



Doncaster  
Council

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# **Doncaster Neighbourhood Planning Information and Guidance**

October 2019



## Contents

1. Purpose of the Document.....	3
2. What is a Neighbourhood Plan? .....	3
3. How can Doncaster Council Help You?.....	5
4. The advantages and challenges of Neighbourhood Planning .....	6
5. The Neighbourhood Plan Process.....	8
6. Neighbourhood Plans and other Local and National Policies .....	13
7. What Information is Available to Neighbourhood Plan Groups? .....	14
8. Other Useful links .....	22
9. FAQs .....	24

## **1. Purpose of the Document**

This document has been prepared to help introduce Neighbourhood Plan groups in Doncaster to the Neighbourhood Plan process. It explains what a neighbourhood plan is, the stages a Neighbourhood Plan will undertake, as well as signpost groups to the wealth of information that Doncaster Council and other sources possess which may be useful to groups undertaking a Neighbourhood Plan and in particular in compiling evidence to support plans.

Being aware of information, data and evidence that is already available to groups means that they have the ability to create comprehensive and well evidenced neighbourhood plans that are truly reflective of their local areas. It will also help both themselves and the council use their time efficiently and avoid the duplication of work.

**For more information please contact:**

**Doncaster Planning Policy and Environment Team**

**Phone:** 01302 734419

**Email:** [localplan@doncaster.gov.uk](mailto:localplan@doncaster.gov.uk)

## **2. What is a Neighbourhood Plan?**

A Neighbourhood Plan is a way for local communities to engage in the planning process, and influence planning and planning decision making in their local area. Neighbourhood Plans are a planning policy document that, once adopted, will be used by the Local Planning Authority in assessing planning applications and reaching planning decisions in the neighbourhood area. They will sit alongside both national and local (Doncaster wide) planning policy documents, and include policies by which planning applications in the area must be judged against.

Plans may vary in scope, dealing with a wider range of issues such as housing, design, heritage etc.), or may focus on one or two issues of local importance. Through Neighbourhood Plans, local communities can shape the future development and growth of their local area, and influence important decisions such as:

- Providing a vision for the future of an area;
- Draw up policies on a range of topics which planning applications in the settlement must take account of;
- Influence where new housing and other development should go;
- Protect important local open spaces;
- Influence things like the design of buildings or evidence the types of development that may be needed locally.

Neighbourhood Plans are developed by the local community. They are informed by local people with local knowledge, and can often go into details that borough wide documents such as Local Plans cannot cover in as much detail, including more non – planning matters. In short, Neighbourhood Plans can cover the topics which are specifically important to the neighbourhood area.

Plans cannot be used as a tool to prevent development, and the government has made this point clear. They can however influence the local development and allow local communities to have a say in how their local areas will develop.

Preparing a Neighbourhood Plan takes time and commitment, and will cost money to prepare. Neighbourhood Plans take approximately 2 years from start to finish and require the dedication of the neighbourhood plan group to complete. A neighbourhood plan will require numerous meetings, public consultation, liaising with the council, time to gather evidence and make sense of it; and they take time to write. Groups will also have to get to grips with the planning system, planning policy, and the scope of neighbourhood plans and their place within the wider planning system.

Funding is available to groups – please refer to Section 8 of this document for links to external sources.

Neighbourhood Plan groups will have to undertake a process along the stages set out in Section 5. Ultimately, Neighbourhood Plans will be put to the local public to vote on in a referendum which will ask if local people want the Neighbourhood Plan to be used in deciding planning applications in the area. Should 50% of people voting in the referendum say “yes”, then the plan will be adopted by the Doncaster Council.

### **3. How can Doncaster Council Help You?**

Doncaster Council has a duty to support local groups in preparing Neighbourhood Plans, and has a statutory role to ensure that they are complementary to the council's wider plans for the borough.

#### **Pre – advice**

Officers are available to discuss with groups considering whether to undertake a neighbourhood plan whether this will be the right thing for their local area, and advise on the work required or alternatives available.

#### **A Named Contact**

Doncaster Council will provide officer support to Neighbourhood Plan groups. Each group who decides to undertake a Neighbourhood Plan will be given a named Planning Officer who will act as a point of contact between the council and the Neighbourhood Plan group. This officer will be available to assist you with the preparation of your local plan. Officers will be able to provide help and advice – particularly on planning related matters – and liaise with various bodies and officers within the council on different Neighbourhood Plan matters. Officers will also be available to attend Neighbourhood Plan meetings when necessary.

