an urgent need for housing, facilities and local business premises to be built. Proposals under this Order are subject to the following minimum criteria<sup>5</sup>:

- Proposals must generally be in line with local and national planning policies;
- Proposals must be in line with other laws such as those from the European Union and the Human Rights Act (1988); and
- Proposals may only be for small scale development (for example 5-10 homes) in comparison to the size of the settlement and must be for a specific site.

Unlike Neighbourhood Plans and Orders, a Community Right to Build Order can be prepared by a community organisation or a Town/ Parish Council.

Should a community organisation wish to prepare a Community Right to Build Order, the following conditions would have to be met:

- The organisation would need to be established as a corporate body for the express purpose of furthering the economic, social and environmental well-being of individuals living or wanting to live in an area;
- Individuals living in the area must hold the majority of voting rights;
- The organisation would have at least 10 members living in separate dwellings; and
- The majority of members would be on the board of directors or governing body of the organisation.

Any assets belonging to the community organisation cannot be sold or developed except in a manner which benefits the local community. The organisation must be specific on how their activities will benefit the community and would be expected to engage with their community to identify local needs, discuss opportunities with land owners, engage designers, identify suitable project finance and secure community support.

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<sup>5</sup> Further information on Community Right to Build is available from:  
<http://www.communities.gov.uk/communities/communityrights/righttobuild/>

Community organisations may wish to have some early discussions with developers and East Riding of Yorkshire Council to identify development opportunities and any potential constraints.

Where a community's proposed development under a Neighbourhood Order fits with the development plan, the easiest route may well be to submit a planning application.

## Are there any rules for preparing a Neighbourhood Plan or Order?

Neighbourhood Plans and Orders (including Community Right to Build Orders) will be tested by an Independent Examiner before they can be made (adopted) by East Riding of Yorkshire Council. The Examiner will check to ensure the Plan or Order meets the basic conditions. These are effectively the tests a Plan or Order must pass and are set out below:

Neighbourhood Plans and Orders must:

Have appropriate regard to national planning policy and advice contained in guidance issued by Secretary of State.

Be in general conformity with the strategic policies in the development plan.

Have special regard for the desirability of preserving any listed buildings or its setting or any features of special architectural or historic interest that it possesses.

Have special regard to the desirability of preserving or enhancing the character or appearance of any Conservation Area.

Be compatible with European obligations in relation to the protection of the environment, habitats and species.

Contribute to sustainable development.

Further information about each of the basic conditions is set out in East Riding Neighbourhood Planning Topic Note 3.

## What are the benefits of getting involved with Neighbourhood Planning?

Neighbourhood Planning enables communities to play a much stronger role in shaping the areas in which they live and work, and in supporting new development proposals. This is because unlike the parish, village or town plans that communities may have previously

prepared, a Neighbourhood Plan forms part of the development plan and sits alongside the East Riding Local Plan, which is prepared by East Riding of Yorkshire Council.

Decisions on planning applications will be made using policies in both the adopted East Riding Local Plan and a made (adopted) Neighbourhood Plan (or Order), and any other material considerations.

Where a Neighbourhood Order has been made (adopted) a planning application is not required for development that is within the terms of the Order.

The Community Infrastructure Levy (CIL) was introduced by the Planning Act 2008 and is charge on new development. It is a tool for local authorities to help fund and deliver new infrastructure to support the development of their area.

Communities with a made (adopted) Neighbourhood Plan or Order will benefit from 25 percent of the revenues from CIL arising from the development that takes place in their area. The use of CIL funds should match priorities expresses by local communities, including priorities set out formally in Neighbourhood Plans. In areas without a (made) adopted Neighbourhood Plan, 15% of receipts will be passed to the Town or Parish Council.

CIL has not been formally introduced in the East Riding although the principle of introducing it has been agreed by East Riding of Yorkshire Council's Cabinet.

