# Table of Contents

## Key Websites and Relevant Networks

- Department of Communities and Local Government (DCLG) ........................................... 4
- Royal Town Planning Institute & Planning Aid England ......................................................... 4
- Neighbourhood Plans – Starting Out ....................................................................................... 5
- Project Management Tools ...................................................................................................... 5
- Costs, Grants and Funding ....................................................................................................... 6
- Neighbourhood Forums ........................................................................................................... 6
- Neighbourhood Planning and Businesses ................................................................................. 7
- What are other parish councils, areas and forums doing? ..................................................... 7
- Community Engagement & Consultation Statement ................................................................. 8
- Techniques to Engage the Community ...................................................................................... 9
- Basic Conditions Statement ..................................................................................................... 9
- Environmental Assessment ...................................................................................................... 10
- Evidence .................................................................................................................................. 10
- Open Space, Ecology & Heritage ............................................................................................... 10
- Community Infrastructure Levy ............................................................................................... 11
- Writing the Neighbourhood Plan ............................................................................................. 11
- Submission of the Neighbourhood Plan ................................................................................... 12
- Examination of the Neighbourhood Plan ................................................................................ 12
- Referendum ............................................................................................................................. 13
- Using and reviewing your neighbourhood Plan ...................................................................... 13
Key Websites and Relevant Networks

This document provides links to a variety of sources of support and guidance on neighbourhood planning. It is not intended to be a comprehensive list. When we come across particularly useful resources, we are listing these in this document by topic. This should help if you have just started to engage with a particular aspect of Neighbourhood Planning.

The websites maintained by Locality, the Royal Town Planning Institute (RTPI) & Planning Aid and the Forum for Neighbourhood Planning have lots of useful resources for all stages in the process.

This includes 3 Golden Rules for Neighbourhood Planning:

1. Put yourself in their shoes. *(The Examiner, the Voter and the Decision Maker)*
2. Plan Positively. *“Neighbourhood Plans should not promote less development than set out in the Local Plan”*
3. To Get a Plan, Get a Plan. If you want to make it easier for yourself and others, get a robust project plan.

There are a number of networks/discussion groups which you can join and they also have accompanying resource webpages:

For example:
- **Forum for Neighbourhood Planning** (by Planning Aid). The [News](#) section includes an archive of useful articles and questions dating back to March 2012.
- **Community Knowledge Hub: Neighbourhood Planning** by [Locality](#)
- **LinkedIn Neighbourhood Planning Group**
- The [My Community](#) website is a portal for community rights information and grant programmes funded by the DCLG - see [Neighbourhood Planning - resources](#)
- Follow [MyCommunity.org.uk (@MyCommunityHelp)](#) on [Twitter](#), or search the hashtag #neighbourhoodplanning for the latest information
- Most groups have set up their own Facebook page to share information on their progress
Advice and Guidance
The answers to most frequently asked neighbourhood planning questions can be found by searching online, although advice is wide ranging it can also be overwhelming. Both Planning Aid and DCLG produce regular bulletins which include key and up to date resources. You can sign up to receive them to your inbox.

Department of Communities and Local Government (DCLG)
Notes on Neighbourhood Planning
Planning Aid:
Neighbourhood Planning News E-mail Bulletin

Department of Communities and Local Government (DCLG)

- DCLG have produced a Plain English guide which explains how the planning system in England works.

- The National Planning Policy Framework (NPPF) sets out National planning policies for England. Our Sources of Information and Evidence document provides a direct link to the NPPF and other sources of information and data.

- What is the National Planning Policy Framework (NPPF)? is a one-page briefing note from Planning Aid England.

- National Planning Practice Guidance includes paragraphs on Neighbourhood Planning starting with “What is Neighbourhood Planning?”

- The Planning Portal is an online resource for anyone wanting to find out about or use the planning system.

Royal Town Planning Institute & Planning Aid England

As well as the Forum for Neighbourhood Planning mentioned above, Planning Aid England/ RTPI have a range of news, resource links, events, & case studies on their website. For example:

- Planning Aid Direct is a web resource which is free to use. It provides answers to questions people often ask about planning. It clearly and simply explains how the planning system works while signposting on where to go next. It also includes a jargon buster that defines and explains common planning terms, and a range of one page notes on aspects of planning including a selection on Neighbourhood Planning.

