

WE ARE PLANNING.



NEWHAM NEIGHBOURHOOD PLANNING GUIDANCE

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1. Introduction to Neighbourhood Plans

1.1 Purpose of this guide

Neighbourhood Plans can make a real difference to an area, empowering local communities to lead and influence decision making. The London Borough of Newham (LBN) recognise the importance of meaningful community participation in the planning process and the need to put people at the heart of the planning. Neighbourhood planning has the potential to deliver positive outcomes for Newham's communities, leading to plans which set out locally distinctive policies.

We have developed this guide to help you to understand how we will support you through and manage the neighbourhood planning process. It forms part of the assistance we are legally required to provide to those bodies producing a neighbourhood plan.

This guide will help you to decide if a Neighbourhood Plan is the right tool for you and your community. Is a Neighbourhood Plan the best way to influence the built and natural environment around you? Or are there are other ways of engaging with the Council or your local area which will better deliver the change you want to see?

There is a large amount of published material on neighbourhood planning. With this in mind, the publication 'Neighbourhood Plans Roadmap', A Step-by-Step Guide 2018 edition' is a very clear and easy to read guide, produced by Locality, the government appointed organisation to assist communities on how to best develop a Neighbourhood Plan. We would encourage you to refer to this document and use it as your main point of reference, in addition to the guidance provided here.

We have kept this guide specific to Newham and the process of bringing forward a Neighbourhood Plan in this borough. This guide explains Newham's Local Development Plan and will help you to navigate the existing evidence you can draw upon to develop a Neighbourhood Plan. It will take you through Newham's 10 steps to bringing forward a Neighbourhood Plan and highlight how, where and when the Council will support you along the way. At each stage of neighbourhood planning, specific requirements must be met. This document outlines these in more detail under each relevant stage.

SIGNPOST: We have highlighted the relevant sections of Locality's '**Neighbourhood Plans Roadmap**' throughout this guide in boxes like this.



1. Introduction to Neighbourhood Plans

1.2 What is a Neighbourhood Plan?

“Neighbourhood planning gives communities the power to develop a shared vision for their area. Neighbourhood Plans can shape, direct and help to deliver sustainable development” (National Planning Policy Framework (NPPF), February 2019, para. 29)

The Localism Act (2011) allows communities to plan for the development of their local areas. There are three ways to do this:

Neighbourhood Plans: set out a strategy for the physical development of an area through introducing new planning policies.

Neighbourhood Development Orders: allow specified types of development within an area without the need for planning permission.

Community Right to Build Orders: allow community organisations to bring forward small-scale development without the need for planning permission.

The focus of this guide is on **Neighbourhood Plans**. These are planning documents that allow communities to set out a vision for the local area and general planning policies to shape and direct development in a neighbourhood. They are led and written by the community, not the Council. Neighbourhood Plans must play a positive role in delivering development. It is important to recognise that a Neighbourhood Plan is about shaping and not stopping or reducing the amount of development, but rather deciding where and how planned growth does and does not occur.

Neighbourhood Plans can provide more detail on how the strategic policies of Newham’s Local Plan should be applied in the local area. A Plan can deal with a wide range of issues or it can be focussed on one or two issues only, it can be very detailed, or simply set out general principals.

It must meet the ‘**basic conditions**’ set out in planning legislation¹. These relate to having regard to national policy, achieving sustainable development, general conformity with the strategic policies in the Council’s Local Plan (2018) and not breaching EU obligations (for more information on this see Step 4 of this guide).

If a Neighbourhood Plan is prepared in line with the legal requirements and supported at a local referendum (by more than 50% of those voting) then it will be taken into consideration when determine planning applications, alongside the Local Plan, the London Plan and the National Planning Policy Framework (for more information on this see Step 9 of this guide).

SIGNPOST: To read more on the purpose of Neighbourhood Plans and Development Orders we recommend that you read Part A of the **Neighbourhood Plans Roadmap (2018)** and the Locality publication: **Neighbourhood development orders (inc. community right to build orders)**.



¹ Paragraph 8 of Schedule 4B of the Town and Country Planning Act 1990

1. Introduction to Neighbourhood Plans

1.3 In Brief: Newham's 10 Step Guide

A Neighbourhood Plan is community-led, this means that it is researched, written and voted on by the people who live and/or work in the area. The 10 steps to getting a Neighbourhood Plan in place are set in brief out below. For more detail on each step please go to the relevant section.

An application for a Neighbourhood Area can be made at the same time as you submit your application for a Neighbourhood Forum (Step 2 and Step 3). However, it is best to contact the Council about the most sensible approach for your area. Once you are a designated Neighbourhood Forum, you will be able to progress with making a Neighbourhood Plan or Neighbourhood Development Order.

1 Getting Started
Local community decides to create a Neighbourhood Plan.

2 Area Designation
Submit your application to designate a Neighbourhood Area.

3 Forum Designation
Submit your application for designation as a Neighbourhood Forum.
Steps 2 and 3 are subject to consultation and formal decision by the Council.

4 Prepare the Draft Neighbourhood Plan
When you have been designated as a Neighbourhood Forum you can start to draft the Neighbourhood Plan.

5 Pre-submission consultation on the Draft Neighbourhood Plan
Neighbourhood Forum consult on the Draft Neighbourhood Plan for a minimum of 6-weeks.

6 Submission of the Plan to the Council and consultation
The Council checks the Neighbourhood Plan and supporting information and then publishes the Plan for consultation for a minimum of 6-weeks.

7 Independent Examination
The Council makes arrangements for holding an examination on the Neighbourhood Plan.

8 Consideration of Examiner's recommendations
Examiner produces a report on the Neighbourhood Plan. It will either approve the Plan for a referendum, approve the Plan with specified modifications for a referendum or refuse the Plan. The Council will consider the examiner's report and come to its own conclusion.

9 Local Referendum
The Neighbourhood Plan must be supported by more than 50% of those voting.

10 Putting the Plan into action
The Neighbourhood Plan is used in the making of planning decision in the area.

Speak with the Council

It is a good idea to speak to the Council at an early stage. We are here to help and support you.

Email:
neighbourhoodplanning@newham.gov.uk
Tel: 020 8430 2000

Get help

See **Section 2** of this guide for information on help which can be provided.

2. Support, funding and where to find further help

2.1 The Council's role

What makes neighbourhood planning different from the borough's Local Plan and supporting planning guidance is that it is led by local people, forming a group known as a 'Neighbourhood Forum' and not the Council.

It will be important for Neighbourhood Forums and the Council to work together to bring forward a Neighbourhood Plan, if it is to be successful. This will involve building trust between the Council and the Forum. Both the Council and Forum will need to be solution-focused and be open to learning lessons as the Neighbourhood Plan progresses.

The Council will work with Neighbourhood Forums to provide:

- **Quick and transparent decision-making** (on the designation of Neighbourhood Areas and Forums, and feedback on the Neighbourhood Plan as it evolves).
- **Effective management of the Council responsibilities** (for example, appointment of independent examiner and arrangements for referendum).
- **Implementation** (planning approvals will be considered in accordance with adopted Neighbourhood Plans).

The table below outlines the main responsibilities:

NEIGHBOURHOOD FORUM	NEWHAM COUNCIL
STEP 1: Getting Started	
<ul style="list-style-type: none"> • Identify, through engagement with the local community, the need to prepare a Neighbourhood Plan. • Identify, working with the community, key planning issues and vision. 	<ul style="list-style-type: none"> • Make available evidence base documents and relevant data or technical reports (see below for a list of available resources). • Meet with you prior to submission of a Neighbourhood Planning Area and/or Forum and provide guidance, where sought, on draft applications.
STEP 2 AND 3: Defining an Area and Setting up a Forum	
<ul style="list-style-type: none"> • Consult and engage a broad spectrum of the local community (residents, businesses and Ward Members). • Submit application for Neighbourhood Area. • Submit application to be recognised as the Neighbourhood Forum for a designated Neighbourhood Area. 	<ul style="list-style-type: none"> • Consult on and make a decision on the boundary of the area to be covered by the Neighbourhood Plan. • Consult on and make a decision on the proposed Neighbourhood Forum.

2. Support, funding and where to find further help

NEIGHBOURHOOD FORUM

NEWHAM COUNCIL

STEP 4: Prepare the Draft Neighbourhood Plan

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| <ul style="list-style-type: none"> • Review existing evidence and prepare new evidence to support proposals. • Write the Neighbourhood Plan. • Prepare a statement setting out how environmental issues have been taken into account and considered during the preparation of the Neighbourhood Plan. • Ensure the Neighbourhood Plan meets the basic conditions - compliance with EU directives and national policy, London Plan and Newham Local Plan (including carrying out Sustainability Appraisal / Strategic Environmental Assessment / Habitat Regulation Assessment as necessary). | <ul style="list-style-type: none"> • As outlined in this Guide, provide advice and guidance as required. • Undertake, at the earliest possible stage, a Screening Opinion to identify if the plan needs a Strategic Environmental Assessment (SEA) or Habitat Regulations Assessment (HRA). • Provide comments on a draft of the Neighbourhood Plan, prior to formal submission, advice on meeting the basic conditions. |
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STEP 5: Pre-Submission consultation on the Draft Neighbourhood Plan

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| <ul style="list-style-type: none"> • Consult and engage a broad spectrum of the local community. | <ul style="list-style-type: none"> • Provide advice on who needs to be consulted, especially in order to help the draft proposal meet the 'basic conditions'. |
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STEP 6: Submission consultation on the Draft Neighbourhood Plan

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| <ul style="list-style-type: none"> • Submit the Draft Neighbourhood Plan and associated documentation to the Council. • Consider the comments received during the consultation period. • Agree any modifications and approve the Draft Neighbourhood Plan for submission to the Council. | <ul style="list-style-type: none"> • Publicise the Draft Neighbourhood Plan proposal for consultation. |
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STEP 7: Independent Examination

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| <ul style="list-style-type: none"> • Submit the Draft Neighbourhood Plan to the Council for independent examination. | <ul style="list-style-type: none"> • Organise and fund the check by an independent examiner into the Draft Neighbourhood Plan. • Provide the examiner with the representations received and other matters. |
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2. Support, funding and where to find further help

NEIGHBOURHOOD FORUM

NEWHAM COUNCIL

STEP 8: Consideration of the Examiner’s recommendations

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| <ul style="list-style-type: none"> • Any modifications must be discussed with the Neighbourhood Forum, which has the option of withdrawing the plan if it is unhappy with the changes proposed. | <ul style="list-style-type: none"> • Consider examiner’s recommendations. • Ensure the draft Neighbourhood Plan meets the basic conditions and decide whether or not to proceed to referendum, with or without modifications. Newham, as the planning authority, can make modifications to a neighbourhood plan to meet the basic conditions, so that it can proceed to referendum, then these modifications need to be made. • If a change to the area covered by the referendum is recommended, by the independent examiner, the Council is required to make a decision on the referendum area. • If the area is extended the Council must publish a map of the referendum area. |
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STEP 9: Local referendum

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| <ul style="list-style-type: none"> • Publicise the Draft Neighbourhood Plan and engage with the community. | <ul style="list-style-type: none"> • Fund and organise referendum. |
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STEP 10: Putting the Plan into action

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| <ul style="list-style-type: none"> • Prepare an implementation plan and work with the Council and others on delivery, including timescales, viability and monitoring. | <ul style="list-style-type: none"> • Duty to adopt the Neighbourhood Plan. • Take the adopted Neighbourhood Plan into account in planning decisions in the area. • Notify established Neighbourhood Forums of planning applications in their Neighbourhood Planning Areas. • Monitor the Neighbourhood Plan. |
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2. Support, funding and where to find further help

RESOURCES

The Council will support communities with reasonable requests for **technical assistance**, for example, we will provide:

- Area and site plans.
- Existing technical reports / extracts.
- Direction to technical information held on sites.
- Other technical information that is in the public domain.

The above list will be subject to **printing charges**.

The Council is unable to provide direct financial support and Neighbourhood Forums will be expected to undertake the following, without support from the Council:

- Grant Applications
- Writing documents or policies
- Undertake mapping
- Undertake survey work or creating new evidence base
- Creating and printing consultation materials
- Organising and facilitating Forum meetings and consultations

Neighbourhood Planning Policies need to be based on clear planning justification and a proper understanding of the place they relate to, if they are to be relevant, realistic and address local issues effectively.

A lot of information already exists on the borough, all of which will help you with your Neighbourhood Plan. These resources can help to support and form your evidence base.

Local Plan:

www.newham.gov.uk/planningpolicy

A good starting point is to look at the adopted Local Plan (2018). More information on the Local Plan is provided in Step 4.

Evidence Base:

<https://www.newham.gov.uk/planning-development-conservation/planning-policy-local-plan/7> Behind Newham's Local Plan is a large amount of work which supports the policies. These technical studies look at issues such as flood risk, housing need and the infrastructure required to support development.

