Consultation Draft
Statement of Community Involvement (SCI)

Revised June 2019
Foreword

This updated Statement of Community Involvement (SCI) document replaces the earlier adopted version (October 2015).

It has been prepared in accordance with:

- The National Planning Policy Framework;
- The Localism Act 2011;
- The Planning and Compulsory Purchase Act 2004;
- The Town and Country Planning (Local Planning) (England) Regulations 2012; and

The SCI is a public document which sets out the Council’s policy and approach to community involvement and public consultation in the preparation of Local Development Documents, including the Local Plan, and when dealing with planning applications. The document also sets out the approach to the various stages involved in preparing a Neighbourhood Plan/Order.

The Council is keen to ensure communities have the opportunity to be involved in the planning process and this document sets out how and when we will do this.

The Council has increasingly placed greater emphasis on cost effectiveness and value for money, and consequently the Council is likely to make greater use of electronic communication for its consultations where appropriate.

The SCI has been updated to reflect the above issues.
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1.0 Introduction

What is a Statement of Community Involvement?

1.1 The Statement of Community Involvement (SCI) sets out how Ashfield District Council, as the Local Planning Authority, will engage and consult the public and stakeholders in preparing the Local Plan and associated documents, and when dealing with planning applications.

1.2 It provides an overview of which documents the Council intends to prepare and when; and covers the consultation procedures related to each of those documents. It also sets out the approach to the various stages involved in preparing a Neighbourhood Plan/Order.

1.3 The first Ashfield District Council SCI was adopted in November 2006, with updates in October 2010, July 2013 and October 2015.

Why is a SCI needed?

1.4 The Council is required to prepare and maintain a SCI by the Planning and Compulsory Purchase Act 2004. This document also reflects the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012, the Localism Act 2011 and the National Planning Policy Framework.

1.5 The localism agenda is aimed at maximising the exchange of relevant information between the community, stakeholders, and the Council. The Council’s decisions cannot always reflect the wide range of view of communities and the Council will have to act in accordance with legal requirements and Government policy. However, it will enable all views to be considered and will improve the quality and transparency of the planning process.

What are the main aims of the SCI

1.6 Community involvement and public consultation has always been an important part of the planning process and the Council’s methods and approaches have been improved and developed over time in line with good practice. The following four principles are key to our approach:

- Front loading – this means providing opportunities to be involved in planning proposals at the earliest possible stage and before decisions are made, allowing communities to help inform forward plans and future development.
• Continuous involvement – ensuring communities are engaged throughout the planning process both for plan preparation (i.e. the Local Plan) and where planning applications are amended or revised prior to determination. This should result in a greater understanding of the plan preparation and planning application decision-making processes.

• Transparency – ensuring the reasons why certain planning decisions have been made, and what other options have been considered and why they have been rejected, are available for public scrutiny and consultation.

• Providing feedback – letting the community know when and why a decision has been made and how their views have been taken into account.

1.7 The SCI will be used by the Council to work towards promoting equal opportunities and good community relations in planning matters and to meet the duty under the Equality Act 2010, which covers the following nine protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation and marriage and civil partnership.

1.8 When consulting on documents, the Council will comply with the minimum level of consultation required by statutory legislation and regulation. Where appropriate it will seek to exceed it.
2.0 Community Involvement Principles

2.1 In making planning decisions, the Council will often need to balance different views and make judgements in the interests of all our communities. Getting local opinions will help us make decisions in the most informed way possible. To achieve this, we will apply some general principles to our planning consultations:

- To make the process as clear and transparent as possible to assist individuals, communities and stakeholders to understand what we do and when, and how they can get involved.

- To endeavour to create a community involvement process that pays attention to sharing information and establishing common aims and objectives to help move projects forward.

- To use the ‘front-loading’ principle by discussing proposals at the earliest stage as people can then learn together and be involved throughout the process. We will be clear about any constraints to consultation, such as higher-level policies, and explain these from the outset.

- To building trust with the community by being open and honest, and we will expect the same in return. Communication will be based on two-way listening and questioning, with all input being considered.

- To attempt to include as many interests and groups as possible in order to take the consultation forward. We will not favour one group over others.

- To build a shared responsibility for success with all involved in the consultation process to create confidence and to provide a platform from which we can make further progress.

- To identify the favoured options from all the ideas ‘brought to the table’ (as part of the Local Plan process). Sustainability appraisals and environmental assessments will also be prepared which can strengthen the overall picture.

- To ensure consultation is accessible to all regardless of age, gender, faith, race, disability as well as knowledge and experience. The success or otherwise of these engagement methods will be regularly monitored to gauge their effectiveness through the Equality Impact Assessment.
2.2 Communities can expect the following standards in the level of service to be provided by the Council:

- We will clearly brand documents and ensure they are written in plain English.

- We will make available on request alternative languages and formats, provided it is reasonable to do so.

- We will provide documents in a downloadable format on the Council’s website.

- We will make available printed media in audio format and large print if required.

- We will endeavour to respond to all correspondence requiring acknowledgement within a reasonable period of time.

- We will seek to ensure that all consultation methods are efficient and effective, in respect of the cost implications and Officer’s time.

- We will review the Statement of Community Involvement (SCI) as part of our Annual Monitoring Report (AMR) to assess whether the methods proposed are being successful or not.
3.0 Community Involvement in Local Development Documents

3.1 Local Development Documents is the collective term for Development Plan Documents (which from part of the statutory development plan i.e. The Local Plan), Supplementary Planning Documents (which do not form part of the statutory development plan) and Neighbourhood Plans (which once it has been approved at referendum forms part of the statutory development plan).

The Local Plan

3.2 The context for the Local Plan will be provided by other documents including the National Planning Policy Framework (NPPF), Planning Practice Guidance (PPG) and other related strategies produced by stakeholders. The Local Plan will be produced in accordance with the NPPF, PPG and revised Regulations.

3.3 The Local Plan consists of a Written Statement (Vision, Strategic Objectives and Local Planning Policies) and a Policies Map. The vision and strategic objectives present the Local Plan’s core principles and aspirations, which the Council and its stakeholders will aim to achieve through the Plan’s successful implementation. The Local Planning Policies consider the land use needs for specific uses (e.g. housing) and identifies sites for development or protection. These policies provide the criteria against which planning applications will be assessed. The Policies Map is a spatial representation identifying in detail the location of sites on a policy by policy basis.

