



NEIGHBOURHOOD

Planning Guidance



NUNEATON & BEDWORTH BOROUGH COUNCIL NEIGHBOURHOOD PLANNING GUIDANCE

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1. INTRODUCTION

1.1. This document has been prepared by Nuneaton & Bedworth Borough Council to provide guidance on Neighbourhood Planning, answering the following questions:

- What is Neighbourhood Planning?
- What is a Neighbourhood Plan?
- How do you prepare a Neighbourhood Plan?
- What are the likely costs of preparing a Neighbourhood Plan?
- What is a Neighbourhood Forum?
- How do you become a Neighbourhood Forum?
- What is a Neighbourhood Area?
- How do you designate a Neighbourhood Area?
- What is a Neighbourhood Development Order?
- How do you prepare a Neighbourhood Development Order?
- What support can be expected from Nuneaton & Bedworth Borough Council?

2. WHAT IS NEIGHBOURHOOD PLANNING?

- 2.1. The Localism Act 2011 introduced new rights and powers that allow local communities to shape new development in their neighbourhoods by preparing Neighbourhood Development Plans and Neighbourhood Development Orders.
- 2.2. A Neighbourhood Plan sets out policies in relation to development and use of land in a particular Neighbourhood Area. Plans are intended to be a tool for positive planning and not a way of preventing development.
- 2.3. A Neighbourhood Development Order can grant planning permission for specified development in a particular Neighbourhood Area, removing the need for a planning application where what is proposed is in line with the order.
- 2.4. Neighbourhood planning can be undertaken 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 Town or Parish Councils.
- 2.5. Neighbourhood planning is optional, not compulsory. It is up to local people to decide whether to take up the opportunity to prepare either a Neighbourhood Plan or a Neighbourhood Development Order, or both.

3. WHAT IS A NEIGHBOURHOOD PLAN?

3.1. A Neighbourhood Plan sets out policies in relation to the development and use of land in a particular Neighbourhood Area. They are a way for communities to decide on the future of the places where they live and work and allow them to:

- Establish general principles for the development and land use within their neighbourhood
- have their say on what those buildings should look like
- have their say on the new buildings they want to see go ahead

3.2. A Neighbourhood Plan will set a vision for the future. It can be detailed, or general, depending on what local people want but must follow some basic ground rules:

- they must generally be in line with local and national planning policies
- they must be in line with other laws
- If the Council says that an area needs to grow, then communities cannot use neighbourhood planning to block the building of new homes and businesses. They can, however, use neighbourhood planning to influence the type, design, location and mix of new development.

3.3. Once adopted a Neighbourhood Plan will become part of the Development Plan for the area and will be used in the determination of applications for planning permission.

3.4. Only one Neighbourhood Plan may be made for each Neighbourhood Area.

4. HOW DO YOU PREPARE A NEIGHBOURHOOD PLAN?

4.1. The preparation of a Neighbourhood Plan should be led by local people. The plan depends on local leadership and participation to be successful. The flow diagram below summarises the 10 key stages to preparing a Neighbourhood Plan. Each stage is described in more detail over the following pages.

STAGE	ACTIONS FOR THE NEIGHBOURHOOD PLANNING GROUP
STAGE 1: ESTABLISHING A NEIGHBOURHOOD FORUM ↓	<ul style="list-style-type: none"> • Establish a prospective Neighbourhood Forum • Apply to the Council to be designated as a Neighbourhood Forum
STAGE 2: DEFINING A NEIGHBOURHOOD AREA ↓	<ul style="list-style-type: none"> • Define the Neighbourhood Area • Apply to the Council to have the Neighbourhood Area designated
Stage 1 and Stage 2 can be completed using the Council's combined application form	
STAGE 3: DEVELOPING A VISION & OBJECTIVES ↓	<ul style="list-style-type: none"> • Identify the Neighbourhood Forum's skills, knowledge and experience • Collect information and understand the community's characteristics • Identify the area's strengths and weaknesses • Draft the vision • Draft the objectives • Check the draft vision and objectives for conformity with local and national planning policies • Check the draft vision and objectives with the community
STAGE 4: PREPARING THE PLAN/ORDER ↓	<ul style="list-style-type: none"> • Write policies • Prepare a proposals map • Develop an Implementation Plan • Prepare a Sustainability Appraisal and, if required, an Appropriate Assessment • Check the draft plan for conformity with local and national planning policies
STAGE 5: CONSULTING ON THE PLAN/ORDER ↓	<ul style="list-style-type: none"> • Decide who to consult • Decide which consultation methods to use • Identify the information that must be made available for consultation • Carry out the consultation • Report the findings of the consultation
STAGE 6: SUBMITTING THE PLAN/ORDER FOR EXAMINATION ↓	<ul style="list-style-type: none"> • Submit the Neighbourhood Plan to the Council
STAGE 7: EXAMINATION ↓	<ul style="list-style-type: none"> • Attend and participate in the examination (the examination will be organised by the Council)
STAGE 8: COMMUNITY REFERENDUM ↓	<ul style="list-style-type: none"> • The Council will arrange and facilitate a community referendum
STAGE 9: ADOPTION ↓	<ul style="list-style-type: none"> • The Council will adopt the Neighbourhood Plan subject to the outcome of the referendum
STAGE 10: IMPLEMENTING AND MONITORING THE PLAN	<ul style="list-style-type: none"> • Monitor the implementation of the Neighbourhood Plan and any associated implementation plan

STAGE 1: ESTABLISHING A NEIGHBOURHOOD FORUM

- 4.2. Neighbourhood Plans can be prepared by two types of body – Town and Parish Councils or Neighbourhood Forums. Neighbourhood Forums are community groups who are designated by the Council to take forward neighbourhood planning in areas without Town or Parish Councils, as is the case in Nuneaton and Bedworth borough. There can only be one Neighbourhood Forum for each Neighbourhood Area.
- 4.3. In some places, existing community groups may want to put themselves forward to be designated as a Neighbourhood Forum to lead on coordinating the neighbourhood planning process. In other places, local people might want to form a new group. In both cases, groups must apply to the Council to be designated as a Neighbourhood Forum.
- 4.4. Designation as a Neighbourhood Forum lasts 5 years from the date it is designated. Once the designation expires, if the Neighbourhood Forum wishes to continue as such, the Council will require the organisation to seek a renewal of its designation. Neighbourhood planning documents produced by a Neighbourhood Forum do not expire after 5 years with the expiration of the forum's designation. Documents will remain active for the period of time they relate to unless formally withdrawn.

