

Neighbourhood Development Plans

The following approach has been informed by advice provided by Planning Aid. It sets out an approach to preparing a Neighbourhood Development Plan (referred to as a neighbourhood plan in this guidance).

The approach is broken down into four stages:

- Draft Vision
- Key Themes
- Objectives
- Drafting Policy

It is important that these are not rigid steps to be applied. Especially in respect of the first three which may all inform each other.

Draft Vision

It is really helpful if the community can identify what it seeks to achieve in respect of the area. For example, does the community want to: celebrate the areas heritage and/or promote modern architecture, promote a thriving business/employment community, promote culture and tourism, create a healthier and sustainable environment etc.

It is useful to draft a vision at the start of the process to help guide what the plan is seeking to achieve. It can be reviewed as knowledge of what is important to people within the area increases and more people participate in the process and respond to consultations.

Key Themes

The draft vision should then inform what the key themes are for the neighbourhood plan. Try to keep these focussed, normally there would be between 1-10 key themes. For example: Housing, Employment and Enterprise, Retail, Character and Design, Environment and Biodiversity, Sustainability, Moving Within the Area etc

Objective

The Key Themes should then be expanded to produce the key objectives of the neighbourhood plan. For example:

Theme	Objective
Housing	To achieve up to X housing units over the plan period, of which Y are affordable/meet lifetime homes etc
Sustainability	Promote sustainable energy generation and/or combined heat and power proposals
Moving within the Area	Improve pedestrian connectivity and encourage sustainable transport

Drafting Policy

For each Objective draft a policy. The following table can be used before drafting the policy to help to ensure the policy is robust:

Objective:	
Policy Option:	
Intention:	
Justification	
NPPF:	
Local Plan/City Plan:	
Engagement / Consultation Responses:	
Evidence:	