The London Plan also has evidence base and documentation which may be useful for the development of a Neighbourhood Plan: <https://www.london.gov.uk/what-we-do/planning/london-plan/new-london-plan/examination-public-draft-new-london-plan/eip-library>

Borough Statistics:

<https://www.newham.info/>

Newham Info provides data and information on Newham from a wide range of sources and covers a wealth of issues to support evidence-based policy-making across the public sector in the borough.

Joint Strategic Needs Assessment:

<https://www.newham.gov.uk/council/health-wellbeing-board>

A Joint Strategic Needs Assessment (JSNA) looks at the current and future health and care needs of local populations to inform and guide the planning and commissioning (buying) of health, well-being and social care services within a local authority area.

London Datastore:

<https://data.london.gov.uk/>

The London Datastore is a free and open data-sharing portal where anyone can access data relating to the capital.

Nomis:

<https://www.nomisweb.co.uk/>

Nomis is a service provided by the Office for National Statistics. It provides free access to the most detailed and up-to-date UK labour market statistics from official sources.



2. Support, funding and where to find further help

Maps:

The Council has an online pdf version of the adopted Local Plan Proposals Map (2018): www.newham.gov.uk/LocalPlanMap. This map will help you to search the neighbourhood you are interested in and to see which Local Plan or other relevant designations already apply to the area.

The Council has an online map which shows the boundaries of the borough's wards: www.newham.gov.uk/wardmap. This is an interactive map which also links to the Councillors who represent the area. See also Figure 2 of this guide.

Paper and digital maps are also available from Ordnance Survey (<https://www.ordnancesurvey.co.uk>) and their list of partners. The Council cannot supply Ordnance Survey maps.

There is an Open Data Download service available from Ordnance Survey website which is free of charge. Please note that these maps will not have locally specific boundaries (for example designations such as Conservation Areas, Town Centre boundaries or Strategic Site Allocations).

You will need to have Geographic Information Systems (GIS) mapping software on your computer to use the Open Data Download. GIS is a mapping technology that allows the user to create and interact with a variety of maps and data sources. There are various websites which provide GIS downloads, many of which are free.

A designated Forum can request a Public Sector End User Licence Agreement (for further information on Neighbourhood Forums see Step 3). It must be signed by the Chair and the Council's GIS officer. This agreement allows you to access a wide range of detailed Ordnance Survey mapping. Please speak with the Council to set this up.



2. Support, funding and where to find further help

Speak with the Council

EARLY CONVERSATIONS WITH THE COUNCIL

We would strongly encourage you to meet with the Council's Planning Policy team before making any application for a Neighbourhood Area or Neighbourhood Forum. This initial meeting will be informal, with its purpose to give guidance, provided through a dedicated Neighbourhood Planning Officer.

To make the most of this meeting you should complete a draft of the Area Application Form and/or Neighbourhood Planning Forum Form and share this with the Council ahead of the meeting (Appendix 1 and 2).

Email: neighbourhoodplanning@newham.gov.uk or call 020 8430 2000 to set up a meeting. Before the meeting, it is a good idea to have:

a) Identified the planning issues you want the Neighbourhood Plan to address.

- The positives, the things in your area people would like to keep.
- The negatives, the things in your area people would like to improve.
- What's missing, the things your neighbourhood doesn't have which it would like.
- What change you would like to see.

In undertaking this work, it is likely that the priorities identified as being important at the outset will change and evolve as the Neighbourhood Plan progresses. That said, it is a good idea to start to think about these questions early on.

As you develop a Neighbourhood Plan (see Step 4 of this guide), you will be speaking with the community and gathering information. Community engagement and consultation will be necessary at all stages of the plan-making process but is especially important at the outset.

At this stage you should be gathering information, building awareness of people's views and identifying key issues and themes. It is important to ensure wide community involvement, this will make sure the process

is as open and transparent as possible. Everyone in the community should have the opportunity to participate. This will ensure that the Neighbourhood Plan benefits from the expertise and knowledge of a wide range of residents, workers and representatives in the area. This will result in a Neighbourhood Plan that better supports the local needs and ambitions for the area.

b) Established a community group of at least 21 unrelated people who live in or run a business in your community, and who sufficiently represent the local area (for further information on Neighbourhood Forums see Step 3 of this guide). The support from an elected member is encouraged, it is therefore a good idea to contact your local ward councillor(s). Details can be found here: www.newham.gov.uk/wardmap

c) Evidence of how you have consulted with the wider community.

- Who you consulted.
- How they have been consulted.
- A summary of the main issues and concerns raised.
- How these issues and concerns have been considered and addressed in drawing up the boundary for the proposed Neighbourhood Plan Area.

2.2 Government funding and support

Locality is the organisation which administers government support for neighbourhood planning. They can help with Area and Forum designations and the preparation of your Neighbourhood Plan. In addition, you can apply to them directly for funding. For further information visit the Locality website: <https://neighbourhoodplanning.org/>

2.3 Local businesses, developers and landowners

Businesses, developers and landowners play an important role in local neighbourhoods. They can also be a valuable source of help:

- Advising (for example on viability, delivery and sustainability).
- Assisting (for example with fundraising).
- Early consultation and engagement.

2. Support, funding and where to find further help

2.4 Other organisations specific to Newham and London

Not all of these organisations will be able to provide direct support but they may be able to provide you with support or evidence to help you develop your Neighbourhood Plan:

- Neighbourhood Planners London:
<https://www.neighbourhoodplanners.london/>
- Newham Citizens' Assemblies:
<https://www.newham.gov.uk/council/citizens-assemblies>
- Newham Chambers of Commerce:
<https://www.newhamchamber.com/>
- Stratford Original Business Improvement District:
<http://stratfordoriginal.com/about>
- Universities in the borough:
 - Birkbeck University of London, Stratford Campus: <http://www.bbk.ac.uk/prospective/stratford>
 - Loughborough University London: <https://www.lborolondon.ac.uk/>
 - UCL East: <https://www.ucl.ac.uk/ucl-east/>
 - University of East London (UEL): <https://www.uel.ac.uk/>



SIGNPOST: See also 'Sources of Information' and 'Support and Toolkits and Guidance' contained at the end of the **Neighbourhood Plans Roadmap (2018)** document for a comprehensive list of support available nationally.



3. Newham’s 10 Step Guide to delivering a Neighbourhood Plan

STEP 1: Getting Started

3.1 Is a Neighbourhood Plan the right option?

The energy and resource that is needed to develop a Neighbourhood Plan has to come from the community. The first step is to identify and agree a need for a Neighbourhood Plan and establish a willingness from the community to get involved. In considering this, it is important to think about what you are trying to achieve for

your area and to ask yourself if a Neighbourhood Plan is the best way to do this.

Neighbourhood planning can be a lengthy and costly process and, depending on what it is you want to do, there are many other ways you can better bring about the change you wish to see in your neighbourhood.

The figure below provides a useful summary of what a Neighbourhood Plan can and cannot do.

NEIGHBOURHOOD PLAN NEWHAM COUNCIL

Can:

- Further refine local development and use of land policies in order to better address local needs and aspirations (e.g. set local design standards, protect local green spaces).
- Allocate sites for development.

Cannot:

- Address issues that are not relevant to planning (e.g. fly tipping, antisocial behaviour hotspots).
- Make changes to adopted policies or allocations of the Local Plan.
- Seek to bring forward less housing than the Local Plan.
- Make development undeliverable through additional burdens.

Must (basic conditions):

- Be in conformity with the National Planning Policy Framework (NPPF) and London Plan.
- Be in general conformity with the Local Plan strategic policies (a box at the end of each Local Plan policy outlines these).
- Be in accordance with any relevant EU directives.
- Contribute to achieving sustainable development.
- Protect designated historic and natural assets within the plan area or in the vicinity (e.g. listed buildings, conservation areas, Sites of Importance for Nature Conservation).

Alternatives:

- Engage in Local Plan preparation.
- Engage in planning application consultations.
- Engage in community planning through the Citizens’ Assemblies.

SIGNPOST: See also Part B, Deciding whether to produce a Neighbourhood Plan, of the [Neighbourhood Plans Roadmap \(2018\)](#).

3. Newham's 10 Step Guide to delivering a Neighbourhood Plan

3.2 Advantages of a Neighbourhood Plan

Community-led

Newham is a borough which is made up of differing and diverse neighbourhoods. It is this diversity which gives us strength. There are many voices, opportunities and challenges which contribute to the day to day functioning and future ambitions of this part of East London. Neighbourhood Planning is one way to have your voice heard on what and where change should take place in your part of Newham. Neighbourhood Plans are led by authorised local community organisations known as 'Neighbourhood Forums', rather than Newham's planning department. Community representatives therefore take a lead and are responsible for planning for their own neighbourhoods.

Bringing the community together

Developing a Neighbourhood Plan requires the input of a representative group from the community. As such, it provides an opportunity to have conversations with people and organisations which might not otherwise have taken place.

The process of neighbourhood planning itself is therefore incredibly valuable, not only in bringing to the surface issues which the Planning Team at Newham may not be aware of, but as a way of galvanising the community around a common cause. This can then lead onto other projects or activities which sit beyond the scope of planning.



Deliver local ambition and address area specific needs

The Local Plan (2018) is the borough's strategic planning document, it covers the whole of the Newham, setting out a 15 year vision.

The borough wide scope of the Local Plan means that it does not always get down to the smaller details or particular issues which may only be important to your local community. The benefit of a Neighbourhood Plan is that it can focus on the points of interest and address the issues specific to your area. By directly engaging with people living and working in the area, Neighbourhood Plans should clearly represent and tackle the issues and opportunities facing the local community.

Producing a Neighbourhood Plan allows communities to set out what they would like to see from developments in a specific area. Examples of where neighbourhood planning can guide better development and enrich the Local Plan:

- Strengthening the role of the high street in your town and local centres.
- Protecting local features of natural or historic interest.
- Providing guidance on the design and character of your local area.
- Identifying and allocating small sites (e.g. for housing).
- Measures to tackle air pollution.

A Neighbourhood Plan can also set out expectations for those things which are needed to support new development, such as:

- Improvements to walking or cycle routes.
- Upgrading of open space or provision of play facilities.
- Promoting the need for improved community facilities.

3. Newham’s 10 Step Guide to delivering a Neighbourhood Plan

3.3 Limitations of Neighbourhood Planning

Time and energy

Developing a Neighbourhood Plan takes a considerable commitment, both in terms of time and energy. Experience suggests that the average time to prepare a plan in London is 4 years from designation of a Neighbourhood Forum to the Plan being adopted³.

A good way to save time is to look at the adopted Local Plan for Newham. The Local Plan will be part of the evidence base for any Neighbourhood Plan coming forward and should be seen as a starting point. The Local Plan helpfully sets out which policies or aspects of policies are considered to be strategic for the

purposes of neighbourhood planning. These can be found in boxes at the end of each relevant policy.

A significant amount of evidence base supports the Local Plan and can be used to develop a Neighbourhood Plan. Further information on Newham’s Local Plan and the other strategies which need to be considered when developing a Neighbourhood Plan can be found later in this guide, under Step 4.

Cost

The cost of preparing a Neighbourhood Plan varies widely, depending on the scope and complexity of the Plan, from less than £10,000 to several times this amount.

COSTS

Responsibility of the Neighbourhood Forum

- Hiring of rooms for meetings.
- Publicity.
- Community engagement activities.
- Professional consultancy costs (if needed).
- Preparation of evidence base and writing of the Plan.

Responsibility of Newham’s planning team

- Consulting on the Area and Forum Applications.
- Consulting on the submitted Neighbourhood Plan.
- The independent examination.
- Public referendum.

There are additional sources of support available to Neighbourhood Forums, both financial and professional, see Section 2 of this guide. If you are planning to spend significant sums of money on any element of a Neighbourhood Plan, it is a good idea to speak with the Council first. It may be that you do not need to or there may be assistance available elsewhere.

Speak with the Council

Top Tip

- To keep costs down you should make the best use of the skills and talent that exists within your local community.

³The State of Neighbourhood Planning in London 2018/19, May 2019: https://140d5992-3079-4eb8-bf8d-7a7c1aa9d1df.filesusr.com/ugd/95f6a3_7fa4c941d4f245eaa20faa8f6ae05479.pdf

3. Newham's 10 Step Guide to delivering a Neighbourhood Plan

3.4 Other ways to get involved with shaping the future of your neighbourhood

Neighbourhood Planning is by no means the only way you can shape the future of your neighbourhood, here are some other examples of how to influence change locally:

Engage with and influence Newham's Local Plan and Supplementary Planning Documents

A great way to impact on the future of your borough is to get involved with the development of Newham's Local Plan and any Supplementary Planning Guidance or to comment on planning applications.

Newham adopted a Local Plan in December 2018. It is important to recognise that plan-making isn't a once and for all exercise, the Council is required to review the Local Plan at least every five years. As part of this process, it is important for the Council to understand how the people would like their area to develop. This can be done informally on an ongoing basis and also by making representations at the formal stages of consultation on the Local Plan.