## **What is the role of East Riding of Yorkshire Council in Neighbourhood Planning?**

East Riding of Yorkshire Council, as the Local Planning Authority, is responsible for:

- Designating Neighbourhood Areas;
- Assisting with the preparation of Neighbourhood Plans and Order;
- Arranging and financing the Independent Examination;
- Arranging and financing the community referendum; and
- Making (adopting) the Neighbourhood Plan or Order if it passes the Independent Examination and is approved at the community referendum.

## What is the role of Town and Parish Councils in Neighbourhood Planning?

Where a Town or Parish Council chooses to produce a Neighbourhood Plan or Order they should work with other members of the community who are interested in, or affected by, the Neighbourhood Planning proposals. This will allow them to play an active role in preparing the Neighbourhood Plan or Order.

Town and Parish Councils should consider setting up a steering group or sub-committee to actively manage the work required to prepare a Neighbourhood Plan or Order.

Existing groups, for example, Renaissance Partnerships, should be identified before the composition of a steering group is identified. Renaissance Partnerships comprise mainly unpaid individuals, business people and representatives of local organisations and community groups. Further information can be found here:

<http://www2.eastriding.gov.uk/council/working-with-our-partners/regeneration-and-renaissance-partnerships/>

It is important for Ward Councillors to be involved with the Neighbourhood Planning process from the outset. They may, for example, wish to sit on the Steering Group. Ward Councillors can help explain Neighbourhood Planning and champion the local area. They can promote a Plans and Order with the wider community, involve business and deliver new development to meet community ambitions.

The role of any steering group should be transparent to the wider public. For example, the terms of reference for a steering group should be published and the minutes of meetings made available to the public. Town and Parish Councils may wish to consider setting up a separate website /webpage for the Neighbourhood Plan or Order.

Further information on the role of East Riding of Yorkshire Council and Town and Parish Councils in Neighbourhood Planning is set out in East Riding Neighbourhood Planning Topic Note 3.

East Riding of Yorkshire Council has prepared Memoranda of Understanding outlining the main responsibilities of East Riding of Yorkshire Council and Town and Parish Councils in preparing a Neighbourhood Plan or Order. The Memoranda confirm:

- How East Riding of Yorkshire Council will undertake its statutory duties;
- The level and extent of the technical advice and assistance that East Riding of Yorkshire Council will provide;

- How the relevant Town or Parish Council will aim to progress the Neighbourhood Plan or Order; and
- How the relevant Town or Parish Council will engage with East Riding of Yorkshire Council.

Town and Parish Councils are expected to sign the Memorandum of Understanding when they submit an application to designate a Neighbourhood Area. The template Memoranda for Neighbourhood Plans and Orders can be viewed here:

[www2.eastriding.gov.uk/environment/planning-and-building-control/east-riding-local-plan/neighbourhood-planning](http://www2.eastriding.gov.uk/environment/planning-and-building-control/east-riding-local-plan/neighbourhood-planning)

## **Do Town and Parish Councils have to produce a Neighbourhood Plan or Order?**

No. Neighbourhood Planning is optional and there is no requirement for a Town or Parish Council to prepare a Plan or Order. If a Neighbourhood Plan or Order is not in place, planning applications submitted to East Riding of Yorkshire Council will continue to be determined against the existing development plan (i.e. the Local Plan).

## **How long does it take to prepare a Neighbourhood Plan or Order?**

Developing a Neighbourhood Plan or Order could take anywhere between one and four years. Exactly how much time it takes to prepare a Plan or Order depends on:

- The amount of detail in the Plan or Order;
- The issues covered in the Plan or Order;
- Whether any objections are made to the Plan or Order (and the level/complexity of objections);
- The resources (time/money) available to Town and Parish Councils to prepare the Plan or Order;
- How long it takes East Riding of Yorkshire Council to procure an Independent Examiner for the Examination of the Plan or Order;
- Whether the Examiner is working on the Plan or Order full or part time; and/or

- The nature of the Examination of the Plan or Order (complex Plans or Order may be reviewed by way of public hearing sessions rather than written representations).

