Resource Pack

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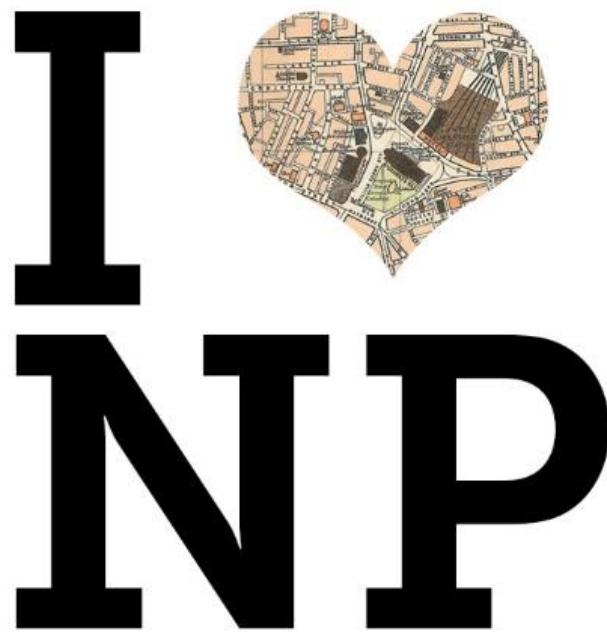mycommunity.org.uk

Resources:

Neighbourhood Plan Roadmap Guide
http://mycommunity.org.uk/resources/neighbourhood-plan-roadmap-guide/
This guide is for all those involved in, or thinking about, producing a Neighbourhood Plan, and for those who are just curious to find out more.

Neighbourhood Plan Project Planner
http://mycommunity.org.uk/resources/neighbourhood-plan-project-planner/
The Project Planner will assist you to set key dates on the neighbourhood planning journey.

Neighbourhood Planning Grant & Technical Support Guidance Notes
http://mycommunity.org.uk/resources/neighbourhood-planning-grant-technical-support-guidance-notes/
These are the Guidance Notes to apply for Neighbourhood Planning Grants and Technical Support.

Key Resources:
Community Infrastructure Levy (CIL)
http://mycommunity.org.uk/resources/community-infrastructure-levy-neighbourhood-planning-toolkit/
This toolkit aims to help those involved in Neighbourhood Planning to consider the issues of infrastructure provision and improvement in their neighbourhood development plan.

Regeneration
http://mycommunity.org.uk/resources/neighbourhood-plans-regeneration/
This tool has been prepared to help neighbourhood planning groups to address regeneration issues in their neighbourhood plans. This can involve a wide range of issues, including regeneration of housing estates, town centres, and industrial and commercial areas.

Green Spaces
http://mycommunity.org.uk/resources/neighbourhood-planning-local-green-spaces/
Green infrastructure contributes to the quality and distinctiveness of the local environment. It creates opportunities for walking and physical activity and generally adding to quality of life. Green infrastructure is diverse in character and can include formal parks and gardens, informal grassed areas, linear paths, towpaths, sports pitches and various other kinds of landscaped area.

Good Councillors Guide
http://mycommunity.org.uk/resources/good-councillors-guide-neighbourhood-planning/
This guide is designed specifically to help parish and town councillors support their communities and council in deciding whether or not to produce a neighbourhood plan for their area and, if they decide to go ahead, to guide them through the process of producing the plan and thinking about how it will be delivered.

Memorandum of Understanding

http://mycommunity.org.uk/resources/developing-memorandum-understanding/

This toolkit explains the purpose, content and use of a Memorandum of Understanding (MOU) between a qualifying body (QB) for neighbourhood planning and stakeholders critical to the development of a successful neighbourhood development plan or order. In particular, a MOU is relevant to the way in which a QB and their Local Planning Authority (LPA) do business together.

Social Survey

http://mycommunity.org.uk/resources/social-survey-toolkit/

This toolkit is aimed at neighbourhood planners who may be developing a survey for the first time and explains how Parish and Town Councils and Neighbourhood Forums can best approach a survey phase and use the data and evidence produced to maximum effect in justifying their neighbourhood plan policies.

Neighbourhood Development and Community Right to Build Orders Guide

http://mycommunity.org.uk/resources/neighbourhood-development-and-community-right-to-build-orders-guide/

This guide has been prepared to guide organisations on the use of NDOs and CRtBOs. It sets out the reasons why such orders should be considered, their possible uses, the process involved and good practice. The guide has been prepared for Locality by Urban Vision Enterprise CIC, a social enterprise specialising in planning and regeneration.

