

## South Hams & West Devon

### Neighbourhood Planning Offer of Service to Communities

This document was launched 13th September 2016 at the Neighbourhood Planning workshop held at the Woolwell Centre, and it supersedes the earlier Neighbourhood Planning Protocol.

### Approach

*“The idea behind localism is that decision-making be passed to a more local level, from local government to local communities”*

*Dave Chetwyn of Locality in ‘Neighbourhood Plans Roadmap Guide’*

The ultimate responsibility for a neighbourhood development plan or order is with the community. The process must be demonstrably led by the community. However, the Council also has an important role to play and will provide support including statutory obligations and additional help which will primarily be delivered via the West Devon/South Hams websites.

#### **NDP groups are encouraged to:**

- Familiarise themselves with the Regulations, Government practice guidance and other resources available on the internet
- Identify clear vision and goals for the plan and develop a clear project plan
- Share an early draft of policies with the lead LPA
- Collaborate to organise joint training and workshops (with external support secured by those groups) and pool resources to share the benefits of expertise bought in. *NB – The Council cannot commit to attending all meetings and events*

#### **The Council seeks to:**

- Provide clear and concise information via the neighbourhood planning web pages which will include links to relevant external websites, example plans with examiners’ reports, templates, project planners, advice/guidance documents and links to neighbourhood group support networks
- Signpost to relevant external sources of data, evidence and advice
- Facilitate knowledge sharing and shared learning between groups working on NDPs via ‘news and events’ webpages

### Statutory responsibilities

The Council will undertake all roles and responsibilities identified in the Neighbourhood Planning Regulations and summarised in the DCLG guidance on the 7 key stages of the neighbourhood planning process ( <http://planningguidance.communities.gov.uk/blog/guidance/neighbourhood-planning/key-stages-in-neighbourhood-planning/> ). Specifically:

- Following submission of the application form, council will advertise, consult upon and designate a neighbourhood plan area. This will include design services assistance in provision of the neighbourhood area map
- Following submission by the community of a screening report, the council will provide an SEA screening opinion
- Following submission of an environmental statement, the council will provide an EIA screening opinion

- Following provision of sufficient information (which can be provided through the Council's Habitats Regulations template), council will provide a screening opinion
- Upon submission of all necessary documentation, council will review and provide feedback on the draft NDP and, where it is satisfied that the plan is sound, in consultation with the community will organise and bear the cost of inspection
- Where a NDP is approved by an inspector, and following any necessary amendments recommended by in the inspector's report, council will organise and bear the cost of the referendum

### **Additional support**

- The Council will undertake settlement assessments to guide NDP planning for housing
- The Council will make printed copies of the final plan available at a reasonable charge