3.4 A Sustainability Appraisal (SA) is being carried out alongside the Local Plan as it develops. It is an integral part of the plan making process, which is intended to test and improve the sustainability of the proposals. The first stage is a Sustainability Appraisal Scoping Report, which sets out the criteria and process the SA will follow.

3.5 The Council publishes the details of its Local Development Documents in the Local Development Scheme (LDS). The LDS is required under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended). It is a public statement outlining the programme for preparing development documents (i.e. local plans), identifying key milestones and key pieces of work to be undertaken.

3.6 To ensure the LDS is up to date it is reviewed every five years in line with statutory requirements and reported every year in the Annual Monitoring Report (AMR). The Council produces an AMR each year setting out how policies are being delivered. It will also indicate how well the Council is doing in meeting its timescales for the production of the Local Plan.
Statutory Consultees

3.7 The Council must at least conform to the minimum requirements for consultation set out by Government. The Council has identified the specific statutory consultation bodies that must be included at various stages of the involvement process and these are set out in Appendix 2.

Stakeholders

3.8 The Council has identified stakeholders who will be consulted, as the Council consider appropriate, set out in Appendix 3. This may take the form of regular notification or general discussions in relation to issues, as may be appropriate. Should appropriate additional groups or bodies be identified following adoption of the SCI, these can be recorded separately by the Council and consulted along with the listed general consultation bodies.

Duty to Co-operate

3.9 The Localism Act 2011 introduced a Duty to Co-operate, which places a requirement for all local planning authorities, national park authorities, county councils and a number of other public organisations to engage with one another and consider joint approaches as part of the preparation of their local plans.

3.10 The Duty to Co-operate forms part of the ‘Tests of Soundness’ against which an independent inspector will assess the Local Plan during a Public Examination. It is considered essential that the Council can demonstrate effective collaborative working with neighbouring authorities, key stakeholders and other organisations during the preparation of both its Local Plan and the evidence base that supports it.

3.11 There are a number of issues that have impacts that cross district boundaries, including transport, flood risk, housing and employment. The Council will explore appropriate approaches to these issues, jointly with neighbouring authorities and public bodies, to ensure that strategic priorities are reflected in the Local Plan.

Consultation Database

3.12 The Council has created a consultation database that holds the details of all the relevant consultees who need, and would like to be involved in the creation of the Ashfield Local Plan. Inclusion in the database is open to
anyone who wants to be involved in the Plan creation process and it will be updated on an on-going process.

Local Plan Consultation Stages

3.13 As previously detailed, the production of a local plan is guided by national planning policy and regulations. In aligning with this, the Ashfield Local Plan (the Plan) will need to progress through a number of production stages as set out below.

Draft Local Plan

3.14 The Draft Local Plan will present the Council’s ‘preferred approach’ to guiding development across the District for the next 15 years. This document, supported by relevant evidence, will present a vision for the District and outline a policy mechanism to help achieve this in a sustainable way. The document will outline the housing and employment requirements for the District, the infrastructure needed, and propose land allocations to help deliver this. It will ensure development helps support our town centres and promotes a brownfield first approach. In doing so, it will aim to protect the District’s highest quality green spaces and heritage assets.

3.15 Once the Draft Local Plan has been prepared and approved by the Council, it will be subject to a minimum of a 6 week period of public consultation.

Publication Local Plan

3.16 All comments received during the Draft Local Plan consultation will be carefully considered by the Council. Comments received will then be used to inform the Publication document of the Ashfield Local Plan. Whilst all views are taken into account, it is not possible to meet everyone’s wishes and aspirations; difficult choices have already been made to arrive at a Local Plan which meets the needs of the area. Accompanying the Publication document will be a report (Statement of Consultation) as to the representations received as part of the Draft Local Plan consultation, the key issues raised and the key changes made to inform the Publication document.

3.17 Taking into account comments received and any additional evidence base work undertaken, the Council will prepare the Publication Plan. At this stage in the plan preparation process the Publication document is considered to be ‘sound’ (see Glossary) by the Council, and major changes to it will only be made in exceptional circumstances. This Publication Plan will then be published for a final 6 week period of public consultation.
Submission Local Plan

3.18 Following the final stage of public consultation, the Council will compile and assess comments received. If as a result of comments received, material changes to the Plan are required, a further stage of consultation will need to be undertaken. If only minor modifications are needed, these will be recorded and incorporated into the Plan. This will lead to the creation of a Submission Local Plan. This document, details of any modifications and consultation responses, together with supporting documentation will be submitted to the Secretary of State, who will appoint a Planning Inspector to examine the Plan.

Examination in Public

3.19 The Planning Inspector will examine the legal compliance and soundness of the Submission Plan, ensuring the Plan is based on relevant, up to date evidence and has been produced in accordance with national policy and regulations. As part of this examination process a number of hearing sessions, to be determined by the Inspector, will be held to discuss elements of the plan. These sessions will enable the Inspector to discuss the content of the Plan with the Council, consider written representations and enable objectors to have their comments considered and discussed by the Inspector.

Adoption

3.20 The Planning Inspector will prepare a report on the Local Plan, setting out his/her recommendations, which concludes the Examination. If the Inspector finds the Local Plan ‘sound’, the Council will consider the Inspector’s recommendations and make a decision on the adoption of the Plan.

Local Plan Methods of Involvement

3.21 As outlined within Section 2.0, a key element of the Plan creation process is effective public consultation. As the Local Plan progresses through this process the Council will ensure it utilises a range of consultation methods and media to help increase participation in the process and general awareness of the Plan.