As this officer will have a number of other ongoing jobs and work aside from the Neighbourhood Plan, we politely ask that groups carefully consider if it is necessary that officers attend all meetings, and where it is decided that a group would like an officer present, that they give enough notice of meetings to officers, particularly when they occur outside of usual work hours. We also request that group members co-ordinate questions and queries, through the group chair or an elected point of contact, to allow officers to work in the most efficient manner and prevent multiple and duplicated requests.

#### **Your Planning Officer is:**

**Name:**

**Phone:**

**Email:**

## **Expertise, Advice and Support**

Planning Officers are here to help groups. This is your plan, but officers are available to provide expert assistance and feedback on a range of planning related topics including the scope of the plan and policy drafting. Additionally, within the council there are officers with a range of skills, expertise and local knowledge – including conservation, design, ecology, heritage, mapping, planning, technical support, transport, trees and more. Your planning officer will be able to liaise with these teams / officers or signpost you to these specialisms if required. If you hire a planning consultant to help develop your plan, as many do, these will also be able to provide advice and support in the first instance.

## **What else must the Council do?**

Alongside more general involvement in helping Neighbourhood Plan groups and providing ongoing support, the Council will:

- Agree the boundary and formally designate the Neighbourhood Plan area;
- Organise the independent examination of the neighbourhood plan and arrange the fund for a referendum to be held;
- Formally adopt the Neighbourhood Plan and bring it into force.

More information on this is available in the following sections.

## **4. The advantages and challenges of Neighbourhood Planning**

Neighbourhood Plans are a great way for a community to come together and influence planning decision making at a local level. However, for all the advantages of neighbourhood planning, the process can be resource intensive and prolonged, and requires dedication from those preparing the plan. Some of the advantages and disadvantages of neighbourhood planning are set out below. Before undertaking a neighbourhood plan, groups should weigh these up in deciding if this is right for both the local area and local people who will be responsible for driving the plan forward.

Advantages of Neighbourhood Planning	Challenges of Neighbourhood Planning
<b>Community:</b> Neighbourhood Plans are a great way for local communities to come together with a common goal and a shared focus on improving the local area.	<b>Time:</b> Neighbourhood Plans both take time to complete, and require time and dedication of those undertaking them. It is estimated they take around 2 years to complete and the process requires numerous meetings, consultation and time to develop the plan.
<b>Ownership:</b> Neighbourhood Plans encourage local communities to take ownership of local issues and find workable solutions to improve the local area.	<b>Limitations:</b> Neighbourhood Plans are still subject to limitations and may not be able to achieve everything that neighbourhood plan groups may initially set out to achieve. This can sometimes be frustrating.
<b>Local focus:</b> . Neighbourhood Plans can go into a level of local detail and cover specific area needs that Local Plans can't.	<b>Necessity:</b> It may be decided that existing local policy adequately covers the local area or issues of local importance, or there is sufficient local evidence to cover the local area. Groups should consider if Neighbourhood Plans are necessary or can achieve what they want.
<b>Influence:</b> Once adopted, Neighbourhood Plans can influence planning decision making, which would only otherwise be subject to wider / more general local and national planning policy.	<b>Compromise:</b> Neighbourhood plans bring together many people with different ideas and priorities, and requires public consultation. This process will lead to the need to compromise and find solutions that work for everybody, and may require numerous re-thinks.
<b>Dialogue:</b> Neighbourhood Plans require those undertaking the plan to consult and liaise with the local community. This can help foster new relationships and encourage local people to come together for the betterment of the local area.	<b>Budgeting:</b> There are costs associated with neighbourhood planning – some of which are the responsibility of the borough Council. Funding will need to be found by Neighbourhood Plan groups for things such as publicity, evidence or specialist advice. There are funding opportunities available to neighbourhood plan groups (see Section 8).
<b>Place making:</b> Neighbourhood Plans may allocate sites for development such as housing or help preserve locally	<b>Skills:</b> Collecting and assessing evidence, undertaking consultation and writing policy requires certain skills.

important Green Spaces. They can also influence the design of new building in an area and things such as the types and mix of local schemes.	Neighbourhood Plan groups may possess these, or may require specialist help, but they should be aware of the range of skills required.
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## 5. The Neighbourhood Plan Process

Undertaking a Neighbourhood Plan can be a long process which requires both dedication and perseverance. Plans can take a couple of years (sometimes more) to complete from start to finish and learning how the planning system works can be challenging.