The key member who undertook the drafting of the Strumpshaw Neighbourhood Plan (one of the first Plans to be made, or adopted) spent 12-15 hours a week on the Plan for a year. Including the time spent in meetings, evening training sessions, publicity and attendance at consultation exhibitions, the team preparing this plan collectively invested around 1,500 hours of their time. In total it took 15 months from designation of the Neighbourhood Area to the referendum of the Plan.

Further case studies with information on the costs and resources for Town and Parish Councils preparing Neighbourhood Plans, are available here:

[http://mycommunity.org.uk/programme/neighbourhood-planning/?\\_a=stories](http://mycommunity.org.uk/programme/neighbourhood-planning/?_a=stories)

## Are there any Neighbourhood Plans or Orders in the East Riding?

There are several Town and Parish Councils in the East Riding who have started to prepare a Neighbourhood Plan. These are set out in the table I below.

Table I - Neighbourhood Planning Progress in East Riding

Town / Parish Council	Area Application Submitted to East Riding of Yorkshire Council	Area Application Consultation	Neighbourhood Area Designated by East Riding of Yorkshire Council
Cottingham	25 October 2012	07 January - 18 February 2013	12 June 2013
Woodmansey	22 May 2013	08 July - 23 August 2013	20 November 13
Allerthorpe	11 June 2013	02 September - 18 October 2013	19 February 2014
Sutton upon Derwent	05 July 2013	02 September - 18 October 2013	19 February 2014
Market Weighton	12 July 2013	02 September - 18 October 2013	19 February 2014
Wawne	1 October 2013	13 January - 24 February 2014	18 June 2014
Pocklington	16 October 2013	13 January - 24 February 2014	18 June 2014

Town / Parish Council	Area Application Submitted to East Riding of Yorkshire Council	Area Application Consultation	Neighbourhood Area Designated by East Riding of Yorkshire Council
North Cave	20 November 2013	13 January - 24 February 2014	18 June 2014

In some instances Town or Parish Councils have appointed independent planning consultants to help them progress their Neighbourhood Plans. A number have also obtained funding from the Government's Supporting Communities in Neighbourhood Planning Programme.

The Department for Communities and Local Government has committed to making £22.5 million between 2015 and 2018 to provide community groups with expert advice, grant funding and technical assistance for Neighbourhood Planning. The programme is being delivered by Locality, a national network of community-led organisations, on behalf of the Government.

Town and Parish Councils demonstrating a need for grant support will be eligible to apply for up to £8,000. This money could cover developing a website, training sessions for members of the steering group, help with putting together a project plan, undertaking a household survey, help with developing the evidence base, engaging a planning expert, venue hire, publicity materials, printing and other costs associated with consultation.

Town and Parish Councils facing complex issues in their Neighbourhood Plans and Orders may be eligible for to apply for a further £6,000 grant of technical support. Complex issues includes high growth areas, clusters of parishes, populations of over 25,000.

The funding programme commenced in April 2015. Town and Parish Councils can complete an expression of interest form to establish what type of support they are eligible for. Further guidance (effective 29 June 2015) and the expression of interest form are available to view here:

[http://mycommunity.org.uk/programme/neighbourhood-planning/?\\_a=funding](http://mycommunity.org.uk/programme/neighbourhood-planning/?_a=funding)

Town and Parish Councils may also wish to contact the funding team at East Riding of Yorkshire Council. This team provide support and advice to organisations looking for grants and funding, with a focus on the voluntary and community sector. Further information can be found here:

<http://www2.eastriding.gov.uk/council/grants-and-funding/finding-a-grant/>

Each Town or Parish Council has a Support Officer from the Forward Planning Team at East Riding of Yorkshire Council. The role of this Officer is to provide assistance and advice with regards to Neighbourhood Planning, as part of their wider role working on the East Riding Local Plan.

There are no Neighbourhood Orders under preparation.

## **How can Town and Parish Councils determine if Neighbourhood Planning is suitable for them?**

Different local issues may require a range of planning and non-planning responses. As Neighbourhood Plans and Orders are specifically focused on planning policy and development proposals for the use of land, some issues may not necessarily be best addressed through a Neighbourhood Plan or Order.

