

Annex 5 – List of tasks under Duty to Support

Designation of a Neighbourhood Area (if the qualifying body is not a parish or town council then their application to become a neighbourhood forum will also need to be consulted on as per the process below)

- Liaise with qualifying body and check proposed submission meets requirements of the neighbourhood planning regulations
- Design and create public consultation in inovem and produce paper copies of consultation documents and questionnaires
- Generate mailmerge to all on inovem database advising of the consultation – ensure relevant statutory consultees contacted
- Liaise with communications team for promotional material – posters, postcards, web page, twitter/facebook and distribution of paper copies of documents and posters to libraries
- Produce and put up ‘site notices’ advising of the public consultation in public areas within the proposed neighbourhood area
- Liaise with communications to arrange press releases and adverts
- Carry out public consultation on the proposed neighbourhood planning area. Respond to queries/post out paper copies etc during this period
- Analyse comments received and report to Cabinet for designation of the neighbourhood area (This may need to change and involve a change in the constitution to allow delegated authority to be able to meet new regulations specifying a timescale for the decision to be made)
- Publicise either the designation or refusal of the proposed neighbourhood area on website

Preparation of Neighbourhood Plan (by qualifying body)

The Council has a duty to cooperate which could include:

- Regular attendance at meetings
- Explaining and reiterating policy context and implications to ensure meaningful policies
- Helping groups understand the process and assisting with project planning
- Providing information and evidence (from existing evidence base) and explaining interpretations for complex issues. Liaise with other Council departments where necessary to provide required information
- Commenting on early ideas for policies/issues
- Liaising with development management on emerging policies
- Provide informal advice on draft documents before key stages in the process
- Scope for Strategic Environmental Assessment – make sure any SEA produced assesses options
- Advise on Habitats Regulations Assessment/Appropriate Assessment – could include assisting with appointment of consultants
- Check policies in neighbourhood plan are properly evidence based and justified
- Check draft Plan that, in the Councils opinion, it meets the required Basic Conditions (on which the plan will be examined)

Consultation on draft Neighbourhood Plan

- Appoint an Examiner in consultation with qualifying body
- Check that qualifying body has submitted all documents required under the regulations
- Design and create public consultation in inovem and produce paper copies of consultation documents and questionnaires

- Generate mailmerge to all on inovem database advising of the consultation - ensure relevant statutory consultees contacted
- Liaise with communications team for promotional material – posters, postcards, web page, twitter/facebook and distribution of paper copies of documents and posters to libraries
- Produce and put up ‘site notices’ advising of the public consultation in public areas within the proposed neighbourhood area
- Liaise with communications to arrange press releases and adverts
- Carry out public consultation on the proposed neighbourhood plan.
- Respond to queries/post out paper copies etc during this period

Examination

- Draw up contract with examiner and agree invoicing arrangements, communication protocol and anticipated timeline
- Send all consultation responses to Examiner, along with other relevant documents (eg draft plan, evidence base, consultation statements). Examiner may require a list/summary of representations received
- Make any arrangements required for the Examination – if the Examiner requires public hearings arrange venues, invite participants, note take if required by Examiner
- Consider report from Examiner and decide which modifications should be made to the neighbourhood plan and whether or not the plan can proceed
- Report to Cabinet that neighbourhood plan should be subject to Referendum or not

Referendum

- Liaise with Electoral Services to make arrangements for referendum so everyone living within the plan area can vote for or against it. If the neighbourhood plan includes a business neighbourhood area, two referendums will be needed – one for businesses and one for residents
- If 51% or more of those who vote are in favour of the plan, report plan to Council with recommendation for its adoption
- Publicise decision to make the neighbourhood plan or not, and reasons, where the decision statement can be inspected, send decision statement to qualifying body and anyone who has asked to receive it
- Make adopted neighbourhood plan available on website