ACTIONS FOR THE NEIGHBOURHOOD PLANNING GROUP

1. Establish a prospective Neighbourhood Forum

- A prospective Neighbourhood Forum should be established that:
 - has been formed for the purpose of promoting or improving the social, economic and environmental well-being of an area that consists of or includes the Neighbourhood Area concerned;
 - has membership open to anyone who lives or works in the Neighbourhood Area such as residents, representatives of community organisations, business owners and landowners or is an elected member of the Council. It is recommended that the group includes a local County and Borough Councillor;
 - has a membership of at least 21 people who live or work in the Neighbourhood Area or is a local Councillor. No more than 2 people included within the detailed 21 members can be registered at the same address.
 - has a written constitution.
- It is important that the group is representative of the local community, as the neighbourhood planning process aims to create a Neighbourhood Plan that reflects the aspirations of the entire community. The more representative the group is, the better the plan is likely to be.

2. Apply to the Council to be designated as a Neighbourhood Forum

- The prospective Neighbourhood Forum should apply to the Council to be formally designated as a Neighbourhood Forum by completing the Council's application form which requires the following information:
 - the name of the prospective Neighbourhood Forum;
 - a copy of the written constitution of the prospective Neighbourhood Forum;
 - the name of the Neighbourhood Area to which the application relates and a map which identifies the area (see Stage 2 for guidance);

- the contact details of at least one member of the proposed Neighbourhood Forum that can be made public; and
- a statement that explains how the proposed Neighbourhood Forum meets the following criteria:
 - It is established for the purpose of promoting or improving the social, economic and environmental well-being of an area that consists of or includes the Neighbourhood Area concerned;
 - Its membership is open to anyone who lives or works in the Neighbourhood Area or is an elected member of the County or Borough Council;
 - Its membership includes a minimum of 21 people who live or work in the Neighbourhood Area or is a County or Borough Councillor.
 - Its membership is representative of the local population.
 - It has a written constitution.

ACTIONS FOR THE COUNCIL

1. The Council can provide guidance on how to establish a prospective Neighbourhood Forum
 - The Council can provide guidance to assist the group in ensuring its purpose is one that promotes or improves the social, economic and environmental well-being of the area.
 - The Council can where possible suggest who might be included in the group e.g. representatives from community groups, young people, local businesses.
 - The Council can provide guidance how to write a constitution and possible content.
2. The Council can provide guidance on how to apply to be designated as a Neighbourhood Forum
 - The Council can provide guidance on what information is needed to apply to be designated as a Neighbourhood Forum.
 - The Council can check that the submission contains all the required documents and that those documents are of a standard that are robust enough to be examined (for details of the examination see Stage 7).
3. The Council will publicise the application when it is submitted
 - As soon as possible after receiving the submission the Council will publicise the submission on its website, social media accounts¹, through site notices² and the issue of a press release to bring the proposal to the attention of people who live, work or carry out business in the Neighbourhood Area.
 - The Council will publicise for consultation purposes the following information:
 - a copy of the application;

¹ Publication on the Council's social media accounts, Facebook and Twitter, will occur once at the start of the publication period and two weeks before the period ends. Activity will notify users of the submission, details of where it can be inspected and how representations can be made.

² Site notices will be displayed for the duration of the publication period in the area the submission relates to as well as the surrounding area.

- a statement that if the Neighbourhood Forum is designated, no other organisation or body may be designated for that Neighbourhood Area until that designation expires or is withdrawn;
 - details of where and when the application may be inspected;
 - details of how to make representations;
 - the date by which representations must be received, being not less than 6 weeks from that date on which the application is first publicised.
- The Council will make copies of the application available for inspection on its website and in hard copy at Nuneaton Town Hall and Bedworth Area Office during office hours³.

4. The Council will make a decision on whether or not to designate a Neighbourhood Forum

- A decision will be made as soon as possible after the end of the six week publication period. With reference to the information submitted and the representations received, the Council will consider whether the prospective Neighbourhood Forum's:
 - membership includes individuals who live or work in the area or is a local Councillor;
 - membership is drawn from different places in the Neighbourhood Area and from different sections of the community in that area
 - purpose reflects, in general terms, the character of that area.
- If the Council considers that the prospective Neighbourhood Forum meets these criteria the application will be approved and the Neighbourhood Forum designated. If it is considered that the organisation does not meet the criteria the application will be refused and the Neighbourhood Forum will not be designated.

5. The Council will publicise the decision

- Where the application is approved and the Neighbourhood Forum is designated the Council will, as soon as possible, publicise the decision on its website, social media accounts and issue a press release to bring the decision to the attention of people who live, work or carry out business in the Neighbourhood Area. The following information will be published:
 - the name of the Neighbourhood Forum;
 - a copy of the written constitution of the Neighbourhood Forum;
 - the name of the Neighbourhood Area to which the designation relates;
 - the contact details for at least one member of the Neighbourhood Forum.
- Where the application is refused and the Neighbourhood Forum is not designated the Council will, as soon as possible, publicise the decision on its website, social media accounts and issue a press release to bring the decision to the attention of people who live, work or carry out business in the Neighbourhood Area. The following information will be published:
 - a statement setting out the decision and reasons for making the decision ("the refusal statement"); and

³ Nuneaton Town Hall, Coton Road, Nuneaton, CV11 5AA, opening hours 9.00am-5.00pm. Bedworth Area Office, High Street, Bedworth, CV12 8NF, opening hours 9.00am-5.00pm.

- details of where and when the refusal statement may be inspected.

Points to note:

- Where a Neighbourhood Forum has been designated in relation to a Neighbourhood Area and that designation has not expired or been withdrawn, the Council may decline to consider any additional Neighbourhood Forum application made in relation to that Neighbourhood Area.
- Where a Neighbourhood Forum gives notice to the Council that it no longer wishes to be designated as a Neighbourhood Forum, the Council will withdraw the designation of the Neighbourhood Forum. As soon as possible after withdrawing the designation the Council will publicise the decision on its website, social media accounts and issue a press release to bring the decision to the attention of people who live, work or carry out business in the Neighbourhood Area. The following information will be published:
 - A statement setting out the details of the withdrawal (“the withdrawal statement”); and
 - Details of where and when the withdrawal statement may be inspected.
- The Council may withdraw an organisation’s designation as a Neighbourhood Forum if it is considered that the organisation is no longer meeting the criteria or the conditions by reference to which it was designated. Where it is withdrawn the Council will give reasons to the organisation for the withdrawal. Designation is not affected by a change in the membership of the organisation.

