

Support Offer to Parish Councils

South Cambridgeshire District Council (SCDC) as part of its duty to support Parish Councils preparing a neighbourhood plan will:

Step One: Getting Started

Provide advice on the SCDC website as first port of call for enquiries about neighbourhood planning

Guidance and Regulations

Neighbourhood planning regulations

Original regulations [2012](#)

Amended [2015](#)

Amended [2016](#)

Links to on-line national resources about neighbourhood planning

[National Planning Practice Guidance](#)

The Department of Communities and Local Government ([DCLG](#)) publish bulletins on neighbourhood planning

Other Resources

Neighbourhood planning pages on the SCDC website

Locality – their website is called [My Community Rights](#) Their [Roadmap Guide](#) provides a good introduction to neighbourhood planning.

The **Royal Town Planning Institute** provides help - [Planning Aid](#)

The **Planning Advisory Service (PAS)** publish information about neighbourhood planning

SCDC Neighbourhood Planning **Facebook** so PCs can keep up to date on latest news

SCDC updates to PCs with

	<p>the latest key news in Planning Policy Monthly Update . To include:</p> <ul style="list-style-type: none"> • Regulations and planning appeals that impact NP. • Progress of other plans in the district – lessons learnt
<p>Meet with any Parish Council (PC) considering preparing a neighbourhood plan to discuss the requirements of preparing a plan and any other options that might also be available to meet local objectives to ensure the PC has the necessary information to decide what approach would be best for them</p>	<p>SCDC Guidance note</p> <ul style="list-style-type: none"> ○ Is a neighbourhood plan the right tool for your parish? <p>Timescale for this step No time constraints – take as long as you like</p>

Step Two: Neighbourhood Area

<p>After the Neighbourhood Area application is submitted SCDC will:</p> <ul style="list-style-type: none"> • consider whether the application is valid – see our guidance note for details • carry out consultation on it where appropriate. 	<p>SCDC Guidance note</p> <ul style="list-style-type: none"> ○ Designating a neighbourhood area <p>SCDC Application form There is an application form on our Neighbourhood Planning pages – link</p>
<p>Decision on Neighbourhood Area by SCDC</p>	<p>SCDC will Designate NA within the deadlines set out in the regulations</p>

Step Three: Early stage of plan development

<p>Once the neighbourhood area is designated SCDC will offer to meet with the PC to:</p> <ul style="list-style-type: none"> • explain the SCDC Protocol about neighbourhood planning • explain the Support Offer available to all neighbourhood plan groups • Inform the PC about the range of on-line guidance available and future workshops. <p>No direct financial grants available from SCDC to local communities to prepare NP (but see Steps Five and Six in relation to offer to fund Health Check and Strategic Environmental Assessment Screening)</p>	<p>SCDC Protocol This sets out how SCDC and any PC will work together on neighbourhood planning.</p> <p>SCDC On-line Guidance notes Range of guidance relating to tasks in plan making and issues that may be included in the plan. This will be provided as a flexible ‘live’ resource on SCDC website but provided in a format that is capable of downloading and printing as a single document at any point in time.</p>
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	<p>SCDC Guidance notes</p> <ul style="list-style-type: none"> ○ Getting started <p>Other Resources</p> <p>Links to grant information – Locality</p> <ul style="list-style-type: none"> • Support and Grants • Project Planner <p>Links to guidance on other websites</p> <ul style="list-style-type: none"> • TBC <p>Planning Aid</p> <ul style="list-style-type: none"> • Resourcing your neighbourhood plan • Project planning
<p>Attend meetings with the Parish Council/s or the NP working groups</p>	<p>SCDC will seek to</p> <p>Attend meetings when requested by PCs. However this will be subject to resources and may need to be managed if requests coincide with peaks of NP activity or other work of the Policy Team, when attendance at meetings will be subject to discussion and agreement with the PC.</p>
<p>Provide advice and guidance on how to meet the basic conditions set out in Regulations, including</p> <ul style="list-style-type: none"> • Identify the local strategic policies in the adopted development plan that the NP must be in general conformity with • Highlight the main national policies and advice that will need to be considered • Consider how the NP contributes to the achievement of sustainable development • Provide advice on how to prepare a Strategic Environmental Assessment Screening to ensure compatibility with EU obligations, including identifying who needs to be consulted (but see also Step 6) 	<p>Guidance and Regulations</p> <p>The basic conditions set out in the Regulations</p> <hr/> <p>SCDC Guidance notes</p> <ul style="list-style-type: none"> ○ How to meet the basic conditions ○ Strategic Policies – what they are in SCDC:

	<ul style="list-style-type: none"> ○ In the Adopted LFD ○ In the Submission Local Plan
Provide range of on-line guidance on how to do different tasks in neighbourhood planning such as <ul style="list-style-type: none"> • methods of community engagement • how to achieve effective public consultations 	SCDC Guidance notes <ul style="list-style-type: none"> ○ Community Engagement ○ Public consultations
Host regular technical workshops / seminars for PCs and those in the local community who are preparing neighbourhood plans	How can SCDC help? Have on the neighbourhood plan page of the website links to the workshops – PowerPoints and notes etc.
Provide advice in getting the best from any paid support from contracted consultants appointed by Parish Councils	SCDC Guidance notes <ul style="list-style-type: none"> ○ Getting help from consultants
	Other Resources Locality has produced guidance about consultants <ul style="list-style-type: none"> • Commissioning Consultants
Provide a lending library of resources that PCs may find useful to help prepare their plan – exhibition boards; banners, examples of neighbourhood plans.	How can SCDC help SCDC to keep a stock of useful resources that can be borrowed.
Provide advice on the legal requirements for neighbourhood planning under the Town and Country Planning Act 1990 (as amended by Localism Act)	SCDC Updates to PCs Latest key news in Planning Policy Monthly Update on <ul style="list-style-type: none"> • Regulations and planning appeals that impact NP. • Progress of other plans in the district – lessons learnt

Step Four: Building the evidence base

Providing the links to where a PC can find data for the evidence base including the evidence underpinning the emerging local plan.	SCDC Guidance note <ul style="list-style-type: none"> ○ Existing evidence available to neighbourhood plans in South Cambs
Provide range of on-line guidance on <ul style="list-style-type: none"> • How to do different tasks in neighbourhood planning such as consultation and creating an appropriate evidence base 	SCDC Guidance notes Range of guidance relating to tasks in plan making and issues that may be

<ul style="list-style-type: none"> • Templates to help on tasks such as site assessments; character assessment of village 	<p>included in the plan. This will be provided as a flexible 'live' resource on SCDC website but provided in a format that is capable of downloading and printing as a single document at any point in time.</p>
<p>Share information on contacts for key consultees.</p>	<p>Other Resources Locality provides a lot of documents that cover different aspects of planning under Resources</p> <p>Planning Aid has produced a suite of resources to assist those developing a neighbourhood plan.</p>
<p>Provide up to date information on the South Cambridgeshire Local Plan</p>	<p>SCDC Guidance note</p> <ul style="list-style-type: none"> ○ Useful contacts for neighbourhood planning <p>Other resources</p> <ul style="list-style-type: none"> • Link to examination page of Local Plan • Planning Policy Monthly Update

Step Five: Writing the plan

<p>Provide constructive comments on emerging draft policies in the plan</p>	<p>Timescale SCDC will need 3 weeks notice of when documents will be submitted to us for comment.</p> <p>SCDC will seek to respond within 3 weeks, subject to resources, or as agreed with the Parish Council.</p>
<p>Provide range of on-line guidance and specialist advice subject to capacity on planning issues that may be included in a plan such as</p> <ul style="list-style-type: none"> • housing; • employment • conservation 	<p>SCDC Guidance notes Range of these to cover the different issues.</p>

<p>SCDC will offer to fund the Strategic Environmental Assessment (SEA) and Habitat Regulation Assessment screening as draft policies emerge in plan to ensure the plan meets the statutory environmental standards.</p>	<p>SCDC Guidance notes</p> <ul style="list-style-type: none"> ○ SEA and Neighbourhood Plans
	<p>Guidance and Regulations</p> <p>Links to on-line national resources –NPPG - Strategic Environmental Assessment requirements for Neighbourhood Plans</p>
	<p>Timescale</p> <p>Need to consult with statutory bodies therefore you will need to allow time for them to respond. .</p>
<p>Provide technical support including on mapping</p> <p>We are still considering the level of offer we can realistically make on technical support including mapping within available resources. We will aim to provide basic maps at the outset of the process but need to consider what we can do beyond that. It would be helpful to discuss with the T&FG what they think PCs would like so we can consider if it is something we can offer as standard.</p>	<p>SCDC Guidance notes</p> <ul style="list-style-type: none"> ○ How to work with new technology ○ Maps for the neighbourhood planning process
	<p>Timescale</p> <p>SCDC will need at least 3 weeks notice of when technical support is required.</p> <p>SCDC will seek to respond within 3 weeks, subject to resources, or as agreed with the Parish Council.</p>

Step Six: Pre-submission consultation and preparing the plan for submission to SCDC.

<p>SCDC will offer to fund a pre-submission health check of the draft neighbourhood plan before you carry out the pre-submission consultation on it. The check will be carried out by an independent examiner (NPIERS link).</p>	<p>SCDC Guidance notes</p> <ul style="list-style-type: none"> ○ How to meet the basic conditions ○ SEA and Neighbourhood Plans
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	<ul style="list-style-type: none"> ○ Strategic Policies – what they are in SCDC
	<p>SCDC Guidance note</p> <ul style="list-style-type: none"> ○ SEA and Neighbourhood Plans
	<p>Other Resources Neighbourhood Planning Independent Examiner Referral Service (NPIERS) – Health check can be done by this organisation- NPIERS</p>

Step Seven: Submission of the plan to SCDC

<p>Keep the PC informed of progress and liaise with them to resolve any issues as the plan goes through the examination and referendum stages towards completion</p> <ul style="list-style-type: none"> • Liaise with the PC regarding appointment of an examiner • Liaise with the PC over changes proposed in the examiner's report to ensure the plan meets the basic condition tests • Liaise with PC over any changes to the plan • Liaise with PC over timing of referendum 	<p>SCDC Guidance note</p> <ul style="list-style-type: none"> ○ Post Submission
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