More information on the timeline for future plan making can be found in Newham's Local Development Scheme:

<https://www.newham.gov.uk/planning-development-conservation/planning-policy-local-plan>

Newham's **Statement of Community Involvement** provides a guide on how to engage on planning matters. It sets out, among other things, how to get involved in the preparation of local planning policy documents and how to comment on planning applications:

<https://www.newham.gov.uk/planning-development-conservation/planning-policy-local-plan/1>

If you would like to be notified regarding Local Plan consultations and other key stages (e.g. adoption of planning documents), you can sign up to our Local Plan Stakeholder database.

To sign up please visit:

<https://www.newham.gov.uk/planning-development-conservation/planning-policy-local-plan/5>

Community Citizens' Assemblies and Community Plans

Another way to bring about change to your area is to get involved with your local Community Citizens' Assembly. Newham has eight Community Neighbourhoods, each covering two or three local wards. These areas have been mapped in **Figure 1: Community Citizens' Assembly Areas**.

Community Citizens' Assemblies deal with making improvements to that whole area rather than one particular street or ward. Each Assembly has set the priorities for creating a Community Plan and improving the area in general. The Community Plans are documents which set out local people's aspirations for an area, they take into consideration issues beyond planning. Assemblies are made up of local people, those living and working in the area.

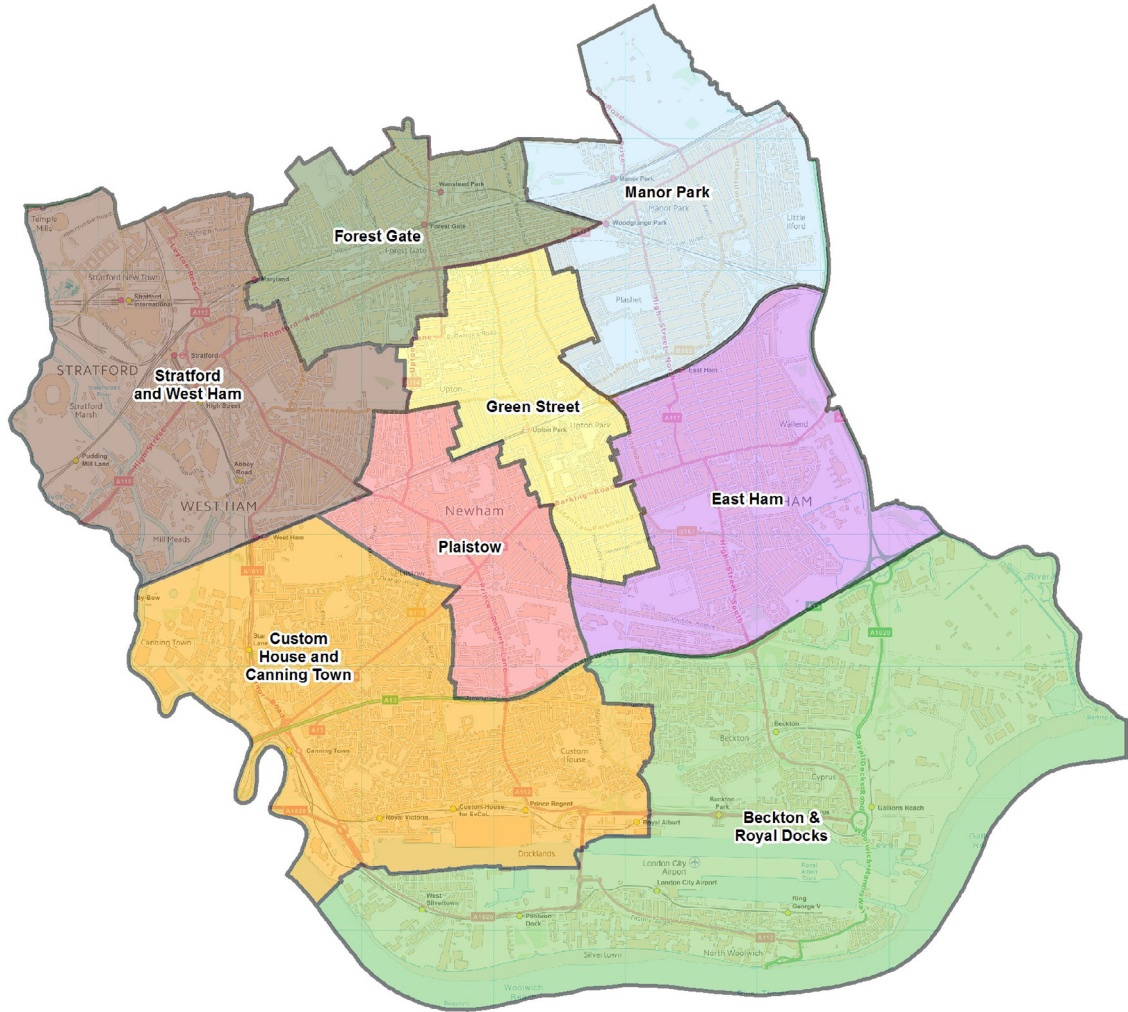
The Assembly is your chance to:

- Set the priorities for the area's Local Community Plan – produced by local people, a Local Community Plan will consider projects, not only those related to planning, which are important to those who live, work, study or own a business in the area.
- Discuss and work together with others to find solutions to local neighbourhood challenges.
- Connect with other local people and share knowledge.
- Set up local projects.
- Find out what is happening in your local area.
- Give directions on how funding available to your area is spent.



3. Newham's 10 Step Guide to delivering a Neighbourhood Plan

Figure 1: Citizens' Assembly Areas



More information on Citizens' Assemblies: <https://www.newham.gov.uk/council/citizens-assemblies/1>

To find out more or to sign up to be a part of your local Citizens' Assembly please email: CitizensAssemblies@newham.gov.uk

3. Newham’s 10 Step Guide to delivering a Neighbourhood Plan

STEP 2: Neighbourhood Area Designation

3.5 What is a Neighbourhood Area?

A Neighbourhood Area defines the location where a Neighbourhood Forum will guide development through the production of a Neighbourhood Plan or Order.

It is important to speak with those who live, work, do business in and represent the neighborhood to find out more about what the specific issues are in your area. Careful consideration needs to be given to the question – what is the local neighbourhood?

A Neighbourhood Area can be any shape or size. It can cross borough boundaries but cannot overlap with another Neighbourhood Area. Importantly, it needs to represent a coherent boundary at the neighbourhood scale.

You should think about the neighbourhood boundary you are proposing and be able to explain why you are choosing that area. In doing so, it would be good to think about:

- **Physical features:** for example roads, waterways, green space, railway lines and major roads.
- **The main local facilities:** what do you have and what is missing?
- **Local characteristics:** such as housing types, design features, building materials and important local landmarks.
- **Existing designations:** such as Conservation Areas, the borough-wide Air Quality Management Area, Employment Hubs or Community Forum Opportunity Areas.
- **Existing allocations:** such as large scale mixed-use, housing or employment sites.

Paragraph 033 of National Planning Practice Guidance (NPPG) provides a useful framework for what you should consider when thinking about your neighbourhood area boundary, these include:

- village or settlement boundaries, which could reflect areas of planned expansion
- the catchment area for walking to local services such as shops, primary schools, doctors’ surgery, parks or other facilities
- the area where formal or informal networks of community based groups operate
- the physical appearance or characteristics of the neighbourhood, for example buildings that may be of a consistent scale or style
- whether the area forms all or part of a coherent estate either for businesses or residents
- whether the area is wholly or predominantly a business area
- whether infrastructure or physical features define a natural boundary, for example a major road or railway line or waterway
- the natural setting or features in an area
- size of the population (living and working) in the area

It would also be sensible to look at the boundaries of the eight Community Neighbourhoods, see **Figure 1**, when considering your Neighbourhood Area. Whilst we wouldn’t want or expect you to replicate these boundaries, it is worth bearing them in mind, since each of these areas already have active community groups.

You should also think about the borough’s Ward boundaries and how these relate to the proposed area, see **Figure 2**. It may, for example, be easier to gain data for your Neighbourhood Area if you align with ward boundaries. That said, we do recognise that the ward boundaries may not represent how you see or experience living or working in the local area. If the Council considers that the proposed area may negatively impact on the delivery of strategic policies (the London Plan, Local Plan and site allocations), the Council may identify potential amendments to the boundary.

3. Newham’s 10 Step Guide to delivering a Neighbourhood Plan

Newham Electoral Boundary Review

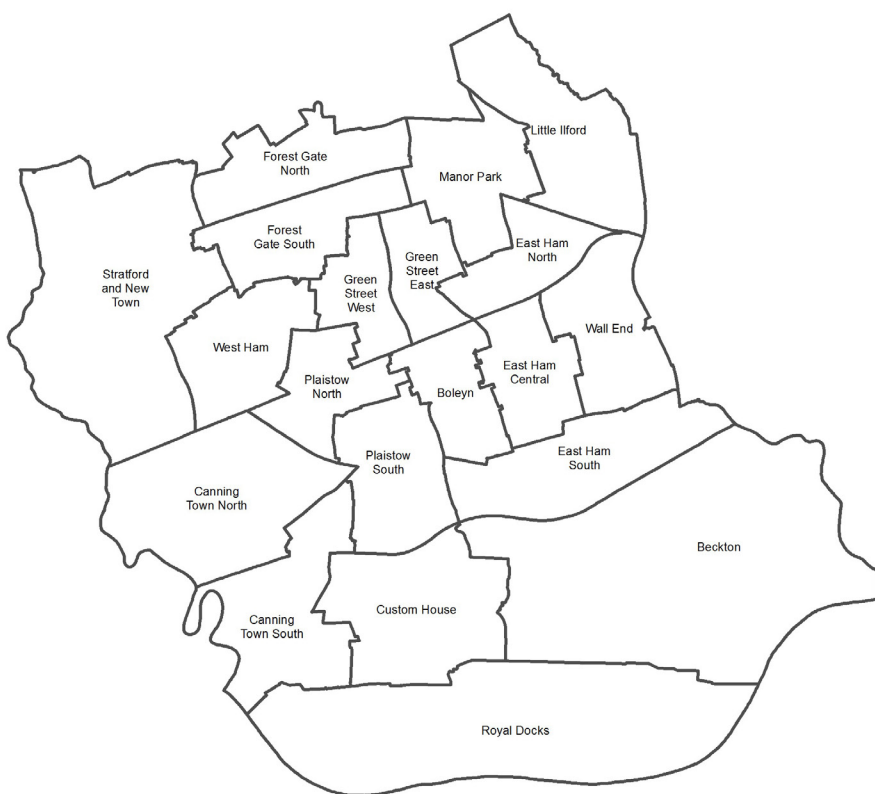
A Local Government electoral review is currently being conducted for Newham. This is to ensure Councillors represent roughly the same number of electors.

The Commission has recommended that from May 2022 Newham will have an additional four wards and six councillors – bringing the total number of wards to 24, and the total future number of councillors to 66.

The new boundaries will mean moving a number of electors between existing wards, or into new wards. A summary of the final recommendations can be found on The Local Government Boundary Commission for England website: <https://s3-eu-west-2.amazonaws.com/lgbce/Reviews/Greater%20London/Newham/Final/Summary.pdf>

Please note that the existing ward boundaries will remain in place and residents will continue to be represented by their current ward councillors in advance of the next council elections in May 2022. For more information on this process please visit: <https://www.lgbce.org.uk/all-reviews/greater-london/greater-london/newham>

Figure 2: Newham Ward Map as of March 2021



An interactive version of this map, linking to ward councillors, can be found here:

<https://mgov.newham.gov.uk/mgWardMap.aspx?z=1&VW=LIST&PIC=0>

Business Area: A Neighbourhood Area can also be determined as a Neighbourhood Planning Business Area. The Council will make this determination, based on an assessment of whether the area is ‘wholly or predominately business in nature’, as defined in legislation. Should you wish your Area to be considered as a Neighbourhood Business Area, please let the Council know at the application stage.

Cross boundary neighbourhood plans: A Neighbourhood Plan can cover any area within Newham or across borough boundaries with our neighbouring planning authorities of the London Legacy Development Corporation, Hackney, Tower Hamlets, Greenwich, Barking and Dagenham, Redbridge and Waltham Forest. If your Neighbourhood Planning Area covers areas within a neighbouring authority, the application should be sent to both planning departments. Prospective Forums will need to follow each Council’s application process. However, we would recommend meeting all relevant Councils, as well as suggesting a joint meeting to agree approaches and timescales.