STAGE 2: DEFINING A NEIGHBOURHOOD AREA

- 4.5 A Neighbourhood Area is the geographical area that the Neighbourhood Plan covers. The expectation in Nuneaton and Bedworth Borough is that Neighbourhood Areas will follow ward boundaries. Nuneaton and Bedworth Borough is divided into 17 wards. More detailed information on the 17 wards can be found at www.warwickshire.gov.uk.
- 4.6 The areas designated as Neighbourhood Areas may not overlap with each other. The Neighbourhood Forum should check the boundaries of any existing or proposed areas in the surrounding to ensure that there are no overlaps and that boundaries are consistent. The Council will publish a map setting out the areas that are designated as Neighbourhood Areas.
- 4.7 Applications to establish a Neighbourhood Area should be made at the same time as submitting an application to become a Neighbourhood Forum.

ACTIONS FOR THE NEIGHBOURHOOD FORUM

1. Define the Neighbourhood Area

- As stated above, it is the expectation in Nuneaton and Bedworth Borough that the Neighbourhood Areas will follow ward boundaries i.e. each Neighbourhood Area will comprise one or more wards.

2. Apply to the Council to have the Neighbourhood Area designated

- The Neighbourhood Forum should apply to the Council at the same time as applying for designation as a Neighbourhood Forum to have the geographical area they wish to be the subject of their Neighbourhood Plan designated as a Neighbourhood Area. To apply, the Neighbourhood Forum should submit the following information to the Council:
 - a map which identifies the area to which the application relates;
 - a statement explaining why the area is considered appropriate to be designated a Neighbourhood Area if it is not an existing ward.

ACTIONS FOR THE COUNCIL

1. The Council can advise on ward boundaries

- The Council can advise and provide details of ward boundaries. Where the Neighbourhood Forum wish to define a Neighbourhood Area which does not fit with the wards, the Council will work with the forum to find mutually acceptable boundaries.

2. The Council will publish a map showing the designated Neighbourhood Areas

- The Council will publish a map setting out the areas that have already been designated as Neighbourhood Areas. The Council can assist the Neighbourhood Forum in checking whether or not the area they are seeking to designate is already a Neighbourhood Area. As stated above, the areas designated as Neighbourhood Areas may not overlap with each other.

3. The Council will publicise the application when it is submitted

- As soon as possible after receiving the submission the Council will publicise the submission on its website, social media accounts⁴, through site notices⁵ and the issue of a press release to bring the proposal to the attention of people who live, work or carry out business in the area to which the application relates.
- The Council will publicise for consultation purposes the following information:
 - a copy of the application;
 - details of where and when the application may be inspected;
 - details of how to make representations; and
 - the date by which representations must be received, being not less than 6 weeks from that date on which the application is first publicised.
- The Council will make copies of the application available for inspection on its website and in hard copy at Nuneaton Town Hall and Bedworth Area Office during office hours⁶.

6. The Council will make a decision on whether or not to designate a Neighbourhood Area

- A decision will be made as soon as possible after the end of the six week publication period. With reference to the information submitted and the representations received, the Council will consider the area covered by the submission and its boundaries and decide whether or not to designate it as Neighbourhood Area.

7. The Council will publicise the decision

- Where the application is approved and the Neighbourhood Area is designated the Council will, as soon as possible, publicise the decision on its website, social media accounts and issue a press release to bring the decision to the attention of people who live, work or carry out business in the Neighbourhood Area. The following information will be published:
 - the name of the Neighbourhood Area;
 - a map which identifies the area; and
 - the name of the body who applied for the designation.
- Where the application is refused and the Neighbourhood Area is not designated the Council will, as soon as possible, publicise the decision on its website, social media accounts and issue a press release to bring the decision to the attention of people who live, work or carry out business in the Neighbourhood Area. The following information will be published:
 - a statement setting out the decision and reasons for making the decision (“the refusal statement”); and
 - details of where and when the refusal statement may be inspected.

⁴ Publication on the Council’s social media accounts, Facebook and Twitter, will occur once at the start of the publication period and two weeks before the period ends. Activity will notify users of the submission, details of where it can be inspected and how representations can be made.

⁵ Site notices will be displayed for the duration of the publication period in the area the submission relates to as well as the surrounding area.

⁶ Nuneaton Town Hall, Coton Road, Nuneaton, CV11 2AA, opening hours 9.00am-5.00pm. Bedworth Area Office, High Street, Bedworth, CV12 8NF, opening hours 9.00am-5.00pm.

Points to note:

- The Council may, in determining any application, modify Neighbourhood Area designations already made.
- When the Council designates an area as a Neighbourhood Area, it will consider whether it should designate the area concerned as a Business Area using its power to modify designations. Areas will be designated as Business Areas if the Council considers that area is wholly or predominantly business in nature.
- The power to designate a Neighbourhood Area is exercisable by two or more Councils if the area falls within the areas of those authorities.

STAGE 3: DEVELOPING A VISION AND OBJECTIVES

4.8 Developing a vision and objectives for the community is an important next stage in producing a Neighbourhood Plan. A vision is an overarching statement that describes what the community will be like in the future. Objectives set out what the community wants to achieve in order to help realise the vision. Detailed policies and actions can then follow on from these objectives.

ACTIONS FOR THE NEIGHBOURHOOD FORUM

1. Identify the Neighbourhood Forum's skills, knowledge and experience

- It is important for the Neighbourhood Forum to understand the skills, knowledge and experience of its members. Members can then be allocated tasks that they are most suited to and which makes best use of their skills, knowledge and previous experience.

2. Collect information and understand the community's characteristics

- In order to produce the vision and objectives for the area, the Neighbourhood Forum should seek to understand the community's characteristics. The forum could do this through:
 - **Community profiling:** gathering statistical data on population size, household size, incomes, for example, to build up a social portrait of the community. Much of this information can be found on Warwickshire County Council's 'Warwickshire Observatory' website, located at <http://www.warwickshireobservatory.org/>
 - **Identifying assets:** it may be useful to identify all of the area's physical assets and take note of their condition. For example, this might include community centres, village halls, playing fields, sports facilities, footpaths and health facilities.
 - **Reviewing existing plans and strategies:** reviewing existing plans, strategies or studies that have a bearing on the community. These could include:
 - Local and National Planning Policy;
 - Council plans, strategies and planning documents, e.g. the Strategic Housing Land Availability Assessment (SHLAA) and representations on those documents made by the community or other community groups;
 - Warwickshire County Council's Local Transport Plan; and
 - other strategies relating to housing, health, education, the economy etc. produced by different public service providers.
 - **Discussions with interested parties:** establishing contacts and holding discussions with a range of people with an interest in the preparation of the plan to understand whether there are any other aspirations for the area that have not yet been developed into a plan or strategy. The forum may wish to have discussions with:
 - local community organisations;
 - local businesses;
 - local landowners and/or their representatives;
 - officers at the Council, Warwickshire County Council and neighbouring local authorities if appropriate; and

- officers from other public agencies and service providers as appropriate e.g. Natural England, English Heritage, Environment Agency, Warwickshire Police and NHS Warwickshire.