Carrying out consultation, getting feedback, collecting evidence and making sense of it all is where a lot of time will be spent by groups. Groups will then have to turn all their evidence and feedback into coherent policies which are sound and applicable.

Below is a brief summary of the Neighbourhood Plan process. It explains the usual stages Neighbourhood Plan groups will undertake in preparing a plan:

Stage		Neighbourhood Plan Group Responsibility	Council Responsibility	Check ✓ / ✗
<b>Pre - plan</b>	Pre – plan stage	<ul style="list-style-type: none"> <li>Groups thinking about preparing a Neighbourhood Plan should contact the council for pre-advice.</li> <li>The group should publish their intention to produce a neighbourhood plan (i.e. through a local newsletter).</li> </ul>	<ul style="list-style-type: none"> <li>The council will offer guidance and advice, and will arrange to meet with potential applicants to discuss the process and requirements.</li> <li>Notify any relevant Area Managers (Council employees who work in local communities).</li> </ul>	
<b>1</b>	Neighbourhood Area Designation	<ul style="list-style-type: none"> <li>Groups must apply to the council to designate a neighbourhood area.</li> <li>This must include: <ul style="list-style-type: none"> <li>A map identifying the area</li> <li>Statement on why the area is appropriate</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>If an area complies with an existing parish area / boundary, the council will accept it as a suitable neighbourhood plan area.</li> <li>If a non-parish area, on receipt of the application, the council will: <ul style="list-style-type: none"> <li>Check the boundaries</li> </ul> </li> </ul>	



		<ul style="list-style-type: none"> <li>○ Statement on who the council or forum is and how they are capable of being a qualifying body</li> </ul>	<ul style="list-style-type: none"> <li>○ for any issues such as overlapping or duplication</li> <li>○ Publicise the boundary for a minimum of 6 weeks and invite comments</li> <li>○ Notify Doncaster Council ward councillors, area managers and neighbouring Parish / Town Councils/</li> <li>○ Analyse responses to the proposed area.</li> <li>○ Make a decision on its suitability and report to Planning Committee with a recommendation to approve or refuse the proposed area.</li> <li>○ Publicise the decision</li> </ul>	
2	Plan Preparation	<ul style="list-style-type: none"> <li>• Groups are free to decide how they prepare and write a plan, however some steps they may wish to consider include: <ul style="list-style-type: none"> <li>○ A description of the area – strengths, weaknesses, opportunities, threats (SWOT analysis)</li> <li>○ A vision and objectives for what is trying to be achieved</li> <li>○ Projects / proposals for what will need to happen to achieve the aims of the plan.</li> <li>○ Action plan / implementation – what is needed to make this happen.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The council will help groups prepare, and can provide guidance on a range of topics, policy drafting, existing evidence, technical assistance such as mapping, or guidance on planning and plan process.</li> </ul>	
3	Ongoing Consultation	<ul style="list-style-type: none"> <li>• It is recommended that groups engage in ongoing community involvement and consultation as the</li> </ul>	<ul style="list-style-type: none"> <li>• The council will advise on necessary consultees and advise on writing a Statement of Community Engagement.</li> </ul>	