3. Newham’s 10 Step Guide to delivering a Neighbourhood Plan

Figure 3: Final Boundary Commission for England recommendations for Newham

3.6 How to apply to become a designated Neighbourhood Area

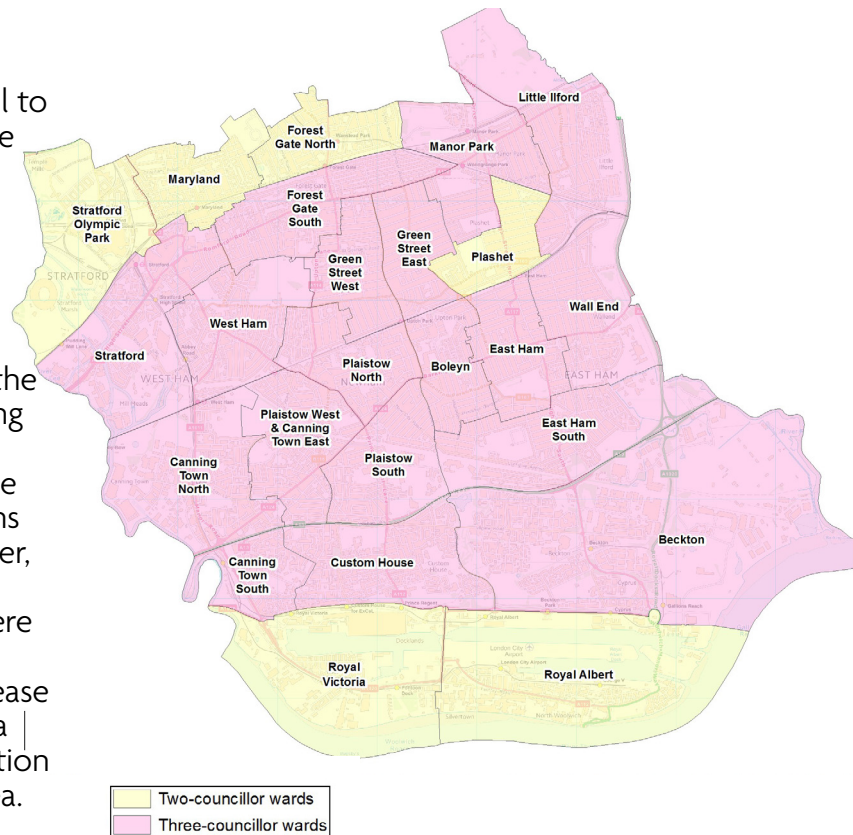
An application must be made to the Council to designate a Neighbourhood Area. Before the application is made, it is good idea to speak to the Council early on about the proposed boundary for your Plan.

A Neighbourhood Area can include land allocated in the Local Plan as strategic sites. Where a proposed neighbourhood area includes such a site, you should speak with the Council to understand the particular planning context and circumstances that may inform the local planning authority’s decision on the area it will designate. In principle, applications will be accepted at any time of year. However, the Council may decide not to consider an application for a Neighbourhood Area if there is a pending decision on a prior application covering all or part of the proposed area. Please see Appendix 1 for the Neighbourhood Area Application Form. This sets out the information required to designate a Neighbourhood Area. The application must include:

- A statement setting out that the group is capable of being a Neighbourhood Forum (see Step 3 for an explanation of what this means).
- Map showing the boundary of the proposed Neighbourhood Area.
- Statement explaining how the area is appropriate for meeting your objectives.

The Area Application Form (Appendix 1) has been designed guide you and to help ensure you meet all of the above requirements. It is a good idea to look at this before preparing your submission. Once the Council receives the application, and is satisfied that the above required information is supplied, it will be advertised for a minimum of 6 weeks (extending consultation to allow for public holidays and other circumstances). The Council will undertake the following as a minimum:

- An advert will be placed in the Newham Recorder and the Newham Mag to let people in the area know that an application has been made. We will include details of how to make representations and by when.



- We will also inform, by email, all people and groups subscribed to the Planning Stakeholder Database.
- The application, including the proposed boundary and supporting statement, will be available to view on the Council’s website.
- Hard copies will be made available at Newham Docksider and the library / Neighbourhood Hub closest to the Neighbourhood Area.
- We will use social media to publicise the consultation.

Please note that we will be following the most up-to-date guidance on consulting during the Covid-19 pandemic.

In the updated planning guidance MHCLG has set out some guidance on public consultation in the context of social distancing: <https://www.gov.uk/guidance/neighbourhood-planning--2# covid-19>

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Locality has also provided some helpful guidance for planning through Covid-19: <https://neighbourhoodplanning.org/about/planning-through-covid-19/>

The Council will issue a formal decision on whether to designate a Neighbourhood Area as soon as possible after the consultation ends. From the day after the application is publicised, decisions are required to be made within 13 weeks (or 20 weeks for Neighbourhood Areas falling within the area of two or more local authorities).

The Council will designate the neighbourhood area applied for, or designate it in a modified form where there are planning reasons for doing so. We will publicise a map of neighbourhood area that it has designated.

After making a determination, officers will draft a Cabinet Report containing their recommendations. This report will be taken through the Council’s decision making process before being agreed by the Mayor.

SIGNPOST: See Part C, Stage 1: Getting established, of the [Neighbourhood Plans Roadmap \(2018\)](#)

Top Tips:

- Speak to local people about the issues that are important to them, this will help you to decide where the Neighbourhood Area boundary should be.
- Take notes of early discussions and meetings, to start build up an evidence base.
- Look at the existing Community Neighbourhood boundaries.
- Check Newham’s online [Local Plan Policies Map \(2018\)](#).
- Read the Newham [Character Study \(2017\)](#). The Character Study can assist in identifying key features of development in your area, helping to bring forward good design.
- Read Shaping Neighbourhoods: Character & Context Supplementary Planning Guidance (SPG) document produced by the Mayor of London. It defines character and provides a useful starting point to consider how to define an area. It suggests there are three elements which define character:
 - Physical – the built and natural environment.
 - Cultural – comprising the social and economic elements of an area; this includes understanding an Area’s communities and economic functions.
 - Perceptual and experiential – how places are used and experienced. This also includes associations which people or communities have with the area.
- Plot on a plan the key issues you are looking to address, this will help you to decide if the boundary makes sense.
- Contact and work with the Council to discuss the appropriateness of the boundary.
- The Council is happy to check the draft Area Application form before it is formally submitted.
- When you submit your application, include a clear statement on why you think the proposed boundary is the right one.
- When the application is published for consultation (a minimum 6 week period) use this time to raise awareness and sign up volunteers.

3. Newham’s 10 Step Guide to delivering a Neighbourhood Plan

STEP 3: Neighbourhood Forum Designation

3.7 What is a Neighbourhood Forum?

Neighbourhood Forums are established by local communities. They are made up of a group of people who have come together to guide development in their local area.

To be designated, a Neighbourhood Forum must be a constituted group of at least 21 people who represent a cross-section of those living, working and doing business in and those who represent the area. There can only be one Forum designation for each Neighbourhood Area. As such, there is a legal requirement for the designated Forum to have an open membership policy.

3.8 How to apply to become a designated Neighbourhood Forum

Once the Neighbourhood Area has been designated, the next step is to submit a Neighbourhood Forum application form. This step can also be done in parallel with an application for a Neighbourhood Area (Step 2).

It is a good idea to speak with the Council to work out the best approach for your Neighbourhood Plan.

Speak with the Council

Only one Neighbourhood Forum can be designated for each Neighbourhood Area. A designation lasts for five years unless a local planning authority has reason to withdraw the designation.

Please see Appendix 2 for the Neighbourhood Forum Application Form. This sets out the information required to process a request to designate a Neighbourhood Forum.

The Forum must meet the four conditions contained in the Localism Act (2011), as outlined below. To do this the application must demonstrate that:

³Definition of working in an area ('whether for a business carried out there or otherwise');

- Refers to regular paid or voluntary work, where it is undertaken for at least 6 months.
- Would include local business owners (i.e. with businesses in the proposed Area) but not landlords unless otherwise working in the area as per the above.



1. The Forum is established to promote or improve the social, economic and environmental well-being of its neighbourhood.

Information on the types of issues the group wants to address through the Neighbourhood Plan.

2. The Forum’s membership is open to everyone who lives in, works in or represents the area as an elected member.

Evidence of how you have promoted the opportunity to be involved in the Forum and the steps taken to try to secure at least one person from those who live in, work in or represent the area as an elected member. In the case of local councillors, please include with your application evidence of having invited the relevant ward members to be a part of the Forum (this can be an email or letter). There is no requirement for ward members to be a part of the Forum but you must demonstrate that they have been invited to be involved.

3. Newham's 10 Step Guide to delivering a Neighbourhood Plan

3. The Forum's membership should include a minimum of 21 people. Members must be drawn from across the area and be reflective of those living or working in the area and/or be represent the area as an elected member.

Information on the make-up of the Forum's membership. It is good practice to try to make the membership of the Neighbourhood Forum reflective of the character and diversity of the local population, with people from different places in the area and different sections of the community. For example, it could include elderly and young people, different ethnic groups, faith groups, a balance of genders, disabled people, people of different economic means and from a variety of housing tenures, land owners, councillors, community groups and local business owners. The more people you involve, the more likely the Neighbourhood Plan will be a reflection of the aspirations of the wider community and the more likely it is you will gain support in the referendum.

4. The Forum has a written constitution

A copy of the written constitution. Openness and transparency is a key principle of the Council's **Corporate Plan**. In a similar manner, a written constitution helps to ensure that the Forum's decisions best reflect its purpose and the character of the Neighbourhood Area.

The Forum constitution should include provision for its membership to be annually reviewed and reported to the Council. This will allow the Council and Forum to work together to address any shortcomings in terms of the membership make up. The constitution must demonstrate robust procedures concerning distribution of power in decision-making and responsibility for managing conflicts of interest and record keeping.

The Locality Guidance note: **How to establish a neighbourhood planning forum**, provides helpful advice, including advice on writing a constitution.

The application **must** include:

- The name of the proposed Neighbourhood Forum.
- The name of the Neighbourhood Area to which the application relates and a map which identifies the area.
- The contact details of a least one member of the Proposed Neighbourhood Forum.
- Statement setting out the types of issues the group want to address through a Neighbourhood Plan.
- Statement confirming that the Forum will promote or improve social, economic and environmental wellbeing.
- Membership list of at least 21 people from across the designated neighbourhood Area.
- Neighbourhood Forum Constitution.
- Map showing the designated / proposed Neighbourhood Area.

As highlighted above, Neighbourhood Forums should be inclusive and representative of the community. Applications therefore should also include:

- How you have engaged with different sections of the community, including them in the Forum where possible.
- How you have engaged across the different parts of the Neighbourhood Area (or proposed area where a designation is yet to take place).
- Which groups and stakeholders you have engaged with, or have made efforts to engage with.
- Your intentions for engagement as the Neighbourhood Plan progresses and who you intend to involve.

The Council will contact the members of the Forum, by post, to verify their connection with the Area⁴.

The Forum Application Form (Appendix 2) has been designed guide you and to help ensure you meet all of the above requirements. It is a good idea to look at this before preparing your submission.

⁴Please note that the Council will not publish the full details of addresses on the website. Full details are confidential and will only be used for the purposes of checking your application against the regulations.

3. Newham's 10 Step Guide to delivering a Neighbourhood Plan

The Council will consider whether the proposed Neighbourhood Forum meets legal requirements. Neighbourhood Forums can only be designated where a Neighbourhood Area has been designated (either previously or in parallel).

The role of the Council is to check all the necessary criteria are met. Where all the criteria and conditions have been met a Forum should be designated. If a designation is refused the Council will give reasons to the applying organisation or body. The Council can withdraw a Neighbourhood Forum designation where it no longer meets the necessary conditions and/or criteria. In such event, the Council will give reasons to the organisation or body.

Once the Council receives the application, and is satisfied that the above required information is supplied, it will be advertised for a minimum of 6 weeks. The Council will undertake the following as a minimum:

- An advert will be placed in the Newham Recorder and the Newham Mag to let people in the area know that an application has been made. We will include details of how to make representations and by when.
- We will also inform, by email, all people and groups subscribed to the Planning Stakeholder Database.
- The application, including a map of the Neighbourhood Area, will be available to view on the Council's website.
- Hard copies will be made available at Newham Dockside and the library / Neighbourhood Hub closest to the Neighbourhood Area.
- We will use social media to publicise the consultation.

Please note that we will be following the most up-to-date guidance on consulting during the Covid-19 pandemic.

In the updated planning guidance MHCLG have set out some guidance on public consultation in the context of social distancing: <https://www.gov.uk/guidance/neighbourhood-planning--2# covid-19>

Locality has also provided some helpful guidance for planning through Covid-19: <https://neighbourhoodplanning.org/about/planning-through-covid-19/>

The Council will issue a formal decision on whether to designate a Neighbourhood Forum as soon as possible after the consultation ends. From the day after the application is publicised, decisions are required to be made within 13 weeks (or 20 weeks, where the application must be submitted to more than one local planning authority).