- Planning Aid England has also published a comprehensive suite of resources called ‘Putting the Pieces Together’ to assist groups in the development of their neighbourhood plan. It is referred to several times through this document.
The Design Council

- The Design Council website (formerly CABE), has a guide on including good design principles in a neighbourhood plan - Design in neighbourhood planning as well as other design led reports and case studies.

- See also in 'Putting the pieces together' resource - How to assess design & character in your neighbourhood plan (video).

Neighbourhood Plans – Starting Out

Locality is an umbrella organisation for a network of community led organisations. They have a range of documents for you to start with:

- A Quick Guide to Neighbourhood Planning
- Neighbourhood Plans Roadmap Guide (known as the Locality Roadmap)
- Keeping it simple: a guide to keeping your neighbourhood plan simple, short and straightforward

- See also in 'Putting the pieces together' resource – guidance on developing vision and objectives and how to gather evidence.

- A guide produced by CPRE - How to shape where you live includes information on generating and testing options; and on Sustainability Appraisal.

- Stratford on Avon have produced a Policy Advice Note: Neighbourhood Planning and Housing Needs on meeting housing needs and aspirations of the community.

Project Management Tools

- There is a range of project planning guidance in the Planning Aid 'Putting the pieces together' resource

- The Planning Advisory Service has a range of resources, most of which are aimed at the local authority’s role in Neighbourhood Planning. However their Project Management Tool is for the use of local authorities and communities working together to produce Neighbourhood Plans. It goes through the main stages and tasks in the neighbourhood plan process allowing a workable timetable to be created.

- We have also produced our own version of this tool based on the stages set out in national guidance. Your Neighbourhood Planning contact officer will share this with you.
Costs, Grants and Funding

- **How much does it cost to produce a neighbourhood plan?** - Case studies are shared at this link

- DCLG has made funding available to provide groups with support and grants. Both technical support and grant aid is available to eligible groups. Applications are made to Locality see - **Neighbourhood Planning – Grants & Support**

- **Big Lottery – Awards for All** provides a way to get small Lottery grants of between £300 and £10,000.

- Locality have produced a guide on funding sources for communities to help research opportunities – see Locality’s [guide to further funding (Oct 2014)]

Neighbourhood Forums

- See Planning Aid’s ‘**Putting the pieces together**’ resource - How to set up a neighbourhood forum

- **Locality Roadmap** Part (B) has a section on qualifying bodies (Parish & Town Councils and Neighbourhood Forums). At the back of the document is a series of Neighbourhood Planning worksheets (not included on the Contents page). Worksheet 3: provides information on how to set up a Neighbourhood Forum.

- **Bookham Vanguard’s Constitution** is a Good Practice example of proving how to be a forum representative of the people in the area.

- **Marton West’s Constitution** is a clearly written, unambiguous format for a Neighbourhood Forum constitution, including making clear that the ‘Forum’ as a whole are involved in all aspects of the neighbourhood planning process and there are no closed meetings for select groups, and the Steering Group just has an administrative function.

- **Highgate Neighbourhood Forum** The idea for this forum emerged from an existing society in the area. The forum provides top tips for communities thinking about setting up a Neighbourhood Forum and embarking on their own Plan.
Neighbourhood Planning and Businesses

- National Planning Practice Guidance includes a section on the role of businesses. See paragraph 18 Who leads neighbourhood planning in an area?

- In May 2014, The Forum for Neighbourhood Planning’s Question of the Month was What are business neighbourhood plans, and what's their progress so far?

- A Road Map for Businesses and Neighbourhood Planning (draft) was created by We made that Architectural Firm following an exhibition in 2013.

- The British Property Federation (BPF) has created a website to support business involvement in neighbourhood planning

What are other parish councils, areas and forums doing?

- Neighbourhood Planner Map shows Neighbourhood Planning Areas and their stage in the process. If you are involved in neighbourhood planning activity, you are invited to update the data for the benefit of everyone using this resource.

- Forum for Neighbourhood Planning links to all plans – including those submitted for examination, examiner’s reports, those pre-referendum and “made” plans and lots more. From these links you can also see examples of supporting information such as Basic Conditions Statements and Consultation Statements.

