



## Key Stages

### Preliminary Stage

#### **Deciding on the Neighbourhood Forum (NF) and/or the boundary of the Neighbourhood Plan (NP)**

- In a 'parished' area the Parish/Town Council has to take the lead as the NF. Rutland County Council's (RCC's) agreement to this is not required;
- In 'un-parished' areas a NF needs to be constituted in compliance with the Localism Regulations. **RCC's agreement to the proposed NF is then required**
- The NF then needs to decide the area to be covered by the plan;
- **The proposed boundary of the plan area then needs to be submitted to RCC for agreement**

### Draft Neighbourhood Plan

- Preliminary 'issues and options gathering' consultation;
- Collation of responses, drafting of vision and objectives;
- Assess impact of alternatives, choose preferred alternatives, draw up proposals
- Prepare Draft NP
- Endorsement of NP by Parish Council/NF
- Publish Draft NP plus, as required, Sustainability Appraisal (SA), any Habitats Assessment (HA) or any other impact related reports ('linked assessment').

### Consultation on Draft Neighbourhood Plan

- Publicise draft NP and any linked assessments
- Consult any statutory consultee whose interests may be affected by proposals
- Minimum of 6 weeks consultation period
- Revise Draft NP
- Parish Council/NF sign-off and publish final draft of Plan

### Rutland County Council and Independent Endorsement of Draft Neighbourhood Plan

- Submission of Draft NP and linked assessments to RCC
- Submission to RCC of consultation report
- **RCC endorsement then required** (ie that NP is consistent with RCC Local Plan and linked assessment compliant)
- RCC publicise proposal - along with details of how to respond and deadline for responses – not less than 6 weeks from publication
- RCC collate responses
- RCC appoints independent Examination Inspector – has to be endorsed by NF
- RCC arranges, with NF, the formal Examination of NP – decision as to whether Oral examination required, depending on nature of objections
- Examiners report – RCC obliged to publicise Report

### Final Decision on Neighbourhood Plan

- **RCC considers Examiners report** – makes any necessary changes if NP doesn't meet the basic standards

- NF has to decide if further community consultation is required on any changes made. Assuming no further changes need to be made;
- RCC administers a formal Referendum on NP;
- Referendum result - *if more than 50% of people voting support NP then RCC must bring it into force*
- **RCC makes formal decision to adopt NP** - *as part of Development Plan for area alongside LDF. RCC publicises its decision and reasons for it and where this can be found on-line*
- RCC send copy of decision to the NF, any persons making written reps on proposal, Environment Agency, Natural England and Historic Buildings Commission.
- **RCC then adopts** - *and publishes on website the NP, details of where and when it can be inspected.*

**The guidelines above are based on the November 2011 Localism Act supported by The Neighbourhood Planning (General) Regulations 2012.**

The guidelines above will also need to incorporate the need for Sustainability Appraisal, Habitats Regulations assessment and any other linked assessments as required.