After making a determination, officers will draft a Cabinet Report containing their recommendations. This report will be taken through the Council's decision making process before being agreed by the Mayor.

The Council must give reasons to the applying organisation or body if the designation is to be refused. As soon as possible after deciding to refuse to designate a Neighbourhood Forum, we will publish the following on our website:

- Statement setting out the decision and their reasons for making that decision ("the refusal statement").
- Details of where and when the refusal statement may be inspected.

SIGNPOST: See Part C, Stage 1: Getting established, of the **[Neighbourhood Plans Roadmap \(2018\)](#)**.

Top Tips

- Contact and work with the Council to:
 - a) Agree a constitution that will meet the specific needs of your neighbourhood.
 - b) Get help on the make-up of your Forum, to ensure it meets the legal standards.
 - c) Get information on relevant groups and organisation to help build your Forum membership, ensuring it is reflective of the local community.
- The Council is happy to check the draft Forum Application form before it is formally submitted.

3. Newham’s 10 Step Guide to delivering a Neighbourhood Plan

STEP 4: Prepare the Draft Neighbourhood Plan

Once your Neighbourhood Area and Forum are established, you can move onto preparing the Draft Neighbourhood Plan. At this point it would be a good idea for the Forum’s representatives to meet with the Council to discuss what it is you wish to achieve with the Plan so that we can better understand your timeline and when and where you may need support.

Speak with the Council

It is for individual Neighbourhood Forums to decide how they should go about preparing their Plan and as such it is not covered in this guide. However, we have included information on Newham’s Development Plan, signposted to where and when the Council can give support, and provided some top tips.

3.9 What are the ‘Basic conditions’?

A Neighbourhood Plan should plan positively for future development. What it contains depends on the issues a community wishes to tackle, however, all plans must meet the ‘basic conditions’ set out in planning legislation⁵. An independent examiner will assess the Neighbourhood Plan to make sure it meets these basic conditions/ Without meeting these the Plan cannot proceed to local referendum and adoption.

To do this, a Neighbourhood Plan must:

- have appropriate regard to **national policies and advice** (National Policy Framework and National Planning Policy Guidance);
- contribute to the achievement of **sustainable development**;
- be in **general conformity with the strategic policies** contained in the development plan for the area (the London Plan and Newham’s Local Plan); and
- **not breach, and otherwise be compatible with International, European and national designations** (e.g. heritage and natural environment) **and European environmental and human rights laws.**

3.10 Making neighbourhood planning documents complementary

As explained above, Neighbourhood Plans must be in general conformity with the strategic policies in the Development Plan (the London Plan and Newham’s Local Plan) and have appropriate regard to the National Planning Policy Framework and guidance.

Forum, by post, to verify their connection with the Area⁴.

National Planning Policy Framework What is it?

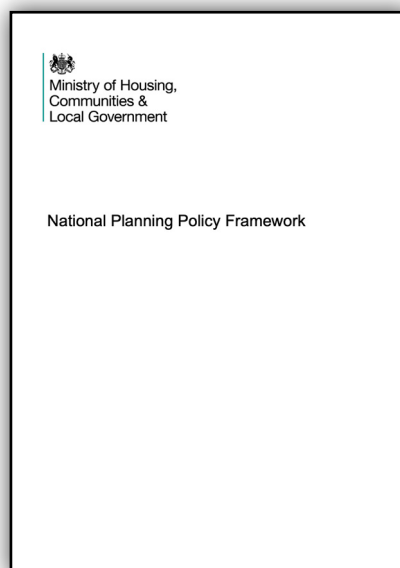
The National Planning Policy Framework sets out government’s planning policies for England and how these are expected to be applied.

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

The National Planning Policy Framework is supported by National Planning Practice Guidance (NPPG). It sets out the government’s planning policies for England and how these are expected to be applied.

www.gov.uk/government/collections/planning-practice-guidance

The NPPG includes a specific section on Neighbourhood Planning: www.gov.uk/guidance/neighbourhood-planning--2



⁵Paragraph 8 of Schedule 4B of the Town and Country Planning Act 1990

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London Plan What is it?

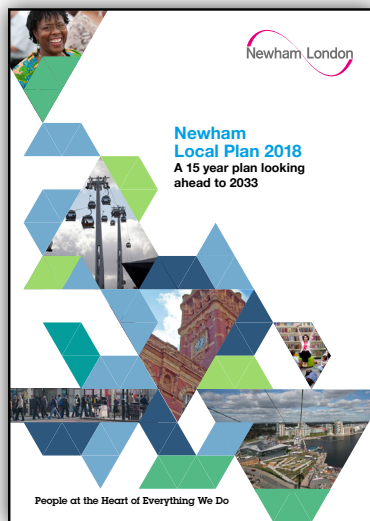
The London Plan is the strategic plan for London, setting out an economic, environmental, transport and social framework for development.

www.london.gov.uk/what-we-do/planning/london-plan

Newham Local Plan What is it?

The Local Plan (2018) is the main document for setting out the strategic vision for Newham, it plans for the longer term regeneration and growth of the borough over a 15 year period. It guides where development should take place, the things we want to protect and cherish, the areas where new homes will come forward and describes the infrastructure needed to support a growing population, such as schools, improved transport links and open spaces.

www.newham.gov.uk/localplan



3.11 How do Neighbourhood Plans relate to Newham’s Local Plan?

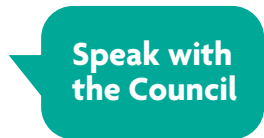
Any Neighbourhood Plan will have to generally conform with the strategic policies in the Local Plan. You therefore need to look at the Local Plan and identify those parts which are relevant to your area and the issues you wish to address. The Local Plan helpfully sets out which policies or aspects of policies are considered to be strategic for the purposes of Neighbourhood Planning. These can be found in boxes at the end of each relevant policy. Here is an example of what these sections look like:

For the purpose of Neighbourhood Planning, the following sections and associated sub-paragraphs of this policy are considered to be strategic policies with which a Neighbourhood Plan should conform:
1. Strategic Principles; 2. Spatial Strategy paragraph d only.

A Neighbourhood Plan can allocate additional sites to those in the Local Plan, where this is supported by evidence to demonstrate need above that identified. Neighbourhood Plans should not re-allocate sites that are already allocated through the Local Plan.

A Neighbourhood Plan can propose allocating alternative sites to those in the Local Plan, where alternative proposals for inclusion in the neighbourhood plan are not strategic. You should discuss with the Council why you consider the allocations set out in the strategic policies are no longer appropriate.

Once adopted, a Neighbourhood Plan will be a statutory consideration and will carry the same weight as the Local Plan in determining planning applications within its Neighbourhood Area.



3. Newham's 10 Step Guide to delivering a Neighbourhood Plan

3.12 Strategic Environmental Assessment (SEA) / Habitat Regulations Assessment (HRA)

Your Neighbourhood Plan may require a Strategic Environmental Assessment (SEA) or Habitat Regulations Assessment (HRA) to meet the basic condition to meet EU requirements. Not all neighbourhood plans will need to carry out an SEA or HRA. However, all plans should be assessed to see whether an SEA or HRA is needed or not.

Whether you need an SEA or HRA for your plan will largely depend on the location, scale and impact of the proposals in your neighbourhood plan. You should contact the Council with a draft Neighbourhood Plan at an early stage to get guidance on this aspect of your Neighbourhood Plan.

Speak with the Council

What is an SEA Screening?

A Strategic Environmental Assessment is a process for evaluating, at the earliest appropriate stage, the environmental effects of a plan before it is made. Draft Neighbourhood Plan proposals should be assessed to determine whether the plan is likely to have significant environmental effects. This process is commonly referred to as a 'screening' assessment. Before deciding whether significant environment effects are likely, the Council will take into account the criteria specified in the regulations and consult the three environment consultation bodies⁶. Each consultation body will be able to advise on particular topics relevant to its specific area of expertise and responsibility, and the specific information that it holds.

What is HRA Screening?

A Habitats Regulations Assessment screening identifies whether a Neighbourhood Plan is likely to have a significant effect on the integrity of a 'European site', either alone or in combination with other plans or projects. This assessment must determine whether significant effects on a European site can be ruled out on the basis of objective information. Consultation for this process is with Natural England alone.

Who is responsible?

HRA and SEA Screening should be completed at the evidence gathering and engagement stage of the Neighbourhood Plan preparation. It is the responsibility of the Council to ensure that all the regulations appropriate to the nature and scope of a neighbourhood plan proposal submitted to it have been met in order for the proposal to progress. The Council will screen emerging Neighbourhood Plan proposals at the earliest stage, to establish whether they are likely to trigger any EU directives.

Neighbourhood Forums should work with the Council to be sure that the authority has the information it needs. Forums should be considering sustainable development from an early stage in Neighbourhood Plan preparation.

If the Council and the consultation bodies consider that either a SEA or HRA is required the Forum must prepare these documents to support the Neighbourhood Plan, to ensure it meets the basic conditions at examination.



⁶Natural England, The Environment Agency and Historic England

3. Newham's 10 Step Guide to delivering a Neighbourhood Plan

3.13 Evidence Base

The evidence needed for a Neighbourhood Plan will depend on the issues it covers and the level of detail it contains. The evidence used to support Newham's Local Plan is a good starting point and can be used to inform your emerging Neighbourhood Plan. Section 2, of this guide, provides details of useful documentation you can draw upon when developing your Plan.

3.14 Community Engagement

You should seek to involve a wide variety of people in the preparation of the Plan, including:

- Residents (including those who rarely get involved in planning / community matters)
- Elected representatives
- Community Neighbourhood Citizens' Assembly Members
- Community organisations
- Businesses
- Landowners
- Developers
- Voluntary organisations
- Special interest / amenity groups
- Safer Neighbourhood Team (Met Police)
- Health practitioners, such as local GPs
- Schools, nurseries and Early Year Centres

This will not only enrich the ideas coming forward, but the more you reflect your local community in the Neighbourhood Plan the more likely it is to pass successfully through referendum.

SIGNPOST: See Part C, Stage 2: Preparing the Plan, of the **Neighbourhood Plans Roadmap (2018)**.



Top Tips

- Agree local issues – spend time speaking to people who live, work and do business locally.
- Engagement should be clear and inclusive but it can also be fun! Ideas for consultation methods include: walking tours of the area, use of social media, holding community events or hosting online questionnaires and surveys. Please respect the most up-to-date Government Guidance on Covid-19 when planning any engagement. Locality has provided some helpful guidance for planning through Covid-19 <https://neighbourhoodplanning.org/about/planning-through-covid-19/>
- Involve others - to encourage people to join your Forum, show how neighbourhood planning could be relevant to their needs and desires.
- Make sure your Plan focusses on meeting local needs and is positively prepared.
- When writing policies for your Plan make sure that you are not ignoring, rewriting or duplicating policies in Newham's Local Plan, the London Plan, or what is in national legislation (NPPF) and guidance (NPPG).
- In your Plan be clear on what is a policy or an aspiration.
- Make sure the plan's policies are backed up by evidence.
- Be realistic – be clear about what a Neighbourhood Plan can and can't do.
- Promote sustainability.

3. Newham’s 10 Step Guide to delivering a Neighbourhood Plan

STEP 5: Pre-submission consultation on the ‘Draft Plan’

Before the Neighbourhood Plan is submitted to the Council for examination you need to consult on the draft document and make any necessary amendments that have arisen from consultation. Consultation at this stage is your responsibility⁷.

You **must**:

- Consult for a period of no less than 6 weeks.
- Publicise the details in a way they will bring the following to the attention of people who live, work and do business in your Neighbourhood Area:
 - The Draft Neighbourhood Plan.
 - Details of where and when the Draft Neighbourhood Plan can be viewed. This should include libraries within and near to the Neighbourhood Planning Area and other accessible locations.
 - Details of how to provide comments on the Draft Neighbourhood Plan and when to provide them. This should include an email contact address, a postal contact address and telephone number for the Neighbourhood Forum.
- Notify other people, organisations, neighbouring councils, and bodies whose interests may be affected by the Plan. This should include the **Environment Agency**, **Historic England** and **Natural England**. Schedule 1 of **The Neighbourhood Planning (General) Regulations 2012** sets out a full list of the bodies which need to be consulted.
- Send an electronic copy of the Draft Neighbourhood Plan to the Council.

Once the consultation has happened, an analysis of comments should be made. As a result of the consultation any amendments to the draft Plan need to be considered. This should be included in a Consultation Statement.

The Consultation Statement should set out:

- How consultation was undertaken.
- Who was consulted.
- What was said – summarise the responses (what is supported and what are main issues and concerns).
- How the draft Neighbourhood Plan has changed as a result (this may involve editing or amending policy options, refining text, graphics and maps).
- Where no change has taken place, despite a comment, this should also be explained.

