



# Neighbourhood Planning Guidance

## **NPG 1 - Information on Neighbourhood Planning: Useful Links & Resources**

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[www.north-norfolk.gov.uk/neighbourhoodplans](http://www.north-norfolk.gov.uk/neighbourhoodplans)

**All documents can be made available in  
Braille, audio, large print or in other languages.  
Please contact 01263 516318 to discuss your requirements.**



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# 1 Purpose

- 1.1 This guidance note provides those undertaking neighbourhood planning with an introduction to sources of information around Neighbourhood Planning.
  - 1.2 NNDC have produced a suite of additional guidance aimed at supporting local communities in North Norfolk who are undertaking neighbourhood planning. These are based around specific check sheets and frequent topics that Parish & Town Councils have sought to include in neighbourhood plans. They are designed to provide background information and guidance on how neighbourhood planning groups can reflect local circumstances and develop policies that are justified and evidence in a positive and realistic way which, if followed, will provide more certainty at the examination stage. These guides can be found on the Council's web site: [www.north-norfolk.gov.uk/neighbourhoodplans](http://www.north-norfolk.gov.uk/neighbourhoodplans)
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# 2 Introduction

- 2.1 **Neighbourhood planning** provides the opportunity for communities to shape the future of their local area by having a direct role in the development of local planning policies that address identified local issues. Neighbourhood Plans must be justified, be in conformity with the strategic approach outlined in the District Local Plan, and be supported by appropriate evidence. The production of a Neighbourhood Plan should be undertaken in close collaboration with the Local Planning Authority (NNDC).
- 2.2 Neighbourhood Plans should add a local dimension to the existing and emerging development Plan for the District, through shaping development and delivering additional growth to the levels set out in an up to date Local Plan. As outlined in [paragraph 13](#) of the National Planning Policy Framework (NPPF) a neighbourhood plan should support the delivery of strategic policies set out in the Local Plan and should shape and direct development that is outside of those strategic policies.
- 2.3 Neighbourhood Plans need to be prepared in a positive way in line with facilitating additional growth outside of the Local Plan and in line with the presumption of sustainable development as outlined in the NPPF. They can only contain non-strategic policies covering the development and use of land. Wider community aspirations than those relating to the development and use of land, if set out as part of the plan, need to be clearly identifiable (for example, set out in a companion document or annex), and it should be made clear in the document that they will not form part of the statutory development plan.
- 2.4 Neighbourhood planning gives communities the power to:
  - **Make a Neighbourhood Plan** - *The right to create a vision and planning policies for the use and development of land in a neighbourhood in conjunction with the higher order statutory policies of the Local Plan and national policy*
  - **Make a Neighbourhood Development Order** - *The right to develop LDOs insofar as they allow local communities to determine what forms of development in their area should be permitted without the need for planning permission.*

- **Make a Community Right to Build Order** - *The right to progress new local developments without the need to go through the normal planning application process, as long as the proposals meet certain criteria and there is community backing in a local referendum.*
- 2.5 Neighbourhood Planning can be undertaken by Parish & Town Councils in North Norfolk (although the majority of work may be undertaken by an appointed Steering Group). North Norfolk District Council (NNDC) will provide guidance, technical support and assistance, and will guide communities through key stages and decisions.
- 2.6 Producing a **Neighbourhood Plan** allows the community to create a vision and planning policies for the use and development of land in a designated Neighbourhood Area (for example to identify land where new homes and businesses can be built and to determine what they should look like), and to address local issues where the Local Plan, which sets the strategic direction of policy and addresses the statutory requirements of plan making across the District, may not play a role. Neighbourhood Plans are required to be in general conformity with the Local Plan, be guided by statutory regulations in their preparation and undergo examination by an independent Inspector. They should not repeat or duplicate existing Local Plan policies but add further detail reflecting local circumstances.
- 2.7 More details on the process and requirements of Plan making are set out by the government in the NPPF, the national Planning Practice Guidance (PPG) and the various Neighbourhood Planning (General) Regulations 2012 and subsequent amendments, 2013, 2015, 2016, 2017, and various Acts of Parliament including the Localism Act (2011), the Housing and Planning Act (2016), and Neighbourhood Planning Act (2017).
- 2.8 A significant amount of guidance and advice is already available for neighbourhood planning groups nationally through Government backed neighbourhood planning web sites such as [neighbourhoodplanning.org](http://neighbourhoodplanning.org) and professional planning bodies such as the Royal Town Planning Institute (RTPI). This factsheet/guide provides the links to a these guidance notes, check sheets and other resources to help with the development of a Neighbourhood Plan.
- 2.9 The Council strongly advises that from the outset communities should engage constructively and in an ongoing way with the local authority professional policy team, who will provide advice and support both informally and formally (at the required legislative stages).
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### 3 National Planning Policy & Guidance