- The Power of Neighbourhood Planning document (pdf) takes real world examples from neighbourhood plans across the country.

- Forum for Neighbourhood Planning and My Community websites have links to a range of case studies – great for finding good practice on many of the elements of neighbourhood plan preparation, which are covered in the rest of the document.

- Crowd-sourced Neighbourhood Planning Bibliography An online list which is free to be edited by anyone.
Community Engagement & Consultation Statement

- National Planning Practice Guidance includes a section on consultation. See paragraph 047 [Consulting on, and publicising, a neighbourhood plan or Order](#).

- **Locality Roadmap** has a series of neighbourhood planning worksheets (at the back not included on the Contents page). See “Neighbourhood Planning Worksheet 4: Community Engagement and Involvement”

- See also in [‘Putting the pieces together’ resource](#) – guidance on consultation statements

- [Community Spirit Partnership CIC](#), a community interest company working on community based development, has pulled together a selection of notes on consultation techniques. This was posted on the Forum for Neighbourhood Planning resources webpage as [Notes, Tips and Tools](#). It includes advice on creating a Public Engagement Strategy and thinking about your audience and hard to reach groups, as well as a guide to Data Analysis, Questionnaires and Event Planning.

- [Planning for the environment at the Neighbourhood Level advice note](#) was prepared by the Government’s environmental agencies (Historic England, Natural England, the Forestry Commission and the Environment Agency) it contains information, on when to involve and consult with these statutory agencies. (NB: English Heritage are now Historic England)

- Communities preparing Neighbourhood Plans should also look out for published reports on plans that have made it to independent examination. Several reports by independent examiners discuss the efforts qualifying bodies made to involve and consult with the wider community. Examiner's reports are published on local planning authority websites. You can stay in touch with the plans that have reached examination through DCLG's [Notes on Neighbourhood Planning](#). Also the Forum for Neighbourhood Planning 'Links' page includes links to many [current plans](#) and their supporting documents, including example Consultation Statements.
Techniques to Engage the Community

Some examples:

- Organisations ‘Stickyworld’ and ‘Mapping Futures’ organised a Twitter Walkabout with Crofton and Honor Oak Park groups. Find out what they learnt from this event and how you can organise this activity yourself in your area.

- How do you engage with the whole community and not just those who are easiest to involve? The Hartlepool Rural Neighbourhood Plan group is a good case study in relation to this.

- Urban Vision Enterprise has produced a set of diversity cards Neighbourhood Forum Diversity Cards for Locality to help with this process.

- Talk About Local has shared some top tips on a quick and simple approach to preparing a website for your neighbourhood plan.

- 100 Outreach Tactics for 100 Pounds by We Made That Architectural Firm.

- Creative community engagement case studies - Eden Project, Cornwall

- Herefordshire Council have a guidance note on community engagement techniques

- Petersfield Neighbourhood Plan is a good example of how an interactive map was used to gather and present comments from consultation using Google Maps (see document page 6). There are several companies who can provide mapping tools of this kind (at a cost). Locality have suggested Commonplace - community consultation mapping.

- This Mind Tools article looks at what you need to know about surveys before you implement one, and how you maximise the value you gain from them.

Basic Conditions Statement

- National Planning Practice Guidance sets out the Basic Conditions that a draft neighbourhood plan must meet in order to proceed to referendum. It is the qualifying body’s job to demonstrate these in a statement accompanying the draft plan

- See in the ‘Putting the pieces together’ resource – How to write a basic conditions statement
- Locality's draft-template-basic-conditions-statement

- Why Slaugham neighbourhood plan didn't meet the basic conditions and pass examination: interview with Ann Skippers, Independent Examiner (scroll down the page to see the video)

**Environmental Assessment**

- Wiltshire Council has produced a really helpful guide to understanding the need to do environmental studies linked to a neighbourhood plan.

- See also guides produced by Herefordshire Council within their section on Neighbourhood Development Plan guidance on Habitats Regulation Assessment and Strategic Environmental assessment.

**Evidence**

- See in the ‘Putting the pieces together’ resource How to gather and use evidence, and sources of data & statistics

- Locality Roadmap has a series of neighbourhood planning worksheets (at the back and not included on the Contents page). See: Worksheet 5: ‘Building the Evidence Base’.