3.22 Listed below are the consultation methods which will be used by the Council when it undertakes consultation on the Local Plan:

- Making all relevant consultation documents available for inspection at the Council Offices and all four major libraries throughout the District (Hucknall, Kirkby, Sutton and Selston) for the duration of the consultation period;
• Making full use of the media including the Council's web site, community publications (where practical), local newspaper adverts and press releases;

• Utilising social media and Quick Release (QR) Codes if available and appropriate;

• Letters or emails informing those individuals, companies and groups registered on the Local Plan Consultation Database of public consultation;

• Placing information stands/displays at Council Offices and the four major libraries (subject to consent from the libraries);

• Undertaking presentations and questions and answer sessions to Parish Councils and Neighbourhood Forums (those with powers to bring forward a neighbourhood plan), ensuring that these are timed to get the maximum attendance (i.e. evenings);

• Circulating posters across the District to publicly accessible buildings, such as community centres, post offices and shopping centres (where consent is given from the relevant parties); and

• Disseminate information regarding the Local Plan and any consultation to various sections of the Council to ensure joint working.
4.0 Community Involvement in Supplementary Planning Documents

4.1 Supplementary Planning Documents (SPDs) should build upon and provide advice that is more detailed or guidance on policies in an adopted local plan. As they do not form part of the development plan, they cannot introduce new planning policies into the development plan. They are however a material consideration in decision-making.

Consultation Stages

4.2 As with the Local Plan, consultation on SPDs is a legal requirement of its creation process, but they are not subject to an examination. When producing an SPD, the Council will work with relevant stakeholders to create a draft SPD. The document will then be subject to a minimum 4 week period of public consultation (6 weeks wherever possible). During this period the document will be placed on the Council’s website together with details on how to comments can be submitted and where paper copies can be viewed.

4.3 Following the period of consultation, comments received will be reviewed and complied. The SPD will then be revised to take on board relevant comments and finalised for adoption. Then as soon as possible after adoption, the Council will publish, in accordance with the regulations, the SPD and adoption statement. A copy of the adoption statement will be sent to anyone who has been asked to be informed.

Methods of Involvement

4.4 The Council’s approach to consulting and involving consultees in the production of SPDs may relate to the content and purpose of the SPD. Listed below are the consultation methods which the Council will use:

- Make all relevant consultation documents available for inspection at the Council Offices and all four major libraries in the District (Hucknall, Kirkby, Sutton and Selston) for the duration of the consultation period;

- Make full use of the media including the Council’s website, local newspaper adverts and press releases;

- Utilising social media if available and appropriate; and

- Disseminate information regarding the content of the SPD and the consultation to various sections of the Council to ensure joint working.
5.0 Community Involvement in Neighbourhood Plans

5.1 An emphasis has been placed on planning at a local level, enabling local people to shape where they live and work. Neighbourhood planning enables people, where they choose, to decide where new homes, businesses, shops and community facilities should be located in their area. It can takes a number of forms:

- Neighbourhood Plans allow communities to establish general planning policies for the development of land in the area. A neighbourhood plan comes into force for the neighbourhood area as part of the statutory development plan once it has been approved at referendum. This means that the Council or a planning inspector on any planning application in the neighbourhood area will need to take the policies in the neighbourhood plan into consideration when making planning decisions.

- Neighbourhood Development Orders grant planning permission for a specific type of development in a particular area. This could be either a particular development or a particular class of development such as housing or retail.

- Community Right to Build Orders are a type of Neighbourhood Development Order. They can be used to grant outline or full planning permission for specific development, which complies with the order. It allows community groups to bring forward small developments, which might include proposals for new homes, business premises or community facilities.

Consultation Stages (The Council’s Role)

5.2 The statutory neighbourhood planning obligations of the Council are summarised below:

- **For Neighbourhood Area and Neighbourhood Forum Designations:** In accordance with the timescales set out by Regulations determine their acceptability, publicise and consult (when required) and where appropriate formally designate the neighbourhood area or neighbourhood forum and publicise it on the Council’s website.

- **At Pre-Submission Plan stage:** Whilst the Qualifying Body will carry out the pre-submission consultation and publicity. The Council will support as necessary including checking the conformity of the draft plan with the NPPF/existing and emerging local plan.
• **At Submission Plan stage:** When the Qualifying Body submits the draft plan and other relevant documentation to the Council, the Council will publicise the submitted Neighbourhood Plan and other relevant documentation.

• **Preparing for Examination:** The Council will submit the draft Neighbourhood Plan and supporting documents (including any representations made in accordance with Regulation 16) to examination, which will be funded by the Council.

• **Once Examiner’s Report is received:** The Council will consider the recommendations of the Examiner’s Report, check that the draft Neighbourhood Plan meets the Basic Conditions and arrange the publication of the Decision Statement.

• **At Referendum stage:** The Council will arranged and fund the referendum in accordance with The Neighbourhood Planning (Referendums) Regulations 2012.

• **For the ‘Making’ (i.e. Adoption) of the Plan/Order:** As soon as possible after a positive referendum result in favour of the neighbourhood plan.

• **Publicising a neighbourhood plan:** The Council will publicise the ‘making’ of the neighbourhood plan.

**Methods of Involvement (The Council’s Role)**

5.3 Like local plans, regulations cover neighbourhood plan/orders preparation, including consultation requirements. Regulations also cover the referendum stages. The Council’s role is to provide advice and support to groups developing a plan/order. Up to submission of the final draft (‘proposed submission’) plan/order, the parish council or forum is responsible for public consultation and engagement in its preparation.

5.4 The Council actively supports and promotes neighbourhood planning and is committed to providing ongoing advice and support to groups who wish to prepare neighbourhood plans and orders. The Council will support qualifying bodies and facilitating the process through the provision of the following:
• Initial advice regarding the suitability of completing a plan or order and its potential scope including attendance at suitable meetings or providing briefings. Advice may include:
  
  - Advising on potential topics for your plan;
  - Making data available or advising where to find useful data to provide evidence for your plan;
  - Providing advice on the legal requirements for your plan;
  - Advising on organisations that may be able to help with the production of your plan;
  - Advising on ways to engage your community.

Timescales for a response to any request will vary depending on the nature of the request, but every effort will be made to respond at the earliest opportunity.

• On-going advice and support throughout the process including detailed technical input into each key stage. This support will be provided both on an informal basis through support and guidance, but also on a formal written basis when responding to specific consultations. The focus will be on the conformity of the neighbourhood plan/order with the existing national and local planning framework.

