

KELBROOK AND SOUGH PARISH COUNCIL

NEIGHBOURHOOD PLAN: PROCESS

Activity	Description	Responsibility	Planned date
Application	<p>1a Application must include a map which identifies the area to which the neighbourhood area application relates</p> <p>1b Application must include a statement explaining why area is considered appropriate to be designated as a neighbourhood area</p> <p>1c Application must include a statement that body making area application is a relevant body</p>	KSPC	<p>19 June 2017</p> <p>Completed</p>
Public Notice	<p>Pendle Planning Authority must publicise on their website and elsewhere as appropriate</p> <ul style="list-style-type: none"> a) A copy of the area application b) Details of how to make representations c) Deadline for receipt of representations (min 6 week period) 	LPA	<p>August 2017</p> <p>Completed</p>
	<p>Publicising the designation of a neighbourhood area</p> <p>As soon as possible after designation, local planning authority must publicise the following on website and elsewhere as appropriate</p> <ul style="list-style-type: none"> a) Name of the neighbourhood area b) Map identifying the area 	LPA	<p>Thursday 24th August 2017</p> <p>Completed</p>

	c) Name of the relevant body applying for designation		
Establish Steering Group	Steering Group should have terms of reference and will be overseen by the KSPC	KSPC	
Create Communication Plan	Agree how the communications with the community will be undertaken to ensure that, as far as possible, all members of the community are consulted.	Steering Group	
Set Objectives	Discuss and agree the objectives for the K&S plan.	Steering Group	
Develop project plan for developing neighbourhood plan	Produce a plan of activities to be undertaken and identify sub groups who will take on different parts of the plan	Project Manager	
Agree project plan	Once the plan is produced, the Steering Group will agree the plan	Steering Group	
Plan proposals	The plan proposal must include <ul style="list-style-type: none"> a) a map or statement identifying the neighbourhood plan area; b) a consultation statement c) the proposed neighbourhood plan d) a statement explaining how the proposed plan meets the relevant legislation 	Steering group	
Consult community	Once the plan is produced and before submitting to the local planning authority, the KSPC must <ul style="list-style-type: none"> a) Publicise in an appropriate manner the details of the proposals, where the proposals can be seen and how to make representations with the deadline for receipt of representations 	Steering Group	

	b) Consult relevant consultations bodies that may be affected by the neighbourhood plan		
Publicising a plan proposal	<p>As soon as possible after receiving a plan proposal that includes all the relevant documents, the local planning authority must</p> <p>a) Publicise the plan proposals on their website and elsewhere as appropriate</p> <p>b) Notify any consultation body referred to in the consultation statement that the plan proposal has been received</p>	LPA LPA	
Once drafted submit for independent examination, compliance and approval by Local Authority	As soon as possible after appointment of person carrying out an examination, LPA must send all the documentation to the person appointed	LPA	
Once changes made – draft subject to community referendum	Provide all the documentation and circulate to all parties within the referendum area with a date for the referendum	KSPC	
Once approved by majority – plan brought into local force	Publicise the decision and details of where the plan can be inspected.	LPA	

N.B. Relation to Local Plan Part 2 Pendle Core Strategy