Commissioning Consultants

http://mycommunity.org.uk/resources/commissioning-consultants/

This guide describes the process of commissioning consultants to support the town/ parish council or neighbourhood forum, (the commissioning client) in the production of the neighbourhood plan.

Housing Needs Assessment at Neighbourhood Plan Level

http://mycommunity.org.uk/resources/housing-needs-assessment-at-neighbourhood-plan-level/

This guide is aimed at neighbourhood planners. It explains how neighbourhood planners, including Parish and Town Councils and Neighbourhood Forums, can produce Housing Needs Assessments (HNAs) for their neighbourhood area, why they may need to do so, and the resources necessary to undertake this work.

Design in Neighbourhood Planning

http://mycommunity.org.uk/resources/housing-needs-assessment-at-neighbourhood-plan-level/

This guide describes the role of good design within a neighbourhood plan, setting out some tools and activities for assessing the qualities and character of a place and guiding the development of design policies within the neighbourhood plan.

Viability Toolkit for Neighbourhood Planning

http://mycommunity.org.uk/resources/viability-toolkit-for-neighbourhood-planning/

This toolkit will help neighbourhood groups preparing neighbourhood plans and Neighbourhood Development Orders (NDOs) who are engaging with viability issues.

Neighbourhood Planning Community Consultation

http://mycommunity.org.uk/resources/neighbourhood-planning-community-consultation/

In this guide you'll find advice on, helping people to imagine the future, engaging with different groups, organising events, engagement events, making the most of your community's physical assets and hidden talents, and some examples of projects that have pioneered this approach.

Neighbourhood Planning: Planning for Community-led Housing
http://mycommunity.org.uk/resources/neighbourhood-planning-planning-community-led-housing/
The guide is targeted at people and organisations that are currently preparing neighbourhood plans, or have recently made a neighbourhood plan and are looking at ways to deliver its aims.

Site Assessment for Neighbourhood Plans
http://mycommunity.org.uk/resources/site-assessment-for-neighbourhood-plans/
This guide is aimed at neighbourhood planning groups who are intending to allocate sites for development within the neighbourhood plan.

Screening Neighbourhood Plans for Strategic Environmental Assessment
http://mycommunity.org.uk/resources/screening-neighbourhood-plans-for-strategic-environmental-assessment/
This guide sets out how neighbourhood groups, including Parish and Town Councils and Neighbourhood Forums, can conclude whether an SEA is required for their neighbourhood plan and the next steps it should take having made this determination.

Neighbourhood Plans: General Conformity with Strategic Local Planning Policy
http://mycommunity.org.uk/resources/neighbourhood-plans-general-conformity-with-strategic-local-planning-policy/
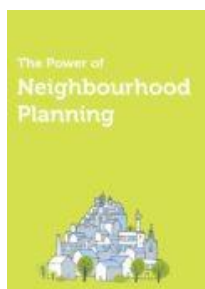This guidance note deals with the need for neighbourhood plans to be in general conformity with strategic local planning policies.

Establishing a Neighbourhood Planning Forum
http://mycommunity.org.uk/resources/establishing-a-neighbourhood-planning-forum/
This resource is designed to help groups or individuals who want to establish a neighbourhood forum and to develop a suitable constitution.
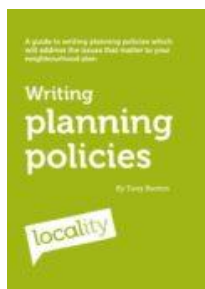
Additional Resources:

The Power of Neighbourhood Planning
http://mycommunity.org.uk/resources/the-power-of-neighbourhood-planning/
Taking real world examples from neighbourhood plans across the country, The Power of Neighbourhood Planning answers key questions around the scope of neighbourhood planning

Writing Planning Policies
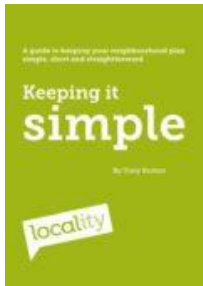http://mycommunity.org.uk/resources/writing-planning-policies/
Planning jargon can seem like a foreign language so this guide shows how to write planning policies which will address the issues that matter to your neighbourhood.