		<p>neighbourhood plan takes shape.</p> <ul style="list-style-type: none"> <li>• This should be done in a way which is as inclusive of as many people as possible.</li> <li>• A process for accepting written comments and representations should be decided.</li> </ul>		
4	Formulation of the Plan	<ul style="list-style-type: none"> <li>• As well as ongoing work, groups will begin to write their plan, utilising their research, engagement and findings to create a document which is representative of the local area and localised needs.</li> </ul>	<ul style="list-style-type: none"> <li>• The council will provide guidance on a range of topics, policy drafting, existing evidence, technical assistance such as mapping, or guidance on planning and plan process.</li> </ul>	
5	Preparation of other key documents	<ul style="list-style-type: none"> <li>• Alongside the plan itself, groups need to prepare other key documents, including: <ul style="list-style-type: none"> <li>○ A Consultation Summary – explaining the engagement and consultation undertaken for the plan; summarising the main issues, and demonstrating how these have been addressed.</li> <li>○ May need a Sustainability Appraisal, Strategic Environmental Assessment and Habitats Regulations Assessment.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The Council will help assess whether documents such as a Sustainability Appraisal, Strategic Environmental Assessment and Habitats Regulation Assessment are required. The recommendation will be re-laid to external bodies for verification.</li> </ul>	
6	Draft Plan Consultation (Regulation 14)	<ul style="list-style-type: none"> <li>• Once a draft plan has been prepared, the Neighbourhood Plan group must publicise the draft plan for a period of 6 weeks, and should invite representations on the plan. In particular, the plan must be</li> </ul>	<ul style="list-style-type: none"> <li>• The council will publish the plan and consultation information on its website.</li> <li>• The council will advise of statutory consultees that must be consulted;</li> <li>• Council officers will review and formally comment on</li> </ul>	

		promoted to people who live, work, or have business interests in the area.	the plan and provide constructive feedback on it. Amongst other things, they will be checking that the policies and proposals are justified and not contradictory to other relevant local and national policies or strategies; • Advise on data protection.	
7	Submission (Regulation 16)	<ul style="list-style-type: none"> <li>• Following regulation 14, the neighbourhood plan group will amend their neighbourhood plan in light of feedback;</li> <li>• When ready, the Neighbourhood Plan can be formally submitted to the council. This must include: <ul style="list-style-type: none"> <li>○ The Neighbourhood Plan;</li> <li>○ A map or statement identifying the area;</li> <li>○ A consultation statement;</li> <li>○ Other documents if necessary (see Stage 5);</li> <li>○ A statement on how the proposed plan meets with the requirements of Paragraph 8, Schedule 4b of the 1990 Town and Country Planning Act.</li> <li>○ A statement confirming the plan does not give rise to significant environmental effects.</li> </ul> </li> <li>• Representations will be invited for a period of six weeks.</li> </ul>	<ul style="list-style-type: none"> <li>• The council will: <ul style="list-style-type: none"> <li>○ Check that all the documents have been received;</li> <li>○ Publicise that the plan has been received and publically, invite comments, notify consultation bodies, and advise Planning Committee of the plan.</li> </ul> </li> </ul>	

8	Independent Checking and Examination	<ul style="list-style-type: none"> <li>• Agree to the appointed independent assessor.</li> </ul>	<ul style="list-style-type: none"> <li>• This stage is the responsibility of the council, who will:               <ul style="list-style-type: none"> <li>○ Appoint an independent assessor;</li> <li>○ Provide the assessor with the plan, supporting documents and representations made at submission stage;</li> </ul> </li> <li>• The assessor will review the plan and either:               <ul style="list-style-type: none"> <li>○ Refer it to be submitted for referendum; or</li> <li>○ Refer it to be submitted for referendum subject to modifications; or</li> <li>○ Refuse the plan</li> </ul> </li> <li>• This will usually be done via submission rather than a public examination.</li> </ul>	
9	Community Referendum	<ul style="list-style-type: none"> <li>• This stage is organised by the council, but the group may encourage voting and disseminate information about the proposed plan (within reasonable expense limits).</li> </ul>	<ul style="list-style-type: none"> <li>• Subject to the plan being found to be satisfactory, the Council's election unit will arrange for a referendum.</li> <li>• The Council must publish Plan information 28 working days before the date of the referendum, and give notice of the referendum 25 days before it takes place.</li> <li>• A referendum question will be asked, as follows: "Do you want Doncaster Metropolitan Borough Council to use the neighbourhood plan for [neighbourhood area] to help it decide planning applications in the neighbourhood area?"</li> <li>• If more than 50% of those voting vote "yes", then the Neighbourhood Plan will become part of the</li> </ul>	

			statutory development plan for the area.	
10	Adoption		<ul style="list-style-type: none"> <li>• Subject to the Neighbourhood Plan being backed at referendum stage, the council will: <ul style="list-style-type: none"> <li>○ Formally adopt the plan;</li> <li>○ Publish the plan online;</li> <li>○ Use the plan when determining planning applications; and</li> <li>○ Use the plan when planning land allocations and other strategic policies.</li> </ul> </li> </ul>	

## 6. Neighbourhood Plans and other Local and National Policies

Neighbourhood Plans do not exist in isolation. When adopted they form part of the Local Development Plan, and sit alongside other Local and National planning policies for the determination of planning applications. In their preparation they should have regard to National and Local Planning Policies:

### National Planning Policies

National Planning Policy is published in the National Planning Policy Framework (NPPF), with the latest iteration published in February 2019 (<https://www.gov.uk/government/publications/national-planning-policy-framework--2>).