3. Identify the area's strengths and weaknesses

- Finding out what people consider to be the community's current strengths and weaknesses by engaging with residents and businesses to ask such questions as:
 - What are our strengths as a community?
 - What do we do well?
 - What can we improve or change in the community?
 - What are we missing?
 - What do we need to make the community a better place to live?
 - What resources (e.g. people, places, services, land) do we have?
 - What opportunities exist in the area?
 - What are the barriers (physical/financial/environmental)?
- Forums could seek to engage with the community to identify the area's strengths and weaknesses in the following ways:
 - Surveys – hard copy or web based
 - Community events – workshops, exhibitions etc.
 - Focus groups or discussions at meetings of local groups
 - Techniques tailored for different sectors of the community e.g. an online survey for young people
- The Neighbourhood Forum may find that some of the information and responses received when gathering information from the community does not specifically relate to the Neighbourhood Plan, for example littering. Whilst these may not be subjects for the Neighbourhood Plan to address, they will still be important issues for the community, and the kind of issues that could be addressed via a different route. The Neighbourhood Forum may want to develop a separate action plan, with the community, to deal with any wider social issues identified.

4. Draft the vision

- The vision should be based on the information gathered through the process outlined above. Visions can be one single statement, or a series of statements and timescales for achieving it should also be considered. The Neighbourhood Plan vision might include topics such as:
 - What will the area look like in future
 - What facilities will there be and what they will be like e.g. parks, play areas
 - What the social and economic characteristics of the area will be

5. Draft the objectives

- Like the vision, the objectives should be based on the information gathered through the process outlined above. For each element of the vision, there may be one or a number of objectives, depending on the community's priorities. For example:
 - Part of the vision may state that there will be *'accessible, high quality areas of green space that allow for recreation and social interaction amongst all age groups'*
 - An objective leading from this may be to *'seek the provision of an informal, outdoor recreation space, within easy walking distance from the centre of the settlement'*

6. Check the draft vision and objectives for conformity with local and national planning policies

- Once the Neighbourhood Forum has drafted a vision and objectives for the Neighbourhood Plan, it will be important to check that they are generally in line with local and national planning policies. Council Officers can advise the Neighbourhood Forum on whether the draft vision and objectives are in general conformity with the relevant policies.

7. Check the draft vision and objectives with the community

- Before progressing any further, it is essential to check that the community supports the draft vision and objectives for the area as drafted by the Neighbourhood Forum. There are numerous ways in which this endorsement can be sought, including:
 - Making copies available for public distribution and asking for comments
 - Meeting with community groups and asking for their feedback
 - Organising informal discussion groups
 - Holding public meetings or drop-in events
 - Publishing information in a local newsletter/magazine or website and providing an address to receive peoples' feedback
- Once the draft vision and objectives have been consulted on and any necessary amendments made, the more detailed content of the Neighbourhood Plan can begin to be developed.

ACTIONS FOR THE COUNCIL

1. The Council can share information and provide guidance on how to understand the community's characteristics

- The Council can share, where appropriate, information it has collected that will assist the Neighbourhood Forum in understanding the community's characteristics.
- The Council can provide guidance on what types of information it could be useful for the Neighbourhood Forum to collect to inform a community profiling exercise.
- The Council can share, where appropriate, information it has collected on the Neighbourhood Area's assets.
- The Council can provide guidance on how to analysis and interpret the information collected.

2. The Council can provide guidance on which existing plans and strategies to review

- The Council can provide guidance on which existing plans and strategies it would be useful for the Neighbourhood Forum to review.

3. The Council can provide guidance on the interested parties the Neighbourhood Forum may wish to hold discussions with

- The Council can provide guidance on the interested parties the Neighbourhood Forum may wish to hold discussions with to establish whether there are any other aspirations for the area that have not yet been developed into a plan or strategy.

4. The Council can provide guidance on how to identify the area's strengths and weaknesses

- The Council can provide guidance on how to identify the area's strengths and weaknesses, how to engage with the community and what type of information could be useful to collect.

5. The Council can provide guidance on drafting a vision and can review the draft vision as a "critical friend"

- The Council can provide guidance on how to draft a vision, whether it is one single statement, or a series of statements and the timescales for achieving it.
- The Council can review the draft vision and act as a "critical friend", asking questions and provide constructive advice.
- The Council can assist with checking the draft vision for conformity with local and national planning policies.

6. The Council can provide guidance on drafting a objectives and can review the draft objectives as a "critical friend"

- The Council can provide guidance on how to draft objectives, and can review the draft objectives and act as a "critical friend", asking questions and provide constructive advice.
- The Council can assist with checking the draft objectives for conformity with local and national planning policies.

8. The Council can provide guidance on how to check the draft vision and objectives with the community

- The Council can provide guidance on how to check the draft vision and objectives with the community, how to go about gathering feedback, how to assess the feedback received and make any necessary amendments.

STAGE 4: PREPARING THE PLAN

4.9 Once the vision and objectives have been drafted and approval has been sought from the wider community, the Neighbourhood Forum can begin to think about the detailed content of the Neighbourhood Plan. Content should include policies, proposals maps and possibly an action or 'implementation' plan for the area.