- 3.1 Neighbourhood Plans are required to be in general conformity with National Planning Policy, principally the National Planning Policy Framework (NPPF). As is this case with Local Plans, the duplication of national policy in a Neighbourhood Plan is unnecessary because, collectively, these documents together form the **Development Plan** for the District and must be taken account of when making planning decisions. Any duplication or repetition runs the risk of deletion through examination process.
- 3.2 National planning policies for traveller sites are contained in the [Planning Policy for Traveller Sites \(PPTS\)](#) which should be read in conjunction with the NPPF.

3.3 Sitting under the NPPF and providing more detailed guidance on its interpretation is the governments national Planning Practice Guidance (PPG). This is an online themed resource which those undertaking neighbourhood planning need to be familiar with and should use to align their plans to.

- **National Planning Policy Framework**  
[www.gov.uk/government/publications/national-planning-policy-framework--2](http://www.gov.uk/government/publications/national-planning-policy-framework--2)
  - **National Planning Practice Guidance (Plan Making)**  
<https://www.gov.uk/guidance/plan-making>
  - **National Planning Practice Guidance (Neighbourhood Planning)**  
[www.gov.uk/guidance/neighbourhood-planning--2](http://www.gov.uk/guidance/neighbourhood-planning--2)
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## 4 North Norfolk Planning Policy

4.1 Information on Planning Policy in North Norfolk can be found at [www.north-norfolk.gov.uk/planningpolicy](http://www.north-norfolk.gov.uk/planningpolicy). At this location users can access current Local Plan documents (Core Strategy, Site Allocations and other Development Plan Documents) and updates on the preparation of the new Local Plan and be found.

4.2 The following links provide access to further information including the most up to date published evidence:

- New Local Plan - [www.north-norfolk.gov.uk/localplan](http://www.north-norfolk.gov.uk/localplan)
- Document Library - [www.north-norfolk.gov.uk/documentlibrary](http://www.north-norfolk.gov.uk/documentlibrary)
- Monitoring - [www.north-norfolk.gov.uk/monitoring](http://www.north-norfolk.gov.uk/monitoring)

4.3 The Council's website also features details of approved Neighbourhood Plans and those which are in progress. These pages include a range of useful example documents which may be of interest to those preparing Plans, including NNDC's formal responses to draft Neighbourhood Plans. See [www.north-norfolk.gov.uk/neighbourhoodplans](http://www.north-norfolk.gov.uk/neighbourhoodplans)

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## 5 Funding

5.1 Locality website <https://www.neighbourhoodplanning.org> provides up-to-date details of the [Grant Funding](#)<sup>1</sup> that neighbourhood plan groups can apply for to assist in the preparation of a neighbourhood plan (up to £9,000). This includes Technical Support packages provided by consultants AECOM along with additional grant packages (up to £8,000), bringing the available funding total to £17,000. Officers can assist and support Neighbourhood Planning groups with applications for grant funding and technical support.

5.2 Further information can be found in the 'Grant & Technical Support Guidance Notes' on the neighbourhood planning web pages for Locality.

