

**Bolsover District Council**  
**and**  
**xxx Parish / Town Council**

**Localism Act 2011**  
**Neighbourhood Planning Protocol**  
**Service Level Agreement**

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## **SUMMARY OF KEY STAGES**

### **INTRODUCTORY MEETING**

The Parish / Town Council meet the Council to establish whether a Neighbourhood Plan is the most appropriate route to deliver the objectives of their local communities and whether there are alternative options. Alternative options such as better integration with Local Plan preparation and Regeneration Frameworks could be considered. For further information see Appendix A.

### **DESIGNATION OF NEIGHBOURHOOD AREA**

The Parish / Town Council works with the Council to agree an appropriate neighbourhood area.

### **PREPARATION OF NEIGHBOURHOOD PLAN**

The Parish / Town Council works with the Council and other stakeholders to prepare a neighbourhood plan that is in general conformity with the National Planning Policy Framework and the emerging Local Plan for Bolsover District.

### **PRE-SUBMISSION CONSULTATION ON DRAFT NEIGHBOURHOOD PLAN**

The Parish / Town Council consults the District Council and other stakeholders on the draft plan and makes any appropriate amendments as a result.

### **SUBMISSION OF DRAFT NEIGHBOURHOOD PLAN & ASSESSMENT**

The Parish / Town Council will submit the draft plan to the Council for a view on conformity and any other issues as appropriate.

### **SIX WEEK PUBLICITY OF SUBMISSION DRAFT PLAN**

This is the final opportunity for representations to be made for consideration by the independent examiner.

### **APPOINTMENT OF EXAMINER**

The District Council will agree the appointment of an examiner with the Parish / Town Council.

### **EXAMINATION**

The District Council will organise and pay for the independent examination.

### **CONSIDERATION OF EXAMINER'S REPORT**

The Parish / Town Council will make any necessary modifications to the plan and the District Council considers whether to move the plan to Referendum if the Plan meets basic conditions.

### **REFERENDUM**

The Council will organise and pay for a Referendum to take place and if there is a 50% + 1 yes vote the plan will be 'made' by the District Council and form part of the statutory Development Plan for Bolsover District.

## 1. Purpose

This agreement has been prepared to help ensure a clear understanding of the responsibilities for each authority is reached at the outset of any Neighbourhood Planning collaborative work.

Ensuring a clear understanding is achieved will enable both parties to plan appropriately the degree of resources required to ensure the prepared Neighbourhood Plan is given the best chance to be successful at the Neighbourhood Plan Examination.

As a result, Bolsover District Council has considered how it can facilitate the aspirations of local communities to prepare their own Neighbourhood Plans.

This Service Level Agreement confirms:

- how Bolsover District Council will undertake its statutory duties within the Neighbourhood Planning (General) Regulations 2012;
- the level of support that Bolsover District Council will provide to Parish and Town Councils to help them deliver their aspirations regarding the preparation of their own Neighbourhood Plans;
- the responsibilities of Parish and Town Councils ('the qualifying body') regarding the preparation of their own Neighbourhood Plans.

## 2. Bolsover District Council responsibilities

Under the provisions of the Localism Act 2011 Bolsover District Council is responsible for:

### **Statutory requirements**

- the designation of a neighbourhood area;
- the designation of a neighbourhood forum;
- the publication of a submitted Neighbourhood Development Plan for consultation (Regulation 16 consultation);
- the arrangements for and cost of an independent examination;
- the arrangements for and cost of a Referendum ;
- the formal assessment of the agreed Neighbourhood Development Plan against EU Regulations;
- issue screening opinion (Strategic Environmental Assessment, Human Rights) in advance of Regulation 14 consultation;

- making the confirmed Neighbourhood Development Plan part of the Development Plan for Bolsover District.

## **Support**

- to help the Parish / Town Council establish the most appropriate route to achieve its aspirations;
- the provision of assistance to Parish / Town Council during the preparation of the Neighbourhood Development as set out in Appendix B: Level of District Council support for Neighbourhood Planning.

## **3. The xxx Parish / Town Council responsibilities**

Under the provisions of the Localism Act 2011 xxx Parish / Town Council is responsible for the preparation and writing of the Neighbourhood Plan.