• Practical assistance such as mapping and IT advice where appropriate.

• Relevant contact information for consultation including statutory consultees and local interest groups and bodies. Advice on undertaking consultation, publicity and engagement.

• Guidance and interpretation of the relevant legislative requirements.

• Following submission of the plan/order the Council will undertake the relevant consultation and organise and fund the examination and referendum in accordance with the timescales prescribed in legislation.

• Will provide guidance relevant to the referendum.

• Advice relating to the monitoring and review of adopted plans/orders.

5.5 The Table in Appendix 5 sets out the various stages in preparing neighbourhood plans/orders, the opportunities for engagement and whether any consultation is undertaken by the parish council/forum or the District Council.
6.0 Community Involvement in Planning Applications

6.1 Planning applications and decisions can often be controversial. There will often be reasons for and against any type of development, and the Council must apply planning policies accordingly in a reasonable and impartial manner.

6.2 It is important to make the planning decision making process as clear, transparent and inclusive as possible. As such it should be noted that the quality and relevance of points raised within any objection carry more weight within the decision making process than simply the number of objections. Therefore, a large number of objections being received does not automatically mean that a proposal will be refused.

6.3 While objections to a proposal are a consideration within the planning process, applications can only be refused for clear and sound planning related reasons. Section 6.23 discusses the consideration of planning applications further.

6.4 There are however some types of applications which the Council is not responsible for determining within the District. This is because the County Council are in control of certain categories such as waste and minerals developments, and are therefore responsible for any consultation relating to these matters. The County Council should consult with the relevant District Council(s) on the proposal, and provide the opportunity for them to make any representations on the application. Applications of this nature are identified as ‘county matters’.

6.5 The Council aims to work as proactively as possible throughout all stages of the planning process, therefore we will:

- Supply general advice and guidance to members of the public;

- Engage in pre-application discussions for all enquiries, subject to an appropriate fee and reasonable amount of information being submitted;

- Maintain an office rota system to ensure that administrative, procedural and technical enquiries can be dealt with by an appropriately qualified and experienced officer during normal office opening hours.

Pre-Application Advice

6.6 Paragraphs 39-41 of the National Planning Policy Framework (NPPF) recognises that there is no requirement or obligation for developers to engage with pre-application discussions, however these discussions should be encouraged, as early engagement between all parties can have a positive impact in terms of improving the efficiency and effectiveness of the planning system to help deliver improved outcomes.
6.7 The level of information necessary for effective pre-application engagement will vary depending on the scale and nature of the proposed development. Early and timely engagement between developers, statutory consultees and local authorities at the pre-application stage is important in helping avoid delays occurring at the formal application stage.

6.8 Section 93 of the Local Government Act (2003) allows Local Planning Authorities (LPA) to charge for providing a pre-application advice service. Further information on the pre-application service, including a list of the relevant fees can be found on the Council’s website at www.ashfield.gov.uk.

6.9 The Local Government Act (2003) states that where charges are applied, they must not exceed the cost of providing the service. This is important to adhere to so as not to discourage appropriate pre-application discussions, as these often ensure that the quality of a development is improved and that there is a degree of certainty in the outcome for the applicant.

6.10 In simplest terms, a pre-application assessment of a proposal allows the Council to provide an informal opinion to the applicant on the likelihood of the proposal being viewed favourably, should a formal application be submitted.

Publicity Arrangements

6.11 Ashfield District Council is required by law (Article 15 of the Town and Country Planning (Development Management Procedure) (England) Order 2015) to give publicity to all planning applications. The Council’s Publicity Policy for various categories of planning application is set out below, and is also contained within the council’s Code of Conduct.

<table>
<thead>
<tr>
<th>Type of Development</th>
<th>Publicity Required</th>
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<tbody>
<tr>
<td>• Applications for major development submitted with an Environmental Statement;</td>
<td>• Publication on the Council’s website;</td>
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<tr>
<td>• Applications involving a departure from the development plan; or</td>
<td>• Publication in a local newspaper (14 days); or</td>
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<tr>
<td>• Development affecting a Public Right of Way which part 3 of the Wildlife and</td>
<td>• By serving notice on any adjoining owner or occupier; or</td>
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<tr>
<td>Countryside Act 1981 (PROW) applies.</td>
<td>• A site notice will be erected on or near the land for no less than 21 days.</td>
</tr>
<tr>
<td>Other applications for major development</td>
<td>• Publication on the Council’s website;</td>
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<tr>
<td></td>
<td>• Publication in a local newspaper (14 days); or</td>
</tr>
<tr>
<td>Neighbour Notification and Notice Period</td>
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<td>-----------------------------------------</td>
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<tr>
<td><strong>6.12</strong> The Council sends individual notification letters to all properties/premises immediately adjoining or adjacent to the application site. This is to ensure they receive a timely and direct notification as they will likely be the most sensitive parties to any application.</td>
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</tr>
<tr>
<td><strong>6.13</strong> Additionally, in some circumstances the Council will erect a site notice(s) at a visible location near to the application site. This is to ensure that interested stakeholders who have not received an individual postal notification still get the opportunity to become aware of, and comment on, the application.</td>
<td></td>
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<tr>
<td><strong>6.14</strong> For the more sensitive applications, such as those in the Green Belt or those affecting Conservation Areas or Listed Buildings, these are also advertised in</td>
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</tbody>
</table>
local newspapers in addition to the aforementioned consultation methods. This ensures maximum coverage as part of the consultation process.

6.15 Parish Councils are notified of all applications in their area, with a number of neighbourhood forums opting to accept a ‘weekly list’ of applications as an alternative to individual consultations. The weekly list displays all ‘valid’ applications received by the Council’s planning department in the last 7 days.

6.16 At the start of every application, every stakeholder (neighbours, statutory consultees etc.) is provided with 21 days to make any representations. Any representations made should be in writing and directed to Councils planning department either by email or post. Please note that email is the preferred option to receive consultation comments, and these should be sent to: planning.admin@ashfield.gov.uk. All forms of notification sent from the Council will include direct contact details for the relevant officer dealing with the application.