ACTIONS FOR THE NEIGHBOURHOOD FORUM

1. Write policies

- The intention of Neighbourhood Plans should be to set out policies on the development and use of land in a Neighbourhood Area. These must be credible, justifiable and achievable. Policies may take one of the following forms:
 - policies may allocate specific sites for particular types and scales of development e.g. residential, employment, retail
 - policies may specify particular requirements relating to each or any allocation e.g. access, landscaping, location of green space
 - policies may specify sites within the Neighbourhood Area to be protected or enhanced as environmental assets or areas of landscape character
 - policies may be more generic and apply to any future development within the Neighbourhood Area e.g. local design, transport, access
- Policies should be based on the information gathered during the previous stages of evidence gathering and community and stakeholder engagement. Policies should seek to achieve the vision and objectives that have already been developed for the area.
- For each objective that has been agreed, the Neighbourhood Forum should consider what policies could be put in place to try to achieve them. For example:
 - Continuing with the previous example, the objective is to *'seek the provision of informal, outdoor recreation space, within easy walking distance from the centre of the settlement'*
 - A policy leading from this may be, *'An area of approximately 0.5ha off Walker Street is allocated for recreational open space'*
- Policies need to be achievable and thought will need to be given to how policies can be delivered. The need to ensure that policies are achievable particularly applies to those policies that relate to the future use of particular sites within the area. The Neighbourhood Forum should ensure that site-related policies have been drawn up in negotiation with the relevant landowners or their representatives. These stakeholders should also have been approached and involved in early discussions with the team as part of the information gathering stage.
- Whilst developing policies, the Neighbourhood Forum may find it useful to seek assistance from Council Officers to help identify what could be achievable. This will also help ensure that the emerging policies are in general conformity with local and national policy.

2. Prepare a proposals map

- For site-related policies and sites that are identified by the Neighbourhood Plan, a map(s) should be included showing the proposed site locations and boundaries.

3. Develop an Implementation Plan

- The Neighbourhood Forum may wish to draw up an implementation plan, showing what action is needed in order to achieve the vision and objectives and deliver the policies that are set out in the Neighbourhood Plan. This need not be part of the Neighbourhood Plan itself, but could form an appendix to the main document, which continues to evolve as actions progress and new actions emerge. For example:
 - Our policy from the previous example is, *'An area of approximately 0.5ha off Walker Street is allocated for recreational open space'*
 - Actions within the implementation plan would show how this will be achieved. Actions may include agreeing the terms of lease/purchase with the landowner to secure the land for recreational use, consulting the community on potential designs for the site and securing funding for undertaking ground works on the site
- Alternatively, certain actions may not relate to an existing Neighbourhood Plan policy, but may set out further work that could be undertaken in order to achieve the vision and objectives of the plan. For example:
 - An action that doesn't relate to a policy in the plan could be, *'Explore opportunities for the designation of a conservation area within part of the village'*
- The implementation plan should contain actions that are 'SMART', i.e. specific, measurable, achievable, realistic and timely. When developing actions the Neighbourhood Forums may wish to consider the following principles:
 - Priority, is the action a high, medium or low priority?
 - Responsibility, which organisation is the lead for delivering the action?
 - Timescale, by what date should the action be carried out?
 - Partners, does the action require support from partners?
 - Resources, is funding, or any other resources required?
- Certain actions may require input and assistance from a variety of stakeholders e.g. Warwickshire County Council, landowners and other service providers, as well as groups from within the community.

4. Prepare a Sustainability Appraisal and, if required, an Appropriate Assessment

- There is a legal requirement to undertake a Sustainability Appraisal on planning documents before they become part of the adopted Development Plan for the area. A Sustainability Appraisal identifies the possible economic, environmental and social impacts of an emerging plan and should result in a final plan which has the least negative impact possible in an area.
- It is important that the appraisal is started early in the process of developing the plan (i.e. when work on policy development begins), so that emerging ideas, content and policies can be assessed, in order to inform the final plan.
- Appropriate Assessment follows a similar principle and this is something that may be relevant to some Neighbourhood Plans and not others. This specifically considers the wider impacts of particular emerging policies and plans on European sites of ecological importance (Natura 2000 sites) within the area.

- The Sustainability Appraisal and Appropriate Assessment do not have to be complicated, and they are tasks that the Council's Officers can provide further guidance on.

5. Check the draft plan for conformity with local and national planning policies

- Once drafted the Neighbourhood Plan will need to be checked for conformity with local and national planning policies. Council Officers can assist the Neighbourhood Forum with this.

ACTIONS FOR THE COUNCIL

1. The Council can provide guidance on how to go about drafting policies

- The Council can provide guidance on how to go about drafting policies, the various forms policies can take, how to translate the information gathered into policies and how to make policies achievable.
- The Council can assist and provide guidance with regard to addressing specific technical issues within the plan.

2. The Council can provide guidance on how to prepare a proposals map

- The Council can provide guidance on how to prepare a proposals map that clearly identifies site-related policies and proposed site locations and boundaries.

3. The Council can provide guidance on how to develop an Implementation Plan

- The Council can provide guidance on how to develop an Implementation Plan, assisting with identifying the actions that are needed to achieve the vision and objectives and deliver policies.
- The Council can advise on how to make the actions 'SMART', i.e. specific, measurable, achievable, realistic and timely.

4. The Council can provide guidance on how to prepare a Sustainability Appraisal and, if required, an Appropriate Assessment

- The Council can provide guidance on how to prepare a Sustainability Assessment and, if required, an Appropriate Assessment. It is important that the appraisals are started early in the process of developing the plan (i.e. when work on policy development begins), so that emerging ideas, content and policies can be assessed, in order to inform the final plan.

5. The Council can review the draft plan and can act as a "critical friend"

- The Council can review the draft plan and act as a "critical friend", ask questions and provide constructive advice.
- The Council can assist with checking the draft plan for conformity with local and national planning policies.

STAGE 5: CONSULTING ON THE PLAN

4.10 Once the plan is drafted and before it is submitted to the Council for consideration, the Neighbourhood Forum should check that residents, businesses and other interested parties agree with the content of the plan. The Sustainability Appraisal (and Appropriate Assessment, if necessary) should also be made available for the community to comment on.

ACTIONS FOR THE NEIGHBOURHOOD FORUM

1. Decide who to consult

- The Forum should seek to consult as many different people and interest groups as possible, such as:
 - Local residents
 - Local businesses
 - Faith groups
 - Community groups and societies
 - Disability groups
 - Young people
 - Older people
 - Minority groups
 - Voluntary organisations
 - Neighbouring communities
 - Land owners
- The views of wider stakeholder organisations that traditionally have a valuable input into plan-making e.g. Severn Trent Water, Environment Agency, Warwickshire County Council, English Heritage. These organisations can offer valuable and guidance on the content of the plan as it relates to their particular disciplines. The Council can assist with identifying which organisations are appropriate to consult.

