



Neighbourhood Planning

Cornwall Council Support to Local Councils

This note provides guidance on how Cornwall Council will provide support for the production of Neighbourhood Plans and Development Orders in accordance with the provisions of the Localism Act 2011. It should be read along with the note providing guidance on the costs of producing Neighbourhood Plans and Development Orders.

FORMAT

Support will be available in several formats, with the emphasis very much on self-help and local initiative. This approach supports local communities in developing their own knowledge and skills, protects the independence of plan creation, and retains local 'ownership' of the process. It's also efficient and helps keep costs down. However, face-to-face support may be available when it's required. The main formats are:

- Advice through:
 - The [Cornwall Neighbourhood Planning Webpages](#) - **a comprehensive website containing advice, background evidence, guidance and checklists**
 - Toolkits – a range of guidance notes for support drafting your NDP and it includes some useful templates.
 - Neighbourhood Planning mailbox neighbourhoodplanning@cornwall.gov.uk for any Neighbourhood Planning queries or to contact the Neighbourhood Planning Team for support.
- Training:
 - Introductory presentation providing an overview of Neighbourhood Planning.
 - Optional quarterly 'Surgeries'. An opportunity to book a 45 minute slot with members of the Neighbourhood Planning Team to discuss specific queries and get advice. Details circulated in the E-bulletin (see below).
- Information:
 - A monthly E-Bulletin will be sent out to provide Neighbourhood Planning updates across Cornwall. It will also contain information for booking onto our Quarterly Surgeries. To be added to the distribution list, please contact neighbourhoodplanning@cornwall.gov.uk
 - Once a Neighbourhood Plan Area has been designated, a NOMIS report will be sent to provide data and statistics for the Area from the Office of National Statistics.
 - Some initial comments from various consultees will be provided once an Area has been designated, including some ideas on how to incorporate Environmental aspirations into your plan, housing targets and Education information.
 - Local Council Online Mapping Tool can provide useful information on local services, education, housing, heritage and green spaces, crime and road accidents. You can annotate and print from this tool, which would be useful within your evidence base of your plan. To access this tool, the Parish Council must sign up to the Ordnance Survey Public Sector Mapping Agreement prior to requesting login details from the Neighbourhood Planning Team. More information can be seen [here](#).
- Templates:
 - A sample Terms of reference is available to adapt when establishing the Steering group;
 - There is a template to support you when drafting your planning policies and the Neighbourhood Plan document using the Smaller Communities Neighbourhood Development Plan template for rural parishes.
 - A Basic Conditions Statement and Consultation Statement template is available to help you when drafting these documents which will need to accompany the Neighbourhood Plan when you formally submit the Plan to Cornwall Council.
 - A project plan template is available for you to use. You will need to provide a project plan when applying for Locality funding.



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CONTACTS

Most of the help you'll need is available on the website, and please always check there first. However, there are some occasions when contact with a Cornwall Council officer may be necessary.

If your council is interested in creating a Neighbourhood Plan then your first point of call is the local **Community Link Officer (CLO)**. Details of the CLO in your area can be found following this link https://www.cornwall.gov.uk/media/40946604/clo-community-network-area-map_oct-19.pdf. The officers will attend a council meeting to give an overview of the processes, costs, benefits and risks, help you discuss the themes, issues, and area to be covered, and explain how Cornwall Council may be able to help.

Once you have designated your Neighbourhood Plan Area, you will be assigned a key Neighbourhood Planning Officer that will be able to provide support and advice when developing your NDP, including helping to write policies and review and materials that you put together e.g. questionnaires.

You can contact the **Neighbourhood Planning Officers** for support through the Neighbourhood Planning mailbox neighbourhoodplanning@cornwall.gov.uk.

We would suggest that the town or parish clerk contacts their **Friendly Link Officer** in the Planning Service to make them aware that a Neighbourhood Plan is being developed in their area. It is important that the Friendly Link Officer is informed if any key decisions will be made at Parish or Town Council Committee meetings that affect current planning applications for allocated sites for development and are included in the draft Neighbourhood Development Plan for the area. To find out the Friendly Link Officer contact for your area please contact the Planning Service by email: planning@cornwall.gov.uk or phone: 0300 1234 151

We recommend that you look at plans that have been formally made, or plans that are currently being developed. They can provide valuable advice and examples which you could utilise when drafting your plan.

WHAT'S NOT INCLUDED

- Regular officer attendance at meetings
- Carrying out or paying for statutory and non-statutory assessments
- Design and printing of documents, graphics, exhibition materials, non-statutory advertisements etc
- Carrying out or paying for community survey work
- Incidental costs such as travelling, refreshments, etc
- A local council may also wish to 'buy-in' additional support from its own funds, perhaps by employing a planning consultant to deal with some of the more technical aspects, or a project administrator to handle all the paperwork.

TERMS AND CONDITIONS APPLY!

Success in Neighbourhood Planning depends on good preparation and commitment. To benefit best from Cornwall Council's offer of support it's essential that a local council is prepared to:

- Make a realistic assessment of its ability to create a neighbourhood plan
- Commit adequate funding to the task in its annual precept
- Agree and stick to a detailed Project Plan for delivery

CORNWALL COUNCIL DUTIES In addition to the support offered above, Cornwall Council will carry out the necessary steps in the formal process of developing and eventually adopting the Neighbourhood Plan. This includes a formal 6 week public consultation, Independent Examination of the Plan and a public referendum.



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