In the **updated planning guidance MHCLG** have set out some guidance on public consultation in the context of social distancing:

<https://www.gov.uk/guidance/neighbourhood-planning--2# covid-19>

Locality has also provided some helpful guidance for planning through Covid-19:

<https://neighbourhoodplanning.org/about/planning-through-covid-19/>

SIGNPOST: See Part C, Stage 2: Preparing the plan, of the **Neighbourhood Plans Roadmap (2018)**.

Top Tip

Before consulting check with the Council that everything is in order – we are happy to provide guidance at this stage.

⁷Regulation 14 of the Neighbourhood Planning (General) Regulations (2012).

3. Newham’s 10 Step Guide to delivering a Neighbourhood Plan

STEP 6: Submission of the Plan to the Council and consultation

Once the consultation has been completed and any changes have been made, it is time to submit the Neighbourhood Plan to the Council.

Before submitting the revised draft Neighbourhood Plan you should check the Plan:

- Clearly sets out its timeframe.
- Policies relate to the development and use of land.
- Conforms with national policies / guidance.
- Is in general conformity with the strategic policies in Newham’s Local Plan.
- Is compatible with European Union obligations.
- Shows that special regard has been paid to the desirability of preserving any Listed Building and its setting or any features of special architectural or historic interest (if relevant).
- Shows that special regard has been paid to the desirability of preserving the character or appearance of Conservation Areas (if relevant).
- Contributes to sustainable development.



When submitting your revised draft Neighbourhood Plan to the Council you should include the following:

- Submission version of the Neighbourhood Plan and supporting evidence.
- A map of the area covered by the Neighbourhood Plan.
- The Consultation Statement: setting out how local people and stakeholders were consulted, who was consulted, what was said and how feedback influenced the plan.
- Statement on how the plan meets the ‘basic conditions’ (see Step 4).
- Strategic Environmental Assessment (SEA) Report (if required following the SEA Screening process or if not required, a statement outlining the reasons for that decision).
- Habitat Regulation Assessment (if required following the HRA Screening process or if not required, a statement outlining the reasons for that decision).

Two hard copies and an electronic copy of the Plan and electronic copies of the associated material should be submitted to the Council.

If the Neighbourhood Development Plan covers areas within both Newham and a neighbouring authority/authorities the application should be sent to all relevant planning departments:

The Council will carry out a final check to ensure that your Neighbourhood Plan and all accompanying documents and the way in which the Plan has been prepared meets the statutory requirements. This will be a formal decision made by the Council. We will inform the Forum whether or not the submission is valid. This will be stated in a ‘Decision Statement’.

We will check the draft Neighbourhood Plan against the statutory requirements set out in:

- **Paragraph 6 of Schedule 4B of the Town and Country Planning Act 1990 (as amended).**

3. Newham's 10 Step Guide to delivering a Neighbourhood Plan

As soon as possible, after receiving the draft Plan, we will formally publicise that you have submitted a Neighbourhood Plan to all those who live, work or carry out business in the area covered by your Neighbourhood Plan. We will also publicise the application to adjoining areas where we think this is appropriate. Further comments from this consultation will be passed onto the examiner.

We will publish the following on Newham's website (for a minimum of 6 weeks):

- The submission version of the Plan.
- Details of where and when the Plan may be viewed.
- Details of how to make representations.
- Date by which representations must be received.

The Council will also undertake the following as a minimum:

- An advert will be placed in the Newham Recorder and/or the Newham Mag to let people in the area know that a submission has been made. We will include details of how to make representations and by when.
- We will also inform, by email, any of the relevant consultation bodies referred to in the consultation statement.
- Notify respondents from previous related consultations.
- We will use social media to publicise the consultation.

Please note that we will be following the most up-to-date guidance on consulting during the Covid-19 pandemic.

In the **updated planning guidance MHCLG** have set out some guidance on public consultation in the context of social distancing:

<https://www.gov.uk/guidance/neighbourhood-planning--2# covid-19>

Locality has also provided some helpful guidance for planning through Covid-19:

<https://neighbourhoodplanning.org/about/planning-through-covid-19/>

SIGNPOST: See Part C, Stage 3: Bringing the plan into force, of the **Neighbourhood Plans Roadmap (2018)**.



3. Newham's 10 Step Guide to delivering a Neighbourhood Plan

STEP 7: Independent Examination

Newham Council will facilitate and fund the independent examination into the Neighbourhood Plan.

We will work with Neighbourhood Forums to agree who should be appointed to undertake the examination.

Following the end of the submission consultation, the Council will submit the submission version of the Neighbourhood Development Plan and supporting documents, including consultation responses, for independent examination.

The examiner will check that the Neighbourhood Plan meets the basic conditions. A Plan meets the 'basic conditions' if:

- It has regard to the National Planning Policy Framework and/or other national policies and advice (including a demonstration that the proposals in the Plan are evidence based, deliverable and viable).
- It is in general conformity with the strategic content of the Local Plan and neighbouring Neighbourhood Plans.
- It has special regard to the desirability of preserving any listed building and its setting.
- It has special regard to the desirability of preserving or enhancing any conservation area.
- It contributes to the delivery of 'sustainable development', as defined by the NPPF.
- It is in accordance with EU obligations of the EC Habitats Directive.

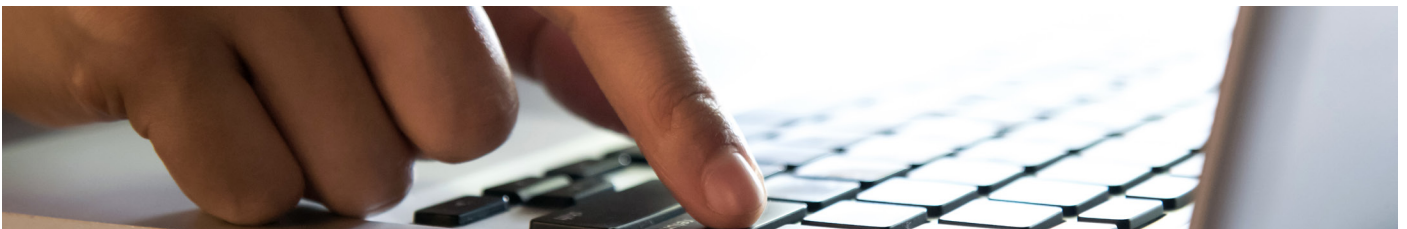
The Independent Examiner will also address the following questions:

- Does the Plan accord with the content guidance for the Plan set out in legislation?
- Should the referendum area extend beyond the Neighbourhood Planning Area?
- Does the draft Neighbourhood Plan meet the requirements of Section 38B of the Planning and Compulsory Purchase Act 2004? This requires the Plan to specify the period to which it is to have effect. It must not relate to matters which are referred to as "excluded development" and it must not cover more than one Neighbourhood Plan Area.
- Has the Neighbourhood Plan been prepared for an Area designated under Section 61G of the Localism Act and has been developed and submitted by a qualifying body?
- It is in accordance with European Directives on subjects such as International Nature Conservation designations, Sustainability, Human Rights and Equalities.

The examination will also:

- Consider comments, supporting or objecting, made during consultation on the plan.
- Check the plan is consistent with any Neighbourhood Plans for adjacent areas.

SIGNPOST: See Part C, Stage 3: Bringing the plan into force, of the [Neighbourhood Plans Roadmap \(2018\)](#).



3. Newham's 10 Step Guide to delivering a Neighbourhood Plan

STEP 8: Consideration of Examiners recommendations

The result of the examination will be a report that will have one of the following recommendations, for the Neighbourhood Plan:

- Approved to go forward to a referendum.
- Approve to go forward to a referendum, subject to recommended amendments.
- Be refused.

The Council and Neighbourhood Forum will then consider how to proceed.

A decision on the examiner's recommendations will be made within 5 weeks from the day following receipt of the examiner's report and if statutory timeframes allow in Cabinet.

Modifications

The modifications which can be made to the Plan at this stage are to:

- Ensure it meets the 'basic conditions'.
- Ensure it is compatible with the Convention Rights.
- Ensure it accords with the content guidance set out in legislation.
- Correct any errors.

The examiner will send a copy of the report to the Neighbourhood Planning Forum and the Council. Following this, the Council will then publish the examiner's report online.

The Council will consider the examiner's recommendations. A referendum will be held on the 'adoption' of the Plan if the Council views the Plan to:

- Meet the 'basic conditions'.
- Be compatible with Convention Rights.
- Accord with the content guidance for Plans set out in legislation.

Where there is recommendation from the examiner for a modification(s) to be made to the plan to enable it to meet the basic conditions, it is for the Council to make these amendments. Any modification(s) will be discussed with the Neighbourhood Forum.

The Forum has the option of withdrawing the Plan if it is unhappy with any proposed changes. The Council must publicise details of the modification(s) and where they can be inspected on Newham's website.

If an extension to the area covered by the referendum is recommended, the Council is required to make a decision on the referendum area, informed by the independent examiner. If the area is extended the Council must publish a map of the referendum area.



3. Newham’s 10 Step Guide to delivering a Neighbourhood Plan

Following the Examination the Council may also consider that modifications are required before the referendum. Any modifications must be limited to:

- Modifications needed to be made to ensure the Plan meets the ‘basic conditions’, is compatible with the Convention Rights, meets the guidance set out in legislation.
- Modifications for the purposes of correcting errors.
- Extend the area to which the referendum(s) are to take place.

Where the Council makes a decision that differs from the Examiner’s recommendations due to new evidence or difference in view, we will notify the following of our decision, the reason for that decision and we will invite further comments to be made:

- Neighbourhood Planning Forum.
- Anyone who comments on the Plan were submitted to the Examiner.
- Any consultation body previously consulted.

The Council may refer the outstanding issue to an independent examination.

If the Council is satisfied, then we will publish the decision statement and move to a referendum.

Refusal

If the examiner’s recommendation is for refusal, the reasons will be explained in the examiner’s report.

It is important to note that once the Plan has been examined it will be used to assess and determine planning applications within the Neighbourhood Area.

If the examination proposed modifications then decisions will be based on the Plan in accordance with those amendments. If the Plan does not receive a majority at the referendum or the Council does not adopt the Plan, the Council will no longer use the Plan in making decisions on planning application in the Neighbourhood Area.

After the examination, the Neighbourhood Forum are entitled to be notified by the Council about relevant planning applications and alternations to planning applications within the Neighbourhood Area. This will happen, unless the Neighbourhood Forum informs the Council in writing that it does not wish to be informed about such applications, or to specify that it only wants to hear about certain types of applications in the Neighbourhood Plan Area.

SIGNPOST: See Part C, Stage 3: Bringing the plan into force, of the [Neighbourhood Plans Roadmap \(2018\)](#).



3. Newham’s 10 Step Guide to delivering a Neighbourhood Plan

STEP 9: Local Referendum

Newham Council will organise and pay for the local referendum on the Neighbourhood Plan.

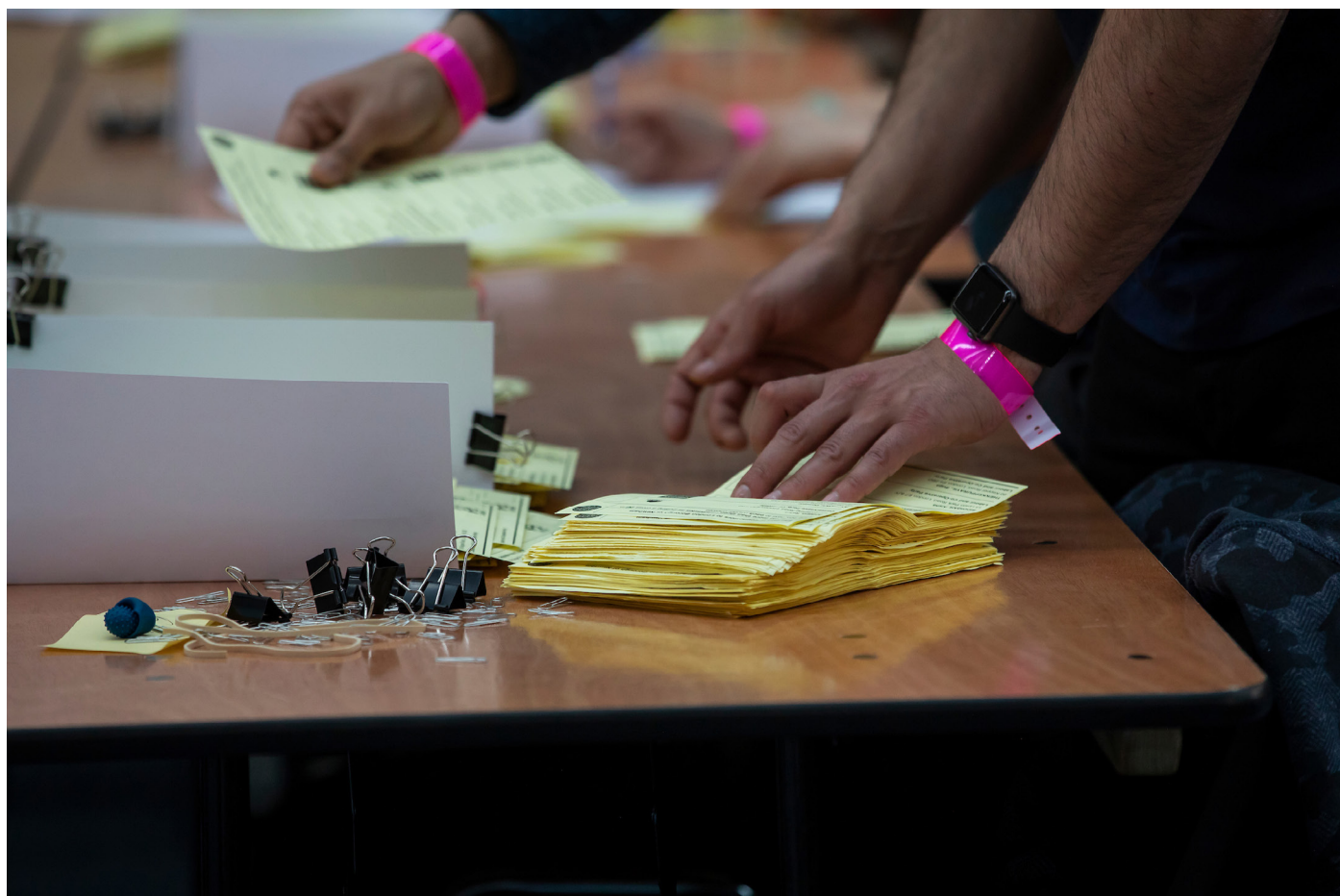
The referendum will normally be open to any individual registered to vote in the Neighbourhood Area, but it may be extended to a wider area if this is recommended by the Examiner. The area can also be extended by the Council if it is considered to be appropriate.