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<sup>1</sup> <https://neighbourhoodplanning.org/apply>

- 5.3 Please note that the grant regime changes on an annual basis and many funds need to be linked to specific project outcomes and are time dependent.
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## 6 General Information & Useful Links

### Locality - Neighbourhood Planning Support

- 6.1 Locality is the organisation that, on behalf of the Government, is providing neighbourhood planning support through an on-line resource [neighbourhoodplanning.org](http://neighbourhoodplanning.org). The website is updated regularly and includes general advice around neighbourhood planning, step by step advice, technical support and grant funding information. The resources and guidance available includes: '[Neighbourhood Plans Roadmap: A Step-By-Step Guide](#)', useful links for neighbourhood planners, low carbon planning and many more. The website includes specific 'How to' guides which cover many of the main areas of neighbourhood planning. There is plenty of support in these technical pages and we recommend all to read and follow their sound advice.
- 6.2 There are many guidance documents and case studies produced by Locality, all of which can be found under the resource tab on the [neighbourhoodplanning.org](http://neighbourhoodplanning.org) website. Here are links to a selection of key documents:



#### Recommended Guides:

- [Neighbourhood Plans Roadmap: A step by step guide](#)
- [Frequently asked questions by neighbourhood planners](#)
- [General conformity with strategic local planning policy](#)
- [Keeping it simple](#)
- [The power of neighbourhood planning](#)
- [Neighbourhood planning glossary](#)
- [Achieving well designed places](#)
- [Testing viability of your Plan](#)
- [Guidance notes for site assessment](#)
- [Template:](#)

#### How to Guides:

- [How to write terms of reference for neighbourhood plans](#)
- [How to undertake a housing needs assessment](#)
- [How to consider the environment in neighbourhood plans](#)
- [How to write and conduct social surveys to gather data for your neighbourhood plans](#)
- [How to commission consultants](#)
- [How to engage and work constructively with your local planning authority](#)
- [How to structure your neighbourhood plan](#)
- [How to write a basic conditions statement](#)
- [How to write a consultation statement](#)
- [How to write planning policies](#)

- 6.3 We advise neighbourhood planning groups to check the Locality website for additional guides and updates on a frequent basis.

## Mapping

- 6.4 Neighbourhood Plans, as with Local Plans, should visually illustrate how policies in the proposed Plan will take effect. This is achieved by preparing a 'Policies Map' to detail the key land-use proposals, and a range of supplementary maps which support that objective.
- 6.5 There may be a desire to show multiple maps throughout your Plan and this will depend on personal preference, the complexity of the document and the nature of the policies and how they can best be illustrated. Good mapping can help readers to make quick sense of proposals in a Plan and improve the overall look and feel of the document. Therefore when preparing the Plan keep an open mind as to how and when it might be appropriate to illustrate policies through the addition of mapping.
- 6.6 A range of local and national designations, sites and other constraint areas apply to various parts of the North Norfolk District. Some examples include archaeological find sites, agricultural land classifications, public rights of way, local green spaces, priority habitats, landscape character, conservation areas, listed buildings, flood zones, county wildlife sites, sites or specific interest. The list is lengthy.
- 6.7 The need to visually demonstrate such areas in your Plan will be led by the nature of the proposed policies or site proposals.
- 6.8 Support for mapping can be obtained from a variety of sources depending on the nature of the request. Two key options are:
- **North Norfolk District Council**  
As a member of the Ordnance Survey Public Sector Mapping Agreement (PSMA) the Council is able to produce maps in support of its core, non-commercial, business use. Our core business includes support to Neighbourhood Planning and this means that we can make certain information publically available in print and electronic format.
  - **ParishOnline**  
This online mapping tool aimed at Parish & Town Councils provides a user-friendly interface from which to access to a range of national datasets, basemaps, administrative boundaries. It has a user-friendly way of generating PDF maps. Users can also create 'Parish Layers' via an admin tools panel, so they can plot their own allotments, cemeteries, location of bins, bus stops, add or edit objects and attributes etc. The benefits of ParishOnline is that it offers users ownership over their mapping.  
[www.parish-online.co.uk](http://www.parish-online.co.uk)
  - **MagicMaps**  
This online mapping tool provides access to a range of environmental data and the option to print maps. <https://magic.defra.gov.uk/MagicMap.aspx>

## 7 Other Resources & Topic Based Information

### The Planning Advisory Service (PAS)

- 7.1 PAS is part of the Local Government Association (LGA) and exists to support local planning authorities in providing effective and efficient planning services. PAS is funded by the Ministry of Housing Communities and Local Government (MHCLG).
- 7.2 The Planning Advisory Service also publishes information about neighbourhood planning <https://www.local.gov.uk/pas/pas-topics/neighbourhood-plans>

### Ministry of Housing Communities & Local Government (MHCLG)

- 7.3 Regular bulletins from the Neighbourhood Planning Team at the MHCLG (previously DCLG): [Notes on Neighbourhood Planning](#).
- [Edition 21](#) includes information on EU General Data Protection Regulations (GDPR) and the legal judgement on Habitats Regulations Assessment & the Habitats Directive.
  - [Edition 20](#) includes information on a new £22.8m 2018-2022 neighbourhood planning support programme.
  - [Edition 19](#) includes information on the Neighbourhood Planning Bill 2017 which received Royal Assent on 27 April 2017.