6.17 After the 21 day statutory consultation period, a decision may be made on the application. Any comments received after the expiry of the 21 days may still be accepted, but failure to meet this deadline may jeopardise the chances of any comments being taken into account prior to a decision being issued.

Access to Information and Commenting on Applications

6.18 Planning applications are available for inspection (upon request) at the Ashfield District Council officers on Urban Road, Kirkby in Ashfield during office hours (08:30-17:00 Monday-Thursday and 08:30-16:30 on Fridays), and are also available to view online at www.ashfield.gov.uk.

6.19 The website contains all the submitted information in relation to the particular application. This will include the site address, a description of the proposed development and documentation submitted to accompany the application (including all relevant plans and statements where necessary). Details are also provided on how representations can be made, and when the consultation period expires.

6.20 In accordance with the Council’s Code of Conduct any comments submitted in respect of an application will become available for inspection by any interested persons, including members of the public and the applicant. All representations will be available to view on the Council’s website within 48 hours of receipt. Please note that a formal acknowledgement will not be sent confirming receipt of written representations.

6.21 Your comments are published in full this includes your name and address. We only redact the following personal contact details signatures, telephone numbers and emails addresses. All other information will be published unless clearly requested at the beginning of your correspondence.
6.22 Officers from the Planning and Building Control teams will be available to offer advice or answer questions. The Council operates a ‘duty planner’ service where no appointment is needed to see an available ‘on duty’ officer. However if you wish to speak with a specific officer, this should be arranged with them by a pre-organised appointment.

The Consideration of Applications

6.23 The Council can only consider ‘material considerations’ when determining planning applications. Examples of these are, but not limited to, policies within the Council’s Local Plan, Government advice and policy, impact upon residential amenity (noise, disturbance and smells), highway safety, design and external appearance, impact upon Listed Buildings, Conservation Areas and trees. No weight can be given to non-planning issues within the decision making process. These are issues such as private property rights, covenants, local competition, moral issues, loss of a view and impact upon property value.

The Decision

6.24 The Council decides many planning applications under delegated powers, where the Service Director of Place and Communities or designated officers determine the application. The more complex, contentious and ‘in-house’ applications, which cannot be dealt with under powers of delegation are generally referred to the Planning Committee, which is where the elected members of the Council determine the applications. Councillors can also request specific applications to be referred to Planning Committee, which is held approximately every 4 weeks. This usually takes place in the Council Chamber at the main council offices on Urban Road, Kirkby in Ashfield.

6.25 When an application attends committee, a report will be prepared by the case officer which outlines the important aspects of the application. This report will also contain a professionally informed recommendation on whether the application should be approved or refused. The committee is not obliged to accept the recommendation, but they must give planning reasons as to why they have decided to refuse an application.

6.26 The applicant/agent in addition to any resident who has lodged a written objection to the Council will be notified in writing (either by email or postal correspondence) if a particular application is to be determined by the Planning Committee.

6.27 There is the opportunity for members of the public to speak at Planning Committee, however only one registered speaker is allowed to support, and

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1 Applications where Ashfield District Council is the applicant. This is to ensure transparency in the decision making process.
one oppose the proposal, with a maximum of 5 minutes being allowed per speaker. This is carefully monitored by an officer of the Council.

6.28 Anybody wishing to speak at Planning Committee must pre-arrange this by contacting the Council’s Democratic Services department by telephoning 01623 457316 or by emailing speakplanning@ashfield.gov.uk. Any requests to speak must be made no later than 4:00pm two working days before the committee.

After the Decision

6.29 The Council will inform each person who commented on an application of the decision. The applicant/agent will receive a decision notice detailing conditions and reasons for approval, or reasons for refusal. A copy of the decision notice is retained on file and is available for viewing at the Council Offices. A copy of the decision notice will also be available to view on the Council’s website.

6.30 Following the refusal of planning permission, the applicant/agent has the right to appeal the Council’s decision to the Planning Inspectorate, who will carry out an impartial assessment of the proposal, taking all relevant policies and material planning considerations into account before issuing a decision. The Inspector is not obliged to agree with the Council, and may choose to overturn the Council’s decision and subsequently grant permission for a proposal. The Inspector will issue a decision notice detailing reasons for approval and the associated conditions, or the reasons for refusal.

6.31 Any appeal must be made within 8 weeks (for Advertisement Consent), 12 weeks (for Householder Planning Applications), or 6 months (for other planning applications) of the decision being issued. People who were consulted and/or responded to the original application will be informed and given a further opportunity to make any additional representations to the Planning Inspectorate for consideration.
7.0 Resources

7.1 There are currently adequate resources to carry out the consultation as laid out in the Statement of Community Involvement.

7.2 Work on community engagement for Local Plan documents will be carried out mainly from within the Forward Planning team.

7.3 Participation on significant planning applications will be carried out by staff in the Development Management section.

7.4 Participation on Supplementary Planning Documents will be carried out by staff within both the Development Management section and the Forward Planning team, depending on the context of the SPD.

7.5 Successful community engagement will, to a large extent, be reliant on partners/other stakeholder active participation in the process.

7.6 The resources issue will be kept under review as part of the Local Development Scheme and the Annual Monitoring Report.
8.0 Monitoring and Review

8.1 Ashfield District Council will monitor the success of community involvement methods and use the results to review the techniques used in the future.

8.2 The Council will carefully consider the resource implications of all of the methods used to try to ensure that the most effective use is made of the resources available for this work. The Council recognises that good quality community engagement has significant costs in terms of time and financial resources.

8.3 It is also clear that the Council may not be able to meet all of the aspirations for engagement that the community may wish to promote due to time and resource limitations. However, the Council will strive for transparency at all stages and will seek to ensure that views can be put forward whenever possible. Methods of community involvement that provide the best results in terms of the quality and quantity of involvement, for the best cost, will be utilised more regularly where appropriate.
9.0 Contacts

9.1 If you wish to know more about the Statement of Community Involvement, Supplementary Planning Documents or any aspect of the Local Plan you can contact us in a number of ways;

• Write to us at: Forward Planning Team, Ashfield District Council, Urban Road, Kirkby-in-Ashfield, Nottingham, NG17 8DA.

