

Neighbourhood Plan Process

Designate Neighbourhood Plan area

Collect evidence & determine initial ideas

Identify issues & options for addressing them

Consult on issues & options

Draft Pre-Submission Plan

Undertake environmental screening

Consult on Pre-Submission Plan

Produce final Plan

Submit Plan to Great Yarmouth Borough Council for consultation & examination

Community referendum

GYBC adopt the Neighbourhood Plan

Indicative timescales for Hemsby Neighbourhood Plan

Indicative Timeframe	Task
June 2020	Evidence Base: Complete evidence base by analysing readily available data on population, accommodation profile, heritage, natural environment, flood risk, economy, transport and connectivity, travel to work, housing development, affordable housing, deprivation and archaeology. CCP will draw out issues and present these to steering group at a meeting.

Indicative Timeframe	Task
July 2020	Meeting (could be virtual): CCP to provide overview of evidence base & analysis of issues. Discuss potential policy options for dealing with the issues and develop a plan for consultation with the community on these options. Input from community on consultation / work already undertaken for the neighbourhood plan.
August 2020	Consultation with the community on issues and options for the Plan: Further specific consultation to determine the focus of policies and designations in the neighbourhood plan. Working group to lead on community consultation activities, ie consultation event and write up. CCP to create online survey and analyse results.
September 2020	Character Appraisal: Following consultation CCP to undertake (where required) an assessment of Local Green Space, key views and Non-designated Heritage Assets for protection in the Neighbourhood Plan. To include site visit, mapping and production of assessment reports to support Neighbourhood Plan.
October 2020	Issues & Options Report: CCP to write issues and options report pulling together objective evidence, character appraisal and consultation feedback. This report will become the basis for the plan and policies contained within it and would be presented to the NP working group at the next meeting, see below.
October 2020	Meeting: For CCP to present the issues and options report, and working group to make key decisions on policy content for the plan.
November 2020	Write Pre-submission Draft of the Neighbourhood Plan (Regulation 14): CCP to take preferred policy options and turn into proper planning policies and write supporting text to describe how policies would be delivered and justification for policies. Prepare pre-submission draft for consultation. This would include all maps and plans for inclusion. The steering group could write an introduction on their parish and its history.
December 2020	Meeting: To review Pre-Submission Draft Neighbourhood Plan for Hemsby

Indicative Timeframe	Task
January 2021, for consultation with SEBs in January & February (which the Borough Council will undertake)	SEA and HRA Screening Report: Prepare a report to enable a screening opinion to be sought from Great Yarmouth Borough Council, The Broads Authority and Statutory Environmental Bodies (SEBs). The Council will take the draft policies and SEA/HRA Screening Report and consult the SEBs, this usually takes 2 months, so would expect to hear back by the end of Feb 2021. The council will use responses to take a decision about whether an SEA and HRA is required. Although unlikely, this could be a possibility if the parish decides to allocate sites.
March 2021	Meeting: To consider any feedback from the Borough Council and make plans for the Reg 14 Consultation on the Pre-Submission Draft.
Statutory 6 weeks minimum in May & June 2021	Consultation on Pre-Submission (Regulation 14) draft: Working group to coordinate consultation including public events, making pre-submission draft publicly available. CCP to provide guidance to ensure regulations are met and create online survey and review responses.
July 2021	Meeting: Review feedback from pre-submission consultation and agree changes to the document.
August 2021	Submission Document: Finalise Neighbourhood Plan for submission, incorporating changes required following community consultation and inclusion of professional policy maps. CCPs focus will be on ensuring the Neighbourhood Plan is successful at Examination and genuinely useful in determining planning applications and influencing future growth.
August 2021	Supporting Statements: Write the Consultation Statement and Statement of Basic Conditions.
September 2021	Submit final documents to Borough Council Borough Council then takes the Neighbourhood Plan through its remaining regulatory stages. This normally takes around 6 months. They will coordinate and fund a community referendum on the plan. Assuming at least 50% of residents who respond to the referendum are in favour of the plan, it will then be made and adopted by the Borough Council as part of their development plan for the area.