2. Decide which consultation methods to use

- Forums could seek to engage with the community to identify the area's strengths and weaknesses in the following ways:
 - Surveys, hard copy or web based
 - Community events, workshops, exhibitions etc.
 - Focus groups or discussions at meetings of local groups
 - Techniques tailored for different sectors of the community e.g. an online survey for young people

- The Forum should decide upon the location of any events, groups and meetings and organise the use of them in advance of the consultation period. Locations should be accessible to all members of the community.

3. Identify the information that must be made available for consultation

- The following information must be made available to the people being consulted:
 - details of the Neighbourhood Plan proposals;
 - details of where and when the Neighbourhood Plan proposal can be seen;
 - details of how to comment on the plan; and
 - the date by which comment must be received.
- A copy of the Neighbourhood Plan proposals should be sent to the Council.

4. Carry out the consultation

- The information must be made available for consultation for a minimum of six weeks.

5. Report the findings of the consultation

- Once a consultation has been undertaken, an analysis of the comments received should be made and the Neighbourhood Forum should consider whether any amendments need to be made to the plan before submitting it to the Council for examination.
- The Neighbourhood Forum will need to write a Consultation Statement reporting on what consultation has been undertaken, what the outcomes were and any action that has been undertaken as a result. The statement should include:
 - details of the people and bodies consulted;
 - the number of people consulted;
 - the number of attendees at consultation events;
 - a description of how people were consulted;
 - a summary of the main issues raised; and
 - information about how these issues have been considered and addressed, where relevant, in the Neighbourhood Plan.

ACTIONS FOR THE COUNCIL

1. The Council can provide guidance on who the Neighbourhood Forum should consult

- The Council can provide guidance and assist with identifying who should be consulted on the draft plan.

2. The Council can provide guidance on suitable consultation methods

- The Council can provide guidance and assist with identify suitable consultation methods and possible locations.

3. The Council can provide guidance on the preparation of the Consultation Statement

- The Council can provide guidance on the preparation of the Consultation Statement, the necessary content and level of detail.

STAGE 6: SUBMIT THE PLAN TO THE COUNCIL FOR EXAMINATION

4.11 Once finalised the Neighbourhood Plan should be submitted to the Council.

ACTIONS FOR THE NEIGHBOURHOOD FORUM

1. Submit the Neighbourhood Plan to the Council

- The following documents should be sent to the Council:
 - a map or statement which identifies the area to which the proposed Neighbourhood Plan relates;
 - a Consultation Statement (as described in Stage 5);
 - the proposed Neighbourhood Plan; and
 - a statement explaining how the Neighbourhood Plan meets the following requirements:
 - it has regard to national policies and guidance;
 - it is in conformity with local planning policies;
 - it has special regard to the desirability of preserving any listed building or its setting;
 - it has special regard to the desirability of preserving or enhancing the character or appearance of a conservation area;
 - it contributes to the achievement of sustainable development; and
 - it does not breach, and is otherwise compatible with, EU obligations.

ACTIONS FOR THE COUNCIL

1. The Council can provide guidance on the content of the submission

- The Council can provide guidance on the content of the submission and once prepared, can check that the submission contains all the required documents and that those documents are of a standard that are robust enough to be examined (for details of the examination see Stage 7).

2. The Council will publicise the submission

- As soon as possible after receiving the submission the Council will publicise the submission on its website, social media accounts (with activity once at start of the publication period and 2 weeks before the end), through site notices (displayed in the area and its surroundings that the submission relates to) and issue a press release to bring the proposal to the attention of people who live, work or carry out business in the Neighbourhood Area.
- The Council will publicise the following information:
 - Details of the plan proposal;
 - Details of where and when the plan proposal may be inspected;
 - Details of how to make representations;

- Details of how a person can be notified of the Council's decision relating to the proposal; and
- The date by which representations must be received, being not less than 6 weeks from the date on which the proposal is first publicised.
- The Council will notify any consultation body which is referred to in the Consultation Statement submitted (e.g. community groups, faith groups), that the plan proposal has been received.
- The Council will make copies of the submission available for inspection on its website and in hard copy at Nuneaton Town Hall and Bedworth Area Office during office hours.

3. The Council will arrange for the Neighbourhood Plan to be examined and will appoint an independent examiner

- The Council will arrange for the plan to be examined and appoint an independent examiner. The Council will work with the Neighbourhood Forum to decide upon the best location for the examination.
- The Council will arrange for the examination to take place as soon as possible after the consultation period has ended.

STAGE 7: EXAMINATION

- 4.12 Once a Neighbourhood Plan has been submitted to NBBC an Independent Examiner will check that it meets the following basic standards:
- they must generally be in line with local and national planning policies;
 - they must be in line with other laws; and
 - they must not act as a block to the building of new homes and businesses where the Council have identified the need for growth.
- 4.13 Based on whether the plan meets the standards set out above, the examiner will either approve or refuse the plan. The examiner's findings will be published in a report ("Examiner's Report").

ACTIONS FOR THE NEIGHBOURHOOD FORUM

1. Attend and participate in the examination

- The Neighbourhood Forum should attend and be prepared to participate in the examination. Certain members may be asked questions by the examiner regarding the content of the plan, be asked to present evidence and asked to participate in discussion.

ACTIONS FOR THE COUNCIL

1. The Council will pay for and facilitate the examination

- The Council will arrange for the plan to be examined and appoint an independent examiner. The Council will work with the Neighbourhood Forum to decide upon the best location for the examination. The Council will facilitate the examination. The cost of the examination will be met by the Council.

2. The Council can provide guidance on the examination process to the Neighbourhood Forum

- The Council can provide guidance and explain the examination process to the Neighbourhood Forum and provide details of the likely format of the examination itself.

3. The Council will publish the Examiner's Report and decision

- The examiner will issue their decision in a report, known as the Examiner's Report, that will have one of the following recommendations:
 - That the plan should proceed to the referendum stage (see Stage 8: Community Referendum for details)
 - That the plan should proceed to referendum, subject to certain amendments
 - That the plan should be refused
- If the examiner recommends that the draft plan should proceed to a referendum, they may also recommend that the area to be subject to the referendum may be extended beyond the Neighbourhood Area in question.
- The Examiner's Report will be issued by the examiner to both the Neighbourhood Forum and the Council. The Council will publish the Examiner's Report as soon as possible after it has

been published on its website, social media accounts⁷, through site notices⁸ and the issue of a press release to bring the proposal to the attention of people who live, work or carry out business in the area to which the application relates.

4. The Council will consider the Examiner's Report and decide whether the recommendations should be followed

- The Council will consider the Examiner's Report and decide whether or not the recommendations should be followed.
- The Council will publish its decision, as soon as possible after it has been made, on its website, social media accounts⁹, through site notices¹⁰ and the issue of a press release to bring the proposal to the attention of people who live, work or carry out business in the area to which the application relates.