• Visit the website: www.ashfield.gov.uk

• E-mail us at: localplan@ashfield.gov.uk

• Telephone us at: 01623 457381 or 457382 or 457383

9.2 If you wish to know more about Planning Applications then please;

• Write to us at: Development Management Team, Ashfield District Council, Urban Road, Kirkby-in Ashfield, Nottingham, NG17 8DA.

• Visit the website: www.ashfield.gov.uk

• E-mail us at: planning.admin@ashfield.gov.uk

• Telephone us at: 01623 457388

Planning Aid Service

9.3 Recognising that Council Officers are not always best placed to work with community groups and that some people prefer to seek independent advice, communities can contact Planning Aid England (PAE). PAE provides a free and independent advice service on all planning related matters for individuals and community groups who cannot afford consultant's fees.
9.4 The Planning Aid Service can help people to:

- Understand how the planning system works
- Comment on planning proposals
- Get involved in the preparation of your Local Plan
- Participate in neighbourhood planning
- Apply for planning permission or appeal against the refusal of permission

9.5 If you wish to know more about the PAE service then please:

- Visit the Royal Town Planning Institute website: www.rtpi.org.uk/planning-aid
  or
- Telephone: 020 7929 8338.
Appendices
Appendix 1

Glossary of Terms and Abbreviations

**Adopted Policies Map**: A map of the local planning authority’s area based on an Ordnance Survey map including an explanation of any symbol or notation and illustrating geographically the application of the policies in the adopted local plan.

**Adoption**: The approval, after independent examination of the final version of a Local Plan by a local authority for future planning policy and decision making.

**Ashfield Local Plan Review (ALPR)**: The current Local Plan adopted in November 2002 with a timescale to 2011.

**Annual Monitoring Report (AMR)**: A report which is produced annually to establish what is happening now and what may happen in the future and compare trends against LDF polices to determine if changes need to be made.

**Duty to Cooperate**: This duty requires local authorities and other public bodies to work together on planning issues in the preparation of the Local Plan.

**Evidence Base**: The Local Plan should be based on adequate, up-to-date and relevant evidence about the economics, social and environmental characteristics and prospects of the area.

**Inspector**: Independent Inspector appointed by the Secretary of State to carry out the public examination of the Local Plan.

**Local Development Scheme (LDS)**: Statement detailing the timescales and arrangements for the preparation of local development documents.

**Localism Act 2011**: The Localism Act introduced changes to the planning system including making provision for the revocation of Regional Spatial Strategies, and introducing the Duty to Cooperate and Neighbourhood Planning.

**Local Plan**: Comprises a Written Statement and a Policies Map. The Written Statement includes the Authority’s detailed policies and proposals for the development and use of land together with reasoned justification for these proposals.

**Material Consideration**: Must be genuine planning considerations i.e. they must be related to the development and use of land in the public interest.

**National Planning Policy Framework (NPPF)**: Sets out the Government’s planning policies for England and how these are expected to be applied. Providing a framework within which local people and their accountable councils
can produce their own distinctive local and neighbourhood plans, reflecting the needs and priorities of their communities.

**Neighbourhood Plan:** Gives communities direct power to develop a shared vision for their neighbourhood and deliver the sustainable development they need.

**Planning and Compulsory Purchase Act 2004:** This Act updated the 1990 Town & Country Planning Act. The Planning and Compulsory Purchase Act 2004 introduced a new statutory system of regional and local planning and has since been amended by the Localism Act 2011.

**Planning Inspectorate:** The Government body responsible for providing independent inspectors for planning inquiries and for examinations of development plan.

**Planning Policy Statement (PPS):** Replacement for PPG with the aim of being more accessible and simpler to use by having greater clarity.

**Protected Characteristics:** The Equality Act 2010 covers nine protected characteristics on the grounds upon which discrimination is unlawful:

- **Age** - referring to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).

- **Disability** - a person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

- **Gender reassignment** - the process of transitioning from one gender to another

- **Marriage and civil partnership** - marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters.

- **Pregnancy and maternity** - pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

- **Race** - refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.
• Religion or belief - Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism).

• Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

• Sex - a reference to a man or to a woman

• Sexual orientation - Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes

Public Examination: Local Plan will be examined by an independent Inspector whose role it is to assess whether the plan has been prepared in accordance with the Duty To Co-operate, legal and procedural requirements and whether it is sound.

Regulations: This means “The Town and Country Planning (Local Planning) (England) Regulations 2012” unless indicated otherwise. Planning authorities must follow these when preparing Local Plans.

Saved Policies: Policies in the current Local Plan which have been safeguarded and then reused in other documents.

Secretary of State: Sets policy on supporting Local Government, communities and neighbourhoods, regeneration, housing, planning, building and the environment.

Soundness: Under the National Planning Policy Framework 2012 paragraph 182 a local planning authority should submit a plan for examination which it considers is “sound” – namely that it is:

• Positively prepared – the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development;

• Justified – the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence;

• Effective – the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and
• **Consistent with national policy** – the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.

**Statement of Community Involvement (SCI):** Local authority’s policy for involving the community in the preparation of local development documents and for consulting on planning applications.

**Supplementary Planning Document (SPD):** Provides supplementary information in respect of the policies in Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.

**Sustainability Appraisal (SA):** Appraise the social, environmental and economic effects of the strategies and policies in local development documents from the outset of the preparation process.
Appendix 2

Statutory Consultees

Specific Consultation Bodies (as set out in the Town and Country Planning (Local Development) (England) Regulations 2012)

- All Local Planning Authorities adjoining the District
- Nottinghamshire County Council (including education and highways)
- Parish Councils both in and adjoining the District
- Nottinghamshire Police & Crime Commissioner
- Derbyshire Police & Crime Commissioner
- The Coal Authority
- Natural England
- Environment Agency
- Highways England
- Network Rail Infrastructure Limited
- Homes England
- any person—
  i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and
  ii) who owns or controls electronic communications apparatus situated in any part of the local planning authority’s area,
- if it exercises functions in any part of the local planning authority’s area—
  i) a Clinical Commissioning Group established under section 14D of the National Health Service Act 2006 or continued in existence by virtue of that section;
  ii) a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989;
  iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986;
  iv) a sewerage undertaker; and
  v) a water undertaker;

- Environment Agency;
- Historic Buildings and Monuments Commission for England (Historic England);
- Natural England;
- Civil Aviation Authority;
- Homes England;
- Clinical Commissioning Group established under section 14D of the National Health Service Act 2006 or continued in existence by virtue of that section (Mansfield and Ashfield Clinical Commissioning Group, NHS England and Public Health, Nottinghamshire County Council);
- National Health Service Commissioning Board;
- Office of Rail Regulation;
- Integrated Transport Authority;
- Highway Authority;
- Local Enterprise Partnership (LEP);
- Local Nature Partnership.