A person is entitled to vote in the referendum if the person’s address, as per the electoral roll, is within the Referendum Area and is entitled to vote in an election of local Councillors within the Referendum Area.

Individuals who carry out business in the Neighbourhood Area do not have a right to vote on the Neighbourhood Plan, unless the Neighbourhood Area is designated as a business area.

If the Neighbourhood Planning Area is determined as a Neighbourhood Planning Business Area, two referendums will be held. One for residents and one for non domestic rate payers. Non domestic rate payers are only entitled to vote once, irrespective of the number of businesses they pay rates for. Businesses with more than one owner or trustee, only have one vote, via a named voter.

For an area to be designated as a business area it would have to be dominated by business interests, as explained in Step 2 of this Guide. It is the Council’s duty to publicise the referendum on the Council’s website 28 days prior to the referendum and make available an ‘information statement’ and the ‘specified documents’.



3. Newham’s 10 Step Guide to delivering a Neighbourhood Plan

INFORMATION STATEMENT	SPECIFIED DOCUMENTS
<p>To include:</p> <ul style="list-style-type: none"> • That a referendum will be held and the date of the referendum. • The question to be asked, for example: ‘Do you want the London Borough of Newham to use the Neighbourhood Plan for ‘NAME OF NEIGHBOURHOOD PLAN AREA’ to help it decide planning applications in the Neighbourhood Area?’ • A map of the referendum area and Neighbourhood Area if not identical. • A description of those entitled to vote. • The referendum expenses limit applicable (this is the amount the Neighbourhood Forum can spend on campaigning during the referendum period) and the number of people identified as entitled to vote on which the limit was calculated. • That the referendum will be conducted in accordance with procedures similar to those for local government election. • The address and times a copy of the ‘specified documents’ can be inspected. 	<p>To include:</p> <ul style="list-style-type: none"> • The draft Neighbourhood Plan. • The independent examiners report. • A summary of representations submitted to the examiner. • A statement that the Council is satisfied that the plan meets the basic conditions. • General information on town and country planning and neighbourhood planning, to ensure voters have sufficient knowledge to make an informed decision.

How is it decided?

For the plan to be adopted, more than 50% of those who vote must register their support for the Plan. If this happens Newham Council will adopt the Neighbourhood Plan.

If less than 50% of the people voting support the Plan, then the Council cannot use the Neighbourhood Plan when determining planning applications.

There is no minimum turnout required for a Neighbourhood Plan referendum. Therefore, even if turnout is very low, if there is a majority yes vote, Newham would adopt the Neighbourhood Plan.

It is important to note that if more than 50% of those voting support the Plan then it will be considered to be part of the Development Plan and must be used to assess and determine planning applications.

3. Newham's 10 Step Guide to delivering a Neighbourhood Plan

STEP 10: Putting the Plan into action

3.15 Plan comes into force

When a Neighbourhood Plan has been passed by the examiner and agreed in the referendum the Council will adopt the Plan as part of the Borough's Development Plan. The Neighbourhood Plan will be used in planning decisions in the area, alongside Newham's other adopted plans (and the London Plan).

The making of the Neighbourhood Plan will be carried out at Full Council and will be done within 8 weeks of the referendum (subject to Full Council timetabling). The Council can only refuse to make the Plan if the Plan would breach or be incompatible with any EU obligations or any of the convention rights (within the meaning of the Human Rights Act 1998).

Once adopted, the Council will publish the Neighbourhood Plan and an adoption statement.

Neighbourhood Forums have a life of 5 years only, unless they are re-designated. Whilst they do not have any formal role in the implementation of a Neighbourhood Plan, members of the Forum could consider ways to stay involved and support implementation. This could be achieved through the creation of another type of organisation, such as a community land trust or community development trust.

The Council is keen to work with Neighbourhood Forums to implement and monitor Plans. The details of this will depend on the Plan but will largely relate to:

- Decisions on planning applications
- Enforcement (where necessary)
- Service delivery (where appropriate)
- Regeneration (where appropriate)

Changes to planning legislation, national and local plan policy will need to be monitored, as these may impact on the policies in the Neighbourhood Plan. Minor updates that would not materially affect policies may be made by the Council, with consent from the Neighbourhood Forum.

In these circumstances there is no need for a consultation, examination or referendum. Substantial revisions to a Neighbourhood Plan would need to go through the later stages of the process, from pre-submission consultation onwards (Step 5).

Replacing a Neighbourhood Plan

A Neighbourhood Plan can be replaced by the Neighbourhood Forum responsible for the Neighbourhood Area. The process is the same for developing a new Plan.

Removing a Neighbourhood Plan

A Plan can be removed by the Secretary of State or by the Council with permission of the Secretary of State. Reasoning for removal must be given by either organisation. If a Plan is withdrawn but development granted using its guidance has been implemented, the development may still be completed.

As soon as possible after removing a Neighbourhood Development Plan, the Council must publish the following on its website to bring it to the attention to people in the Neighbourhood Planning Area:

- The 'revocation document' (setting out details of the revocation).
- Where and when the revocation document may be viewed.

The Council must also notify the Neighbourhood Planning Forum of the revocation and any other person previously notified of the Plan, or persons the Council considers to be required to be notified, to bring the revocation to the attention of people within the Neighbourhood Planning Area.

3. Newham's 10 Step Guide to delivering a Neighbourhood Plan

3.16 The Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a planning charge paid to Councils by owners or developers of land undertaking new building projects. It is used by councils to fund improvements to the infrastructure required to support new development. This could include transport, telecommunications, energy, water supply, sewerage and drainage, schools, hospitals, health centres, sports and recreational facilities and open space.

In areas where there is a Neighbourhood Plan in place, the Neighbourhood Planning Forum will be able to receive 25% of the money from the CIL arising from any relevant development accepted in the defined Neighbourhood Planning Area.

For areas without a Neighbourhood Plan, the neighbourhood CIL Allocation is a lower figure of 15%. The neighbourhood CIL allocation will be spent in consultation with local residents via Community Neighbourhood Citizens' Assemblies⁸.

The neighbourhood portion, either 25% or 15%, is retained by Newham Council and will be spent locally, following consultation with the community.

Top Tip

Prepare an implementation plan and work with the council and others on delivery, including timescales, viability and monitoring



⁸The Council's approach to the 15% Neighbourhood CIL Allocation is set out in Newham's Developer Contributions Governance and Funding Allocation Strategy: https://mgov.newham.gov.uk/documents/s126778/Appendix%20A_Developer%20Contributions%20Governance%20and%20Funding%20Allocation%20Strategy.pdf

4. Key Contacts

Newham Council

Email: neighbourhoodplanning@newham.gov.uk

Tel: 020 8430 2000

Address: Planning and Development
London Borough of Newham
Newham Dockside
1000 Dockside Road
London
E16 2QU

Website: www.newham.gov.uk/neighbourhoodplanning

London Plan

Website: www.london.gov.uk/what-we-do/planning/london-plan

Information on the London Plan, Supplementary Planning Guidance and Planning Practice Notes.

Ministry of Housing, Communities and Local Government

Website: www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government

A useful resource for neighbourhood planning and policy announcements.

National Planning Policy Framework

Website: www.gov.uk/government/publications/national-planning-policy-framework-2

The revised National Planning Policy Framework sets out government's planning policies for England and how these are expected to be applied.

National Planning Policy Guidance – Neighbourhood Planning

Website: www.gov.uk/guidance/neighbourhood-planning-2

The guidance explains the neighbourhood planning system introduced by the Localism Act, including key stages and considerations required.

Neighbourhood Planners London

Website: <https://www.neighbourhoodplanners.london/>

Email: info@neighbourhoodplanners.london

A voluntary organisation, supporting neighbourhood planning in London. Provides a network of people and organisations sharing research and the experiences of neighbourhood planning in the Capital.

Locality

Website: www.neighbourhoodplanning.org

Manages neighbourhood planning funding and support nationally.

Locality publish useful guidance and toolkits on key Neighbourhood Planning topics. The guidance note on its website 'Neighbourhood planning resources list' helpfully sets out, and explains, all the resources available.

Planning Advisory Service

Website: www.pas.gov.uk

A free online resource for planners and communities.

APPENDIX 1

Application for the Designation of Neighbourhood Area (Regulation 5)

Town and Country Planning Act 1990 (amended by the Planning and Compulsory Purchase Act 2004 and Localism Act 2011)

Neighbourhood Planning (General) Regulations 2012, as amended

Important Guidance

This form should be completed electronically using the information provided in the Newham Neighbourhood Planning Guidance Note. If you require a printed version please download the printable version from the Newham website or visit one of the **Council's libraries**.

What are your neighbourhood planning goals?

As a group, you need to be clear about what you are trying to achieve in your area, and to keep this in mind when deciding on the extent of your boundary.

A Neighbourhood Development Plan may not be the best way to achieve your vision for the community. The majority of the time, energy, money and resource for creating a Neighbourhood Plan comes from the community and from start to finish the average plan takes 18 months to 4 years to complete.

We therefore strongly recommend that, before beginning the Neighbourhood Planning process, you read the guidance on the **Neighbourhood Planning** pages on the London Borough of Newham's website, and utilise independent advice from **Locality** – the government appointed partnership to assist communities.

Support – make sure you speak with us early on

Newham's Planning Policy team is happy to provide advice and assistance on your Neighbourhood Plan. It is a good idea to meet and begin discussions with the team early on in the process. Full details of the Neighbourhood Planning process can be found in the Newham Neighbourhood Planning Guidance Note.

To set up a meeting email (neighbourhoodplanning@newham.gov.uk) or call the Council's main switchboard (020 8430 2000) and ask for Planning Policy.

Before you return this form to the Council please ensure you have submitted all the necessary information

Application Checklist

Please read the following check list to make sure you have sent all the information in support of your proposal. Failure to submit all the information required will result in delay in determining the application.

- Statement setting out that the group is capable of being a Neighbourhood Forum. See Newham's Guide to Neighbourhood Planning for full details of what this means (Question 2 and 3).
- Map showing the boundary of the proposed Neighbourhood Area (Question 5a).
- Statement explaining how the area is appropriate for meeting your objectives (Question 5b).

Publication of applications on the London Borough of Newham website

Please note that the information provided on this application form will be published on the Local Planning Authority's website. However, contact details, on page 2, will not be published. In accordance with Regulation 6 (Publicising an Area Application). Newham Council will publicise, and invite comments on the application for a minimum period of 6 weeks.

Contact details (complete as relevant) Public Information

Group name: _____
 Email address: _____
 Website address: _____
 Facebook page: _____
 Twitter account: _____
 Other: _____

APPENDIX 1

Application for the Designation of Neighbourhood Area (Regulation 5)

Confidential Information

Contact details of one group member

Name: _____

Email address: _____

Address: _____

Postcode: _____

Telephone: _____

Contact details of additional group member (optional)

Name: _____

Email address: _____

Address: _____

Postcode: _____

Telephone: _____

1. Name of Proposed Neighbourhood Area

2. Do you consider your group to be capable of being designated as a Neighbourhood Planning Forum?¹

Yes No

3. Please provide a statement confirming that the group submitting the application for designation of a Neighbourhood Area²:

a) Is established to promote or improve the local, economic and environmental well-being of its Neighbourhood Planning Area.

b) Has a membership open to everyone who lives in, works in or represents the area as an elected member.

c) Includes a minimum of 21 people.

d) Has a written constitution.

