

## Neighbourhood Planning Guidance Note 1

### ➡ Introduction to Neighbourhood Planning

- How to designate a Neighbourhood Area and Neighbourhood Forum
- How to consult on your Neighbourhood Plan
- How to write a consultation statement
- Submitting your plan to the Council

### 1. What is Neighbourhood Planning?

Amongst many other changes The Localism Act 2011 introduced new rights and powers to allow local communities to shape new development by coming together to prepare neighbourhood plans and Neighbourhood Development Orders.

### 2. What is a Neighbourhood Forum?

Neighbourhood planning can be taken forward by two types of body - town and parish councils or 'neighbourhood forums'. Neighbourhood forums are community groups that are designated to take forward neighbourhood planning in areas without parishes, as in the case of the Royal Borough.

A Neighbourhood Forum is an organisation that is established to promote the social, economic and environmental well-being of an area and has membership which is open to people who live, work and those who are elected to represent the area concerned.

Prospective Neighbourhood Forums must apply to the Local Planning Authority to be designated (please see Guidance Note 2 for full details).

### 3. What is a Neighbourhood Area?

A Neighbourhood Area is the geographical area that a Neighbourhood Plan or a Neighbourhood Development Order covers. The Neighbourhood Area must be designated by the Local Authority and there cannot be more than one Neighbourhood Plan relating to a Neighbourhood Area, and areas cannot overlap.

Prospective Neighbourhood Forums must apply to the Local Planning Authority for a Neighbourhood Area to be designated (please see Guidance Note 2 for full details). This application can be made at the same time as, or separately from, an application to be a Neighbourhood Forum.

### 4. What is a Neighbourhood Plan?

A Neighbourhood Plan sets out policies in relation to development and use of land in a particular Neighbourhood Area. Neighbourhood Plans are not developed by the Local Planning Authority but they do have to be in general conformity with Council's Core Strategy and the London Plan. They are intended to be tools for positive planning, not a way of preventing development and in particular they cannot introduce controls that are additional to existing planning law and regulations.

Following consultation and examination a Neighbourhood Plan would be approved if it received more than 50% of the votes cast in a referendum.

## **5. What is a Neighbourhood Development Order?**

A Neighbourhood Development Order sets out the type of development that can take place in a particular Neighbourhood Area without the need for a planning application to be made.

As with Neighbourhood Plans, Neighbourhood Development Orders would be subject to consultation, examination and a referendum before they are approved.

## **6. Is a neighbourhood plan right for you?**

The key to developing and delivering a Neighbourhood Plan is having a clear purpose. A neighbourhood plan is a planning policy document. It would be one of a suite of policy documents against which planning applications in your local area would be assessed. So you need to think about your aims and ambitions and whether these can be delivered through planning policy.

Neighbourhood Planning is optional so you should not feel your area will miss out if it does not have a Neighbourhood Plan. The Council's Core Strategy has identified and planned for a number of 'places', these may be sufficient in themselves or they can be built upon with neighbourhood plans.

The Council has a number of other means of getting involved in making improvements in your local area like City Living Local Life ([www.rbkc.gov.uk/citylivinglocallife](http://www.rbkc.gov.uk/citylivinglocallife)) or Conservation Area Appraisals which may be an easier way to make a difference in your area.

A Neighbourhood Plan is produced by local people, not the local authority. This can be time consuming and resource intensive so you need to be realistic about what you might be undertaking. Just as the Council is required to consult when preparing policy and development plans, it is essential that community groups do the same to ensure that the neighbourhood plan expresses the wishes of the whole community.

The Council is not required to provide financial help to support neighbourhood planning but we will provide some technical advice to assist neighbourhoods in drawing up their proposals.

## **7. What support can the Council provide for Neighbourhood Planning?**

Neighbourhood Plans should be prepared by Neighbourhood Forums **not** the Local Planning Authority.

We have a Neighbourhood Planning team who are responsible for area-based planning policy in the borough including supporting our major town centres. Their priority is to achieve the Council's objectives set out in the Core Strategy and their capacity to take on additional work is limited.

The Neighbourhood Planning team can provide the following support.

We will:

- a) Meet with you to explain the Neighbourhood Planning system and check that this is the best way to achieve your ambitions.
- b) Advise on how to apply to become a Neighbourhood Forum and a Neighbourhood Area (see Guidance Note 2).
- c) Advise on any funding that may be available to support the Neighbourhood Plan e.g. CLG Frontrunners or City Living Local Life Ward Funds. We will apply for funding for the Neighbourhood Forum if this has to be done by the Local Planning Authority on the Neighbourhood Forum's behalf.
- d) Advise on the draft Neighbourhood Plan
- e) Advise the Neighbourhood Forum on how to undertake local consultation on the draft Neighbourhood Plan before it is submitted to the Council.
- f) Publicise the Neighbourhood Plan and/or Neighbourhood Development Order.
- g) Submit the Neighbourhood Plan for Examination.
- h) Support the Examination process.
- i) Conduct the referendum.

You can contact the neighbourhood planning team by email:

[neighbourhood.planning@rbkc.gov.uk](mailto:neighbourhood.planning@rbkc.gov.uk) or call Jo Hammond, Neighbourhood Planning Team Leader on 0207 361 2061.

Our Neighbourhood Planning web pages have details of the Neighbourhood Plans that are currently in progress.