This document contains the governments overarching planning policies, which Neighbourhood Plans will have to ensure they are consistent with and in accordance with.

### Local Planning Policies and Existing Land Use Designations

Neighbourhood Plans must be in general conformity with the strategic policies in the adopted Local Plan for the area. Current Strategic Local Planning Policies for Doncaster are published in the 2012 Core Strategy

(<http://www.doncaster.gov.uk/services/planning/ldf-core-strategy-development-plan-document-dpd>).

Current land allocations are 1998 Unitary Development Plan (UDP) (<http://www.doncaster.gov.uk/services/planning/doncaster-unitary-development-plan>).

This website includes a link to an interactive UDP map which shows what all the land in the borough is currently allocated as. Many of these designations have been made at local level, but others such as Green Belt are national designations.

If a Neighbourhood Plan is more up to date than the Local Plan, policies contained within the Neighbourhood Plan can take precedence over the non – strategic policies of the Local Plan. This means Neighbourhood Plans can be very effective in shaping development in their area.

It should be noted that the council is in the process of developing a new Local Plan to replace the UDP and Core Strategy. At this stage, the emerging Local Plan has very limited weight (i.e. in terms of deciding planning applications), and should a neighbourhood plan come forward in advance of the publication version of the Local Plan, it should be in conformity with the UDP and Core Strategy.

Weight to be given to the emerging Local Plan by Neighbourhood Plans depends on the stage that the Local Plan is at.

More information on the Local Plan is available here: <http://www.doncaster.gov.uk/services/planning/local-plan>

## **7. What Information is Available to Neighbourhood Plan Groups?**

Both the Borough Council and other organisations have a number of documents and tools that may be useful to Neighbourhood Plan groups in the preparation of their plans. These are listed by topic below:

TOPIC	INFORMATION
Conservation Areas	A conservation area is an area of special architectural or historic interest, the character or appearance of which is desirable to preserve or enhance. At present there are 46 conservation areas in Doncaster, which take on various forms. Within these areas, development is more strictly controlled.

	<p>Neighbourhood Plan groups can view a Doncaster heritage map online (<a href="http://www.doncaster.gov.uk/services/planning/conservation-areas-in-doncaster">http://www.doncaster.gov.uk/services/planning/conservation-areas-in-doncaster</a>), and see whether any of their area falls within a conservation area.</p> <p>Furthermore, work is ongoing to appraise all 46 conservation areas in the borough, with many detailed Conservation Area Appraisals available via the link above. Where appraisals have yet completed, summaries are available.</p>
Crime	<p>The Police hold reported crime statistics for the borough, available via an interactive online map which can be manually edited to match the neighbourhood plan boundary (<a href="https://www.police.uk/">https://www.police.uk/</a>).</p>
Demographics and Population Statistics	<p>The most common record of population and demographics in the country is census information. The census is carried out every ten years and collects a wide range of household and population information. The most recent UK census was undertaken in 2011, with results available via the Office for National Statistics. Of particular use to Neighbourhood Plan groups may be the Local Area Reports (<a href="https://www.nomisweb.co.uk/">https://www.nomisweb.co.uk/</a>), which provides census breakdowns by local areas.</p> <p>Furthermore, team Doncaster provide information on "Community Profile Areas" within the borough (<a href="http://www.teamdoncaster.org.uk/community-profiles-2018">http://www.teamdoncaster.org.uk/community-profiles-2018</a>). There are currently 39 community profiles in the borough, utilising census information. Groups should note that these (along with ONS data) may not strictly conform to neighbourhood areas. The site is best viewed in Internet Explorer.</p>
Design	<p>Good design can contribute to safe, attractive, unique and healthy areas which reflect existing character and ensure new developments integrate well into existing areas. Neighbourhood Plans may wish to consider whether they should include policies related to design. The Core Strategy / Local Plan sets out strategic design policies which incorporate the principles of good design. The National Planning Policy Framework says that at a more detailed level Neighbourhood Plans can play an important role in identifying the special qualities of each local area and explaining how these should be reflected in development, through the use of neighbourhood specific design principles, standards and guidance including style guides</p>