4. Please indicate which of the following you intend to undertake within your neighbourhood area?

- Neighbourhood Development Plan
- Neighbourhood Development Order
- Community Right to Build Order

5. Neighbourhood Area

a) Please provide a clear map (OS based at an appropriate scale) which clearly identifies (in red) the boundary of the proposed Neighbourhood Area.

b) Please include a statement explaining why this area is considered appropriate to be designated as a neighbourhood area. For example please explain how the boundary takes into account:

- The objectives and / or issues you wish to address.
- Sections 61G, 61H, 61I and 61O of the Town and Country Planning Act 1990 and Paragraphs 033 and 035 of the National Planning Policy Guidance.
- The Council's existing **evidence base**.
- **Local Plan polices and site allocations**.
- Elements of character, including physical, cultural and perceptual aspects for the Area.
- The diversity of its population.

6. a) Have you checked that the proposed Area does not overlap with any other Neighbourhood Planning Areas?

Please note Neighbourhood Areas cannot overlap.

Yes No

¹ In accordance with section 61G of the 1990 Act and Regulation 5 (1)(C) of the 2012 Regulations.

² Meeting the legal requirements and four conditions for establishing a Neighbourhood Planning Forum: Town and Country Planning Act (1990), 61(F) Part 5.

APPENDIX 1

Application for the Designation of Neighbourhood Area (Regulation 5)

7. a) Do you consider the proposed area to be suitable for designation as a Neighbourhood Business Planning Area?

A neighbourhood Business Planning Area must be 'wholly or predominately business in nature'. Please note the decision to designate a Neighbourhood Business Planning Area, rests entirely with the Council.

Yes No

b) If yes, please provide evidence below regarding the business nature of the proposed Area.

8. a) Were alternative boundaries considered?

Yes No

b) If yes, please describe these boundaries and why they were discounted.

9. a) Have you undertaken consultation on these boundaries?

Yes No

b) If yes, briefly outline the nature of the consultation and the feedback received.

Please return this completed form to:
E: neighbourhoodplanning@newham.gov.uk

Planning Policy
London Borough of Newham
Newham Dockside
1000 Dockside Road
London E16 2QU

10. a) Does the proposed Area also include an area in boroughs adjacent to Newham?

Yes No

If yes, which ones:

- LB Barking and Dagenham
- LB Redbridge
- LB Tower Hamlets
- LB Hackney
- RB Greenwich
- LB Waltham Forest
- London Legacy Development Corporation (LLDC)

b) If yes, have these Planning Authorities been informed?

Yes No

c) If yes, please list the date, name of contact and the outcome of any contact below:

11. Declaration

I / we hereby apply to designate a neighbourhood area as described on this form and the accompanying plan.

Signed: _____

Dated: _____

NB. Please retain a copy of this form for your records and should your circumstances or contact details change then please let the appropriate contact officer know.

The information shared, herein, with officers and elected members of Newham Council will be held in accordance with the General Data Protection Regulation (GDPR) guidelines and will be retained for a minimum period of 3years

APPENDIX 2

Application for the Designation of a Neighbourhood Forum (Regulation 8)

Town and Country Planning Act 1990 (amended by the Planning and Compulsory Purchase Act 2004 and Localism Act 2011)

Neighbourhood Planning (General) Regulations 2012, as amended

Important Guidance

This form should be completed electronically using the information provided in the Newham Neighbourhood Planning Guidance Note. If you require a printed version please download the printable version from the Newham website or visit one of the **Council's libraries**.

What are your neighbourhood planning goals?

As a group you need to be clear about what you are trying to achieve in your area. A Neighbourhood Development Plan may not be the best way to achieve your vision for the community. The majority of the time, energy, money and resource for creating a Neighbourhood Plan comes from the community and from start to finish the average plan takes 18 months to 4 years to complete.

We therefore strongly recommend that, before beginning the Neighbourhood Planning process, you read the guidance on the **Neighbourhood Planning** pages on the London Borough of Newham's website, and utilise independent advice from **Locality** – the government appointed partnership to assist communities.

Support – make sure you speak with us early on

Newham's Planning Policy team is happy to provide advice and assistance on your Neighbourhood Plan. It is a good idea to meet and begin discussions with the team early on in the process. Full details of the Neighbourhood Planning process can be found in the Newham Neighbourhood Planning Guidance Note.

To set up a meeting email (neighbourhoodplanning@newham.gov.uk) or call the Council's main switchboard (020 8430 2000) and ask for Planning Policy.

Before you return this form to the Council please ensure you have submitted all the necessary information.

Application Checklist

Please read the following check list to make sure you have sent all the information in support of your proposal. Failure to submit all the information required will result in delay in determining the application.

- Statement setting out the types of issues the group want to address through a Neighbourhood Plan (Question 1a).
- Statement confirming that the Forum will promote or improve social, economic and environmental wellbeing (Question 1b).
- Membership list of a least 21 people from across the designated Neighbourhood Area (Question 3a).
- Neighbourhood Forum Constitution (Question 4a).
- Map showing the designated / proposed Neighbourhood Area (Question 5b).

Publication of applications on the London Borough of Newham website

Please note that the information provided on this application form will be published on the Local Planning Authority's website. However, personal information on members within the proposed Neighbourhood Forum as detailed in Section 3 will not be published.

In accordance with Regulation 9 (Publicising a Neighbourhood Forum Application). Newham Council will publicise, and invite comments on the application for a minimum period of 6 weeks.

APPENDIX 2

Application for the Designation of a Neighbourhood Forum (Regulation 8)

Contact details (complete as relevant)

Public Information

Forum name: _____
 Email address: _____
 Website address: _____
 Facebook page: _____
 Twitter account: _____
 Other: _____

The Neighbourhood Planning (General Regulations 2012 Regulations 8, 9 and 10 requires details of at least one member of the proposed Neighbourhood Forum to be made public. Contact information provided in this section will be published.

Contact details of one group member

Name: _____
 Email address: _____
 Address: _____
 Postcode: _____
 Telephone: _____

Contact details of additional group member (optional)

Contact details of one group member

Name: _____
 Email address: _____
 Address: _____
 Postcode: _____
 Telephone: _____

The Forum needs to meets the **four conditions** stated in the Localism Act, as set out below.

1. The Forum is established to promote or improve the social, economic and environmental well-being of its neighbourhood.

1. a) What issues in your area would you like to address through the Neighbourhood Plan.

b) How will the Forum seek to promote or improve the Neighbourhood Planning Area in terms of its social, economic and environmental well-being?

Social well-being: _____
 Economic well-being: _____
 Environmental well-being: _____

c) How will the Forum embed the Council’s guidance and aspirations of the Local Plan and (where relevant) an applicable Local Community Plan.

Local Plan: _____
 Local Community Plan: _____

d) How will the Forum engage with other local forums and groups? _____

2. The Forum’s membership is open to everyone who lives in, works in or represents the areas as an elected member.

2. a) How have you promoted the opportunity to be involved in the Forum and what reasonable steps have been taken to secure at least one person from those who live in, work in or represent the area as an elected member in your membership? This may include evidence of discussions, meetings and consultations.

2. b) How does the Forum’s Membership reflect the Area’s demographic profile in terms of age, ethnicity, disability and gender?

APPENDIX 2

Application for the Designation of a Neighbourhood Forum (Regulation 8)

3. The Forum’s membership should include a minimum of 21 people. Members must be drawn from across the area and be reflective of the neighbourhoods diversity. Membership can be a mix of those living or working in the area and/or represent the area as an elected member.

3. a) Please provide the information below for each member.

Confidential Information

This information will not be made public. Forum Members will be contacted by the Council, by post, to verify their connection with the Neighbourhood Plan Area.

A Neighbourhood Forum is required to have a minimum of 21 individuals, however there is no maximum number. If you have additional members please list and attach to your application form.

	Name	Address	Post code	Interest and relevant background	Must be local to the area		
					Resident	Business Owner/worker	Elected Member
1					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX 2

Application for the Designation of a Neighbourhood Forum (Regulation 8)

The Forum has a written constitution.

4. a) Has the Forum completed and attached a written constitution?

Yes No

b) Has the written constitutions been developed in the correct and proper manner?
(in accordance with Locality Guidance)

NB. Please retain a copy of this form or your records and should your circumstances or contact details change then please let the appropriate contact officer know.

The information shared, herein, with officers and elected members of Newham Council will be held in accordance with the General Data Protection Regulation (GDPR) guidelines and will be retained for a minimum period of 3years

4. Designated Neighbourhood Forum Area

Please provide a map of the designated Neighbourhood Area to which this application applies.

The Neighbourhood Area must be approved by Newham Council before applying for Neighbourhood Forum status.

5. a) Name of designated Neighbourhood

Area: _____

b) Please provide a clear map (OS based at an appropriate scale) which clearly identifies (in red) the boundary of the designated Neighbourhood Area.

5. Declaration

I / we hereby apply to designate a neighbourhood area as described on this form and the accompanying plan.

Signed: _____

Dated: _____

Please return this completed form to:

Email: neighbourhoodplanning@newham.gov.uk

Planning Policy
London Borough of Newham Newham Dockside
1000 Dockside Road
London E16 2QU

APPENDIX 3 Neighbourhood Planning Timetable

Guide 10 Steps		Role of Neighbourhood Planning Forum	Role of the Council	Envisaged timescales
1	1	Establish the prospective Forum and define the Area	Meet with the group and provide advice and assistance	Varied
2	2	Prepare the application to designate an Area		
	3	Submit the Area application to the Council	Receive and register the application Validate the application	4 weeks
	4	Be in conversation with the Council	Publish the application for consultation within the local area	6 weeks consultation period following a successful validation
	5		Officers make a recommendation on the application	4 weeks
	6		The Mayor in Cabinet consider Officer recommendations and delivers a decision	Key decision made at Cabinet, around 10 weeks required. Statutory 13 week deadline for determination
	7		Publish decision documents	Within 2 weeks of Cabinet's decision (following the "call-in" period)
	8		Publicise the decision to the local area	

APPENDIX 3 Neighbourhood Planning Timetable

3	9	Prepare the application to designate a Forum	Provide advice and assistance	Varied
	10	Submit the Forum application to the Council	Receive and register the application Validate the application	4 weeks
	11	Be in conversation with the Council	Publish the application for consultation within the local area	6 weeks consultation period following a successful validation
	12		Officers make a recommendation on the application	4 weeks
	13		The Mayor in Cabinet considers Officers recommendation and delivers a decision	Key decision made at Cabinet, around 10 weeks required. Statutory 13 week deadline for determination
	14		Publish decision documents.	Within 2 weeks of Cabinet's decision (following the "call-in" period)
	15		Publicise the decision to the local area	

APPENDIX 3 Neighbourhood Planning Timetable

4	16	Initiate Plan making - Develop ideas - Publicise Plan aspirations - Create a work programme	- Provide support Introductory meeting, guidance and evidence base	Varied, Officer will respond within 10 days
	17	Develop the Draft Plan - Work towards meeting the 4 conditions - Scoping content - Structuring the Plan - Developing Evidence Base - Write the Plan - Write the SEA (if needed)	- Provide support via email or telephone - Provide access to evidence base documents - Provide written comments on pre-submission draft - Undertake SEA Screening	Varied, Officer will respond within 10 days 6 weeks for written comments and screening
5	18	Pre-submission Consultation - undertake consultation	- Provide advice on consultation process and methods - Provide formal council consultation response - Provide additional comments on post-consultation plan, where there are significant changes	6 weeks consultation 6 weeks for additional written comments
6	19	Plan Submission to the Local Authority and Consultation Submit to the Council: - Draft Plan - Map of the Area - Consultation Statement - Basic Conditions Statement - SEA (if required) - HRA (if required)	- Validate and assess the draft Plan - Receive and sign-off via Cabinet - Undertake Consultation	Assessment: 4 weeks Key decision made at Cabinet, around 10 weeks 6 week consultation

APPENDIX 3 Neighbourhood Planning Timetable

7	20	Independent Examination - Provide oral/written representations if required	- Appoint independent examiner - Supply all documents - Make oral/written representation if required	4 weeks to appoint
8	21	Consideration of Examiner's recommendations - No action required	- Consider and respond to Examiner's report - Receive Cabinet approval - Make decision public	5 week, at Cabinet if statutory timeframes allow.
9	22	Referendum - Promote turn out in the referendum	- Organise the referendum	10 or 14 weeks
10	23	Putting the Plan into Action If positive: - Consider implementation strategy - Monitor planning applications in the Neighbourhood Plan Area	- Publicise the result - If positive result, adopt the plan at Full Council	Within 8 weeks, depending on Full Council Timetable

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