

## What is the role of Stafford Borough Council in preparing a Neighbourhood Plan?

The Neighbourhood Planning (General) Regulations 2012 require statutory duties to be fulfilled by local planning authorities in order for a Neighbourhood Plan to be made (adopted). These duties include:

- Conduct public consultations and make decisions on whether to approve a Neighbourhood Area and approve applications to set up neighbourhood forums where applicable.
- Conduct a health check on the Pre-submission Neighbourhood Plan to ensure it satisfies the legal requirements and basic conditions
- Publicise Neighbourhood Plans and invite representations prior to Independent Examination
- Appoint an Examiner, submit the Pre-Submission Neighbourhood Plan to the Examiner and organise an independent examination (if necessary)
- Consider the Examiner's Report and make a decision to adopt or refuse the Neighbourhood Plan
- Publicise Examiners Report and the Council's decision statement and arrange public referendum.
- Following a successful referendum, Make (adopt) the Neighbourhood Plan and bring this into force.

At Stafford Borough Council, there is a dedicated Neighbourhood Planning Officer who will provide additional support to help guide you through the neighbourhood planning process and assist with the preparation of a Neighbourhood Plan. This includes:

- Provide an introductory session to Neighbourhood Forums and Parish Council's about Neighbourhood Planning and the processes involved
- Provide guidance on appropriate consultation and community engagement techniques and how to access financial support
- Provide guidance and advice on preparing robust evidence base to support plans
- Provide maps to assist with the presentation of plans and signpost groups to access technical evidence
- Attend working group meetings to assist in development of plan
- Provide support and guidance on how to write planning policies
- Facilitate Neighbourhood Plan Support Group meetings for all groups and provide guidance on how to satisfy the legal requirements and the Basic Conditions
- Share good practice and examiners report from other authorities.