Quick Guide to Neighbourhood Planning
http://mycommunity.org.uk/resources/quick-guide-to-neighbourhood-planning/
This guide gives a concise summary of the process for producing a Neighbourhood Plan under good practice.

Keeping it Simple
http://mycommunity.org.uk/resources/keeping-it-simple/
This guide shows how to keep your neighbourhood plan simple.

How to Structure Your Neighbourhood Plan
http://mycommunity.org.uk/resources/how-to-structure-your-neighbourhood-plan/
This resource explains why the structure is important, what should (and should not) be included in your neighbourhood plan and how to structure your plan.

Progress on Housing Delivery through Neighbourhood Planning
http://mycommunity.org.uk/resources/progress-on-housing-delivery-through-neighbourhood-planning/
This paper provides an update on housing delivery progress in areas where neighbourhood plans have allocated sites for new homes.

You've got the Power: A Quick and Simple Guide to Community Rights
http://mycommunity.org.uk/resources/youve-got-the-power-a-quick-and-simple-guide-to-community-rights/
This document summarises the range of community right opportunities available to communities.

How to Project Plan
http://mycommunity.org.uk/resources/how-to-project-plan/
This resource explains: Why you need to prepare a project plan, what goes in a project plan and how to fill in your project plan and manage the process.

Terms of Reference for Neighbourhood Plans
http://mycommunity.org.uk/resources/terms-of-reference-for-neighbourhood-plans/
The following neighbourhood planning areas have provided their terms of reference for you to view: Morpeth, Allendale and East Leake.

How to Engage and Work Constructively with Your Local Planning Authority
http://mycommunity.org.uk/resources/how-to-engage-and-work-constructively-with-your-local-planning-authority/
This resource explains the role of the local planning authority in neighbourhood planning and how to work constructively with your local planning authority.

How to Designate a Neighbourhood Area
http://mycommunity.org.uk/resources/how-to-designate-a-neighbourhood-area/
This resource focuses on assisting groups in designating their neighbourhood area. It explains what a neighbourhood area is, how to decide the extent of your neighbourhood area, how to apply for a neighbourhood area to be designated, how your application will be determined by your local planning authority and what your local planning authority will do when it has made its decision.

Useful Links
http://mycommunity.org.uk/resources/useful-links/
Useful links for neighbourhood planners.

How to Write a Consultation Statement
http://mycommunity.org.uk/resources/how-to-write-a-consultation-statement/
This resource explains what a consultation statement is, what information it should include, how it should be structured and how to write the consultation statement.

How to Write a Basic Conditions Statement
http://mycommunity.org.uk/resources/how-to-write-a-basic-conditions-statement/
This resource explains what a basic conditions statement is, what needs to be included in one and how to write one.

Submitting Your Neighbourhood Plan Proposal to Your Local Planning Authority
http://mycommunity.org.uk/resources/submitting-your-neighbourhood-plan-proposal-to-your-local-planning-authority/
This resource explains: the documents you need to submit with your neighbourhood plan and how to prepare for submission.

How to Develop a Vision and Objectives
http://mycommunity.org.uk/resources/how-to-develop-a-vision-and-objectives/
This resource explains what a neighbourhood plan vision statement is, what neighbourhood plan objectives are, how you can start to develop them and how planning policies should flow from them.

How to Gather and Use Evidence
http://mycommunity.org.uk/resources/how-to-gather-and-use-evidence/
This resource explains what evidence is, why evidence is important in policy development, what different types of evidence can be used, how to use evidence and how to keep evidence proportionate.

How to Write Planning Policies
http://mycommunity.org.uk/resources/how-to-write-planning-policies/
This resource explains what a neighbourhood plan policy is, how to structure and develop neighbourhood plan policies, types of planning policies and how to word policies.

Key Neighbourhood Planning Data
http://mycommunity.org.uk/resources/key-neighbourhood-planning-data/
This data of known designated neighbourhood planning areas is based on research by Department for Communities and Local Government (DCLG).

Neighbourhood Development and Community Right to Build Orders Guide
http://mycommunity.org.uk/resources/neighbourhood-development-and-community-right-to-build-orders-guide/
This guide has been prepared to guide organisations on the use of NDOs and CRtBOs.