- Sheffield’s Sources of Information and Evidence document provides links to useful and relevant documents, organisations and websites for neighbourhood planning.

- Herefordshire have a guidance note on evidence base and information requirements

**Open Space, Ecology & Heritage**

- Planning for the environment at the Neighbourhood Level advice note was prepared by the Government’s environmental agencies (Historic England, Natural England, the Forestry Commission and the Environment Agency) for groups starting work on a Neighbourhood Plan, Neighbourhood Development Order, or Community Right to Build Order. It covers where to get information and when to consult them (NB: English Heritage are now Historic England)
• Historic England webpage on the importance of the historic environment in the neighbourhood planning process including an advice note and publication Expanding the Neighbourhood Plan evidence base

• The Open Spaces Society has published an open spaces tool-kit for communities to protect their green spaces. It consists of three handbooks: How to win local green space through neighbourhood plans; Community assets and protecting open space; and Local Green Space Designation.

• The Woodland Trust has produced an online guide to the benefits trees bring to a neighbourhood and how you can promote them within your plan.

• Cornwall Council have produced a useful advice note on renewable Energy for any plan considering renewable energy issues at a community level? There are also resources from the Centre for Sustainable Energy.

Community Infrastructure Levy

• National Planning Practice Guidance includes guidance on how the CIL relates to Neighbourhood Areas see from paragraph 072 onwards.

• The RTPI has a one page note about the Community Infrastructure Levy on its page. It explains what this levy is, how it is charged, what it will fund and how it relates to Neighbourhood Planning.

• See www.sheffield.gov.uk/cil for information relating to the adoption of a CIL in Sheffield.

Writing the Neighbourhood Plan

• Locality has put together a comprehensive guide to writing planning policies for neighbourhood plans, with examples and step-by-step process.

• See in the ‘Putting the pieces together’ resource for items on how to write policies.

• Policy Writing Presentation from Locality’s 2014 Planning Camp

• Locality Roadmap series of neighbourhood planning worksheets. See Worksheet 7: ‘Writing the Neighbourhood Plan’.
Submission of the Neighbourhood Plan

- **Locality Roadmap** has a series of neighbourhood planning worksheets (not included on the Contents page). See Worksheet 7: ‘Submitting the Plan’.

- In February 2014, The ‘Forum for Neighbourhood Planning’s’ Question of the Month was: **Can neighbourhood plans be used to address non-planning matters?**

- See in the ‘Putting the pieces together’ resource for items on how to submit your plan.

Examination of the Neighbourhood Plan

- National Planning Practice Guidance includes guidance on the independent examination, including the examiners role and the process. See from paragraph **072 onwards**.

- Planning Aid interviewed Nigel McGurk, a Neighbourhood Planning Examiner. The interview is available in six parts on YouTube.

- **Part 1** of the interview explains who examiners are, what they do and how they are chosen. It introduces the Neighbourhood Planning Independent Examiner Referral Service (**NPIERS**), established to enable Planning Authorities and Qualifying Bodies to source independent examiners.

- In **Part 2** of the interview, he provides tips for structuring a plan and explains the need to a clear vision and objectives. He talks about the importance of preparing your evidence base and showing the examiner how you've consulted with local people and taken their views into account. NPIERS have produced some **top tips** drawn from experiences & feedback from NP groups, planning authorities and examiners. It's aimed at Planning Authorities but contains useful information for all involved in the Neighbourhood Planning process.

- This **links page** will allow you to keep track of other groups plans and examinations.
Referendum

- National Planning Practice Guidance includes guidance on the rules for the referendum, including the examiners role and the process. See from paragraph 060 onwards

- An interactive map shows the location of Neighbourhood Planning Referendums

- What are the rules governing the promotion of a yes or no vote during the referendum period?

Using and reviewing your neighbourhood Plan
After a successful referendum what happens next?

- Locality Roadmap Neighbourhood Planning Worksheet 8 provides guidance on bringing the plan into force and its implementation once adopted.

- The Forum for Neighbourhood Planning includes a case study of the Felpham Neighbourhood Plan with top tips for maintaining interest and use of the plan