

## **Neighbourhood Planning Guidance**

### **Introduction to Neighbourhood Planning**

How to designate a Neighbourhood Area and Neighbourhood Forum  
How to consult on your Neighbourhood Plan  
How to write a consultation statement  
Submitting your plan to the Council

### **1. What is Neighbourhood Planning?**

Amongst many other changes The Localism Act 2011 introduced new rights and powers to allow local communities to shape new development by coming together to prepare Neighbourhood Plans and Neighbourhood Development Orders.

### **2. What is a Neighbourhood Forum?**

Neighbourhood planning can be taken forward by two types of body - town and parish councils or 'neighbourhood forums'. Neighbourhood forums are community groups that are designated to take forward neighbourhood planning in areas without parishes, Hyndburn has 1 Parish in Altham. A Neighbourhood Forum is an organisation that is established to promote the social, economic and environmental well-being of an area and has membership which is open to people who live, work and those who are elected to represent the area concerned. Prospective Neighbourhood Forums must apply to the Local Planning Authority to be designated (please see Guidance Note 2 for full details).

### **3. What is a Neighbourhood Area?**

A Neighbourhood Area is the geographical area that a Neighbourhood Plan or a Neighbourhood Development Order covers. The Neighbourhood Area must be designated by the Local Authority and there cannot be more than one Neighbourhood Plan relating to a Neighbourhood Area, and areas cannot overlap. Prospective Neighbourhood Forums must apply to the Local Planning Authority for a Neighbourhood Area to be designated (please see Guidance Note 2 for full details). This application can be made at the same time as, or separately from, an application to be a Neighbourhood Forum.

### **4. What is a Neighbourhood Plan?**

A Neighbourhood Plan sets out policies in relation to development and use of land in a particular Neighbourhood Area. Neighbourhood Plans are not developed by the Local Planning Authority but they do have to be in general conformity with Council's Core Strategy. They are intended to be tools for positive planning, not a way of preventing development and in particular they cannot introduce controls that are additional to existing planning law and regulations. Following consultation and examination, a Neighbourhood Plan would be approved if it received more than 50% of the votes cast in a referendum.

## **5. What is a Neighbourhood Development Order?**

A Neighbourhood Development Order sets out the type of development that can take place in a particular Neighbourhood Area without the need for a planning application to be made. As with Neighbourhood Plans, Neighbourhood Development Orders would be subject to consultation, examination and a referendum before they are approved.

## **6. What support can the Council provide for Neighbourhood Planning?**

Neighbourhood Plans should be prepared by Neighbourhood Forums **not** the Local Planning Authority.

The Plans and Environment Team based at Scaitcliffe House, Accrington is a small team whose priority is to achieve the Council's objectives set out in the Core Strategy. Capacity to take on additional work is limited.

The team can provide the following support.  
We will:

- a) Meet with you to explain the Neighbourhood Planning system and check that this is the best way to achieve your ambitions.
- b) Advise on how to apply to become a Neighbourhood Forum and a Neighbourhood Area (see Guidance Note 2).
- c) Advise on any funding that may be available to support the Neighbourhood Plan
- d) Advise on the draft Neighbourhood Plan
- e) Advise on how the Neighbourhood Forum should undertake local consultation on the draft Neighbourhood Plan before it is submitted to the Council.
- f) Take the Neighbourhood Plan to the Portfolio holder for Planning within 4 weeks of receipt for approval to go to formal Council Consultation.
- g) Consult on the Neighbourhood Plan and/or Neighbourhood Development Order.
- h) Submit the Neighbourhood Plan for Examination.
- i) Support the Examination process.
- j) Conduct the referendum.

Any further queries please contact [planning@hyndburnbc.gov.uk](mailto:planning@hyndburnbc.gov.uk) or telephone 01254 380174

The Council will update the Neighbourhood Planning pages when progress on Neighbourhood Plans is made.