This will involve preparing a Neighbourhood Plan on behalf of and in extensive consultation with its local community that is:

- In conformity with the emerging Local Plan for Bolsover District;
- In conformity with national planning policies (National Planning Policy Framework);
- In conformity with European Union environmental regulations (strategic environmental assessment (SEA), Habitats Regulations);
- In conformity with equality and human rights legislation (Equalities Act 2010, Human Rights Act 1998).

For non-planning aspects xxx Parish / Town Council will endeavour to work with the District Council to ensure that:

- Projects are deliverable;
- Where possible, projects are linked to other plans / strategies as appropriate.

To deliver this principal task, xxx Parish / Town Council is required to also undertake the following tasks:

## **Meetings**

- Establish a Steering Group (or similar) to guide the preparation of the Neighbourhood Plan;

- Ensure the Steering Group reports on a regular basis to the xxx Parish / Town Council for the endorsement of decisions;
- Ensure xxx Parish / Town Council remains compliant with the requirements for designation as set out in the Localism Act and Regulations;
- Ensure best use of Bolsover District Council officer time by only inviting the Bolsover District Council representative to attend and advise the Steering Group in accordance with the level of support outlined in Appendix A;
- Wherever possible, an agenda and supporting papers should be sent to the Bolsover District Council representative 5 days in advance of a meeting.

### **Minutes of Meetings**

- Minutes of all Steering Group meetings should be forwarded to the Bolsover District Council representative for information to assist with support and for the early identification of issues.

### **Project Plan**

- Undertake to work towards the submission of a Neighbourhood Plan with a clear work programme and timetable for delivery;
- Send copies of project plans to the Bolsover District Council representative at regular intervals to assist with general support and resource planning.

### **Working arrangements**

- Work with the District Council during the preparation of the Neighbourhood Plan to enable the District Council to carry out the “duty to support” and to help ensure a successful examination.

### **Communication**

- Inform the District Council on emerging policies and proposals prior to the Pre-Submission draft Plan (as required by Regulation 14) consultation;
- Provide the District Council with the Pre-Submission draft Neighbourhood Plan (as required by Regulation 14), the Submission Plan and supporting documents in electronic format;
- Provide results of primary source data which could be helpful to the District Council;
- Provide regular reports to the District Council on progress and issues as appropriate.

### **Delivery**

- If supported through the referendum the District Council, xxx Parish / Town Council and other relevant organisations will be responsible for delivery of the Neighbourhood Plan as appropriate.

## 4. The signed agreement

This agreement is between:

- a) Bolsover District Council, and;
- b) xxx Parish / Town Council

Signed:

.....  
xxx, appropriate officer of Bolsover District Council  
*date* .....

.....  
xxx, Chair of xxx Parish / Town Council  
*date* .....

This agreement takes place with immediate effect and will be updated as appropriate.

## Appendix A – Is a Neighbourhood Development Plan appropriate?

Communities should not regard a Neighbourhood Development Plan approach as the only option or planning tool open to them, there are many other forms of community planning and ways of delivering development locally that may be more appropriate.

The following points should be carefully considered before embarking on Neighbourhood Planning:

- **Are you clear on why you need a Neighbourhood Plan?** For example, can the outcomes sought be delivered through other planning mechanisms such as a Parish / Town or Community Plan, a Neighbourhood Development Order, a planning application or other routes?
- **Have you considered the length of time the process may take?** It could take at least 2 years from start to finish, and probably longer.
- **Have you considered the time and financial resource implications needed to produce a Neighbourhood Development Plan?** Communities and Local Government (CLG) stated that the average cost of a Neighbourhood Development Plan is between £17,000 and £63,000 and after ten years the cost of reviewing a Plan is around 70% of the initial cost.
- **Are there the skills and enthusiasm within the community to undertake a Neighbourhood Plan, and are you confident this enthusiasm can be maintained through the process?**
- **Are you prepared to engage with land owners and developers and to have constructive conversations with people who may hold opposing views from your own?**

There are a number of alternatives to Neighbourhood Development Plan that a community can undertake in their area and may be more appropriate. These include:

- **Parish / Town or Community Plans**, which provide an opportunity for the community to work together to decide on what they want to improve or achieve, in their area, at present or in the future. The final document is generally sets out how the community intend to make improvements to the local area, for example community led initiatives such as street cleaning, refuse and recycling collection or traffic calming measures.
- **Village & Urban Community Design Statements**, which is a document that describes the qualities and characteristics that the community value in their area. It sets out clear and simple guidance for the design of all future development in a village.