In the first instance, Town and Parish Councils may wish to issue a community questionnaire or consultation event to get an understanding of the types of issues important to the community. This would help inform a decision in terms of whether a Neighbourhood Plan or Order is the most appropriate way to address issues of importance to the community.

In some cases, community concerns may be better addressed through a more informal community led plan or may in fact already be addressed by planning policy for the area, as set out in the East Riding Local Plan.

## **What other routes are available to Town and Parish Councils?**

The benefits of producing a Neighbourhood Plan or Order should be weighed against the other routes open to Town and Parish Councils to achieve identified priorities for their area. This should include consideration of the responsibilities and resource implications associated with producing a Plan or Order.

There are a number of other routes available to Town and Parish Councils, in addition to Neighbourhood Planning:

- Apply for planning consent – Town and Parish Council or a community organisation can use the normal planning application procedures to apply for planning consent for a development on a particular site instead of promoting a Neighbourhood Order.
- A consultee on planning applications – Town and Parish Councils can continue to be involved in the planning system by responding to planning applications.

- The East Riding Local Plan – Town and Parish Councils can engage in the process of preparing / reviewing the East Riding Local Plan, for example, by seeking to influence the strategic direction of the Plan in relation to a specific settlement.
- Community led Town or Parish Plans – cover all things important to a community and provide a more informal basis to get involved with local issues. This approach may reduce the high costs associated with the production of a Plan or Order. The East Riding has 171 Parish Councils of which over 50 have already been involved in the community led parish planning process.
- Renaissance Strategy - Town Councils may wish to consider the Renaissance Strategy for their Town. They may wish to contact the Renaissance Partnerships to discuss their concerns and what could be done to address these outside the Neighbourhood Planning process. Renaissance Partnerships comprise mainly unpaid individuals, business people and representatives of local organisations and community groups. Further information can be found here:

<http://www2.eastriding.gov.uk/council/working-with-our-partners/regeneration-and-renaissance-partnerships/>

## What are the benefits in preparing a Town or Parish Plan?

Although Town and Parish Plans are not formal planning documents and do not form part of the statutory development plan, they are a valuable source of information when planning officers are considering planning applications.

Town and Parish Plans do not have to be limited to planning matters and could be much broader in terms of the issues they cover. They are also not required to follow statutory procedures and could potentially be quick and straightforward to prepare.

For information in relation to community led Town and Parish Plans please contact:

Karen Wood  
 Rural Communities Officer  
 Tel: (01482) 391706  
 E-mail: [karen.wood@eastriding.gov.uk](mailto:karen.wood@eastriding.gov.uk)

Town Councils may wish to contact the relevant Renaissance Manager at East Riding of Yorkshire Council for further information about the relevant plans and initiatives in their town. Further information can be found here:

<http://www2.eastriding.gov.uk/council/working-with-our-partners/regeneration-and-renaissance-partnerships/>

## **Can existing community led Town and Parish plans be made into Neighbourhood Plans?**

Existing community-led Town or Parish Plans cannot be made (adopted) as a Neighbourhood Plans. They can however act as a useful starting point for considering the issues a Neighbourhood Plan could cover.

If the consultation undertaken to inform the Town or Parish Plan was rigorous, and responses were formally recorded, it could reasonably help inform the new Neighbourhood Plan.

## **Where can Town and Parish Councils find further information on Neighbourhood Planning?**

This note provides an introduction to Neighbourhood Planning. A step by step guide to preparing Neighbourhood Plans and Orders is provided in East Riding Neighbourhood Planning Topic Note 3.

Town and Parish Councils considering preparing a Neighbourhood Plan may wish to contact one of the Town or Parish Councils listed in table I to discuss their experiences and lessons learned. Contact details for Town and Parish Councils are available on the following webpage:

<http://www2.eastriding.gov.uk/council/councillors-and-members-of-parliament/parish-and-town-councils/>

East Riding of Yorkshire Council are happy to facilitate meetings between Town and Parish Councils to discuss Neighbourhood Planning, share best practice and experience.