⁷ Publication on the Council's social media accounts, Facebook and Twitter, will occur once at the start of the publication period and two weeks before the period ends. Activity will notify users of the submission, details of where it can be inspected and how representations can be made.

⁸ Site notices will be displayed for the duration of the publication period in the area the submission relates to as well as the surrounding area.

⁹ Publication on the Council's social media accounts, Facebook and Twitter, will occur once at the start of the publication period and two weeks before the period ends. Activity will notify users of the submission, details of where it can be inspected and how representations can be made.

¹⁰ Site notices will be displayed for the duration of the publication period in the area the submission relates to as well as the surrounding area.

STAGE 8: COMMUNITY REFERENDUM

- 4.14 If the Council decides that the Neighbourhood Plan should proceed to referendum, the community will be balloted on whether they think the plan should come into force and be adopted by the Council as planning policy. The referendum ensures that the community has the final say on whether a Neighbourhood Plan comes into force.
- 4.15 The referendum will normally be open to any individuals registered to vote in the Neighbourhood Area, but the examiner or the Council may decide that the referendum should be extended, if certain policies within the plan have particular implications for surrounding communities.
- 4.16 If the majority of those who vote in the referendum vote favourably, i.e. for the plan to come into force, the plan will be adopted by the Council as planning policy. If the majority of those who vote do so unfavourably, i.e. for the plan not to come into force, the plan will not be adopted by the Council.
- 4.17 In organising the referendum the Council will be mindful of available Government guidance.

ACTIONS FOR THE COUNCIL

1. The Council will organise and fund a referendum

2. The Council will publicise the outcome of the referendum

- The Council will publish the outcome of the referendum, as soon as possible after it has been determined, on its website, social media accounts¹¹, through site notices¹² and the issue of a press release to bring the proposal to the attention of people who live, work or carry out business in the area to which the application relates.

¹¹ Publication on the Council's social media accounts, Facebook and Twitter, will occur once at the start of the publication period and two weeks before the period ends. Activity will notify users of the submission, details of where it can be inspected and how representations can be made.

¹² Site notices will be displayed for the duration of the publication period in the area the submission relates to as well as the surrounding area.

STAGE 9: ADOPTION

4.18 If the majority of those who vote in the community referendum vote favourably, i.e. for the plan to come into force, the plan will be adopted by the Council as planning policy.

4.19 Once adopted the Neighbourhood Plan carries legal weight and becomes part of the Development Plan for the area. This means that decision-makers will be obliged to take what it says into account when they consider proposals for development and planning applications in the Neighbourhood Area.

ACTIONS FOR THE COUNCIL

1. The Council will publicise the adoption of the Neighbourhood Plan

- The Council will publish the Neighbourhood Plan and details of when and where it can be inspected, as soon as possible after it has been adopted, on its website, social media accounts¹³, through site notices¹⁴ and the issue of a press release to bring the proposal to the attention of people who live, work or carry out business in the area to which the application relates.
- The Council will notify any person who asked to be informed of the making of a Neighbourhood Plan that it has been adopted and when and where it can be inspected.

2. The Council will take the Neighbourhood Plan into account when considering development proposals and planning applications

¹³ Publication on the Council's social media accounts, Facebook and Twitter, will occur once at the start of the publication period and two weeks before the period ends. Activity will notify users of the submission, details of where it can be inspected and how representations can be made.

¹⁴ Site notices will be displayed for the duration of the publication period in the area the submission relates to as well as the surrounding area.

STAGE 10: IMPLEMENTATION AND MONITORING

4.20 Once the Neighbourhood Plan has been adopted by the Council the Neighbourhood Forum should seek to ensure that its aims and objectives are being progressed and its policies delivered. It is therefore suggested that the Neighbourhood Forum monitor the Neighbourhood Plan and any associated implementation plan to check progress, determine the plan's success and identify any need to review the plan.

ACTIONS FOR THE NEIGHBOURHOOD FORUM

- 1. Monitor the implementation of the Neighbourhood Plan and any associated implementation plan**

ACTIONS FOR THE COUNCIL

- 1. The Council can provide guidance on how to monitor the plan, suggest methods and advise on how frequently monitoring should take place**

5 WHAT ARE THE LIKELY COSTS OF PREPARING A NEIGHBOURHOOD PLAN?

5.5 The costs of producing a Neighbourhood Plan are likely to vary depending on the area covered by the plan and the complexity of what it proposes. Costs may be reduced where local skills and expertise are utilised.

5.6 Set out below are the likely costs of producing a Neighbourhood Plan to be met by a Neighbourhood Forum and those costs that will need to be met by the Council. Where the cost for each component is noted it is an estimate provided by the Government.

5.7 Funding opportunities may arise and the Neighbourhood Forum should check the Government's communities' website, www.communities.gov.uk, at regular intervals for announcements if they are seeking to secure funding.

5.8 The Government has provided funding to four community support organisations, Planning Aid, The Prince's Foundation, Locality and Campaign to Protect Rural England, to support communities in planning for the neighbourhoods. Further information is set out in Section 9 of this document.

The likely costs of preparing a Neighbourhood Plan for a Neighbourhood Forum.

- Sustainability Appraisal/ Strategic Environmental Assessment: £10,000 - £30,000
- Appropriate Assessment: £15,000
- Consultation Costs: £5,000 - £10,000
- Time and resources spent by Neighbourhood Forum members while preparing the plan
- Other evidence base documents/studies that are needed to inform the plan's preparation are prepared by a specialist consultant or technician which will attract a fee

The likely costs of preparing a Neighbourhood Plan for the Council.

- Examination: £5,000 - £8,000
- Referendum: £7,000 upwards, depending on the number of people balloted
- Officer time and resources
- Any information, data or studies shared with the Neighbourhood Forum that have already been commissioned by the Council. Such information will have cost the Council upwards of £5,000

6 WHAT IS A NEIGHBOURHOOD DEVELOPMENT ORDER?

6.5 A Neighbourhood Development Order (NDO) grants planning permission in relation to a particular Neighbourhood Area either for a specific development¹⁵ or a particular type of development specified in the order but this cannot include excluded development¹⁶.

6.6 The order may make provision in relation to all the land in the Neighbourhood Area, or any part of that land, or a site in that area over a specified period of time. It may make different provision for different cases or circumstances and may be granted conditionally or subject to certain conditions or limitations.