Where bodies listed cease to exist, successor bodies will be consulted.
Appendix 3

Other Consultees - General Consultation Bodies

- Representational Groups - e.g. Age Concern, Ethnic, Disabled and Youth Groups
- Relevant Community and Resident Groups
- Conservation, Heritage and Amenity Groups
- Emergency Services (Police, Fire and Ambulance)
- Chambers of Trade
- Business Forums
- Home Builder’s Federation
- Registered Social Landlords (RSLs)
- Environmental bodies – e.g. CPRE, RSPB, Wildlife Trust and Woodland Trust
- Developers and Landowners
- NHS Nottinghamshire County (Primary Care Trust)
- Nottinghamshire Healthcare NHS Trust
- Sport England and relevant local sports groups and bodies
- Housing Corporation
- Bus Operators
- Regional Housing Body
- Sub-Regional Strategic Partnerships
- Relevant Government Departments

Where bodies listed cease to exist, successor bodies will be consulted.
## Methods of Community Involvement – Benefits, Disadvantages and Resource Implications

<table>
<thead>
<tr>
<th>Method</th>
<th>Benefits</th>
<th>Disadvantages</th>
<th>Resource Implications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Documents / Leaflets at Council Offices and Libraries</td>
<td>Documents available locally and can be studied. Targets public with no usual involvement in planning.</td>
<td>Limited to office hours. Some of the community do not visit council offices and libraries.</td>
<td>Staff time</td>
</tr>
<tr>
<td>2 Letters</td>
<td>Can target specific groups and reach the whole District and Consultees.</td>
<td>Database needs to be continually updated. Some interested parties may be outside the District and are therefore excluded.</td>
<td>Staff time and postage</td>
</tr>
<tr>
<td>3 E-mail / Website / Social Media / QR Codes</td>
<td>Can access at home/work. Appeals to young people, can target people further a field.</td>
<td>Disadvantages the less computer literate. Website needs to be kept updated.</td>
<td>Staff time</td>
</tr>
<tr>
<td>4 Press Releases / Press Adverts</td>
<td>Good information source. Covers a wide cross section of people.</td>
<td>Different newspapers for different areas, limited space and not everyone reads the local press.</td>
<td>Cost of adverts</td>
</tr>
<tr>
<td>5 Public Exhibition</td>
<td>Staff can answer queries. Covers more remote areas. Visual information</td>
<td>Suitable venues are hard to find. May be difficult for some people to access. Resource intensive.</td>
<td>Room hire and Staff time and costs</td>
</tr>
<tr>
<td>6 Workshops / Forums</td>
<td>Useful for specific topics. Face-to-face questions and answers.</td>
<td>Resource intensive.</td>
<td>Room hire and Staff time and costs</td>
</tr>
<tr>
<td>7 Information Stand</td>
<td>Less staff resources needed.</td>
<td>Limited feedback. Finding suitable venues.</td>
<td>Cost of exhibition material</td>
</tr>
<tr>
<td>8 Questionnaires / Surveys</td>
<td>Could be on-line or postal adaptable.</td>
<td>Feedback needs analysing. Time delay.</td>
<td>Staff time. Cost of Software Packages</td>
</tr>
<tr>
<td>9 Planning Aid</td>
<td>Useful for hard to reach groups.</td>
<td>Time consuming for Planning Aid. Does not reach all groups.</td>
<td>Time consuming for Planning Aid</td>
</tr>
</tbody>
</table>
## Neighbourhood Plans Preparation Stages & Consultation Methods

<table>
<thead>
<tr>
<th>Key Stages</th>
<th>Parish Council / Neighbourhood Forum (qualifying body)</th>
<th>Ashfield District Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to any submission</td>
<td>This early stage of engagement can provide invaluable information and resources to the neighbourhood planning group and give members of the community an opportunity to become directly involved. It will also ensure that community buy-in is established at an early stage. This is important particularly given the proposal will eventually be subject to a local referendum.</td>
<td>We will provide advice on the proposed neighbourhood area.</td>
</tr>
<tr>
<td>The parish council or potential forum should seek the views of the local community in terms of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• the geographic extent of the proposed neighbourhood area, and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• the issues that it should seek to address through neighbourhood planning activity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage 1:</td>
<td>Before submitting an application to designate the neighbourhood area the parish council or potential neighbourhood forum may decide to consult with the local community about preparing a neighbourhood plan/order.</td>
<td></td>
</tr>
<tr>
<td>• Designation of a Forum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Designation of neighbourhood area (and if appropriate neighbourhood forum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Parish Council submits an application to the District Council to designate area. A potential neighbourhood forum will need to submit an application for a forum as well as an application to the District Council to designate an area.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Upon submission of a formal application, if we consider this does not meet the regulations we will contact the group, set out what the concerns are and how they might be addressed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• We will aim to validate your application or notify you of any problems within 10 working days.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Where an application is by a Parish Council for the whole of their area the Council must designate the area. The Council will aim to do this within 10 working days of the application being validated.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• If consultation is required, we will publish your application on the District Council’s website and advertise as necessary in at least one of the</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
following (provided one of these exist): local library; community centre; parish council building and/or local notice board, for the consultation period with details of how long the consultation will run and how to make representations.

- We will make a decision on whether the area should be designated within the period specified within the regulations, advising the applicant group of the required period of consultation.
- We will publicise the decision on whether or not to designate the neighbourhood area on our website.

