



Neighbourhood Planning Guidance

Neighbourhood Planning: Memorandum of Understanding

South Cambridgeshire District Council

September 2017

This document includes hyperlinks to a range of websites, and the hyperlinks can be accessed using the published version of this document, which is available to view via: www.scams.gov.uk/npguidance. Every effort has been made to ensure that these hyperlinks are up-to-date, however as websites change these hyperlinks can become invalid.

Herefordshire Council has kindly given permission for us to provide links to their guidance on neighbourhood planning.

Huntingdonshire District Council has kindly allowed us to take inspiration and wording from their Neighbourhood Planning Guidance.

If you have any queries relating to this document, please contact us via neighbourhood.planning@scams.gov.uk or 01954 713183.

Neighbourhood Planning Memorandum of Understanding

between

..... Parish Council

and

South Cambridgeshire District Council

Introduction

A neighbourhood plan is written and produced by a parish council (or multiple parish councils) to shape planning policy for the area. On adoption the plan will become part of the statutory development plan for the district. The parish council(s) and the local authority have different, but complementary roles to play in the development of a neighbourhood plan. A parish council in preparing a neighbourhood plan has the opportunity to set out a positive vision of how they want their community to develop over the next 10, 15, 20 years in ways that meet identified local need and make sense for local people. The local authority must provide advice or assistance to a parish council preparing a plan and also take decisions at key stages in the plan making process¹. There is a lot of discretion in the local authority role in particular and this memorandum of understanding (MOU) will help us work together, avoid misunderstanding and manage expectations.

This MOU should be read in conjunction with South Cambridgeshire District Council's 'Support Offer to Parish Councils' document.

Principles for Working Together

- We will be open and constructive in our working relationship.
- We will respect each others' views and, where they are different, seek to understand the reasons for any difference.
- We will have a 'no surprises' approach, based on notifying each other in advance of significant risks, announcements and developments in policy.
- We will aim to minimise duplication of activity wherever possible.
- We will regularly communicate, including meeting as appropriate.

Roles and Responsibilities

In addition to their statutory responsibilities, in preparing the neighbourhood plan the parish council(s) will:

- a. use their knowledge of the area to inform future planning and development in the area.

¹ <https://www.gov.uk/guidance/neighbourhood-planning--2#the-role-of-the-local-planning-authority-in-neighbourhood-planning>

- b. complete an outline timeline (a template is included at the end of this document), including key milestones over the coming 6-months, which will be updated at least quarterly and shared with the District Council to help with resource planning.
- c. be clear when making requests for support (e.g. for production of maps – what is required, format etc).
- d. be realistic in applying timescales when making requests for support.
- e. make use of, and help to shape, the training, support and guidance offered by the District Council.

In addition to their statutory responsibilities², the District Council will:

- a. provide assistance and advice to parish councils as set out in the South Cambridgeshire District Council’s ‘Support Offer to Parish Councils’ document.
- b. seek to ensure that it is able to respond to requests for support in a timely manner, in line with the parish council’s key milestones.
- c. inform the parish council in advance if they will not be able to provide support in line with the parish council’s key milestones.
- d. provide up-to-date training, guidance and support to parish councils, which is informed by feedback and suggestions from parish councils.

Signatories:

.....(name)
 (position)

on behalf of

.....
 Parish Council

on (date)

.....(name)
 (position)

on behalf of South Cambridgeshire District Council

on (date)

NB: Recognising that each local community is different this template can be tailored to meet the particular requirements of each parish council.

It is anticipated that the Memorandum of Understanding will be commenced once a parish council has its neighbourhood area designated.

² <https://www.gov.uk/guidance/neighbourhood-planning--2#the-role-of-the-local-planning-authority-in-neighbourhood-planning>

Neighbourhood Plan Timeline

Name of Neighbourhood Area:

Version Number:

Date of Update:

Stage	Steps	When? <i>What is the anticipated date that you expect to reach this stage?</i>	Comments
Deciding to prepare a plan?	Consideration of whether a neighbourhood plan is the best option	This key stage will have already been completed before a parish council applies for a neighbourhood area to be designated.	This is a very important step included for completeness in the timeline. There will need to be commitment from both the parish council as well as the local community for a plan to be successful.
Getting Started	Neighbourhood Area application and designation		
Preparing the Neighbourhood Plan	Community Engagement		
	Evidence Gathering		
	Formulate Vision and Objectives		
	Writing Policies		

Stage	Steps	When? <i>What is the anticipated date that you expect to reach this stage?</i>	Comments
	Carrying out Strategic Environmental Assessment (SEA) Screening		
	Prepare Supporting Documents, including Basic Conditions Statement and Consultation Statement		
	Pre-submission Consultation on draft Neighbourhood Plan		
	Revisions to draft Neighbourhood Plan		
Getting the Neighbourhood Plan in Place	Submission of Neighbourhood Plan to SCDC		
	Consultation on Neighbourhood Plan		
	Examination		
	Consideration of Examiners Report		
	Referendum		

Stage	Steps	When? <i>What is the anticipated date that you expect to reach this stage?</i>	Comments
	Neighbourhood Plan is 'made'		