### Energy

- 7.4 The [Centre for Sustainable Development](#)<sup>2</sup> offer free hands-on support and advice to neighbourhood planning groups such as localised sustainability and climate issues and opportunities, advice and critical friend opinion on the drafting of policies, delivering or taking part in public engagement events and advice on researching and developing an evidence base. They also provided a range of useful guides, including:
- **Low Carbon Neighbourhood Planning** - this guidebook explores the potential of 'low carbon' neighbourhood plans to incorporate policies to mitigate and adapt to climate change. This topic is heavily prescribed in planning law and is a rapidly changing area. Plans seeking to incorporate targets around energy and carbon reduction should discuss their plans with NNDC at an early stage.
  - **How to identify suitable areas of onshore wind energy in neighbourhood planning** - a step-by-step guide to help community groups identify suitable areas for onshore wind development in their Neighbourhood Plan
  - **How Green is My Plan?** - these self-assessment guides will help you to assess your draft plan and see how well it performs in terms of climate change and sustainability, and how it could be improved.

### Historic Environment

- 7.5 [Historic England](#)<sup>3</sup> are a statutory consultee for Neighbourhood Planning. They offer various resources to assist those seeking to incorporate local heritage into their Plans. Information available includes check lists, evidence gathering advice, policy writing, case studies,

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<sup>2</sup> <https://www.cse.org.uk/projects/view/1343>

<sup>3</sup> <https://historicengland.org.uk/advice/planning/improve-your-neighbourhood>

[Sustainability Appraisal & Strategic Environmental Assessment](#)<sup>4</sup> and a range of other detailed guidance on how the historic environment should be considered.

- 7.6 The [Norfolk Historic Environment Record](#)<sup>5</sup> is the comprehensive and definitive record of the historic environment of the county of Norfolk. It provides a record of all areas of known archaeological activity, sites, finds, cropmarks, earthworks, industrial remains, defensive structures and historic buildings in the county.
- 7.7 You can request a search of the Historic Environment Record by completing and submitting a request form. Charges are not applied for those preparing Neighbourhood Plans.
- 7.8 The Norfolk Heritage Explorer is an online interactive tool which can be accessed through the Historic Environment Record website. It provides useful information on historic records including a summary of the historic each parish in Norfolk. However as this is an abridged version of the Historic Environment Record it is not comprehensive and a full search of the Historic Environment Record should be undertaken.
- 7.9 Further advice on archaeology and the historic environment and how to contact them can be found on [Norfolk County Council website](#)<sup>6</sup>.

## Housing

- [Community Land Trusts](#) - or CLT's offer a mechanism supported by the council for local communities to bring forward housing schemes and for implementing policies in neighbourhood plans. If you are interested in bringing forward a community led housing scheme or allocating land for such through a neighbourhood plan, for further information contact planning policy and or housing sections at NNDC.
- There are national CLT officers and networks around the country - [Community Land Trust East](#) is the local contact.
- [Beauty in my Back Yard - BIMBY](#) - The BIMBY toolkit is specifically designed to help communities to shape new housing via the neighbourhood planning process and adopt the outcomes as planning policy. Created by the Princes Foundation, this is a free on line resource that aims to empower local communities to engage positively in the planning process. Its purpose is to help bring communities, councils and developers together to create new developments that enrich the local area.

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<sup>4</sup> <https://historicengland.org.uk/images-books/publications/sustainability-appraisal-and-strategic-environmental-assessment-advice-note-8>

<sup>5</sup> <https://www.norfolk.gov.uk/libraries-local-history-and-archives/archaeology-and-historic-environment/historic-environment-record>

<sup>6</sup> <https://www.norfolk.gov.uk/libraries-local-history-and-archives/archaeology-and-historic-environment>