How to Prepare a Character Assessment to Support Design Policy within a Neighbourhood Plan
http://mycommunity.org.uk/resources/how-to-prepare-a-character-assessment-to-support-design-policy-within-a-neighbourhood-plan/
This resource explains what a character assessment is, the benefits of completing a character assessment and how to use the character assessment within your neighbourhood plan.

Neighbourhood Planning Glossary
http://mycommunity.org.uk/resources/neighbourhood-planning-glossary/
Definitions of frequently used terms in neighbourhood planning.

How to set up a Neighbourhood Forum
http://mycommunity.org.uk/resources/how-to-set-up-a-neighbourhood-forum/
This resource explains how to set up a neighbourhood forum (including: ensuring membership is representative of your neighbourhood area and putting together a written constitution), how to formally apply for designation of your neighbourhood forum and how your application will be determined by the local planning authority.

What Are the Community Rights?
http://mycommunity.org.uk/resources/what-are-the-community-rights/
The community rights are a set of powers that give you a greater say over how your community develops.

A Guidebook to Low Carbon Neighbourhood Planning
http://mycommunity.org.uk/resources/a-guidebook-to-low-carbon-neighbourhood-planning/
This guidebook has been developed to help you and your community develop a neighbourhood plan, concentrating on the potential neighbourhood planning has to address climate change mitigation and adaptation considerations.

How to Resource Your Neighbourhood Plan
http://mycommunity.org.uk/resources/how-to-resource-your-neighbourhood-plan/
This resource explains: How to identify the resources and skills available within your community, external sources of advice and guidance, indicative costs of producing a neighbourhood plan and ways to budget and to finance your plan.

Localism Policy
http://mycommunity.org.uk/resources/localism-policy/
The Department for Communities and Local Government (DCLG) is taking action to give local communities new rights. These rights will give community, voluntary and charity groups the opportunity to take the initiative when it comes to how local public services are run and planning decisions are made.

Map of Neighbourhood Planning Areas
http://mycommunity.org.uk/resources/map-of-neighbourhood-planning-areas/

This tool, developed by data mapping consultancy Boilerhouse WebTools®, allows users to view and update information on the progress of neighbourhood planning activity across England.

Social Media Guidelines for Neighbourhood Planning
http://mycommunity.org.uk/resources/social-media-guidelines-for-neighbourhood-planning/
Eden Project have developed some social media guidelines for Neighbourhood Planning areas.

Localism Act 2011
http://mycommunity.org.uk/resources/localism-act-2012/
These explanatory notes relate to the Localism Act 2011, which contains a wide range of measures to devolve more powers to councils and neighbourhoods and give local communities greater control over local decisions like housing and planning.

Planning Practice Guidance
http://mycommunity.org.uk/resources/planning-practice-guidance/
Provides advice on the neighbourhood planning system introduced by the Localism Act 2012, including key stages and decisions (e.g. deciding neighbourhood areas, the legal tests for neighbourhood plans, and the process of independent examination and referendum).

The Neighbourhood Planning (General) Regulations 2012
http://mycommunity.org.uk/resources/the-neighbourhood-planning-general-regulations-2012/
These are the Regulations set out the procedure for the designation of neighbourhood areas and neighbourhood forums and for the preparation of neighbourhood development plans and Neighbourhood Development Orders (including Community Right to Build Orders).

How to Work with Landowners and Developers
http://mycommunity.org.uk/resources/how-to-work-with-landowners-and-developers/
This resource focuses on how to effectively engage and work with landowners and developers during the preparation of your neighbourhood plan.

How to Make Effective Decisions
http://mycommunity.org.uk/resources/how-to-make-effective-decisions/
This resource focuses on how to make effective decisions when developing your neighbourhood plan.

User Experience of Neighbourhood Planning in England
http://mycommunity.org.uk/resources/user-experience-of-neighbourhood-planning-in-england/
This report has been produced as part of the support contract for neighbourhood planning and timed to feed into a review of neighbourhood planning in England.

How to Share the Workload
http://mycommunity.org.uk/resources/how-to-share-the-workload/
This resource focuses on how to share the workload when developing your neighbourhood plan. It explains why it is important, how you can share the workload and how to establish effective working groups.

My Community Guide: Press Coverage
http://mycommunity.org.uk/resources/my-community-guide-press-coverage/
This slideshow guide and press release template will help you engage local journalists so they cover your story, giving your project a publicity boost.