The **advantages** of these alternative methods are they are potentially cheaper, quicker than Neighbourhood Plans, and do not have to go through examination or be subject to a referendum.



The **disadvantages** of these alternative methods are that they cannot make specific land use proposals, have limited input from developers and the Council, can raise expectations unrealistically; and do not have the material weight of a Neighbourhood Plan.

## Appendix B – Level of District Council support for Neighbourhood Planning

Stage of the process		District Council duty / support	Proposed action		Departmental responsibility
1)	Application for designation of a neighbourhood area (Regulation 5)	<p><u>Support</u> Provide support on whether a Neighbourhood Plan is the most appropriate route for the community to achieve its aspirations.</p> <p>Alternatives for consideration to include better engagement in the Local Plan making process and Regeneration Frameworks</p> <p><u>Duty</u> Determine whether the application includes the required documentation.</p>	<p>One two-hour meeting to discuss, assess and provide advice to the Parish or Town Council.</p> <p>One week from receipt of the application (in cases when not acceptable the District Council will also respond to resubmissions with three weeks).</p>	Whole stage to	<p>Planning Policy Team</p> <p>Economic Development Team</p> <p>Governance Team</p>
2)	Publicising an area application (Regulation 6)	<p><u>Duty</u> Publicise the receipt of the application in order to bring it to the attention of people who live, work or carry on business in the area to which the</p>	<p>Three weeks from determining the application includes the</p>		Governance Team

		<p>application relates.</p> <p><u>Duty</u> Publicise how interested parties can make representations about the application.</p> <p><i>Note – the period for representations must be at least six weeks.</i></p> <p><u>Duty</u> Consider whether or not to designate a neighbourhood area.</p>	<p>required documentation.  (included within timescale above)</p> <p>Three weeks from the closing date of the period for representations.</p>	<p>take no longer than 10 weeks</p>	
3)	Publicising a designation or refusal of a neighbourhood area (Regulation 7)	<p><u>Duty</u> Publicise the designation or refusal in order to bring it to the attention of people who live, work or carry on business in the area to which the designation relates.</p>	<p>Three weeks from the closing date of the period for representations.</p>		Governance Team
4)	Plan proposals (Regulation 15)	<p><u>Support</u> Provide support on how to commence preparation of a Neighbourhood Plan.</p>	<p>One two-hour meeting to direct the Parish or Town Council to:</p> <ul style="list-style-type: none"> <li>• population and other statistical information;</li> <li>• advice on possible requirements for Sustainability Appraisal / Environmental Assessment and Habitat Regulations</li> </ul>		Planning Policy Team

		<p><u>Support</u> Provide comments on emerging draft Neighbourhood Plan.</p> <p><u>Support</u> Provide comments on pre-submission Neighbourhood Plan.</p> <p><u>Duty</u> Determine whether the submitted Neighbourhood Plan includes the required supporting documentation and complies with all the relevant statutory requirements.</p>	<p>Assessment;</p> <ul style="list-style-type: none"> <li>the evidence used by the District Council in preparing its new Local Plan;</li> <li>advice on consultation methods and questionnaire format.</li> </ul> <p>(plus seven hours support for preparation and action implementation)</p> <p>One two-hour meeting within four weeks of receipt of a draft Neighbourhood Plan (plus seven hours support for preparation and action implementation).</p> <p>One two-hour meeting within four weeks of receipt of a pre-submission Neighbourhood Plan (plus seven hours support for preparation and action implementation).</p> <p>Three weeks from submission of the Neighbourhood Plan.</p>	
5)	Publicising a plan proposal (Regulation 16)	<p><u>Duty</u> Publicise the receipt of the proposed Neighbourhood Plan in order to bring it to the</p>	<p>Three weeks from determining the Neighbourhood Plan includes the</p>	Planning Policy

