

## NEIGHBOURHOOD PLANNING ADVICE AND ASSISTANCE POLICY

<b>Lead Directorate and service:</b>	Planning & Economic Regeneration Asset Strategy - Forward Planning & Housing Strategy
<b>Effective Date:</b>	25 July 2018
<b>Date Reviewed:</b>	N/A
<b>Date Due for Review:</b>	25 July 2020
<b>Contact Officer:</b>	Jessica Hobson, Senior Planning Officer
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<b>Approved By:</b>	

### I. Background:

The Localism Act (2011) made provision for Town and Parish Councils (as qualifying bodies) to have greater influence over new development in their area through the preparation of Neighbourhood Plans and Orders. East Riding of Yorkshire Council, as the local planning authority, has a legal duty to support Town and Parish Councils preparing Neighbourhood Plans and Orders. This is established by Schedule 4B (paragraph 3) of the Town and Country Planning Act 1990 (as inserted by Schedule 10 of the Localism Act) which states:

- 1) *A local planning authority must give such advice or assistance to qualifying bodies as, in all the circumstances, they consider appropriate for the purpose of, or in connection with, facilitating the making of proposals for neighbourhood development orders in relation to neighbourhood areas within their area.*
- 2) *Nothing in this paragraph is to be read as requiring the giving of financial assistance.*

Section 6 of the Neighbourhood Planning Act (2017) comes into force on 31 July 2018. This requires the Council to set out its policies for giving advice and assistance in relation to Neighbourhood Planning. This document sets out the Council's policy as required by The Act.

### 2. Definitions for the Purposes of this Policy:

East Riding Local Plan	sets the planning framework for the East Riding of Yorkshire. Establishes how much development will take place and identifies land for new housing, employment, retail and infrastructure related development.
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Neighbourhood Area	a geographic area, usually consistent with the existing Town or Parish Council boundary, defined for the purposes of preparing a Neighbourhood Plan or Order.
Neighbourhood Plan	a planning document which can be prepared by a Town or Parish Council. It sets out a vision and planning policies in relation to the development and use of land in a Neighbourhood Area. Once 'made' (adopted) by East Riding of Yorkshire Council, Neighbourhood Plans form part of the statutory development plan (alongside the East Riding Local Plan) and include policies that would be used to determine planning applications.
Neighbourhood Order	a planning document which can be prepared by a Town or Parish Council. It would allow certain types of development within a Neighbourhood Area without the need to apply for planning permission.

### **3. Policy Statement**

East Riding of Yorkshire Council will provide the following advice and assistance to Town and Parish Councils in relation to Neighbourhood Planning:

- Attend an initial meeting with the Town or Parish Council to discuss the process for preparing a Neighbourhood Plan or Order;
- Attend an agreed number of Steering Group meetings per year where the Council's specific input is required and requested;
- Publish and maintain a series of Topic Notes and supplementary information on Neighbourhood Planning;
- Make relevant elements of the East Riding Local Plan evidence base available;
- Provide comments on emerging Neighbourhood Plan policies, or draft Orders; and
- Meet all relevant tasks and timescales prescribed by the related Regulations<sup>1</sup>.

Further detail on the above is set out in the Council's Neighbourhood Planning Memorandum of Understanding which is agreed with individual Town and Parish Councils. The Memorandum also outlines the statutory responsibilities of both East Riding of Yorkshire Council and Town and Parish Councils.

### **4. Corporate Requirements**

- Maximising our potential
- Reducing costs, raising performance

### **5. Policy Development including Consultation**

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<sup>1</sup> The Neighbourhood Planning (General) (Amendment) Regulations 2015, the Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016, and the Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2017 which amend the Neighbourhood Planning (General) Regulations 2012.

### Contact Officer

Jessica Hobson, Senior Planning Officer

### Editorial Team

John Craig, Forward Planning Housing Strategy and Development Manager

Jon Palmer, Planning Policy Manager

The contact officer would welcome further feedback on the Policy.

## **6. Links with other Policies**

Neighbourhood Planning considers the development and use of land in a Neighbourhood Area. 'Made' (adopted) Neighbourhood Plans, together with the East Riding Local Plan, are used to make decisions on planning applications. Therefore, this policy links to the East Riding Local Plan policies.

## **7. Outcomes and impacts**

Key outcomes of the Policy will be to:

- Provide detail on the advice and assistance offered by the Council in relation to Neighbourhood Planning;
- Provide detail on the statutory responsibilities of the Council and Town and Parish Council's in connection with Neighbourhood Planning; and
- Establish strong and effective relationships between the Council and Town and Parish Councils preparing Neighbourhood Plans and Orders.

## **8. Policy Implementation**

Management of the Policy and Neighbourhood Planning in the East Riding will be undertaken by the Forward Planning team, supported by other Council departments as required.

## **9. Financial Implications**

The Council already has a legal duty to support Town and Parish Councils preparing Neighbourhood Plans and Orders, irrespective of the introduction of the Policy. Government funding is available to help cover the Council's costs associated with the preparation of Plans and Orders. Town and Parish Councils can also access funding from the government to contribute towards the costs of plan making.

## **10. Evaluation**

This policy will be reviewed every two years. The advice and assistance provided to Town and Parish Councils is monitored by the Forward Planning team. Records are maintained in relation to the progress with individual Neighbourhood Plans, including the support offered by the Council.

## **11. Management of Data**

The Forward Planning team will use any information collected in connection with Neighbourhood Planning in line with the Council's forward planning privacy statement.