In the case of an application relating to an area which does not follow a parish boundary, or that is submitted by a prospective neighbourhood forum if there are valid reasons for declining the application, they will be explained to the group both in person and via a “decision document” (for Neighbourhood Area Applications) or by a “refusal statement” (for Neighbourhood Forum Applications).

<table>
<thead>
<tr>
<th>Stage 2: Preparing the Draft Neighbourhood Plan/Order: Qualifying body to prepare:</th>
<th>Qualifying body should undertake ongoing consultation and engagement with the community (those living, working, with an interest in or affected by proposals) and relevant consultees (such as infrastructure providers) as the neighbourhood plan/order is being developed.</th>
<th>We will provide ongoing support and assistance this includes sign posting evidence from the Local Plan and other areas, which may be of assistance.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Develop vision, aims and objectives</td>
<td>• Develop communications strategy</td>
<td>• Identify and assess options</td>
</tr>
<tr>
<td>• Gather baseline information and evidence</td>
<td>• Prepare draft Neighbourhood Plan/Order and associated documents</td>
<td>• Prepare draft Neighbourhood Plan/Order and associated documents</td>
</tr>
<tr>
<td><strong>Ensure compliance with EU obligations:</strong></td>
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<tr>
<td>If the plan is deemed likely to have significant environmental effects then Strategic Environmental Assessment will be required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If it is determined that a SEA is required for the neighbourhood plan then the parish council/forum will need to undertake the SEA.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>We will carry out an initial screening, which requires consultation with the statutory consultees set out in the relevant Regulations.</td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Stage 3: Pre-submission publicity and consultation:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>This is the first formal community engagement activity. It is the responsibility of the neighbourhood planning group to undertake consultation. The group will need to manage this consultation, collate and consider the responses received.</td>
</tr>
<tr>
<td>• Qualifying body will formally publicise the draft neighbourhood plan or order and invite representations.</td>
</tr>
<tr>
<td>• Consultation bodies (outlined in the Neighbourhood Planning Regulations need to be consulted.</td>
</tr>
<tr>
<td>• We will make formal representations in response to consultation</td>
</tr>
<tr>
<td>• We will provide advice on the parties that need to be consulted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Stage 4: Submission of Neighbourhood Plan/Order to District Council:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission Plan and supporting documents submitted to the council by the qualifying body including basic conditions statement, SEA and consultation statement.</td>
</tr>
<tr>
<td>If the Council finds that the plan or order meets the legal requirements we will publicise the submission proposal for six weeks. To achieve this, we will:</td>
</tr>
<tr>
<td>• Place links to the plan and supporting document on our website;</td>
</tr>
<tr>
<td>• Place copies in the nearest local council office or library or other suitable location;</td>
</tr>
<tr>
<td>• Liaise with the group to have a notice published in the local parish council newsletter;</td>
</tr>
<tr>
<td>• Notify the relevant consultation bodies as set out in the regulations; and</td>
</tr>
<tr>
<td>• Use social media and local media/ press to raise awareness.</td>
</tr>
<tr>
<td>• In the case of a Community Right to Build Order, we will also notify by letter those whose property abuts the area covered by the proposed order.</td>
</tr>
</tbody>
</table>
### Stage 5: Independent examination
Council submits plan, relevant documentation and representations to independent examiner.
- Following examination, the examiner issues a recommendation to the council and parish council or neighbourhood forum. The Examiner’s report will contain one of three recommendations: proceed to referendum, proceed to referendum subject to certain amendments, or not proceed.
- In the case of a neighbourhood development order or a Community Right to Build Order we have to decide whether to accept the recommendations in the examiner’s report.

### Stage 6: Referendum plan/ order
- Referendum version of the neighbourhood plan/ order made available by the council along with associated documents including information statement, examiners report, decision statement and general information document.
- Results declared after polling has taken place.

<table>
<thead>
<tr>
<th>Upon the close of the consultation any responses received together with the plan and supporting documents will be forwarded to the independent examiner.</th>
</tr>
</thead>
<tbody>
<tr>
<td>We will identify up to three potential Independent Examiners and appoint one of these in agreement with the Qualifying Body.</td>
</tr>
<tr>
<td>We will manage and fund the process of the examination and act as key contact for the examiner. We will publish the examiner’s report and the Council’s decision on whether the plan will proceed to referendum.</td>
</tr>
<tr>
<td>If the council is satisfied that the Plan/Order meets the basic conditions the neighbourhood plan proceeds to referendum, working with the parish council/forum in light of any changes required by the examiner.</td>
</tr>
<tr>
<td>If we do not think the basic conditions have been met, we will work with the qualifying body to determine the way forward.</td>
</tr>
<tr>
<td>Qualifying body can raise awareness of referendum through publication of neutral promotional material.</td>
</tr>
<tr>
<td>We will make arrangements and publishes notice for the referendum setting out the relevant information and associated documents in line with legislative requirements. These documents will be made available on the council’s website, council offices, local library and parish council office along with any locations suggested by the qualifying body.</td>
</tr>
<tr>
<td>The Council declares result of referendum on website and via social media.</td>
</tr>
</tbody>
</table>
If there is a positive referendum result the NP becomes part of the Development Plan immediately.

**Stage 7: Making the neighbourhood plan/order**  
If more than 50% vote in favour, the Council ‘makes’ the plan via Council resolution.

- Publish the Neighbourhood Plan, adoption statement and SEA adoption statement (where relevant) on the council's website, at the council offices and other locations as considered appropriate such as libraries or parish offices.
- A copy of the adoption statement will be sent to specific, general and all other consultees who the Council consider may have an interest.
- Use the plan in making decisions on relevant planning applications in the neighbourhood area.

**Stage 8: Monitoring and Review**  
The Neighbourhood Plan sets out the period for which it has effect. Qualifying bodies in areas where policies in a made neighbourhood plan have become out of date may decide to update their plan, or part of it before the end of the plan period.

The process for the ‘making’ of a replacement plan/order is the same as the process for the making of the existing plan/order. A streamlined procedure for modification of a neighbourhood development plans/orders where the proposed modifications would materially affect the policies in the plan/order, but would not be so significant or substantial as to change the nature of the plan is also possible.

We will advise on the options, process and timing for reviewing neighbourhood plans.