

# NEIGHBOURHOOD PLAN CONSULTANCY SERVICES

## Stage 1 – Project Plan and Scoping

- Establish the **terms of reference**, the **Project Plan** and **Consultation Strategy** with the steering group.
- Help you to effectively **launch your neighbourhood plan** with a consultation event.
- Prepare a **community questionnaire** to seek stakeholder views on key land use planning issues in the area.
- Draft a **Scoping and Issues Report** to summarise the evidence base and key themes affecting land use planning and decisions in the area.
- Help you to define and consult on your **draft Vision and Objectives**.

## Stage 2 – Evidence and Evaluating Options

- Prepare **worksheets** to help you to understand if specific options can be allowed within the rules of neighbourhood planning.
- Help you to conduct an **appraisal of policy options** according to a defined methodology, such as Local Green Space, key views, local heritage assets.
- evidence base.
- Help you to conduct a **Character Assessment** and prepare a **Design Code** to identify the special qualities of each area of your community and explain how this should be reflected in development.
- Help you to understand the need for **third party technical and specialist** involvement to help justify the policy direction of your plan.

## 2A – Technical Evidence for Housing / Site Allocations

- Undertake a **Housing Need Assessment** to inform housing policy decisions.
- Prepare and collate a **Call for Sites** to help you to understand the availability of land.
- Undertake a **Site Assessment Report** to evaluate the availability, deliverability and suitability of land.
- Help you to **consult** with stakeholders on potential options for allocation.
- Draft a **Site Selection Report** based on the site assessment and consultation with recommendations on preferred option(s) to be tested through further assessment.
- Assist with policy development and discussions with landowners and stakeholders to **further assess viability and deliverability** of preferred option(s).

## Stage 3 – Writing the Draft Plan

- Prepare a working draft version of the plan to enable Strategic Environmental Assessment **Screening of the Draft Plan** by the local planning authority.
- Prepare **topic papers** to summarise the development of policy options.
- Be your **point of contact** with the local planning authority and other technical support providers.
- Preparing a **Strategic Environmental Assessment**.
- Help you to **understand the implications** of any modifications to draft policies following Strategic Environmental Assessment and Habitat Regulation Assessment.

## Stage 4 – Preparing the Regulation 14 Pre-Submission Draft Plan

- Finalise the **draft Pre-Submission Plan** to enable a Regulation 14 consultation in accordance with the requirements and publicity.
- Finalise the **draft evidence and consultation statement** to form part of the Regulation 14 consultation.
- Help you to **design consultation material** and advise on the consultation with statutory consultees and stakeholders.
- Undertake a **'Health Check'** review of a draft neighbourhood plan.

## Stage 5 – Considering Representations and Preparing the Submission Plan

- Undertake a **review of all representations** made to the Regulation 14 consultation and prepare a **written report**.
- Help you to understand the implications of the representations to evaluate whether **modifications are required** to the draft Plan.
- Finalise the **Regulation 15 Submission Version of the Plan and Evidence**.
- Prepare the **Basic Conditions Statement** to explain how the Submission Plan fulfills the basic conditions.
- Prepare a **Modification Statement** for a neighbourhood plan review.
- Finalise the **Consultation Statement** to summarise the steps taken to consult with the community and stakeholders, a summary of the main issues and how concerns were considered and addressed.

## Stage 6 – Examination, Referendum and Plan Review

- Support you throughout the **Examination process**, including attendance at hearing sessions (if held).
- Post-referendum (if required) we can help you to **monitor the effectiveness of your neighbourhood plan**, which may lead to your decision to commence a formal review to address changing national or local planning policies.



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