		<p>attention of people who live, work or carry on business in the area to which the Neighbourhood Plan relates.</p> <p><u>Duty</u> Publicise how interested parties can make representations about the proposed Neighbourhood Plan.</p> <p><i>Note – the period for representations must be at least six weeks.</i></p>	<p>required documentation.</p> <p>(included within timescale above)</p>	<p>Team</p>
6)	<p>Submission of the plan proposal to examination (Regulation 17)</p>	<p><u>Duty</u> Appoint a person to examine the Neighbourhood Plan.</p> <p><u>Duty</u> Send the Neighbourhood Plan and its supporting documentation, including copies of received representations, to the appointed examiner.</p> <p><u>Duty</u> Make the necessary arrangements for them to examine the Neighbourhood Plan, potentially including a Hearing.</p>	<p>Within six weeks of close of consultation on proposed Neighbourhood Plan (Stage 5 Regulation 16)</p> <p>(included within timescale above)</p> <p>(included within timescale above)</p> <p><i>Note – if an appropriate examiner is not available a timescale will be agreed between both parties.</i></p>	<p>Planning Policy Team</p>

7)	Publication of the examiner's report and plan proposal decisions (Regulations 18)	<p><u>Duty</u> Consider the examiner's report and prepare a Decision Statement that sets out its decision and the reasons for this decision.</p> <p><i>Note – decisions may include 1) to decline to consider; 2) to refuse; 3) what action to take in response to the examiner's report, such as send the plan to referendum; 4) what modifications, if any, are needed; 5) whether to extend the referendum area; or 6) if the LPA is not satisfied with the Neighbourhood Plan.</i></p> <p><u>Duty</u> Publicise the Decision Statement (and in some instances the examiner's report) in order to bring it to the attention of people who live, work or carry on business in the area to which the Neighbourhood Plan relates.</p> <p><u>Duty</u> Note the need to arrange the Neighbourhood Plan referendum if appropriate.</p>	<p>Four weeks from receiving examiner's report.</p> <p><i>Note – in cases when there are issues with the examiner's report that prevent or delay a referendum the Council will discuss timescales for taking the plan forward on an individual basis.</i></p> <p>(included within timescale above)</p> <p>(included within timescale above but will involve notification to the Elections Team)</p>	Planning Policy Team
8)	Referendum (see the Neighbourhood Planning (Referendums) Regulations 2012)	<p><u>Duty</u> Organise, hold and publicise the results of the Neighbourhood Plan referendum.</p> <p><i>Note – if more than half of those voting have voted in favour of the Neighbourhood Plan, the</i></p>	<p>To be arranged to take place within twelve weeks of the decision statement.</p> <p><i>Note – in cases when there is an</i></p>	Elections Team

		<p><i>District Council must make the plan and bring it into force as part of the Development Plan for that area. If the referendum result is against the Neighbourhood Plan, the plan would not come into force and the process would need to begin again to proceed.</i></p> <p><u>Duty</u> Note the referendum decision.</p> <p><u>Duty</u> Prepare a Decision Statement that sets out whether the District Council will make or refuse to make the Neighbourhood Plan.</p>	<p><i>impending election in the area the Council will investigate whether the referendum can be carried out in tandem with that election.</i></p> <p>(included within timescale above but will involve notification to the Planning Policy Team)</p> <p>Three weeks from decision of the Neighbourhood Plan referendum.</p>	
9)	Decision on a plan proposal (Regulation 19)	<p><u>Duty</u> Publicise the Decision Statement in order to bring it to the attention of people who live, work or carry on business in the area to which the Neighbourhood Plan relates.</p>	Four weeks from decision of the Neighbourhood Plan referendum.	Planning Policy Team
10)	Publicising a neighbourhood development plan (Regulation 20)	<p><u>Duty</u> Publicise the made Neighbourhood Plan in order to bring it to the attention of people who live, work or carry on business in the area to which the Neighbourhood Plan relates.</p>	Three weeks from the decision of the Council to make (adopt) the Neighbourhood Plan.	Planning Policy Team