7 HOW DO YOU PREPARE A NEIGHBOURHOOD DEVELOPMENT ORDER?

7.1 The process for preparing a Neighbourhood Development Order is the same as for preparing a Neighbourhood Plan. Neighbourhood planning groups should work through the 10 key stages outlined in the document in the same way as they would for producing a Neighbourhood Plan.

¹⁵ An order that relates to a specific development is called a “Community Right to Build Order”.

¹⁶ Excluded development is defined as Nationally Significant Infrastructure projects such as major sewers, power plant development and development that would trigger an Environmental Impact Assessment. The Council can provide full details of excluded development if needed.

8 WHAT SUPPORT CAN BE EXPECTED FROM THE COUNCIL?

- 8.5 Neighbourhood planning groups are strongly encouraged to discuss their aspirations with Council Officers, as early as possible in the neighbourhood planning process, before embarking on preparing a document. Council Officers can advise groups on the right approach to take in order to achieve their aim, whether that be through a Neighbourhood Plan, Neighbourhood Development Order, Community Right to Build Order or an alternative document or approach.
- 8.6 Once an approach has been decided upon the Council can support the neighbourhood planning process by providing guidance and technical expertise on each of the stages outlined in this document, as well as sharing data and information as appropriate. The Council anticipates that this support will be provided through a combination of face to face meetings and written correspondence and are keen to be kept up to date as the group progresses through each stage of preparation. The details of the support provided and expectations on both the Council and the Neighbourhood Forum will be set out within a Neighbourhood Planning Service Agreement.
- 8.7 It is anticipated that the level of support the Council provide will vary according to the expertise and prior experience of the group and the complexity of what they are trying to achieve. It is requested that the group undertakes a “Skills Audit” as early as possible in the process to identify the skills, expertise and relevant prior experience.
- 8.8 It is requested that the group identifies the specific stages/topic areas that it needs assistance with early in the process so that the Council can plan ahead for this. Council resources are limited and there may be more than one group seeking assistance at any one time. Because of limited resources, priority will be given to supporting communities where significant development is proposed. Any decisions on the need to prioritise support further will be made by the Director - Regeneration and Public Protection in conjunction with the Portfolio Holder for Planning and Development.
- 8.9 The following table summarises from section 4 of the protocol what assistance the Council **will** provide during the different stages of the process along with detail of what support **can** be provided, subject to resources being available.

Stage 1: Establishing a Neighbourhood Forum

- The Council can provide guidance on how to establish a prospective Neighbourhood Forum
- The Council can provide guidance on how to apply to be designated as a Neighbourhood Forum
- The Council will publicise an application to become a Neighbourhood Forum once submitted
- The Council will make a decision on whether or not to designate a Neighbourhood Forum and publicise its decision

Stage 2: Establishing a Neighbourhood Area

- The Council can advise on ward boundaries
- The Council will publish a map showing the designated Neighbourhood Areas
- The Council will publicise the Neighbourhood Area application when it is submitted

- The Council will make and publicise its decision on whether or not to designate a Neighbourhood Area
- If a Neighbourhood Area is designated a Neighbourhood Planning Service Agreement will be put in place

Stage 3: Developing a vision and objectives

- The Council can share information and provide guidance on how to understand the community's characteristics
- The Council can provide guidance on which existing plans and strategies to review
- The Council can provide guidance on the interested parties the Neighbourhood Forum may wish to hold discussions with
- The Council can provide guidance on how to identify the area's strengths and weaknesses
- The Council can provide guidance on drafting a vision and objectives and can review the drafts as a "critical friend"
- The Council can assist with checking the draft objectives for conformity with local and national planning policies

Stage 4: Preparing the plan

- The Council can provide guidance on how to go about drafting policies
- The Council can provide guidance on how to prepare a proposals map
- The Council can provide guidance on how to develop an Implementation Plan
- The Council can provide guidance on how to prepare a Sustainability Appraisal and, if required, an Appropriate Assessment
- The Council can review the draft plan and can act as a "critical friend"

Stage 5: Consulting on the plan

- The Council can provide guidance on who the Neighbourhood Forum should consult
- The Council can provide guidance on suitable consultation methods
- The Council can provide guidance on the preparation of the Consultation Statement

Stage 6: Submitting the plan for examination

- The Council can provide guidance on the content of the submission
- The Council will publicise the submission

- The Council will arrange for the Neighbourhood Plan to be examined and will appoint an independent examiner

Stage 7: Examination

- The Council will pay for and facilitate the examination
- The Council can provide guidance on the examination process to the Neighbourhood Forum
- The Council will publish the Examiner's Report and decision
- The Council will consider the Examiner's Report and decide whether the recommendations be followed

Stage 8: Community referendum

- The Council will organise and fund a referendum
- The Council will publicise the outcome of the referendum

Stage 9: Adoption

- The Council will publicise the adoption of the Neighbourhood Plan
- The Council will take the Neighbourhood Plan into account when considering development proposals and planning applications

Stage 10: Implementation and monitoring the plan

- The Council can provide guidance on how to monitor the plan, suggest methods and advise on how frequently monitoring should take place

8.10 The key neighbourhood planning contact at the Council is:

- PLANNING POLICY TEAM
Nuneaton and Bedworth Borough Council
Town Hall
Coton Road
Nuneaton
CV11 2AA

Tel: 024 7637 6376

9. WHAT OTHER SOURCES OF INFORMATION AND SUPPORT ARE THERE?

9.1. The Government has provided funding to four community support organisations, Planning Aid, The Prince's Foundation, Locality and Campaign to Protect Rural England, to support communities in planning for the neighbourhoods. These organisation's websites, listed below, are a good sources of further information and support.

- **Planning Aid's Forum for Neighbourhood Planning:** a website that supports people and communities who are involved in developing Neighbourhood Plans.

<http://www.ourneighbourhoodplanning.org.uk/>

- **The Prince's Foundation:** assistance with community engagement and finding local solutions to issues.

<http://www.princes-foundation.org/>

- **Locality:** provision of support and networking to community groups through online resources and other networking tools, practical workshops and seminars, and tailored advice through a telephone advice line.

<http://www.locality.org.uk/>

- **The National Association of Local Councils in partnership with the Campaign to Protect Rural England:** provision of basic information about the planning system via a website.

<http://www.planninghelp.org.uk/>

- **Warwickshire Community and Voluntary Action (WCAVA):** provision of support to community groups via a website and office in Nuneaton town centre.

<http://www.wcava.org.uk/>