	<p>on how buildings might look.</p> <p>Design guidance includes Building for Life (<a href="https://www.designcouncil.org.uk/resources/guide/building-life-12-third-edition">https://www.designcouncil.org.uk/resources/guide/building-life-12-third-edition</a>), and Secure by Design (<a href="http://www.securedbydesign.com/">http://www.securedbydesign.com/</a>), are both required as part of Design Polices in the Core Strategy. The Council's adopted Supplementary Planning Documents (SPD's) provide more detailed design guidance and requirements to help inform policies and proposals (<a href="http://www.doncaster.gov.uk/spd">www.doncaster.gov.uk/spd</a>). The Council's planning team also includes design specialists who can help advise Neighbourhood Planning groups.</p>
Employment	<p>Information on the availability and distribution of employment land within the borough is available in the Employment Land Availability assessment (<a href="http://www.doncaster.gov.uk/services/planning/local-plan">http://www.doncaster.gov.uk/services/planning/local-plan</a>). Groups may also be interested in viewing the sites that have been submitted to us for consideration for allocation in the emerging Local Plan. An assessment of these sites is available in the Housing and Economic Land Availability Assessment (HELAA) (<a href="http://www.doncaster.gov.uk/services/planning/housing-and-economic-land-availability-assessment-helaa">http://www.doncaster.gov.uk/services/planning/housing-and-economic-land-availability-assessment-helaa</a>), and groups can also view interactive maps of sites submitted. Groups should not that this is a long list of sites submitted to the council for consideration. The preferred proposed sites for allocation will be published as part of the new Local Plan, and information will be available online (<a href="http://www.doncaster.gov.uk/services/planning/local-plan">http://www.doncaster.gov.uk/services/planning/local-plan</a>).</p>
Flood Risk	<p>Some parts of the borough (particularly towards the north east) are at high risk of flooding. Many settlements in the borough may be impacted by flood risk to varying degrees. The Environment Agency publishes an online flood map for planning (<a href="http://apps.environment-agency.gov.uk/wiyby/37837.aspx">http://apps.environment-agency.gov.uk/wiyby/37837.aspx</a>), where groups can view any flood risk in their area. Flood Zone 3 is the most severe risk (1 in 100 or less year risk) and Flood Zone 1 (1 in 1000 year risk) the least. It should be noted however that these maps show risk of flooding from main rivers and the risk does not take into account the presence of flood defences so is a worst case scenario. Planning is also required to take account of other sources of flood risk, such as surface water flooding.</p> <p>Flood risk is taken very seriously in the borough, and the borough has a Development and Flood Risk Supplementary Planning Document and a published Level 1 Strategic</p>



	<p>Flood Risk Assessment (SRFA). The Environment Agency are currently undertaking more detailed river modelling which will help with the understanding of flooding to the borough. Once this work is finished, the council will look at preparing a Level 2 SFRA, which will help understand further the residual risks from flooding, such as how deep and how quickly an area of land may flood. This will then help understand what sort of mitigation may be required, how expensive it may be to develop a site, and whether this makes the scheme unviable? Information is available online (<a href="http://www.doncaster.gov.uk/services/planning/development-and-floodrisk">http://www.doncaster.gov.uk/services/planning/development-and-floodrisk</a>). This website also contains information about Sustainable Urban Drainage Systems (SuDS).</p>
Green Belt	<p>Generally speaking, the western half of the borough (west of the East Coast Mainline) lies within the Green Belt. This means that in many cases, settlements in the west of Doncaster will likely be enveloped by Green Belt towards their settlement boundaries. This land is stringently protected and Green Belt boundaries can only be changed in “exceptional circumstances”, or land in the Green Belt developed in “very special circumstances”.</p> <p>Paragraph 136 of the NPPF clarifies that “Where a need for changes to Green Belt boundaries has been established through strategic policies, detailed amendments to those boundaries may be made through non-strategic policies, including neighbourhood plans”</p> <p>Green Belt in Doncaster is defined in the Unitary Development Plan (<a href="http://www.doncaster.gov.uk/services/planning/doncaster-unitary-development-plan">http://www.doncaster.gov.uk/services/planning/doncaster-unitary-development-plan</a>). Paul Ashton Architects (<a href="http://www.paulashtonarchitects.com/green-belt-interactive-map">http://www.paulashtonarchitects.com/green-belt-interactive-map</a>) provides a useful and user friendly interactive Green Belt map (however the UDP should be referred to for absolute clarification on the boundary).</p> <p>In preparation for the emerging local plan, a Green Belt review has been undertaken. The Stage 1 report (which reviews general Green Belt areas) is available here: <a href="http://www.doncaster.gov.uk/services/planning/green-belt-review">http://www.doncaster.gov.uk/services/planning/green-belt-review</a>. A Stage 3 report which assessed specific sites was also produced and is available via the above link.</p> <p>Land in the east of the borough generally falls within Countryside Policy Area, rather than Green Belt, and therefore has different protections and policies affecting it.</p>
Health and	Doncaster Community Profiles

