

Neighbourhood Planning: Key Tasks

Acton	Responsibility	Timescale
Town/ Parish Council to decide on the area to designate for their Neighbourhood Plan (NP)	Town/Parish Council	A few weeks
<p>Town/ Parish Council submit NP Area application to East Northamptonshire Council's Planning Policy and Conservation Team (ENC) Email to planningpolicy@east-northamptonshire.gov.uk</p> <p>-a map identifying the Neighbourhood Plan area*; -a statement explaining the area; and, -a statement explaining that the body making the area application is a qualifying body under the Localism Act 2011.</p>	<p>Town/Parish Council</p> <p><i>(* Note: ENC will electronically prepare the map identifying the Neighbourhood Plan area for the Town/ Parish, once the Town/Parish have advised ENC what area they wish to cover. ENC also have standard templates for the statements, which the Town/Parish can adapt)</i></p>	A few weeks
ENC receive the NP Area application from Town/ Parish Council and check that the boundary is coherent, consistent and appropriate in planning terms.	ENC	A few weeks
ENC prepare report for Planning Policy Committee approval to publicise the NP Boundary by putting on the website, Nene Valley News and any other publicity e.g. by letter or hard copy for viewing, with a minimum of 6 weeks public consultation.	ENC	A few weeks plus six week consultation
Town/ Parish Council decide on the scope of the NP through consultation with local residents.	Town/Parish Council	Depending on scale of consultation and size of area month or so.
Call for sites/ collate necessary evidence base	Town/Parish Council	A few months, but depends on scope of plan
Engagement with press/ media to advertise the plan.	Town/Parish Council	Ongoing
Town/ Parish Council or employed specialist consultants write the Neighbourhood Plan and key policies, based on community consultation and local evidence; in line with existing planning policy documents.	Town/Parish Council	A few months, but depends on scope of plan

Carry out any necessary Sustainability Appraisal/ Strategic Environmental Assessment/ Habitat Regulations Assessment screening and where necessary Appraisals/Assessments.	Town/Parish Council <i>(refer to ENC Toolkits)</i>	Month or so, longer if Appraisals/Assessments needed
Town Council to approve Draft Neighbourhood Plan for consultation.	Town/Parish Council	Depends on scope of plan
Carry out six week pre-submission consultation on draft plan (Regulation 14 of the NP Regulations).	Town/Parish Council	6 weeks
Collation of pre-submission consultation feedback.	Town/Parish Council	A few weeks
Town/ Parish Council consider pre-submission consultation feedback and make recommendations on amendments to the Neighbourhood Plan.	Town/Parish Council	Month or so
Make any necessary changes to Plan.	Town/Parish Council	A few weeks
Submission of Plan with Consultation Statement to ENC.	Town/Parish Council	A few weeks
ENC to carry out minimum consultation of 6 weeks.	ENC	Minimum 6 weeks
ENC appoint an Inspector and coordinate and run Neighbourhood Plan <u>Examination</u> .	ENC	One month or so
Receive Examiner's Report	ENC/ Town/ Parish Council	Two months (on average)
Town/ Parish Council consider report make necessary amendments	Town/Parish Council	Month or so depending on work required
Organise and run Referendum with local residents. (Referendums should avoid Parliamentary and local election days e.g the 7 th May 2015, as well as the six week period before such elections. If possible, ENC Democratic Services also request that the Individual Electoral Registration Canvass period be avoided– (August to end of November 2015).	ENC	A few weeks
Subject to passing the Referendum ENC adopts the Neighbourhood Plan to form part of the adopted Local Plan.	ENC	Month or so, depends on date of relevant Full Council meeting