Wellbeing	<p>(<a href="http://www.teamdoncaster.org.uk/community-profiles-2018">http://www.teamdoncaster.org.uk/community-profiles-2018</a>) provide a breakdown of various health statistics for the borough. Please see the caveats to this data in the 'Demographics and Population Statistics' section. Additionally, Doncaster Public Health has a website which covers a number of health related matters: <a href="http://www.doncaster.gov.uk/services/health-wellbeing/public-health">http://www.doncaster.gov.uk/services/health-wellbeing/public-health</a>.</p>
Housing	<p>The council holds a lot of information on housing, including permissions and completions data. The most recent evidence on housing completions is the 2017 Residential Land Availability report (RLA), which covers the financial year 2016 – 2017, and the councils 5 year deliverable housing supply statement (<a href="http://www.doncaster.gov.uk/services/planning/local-plan">http://www.doncaster.gov.uk/services/planning/local-plan</a>).</p> <p>As with Employment land, groups may also be interested in viewing the sites that have been submitted to us for consideration for allocation in the emerging Local Plan. An assessment of these sites is available in the Housing and Economic Land Availability Assessment (HELAA) (<a href="http://www.doncaster.gov.uk/services/planning/housing-and-economic-land-availability-assessment-helaa">http://www.doncaster.gov.uk/services/planning/housing-and-economic-land-availability-assessment-helaa</a>), and groups can also view interactive maps of sites submitted. Groups should note that this is a long list of sites submitted to the council for consideration. The preferred proposed sites for allocation will be published as part of the new Local Plan, and information will be available online (<a href="http://www.doncaster.gov.uk/services/planning/local-plan">http://www.doncaster.gov.uk/services/planning/local-plan</a>).</p> <p>As part of the local plan preparation process, the council must decide on a 'Settlement Hierarchy' to inform the distribution of housing sites within the borough. Doncaster's proposed settlement hierarchy is published in the Homes and Settlements Consultation Paper (2016) (<a href="http://www.doncaster.gov.uk/services/planning/homes-settlements-and-updated-sustainability-appraisal-of-doncaster-s-growth-options-consultation-march-2016">http://www.doncaster.gov.uk/services/planning/homes-settlements-and-updated-sustainability-appraisal-of-doncaster-s-growth-options-consultation-march-2016</a>), which was updated in 2018 with the Settlement Background Paper (<a href="http://www.doncaster.gov.uk/services/planning/settlement-audit">http://www.doncaster.gov.uk/services/planning/settlement-audit</a>). This evidence base will be updated as the plan progresses.</p> <p>The council has also published a Brownfield Land Register, details of which can be found here: <a href="http://www.doncaster.gov.uk/services/planning/brownfield-land-register">http://www.doncaster.gov.uk/services/planning/brownfield-land-register</a></p>
Listed Buildings	There are 800 listed buildings in Doncaster, and a list is

	<p>available to download on the council's planning website (<a href="http://www.doncaster.gov.uk/services/planning/listed-buildings-in-doncaster">http://www.doncaster.gov.uk/services/planning/listed-buildings-in-doncaster</a>). Historic England has a website which provides further details on listed buildings across the country (<a href="https://www.historicengland.org.uk/listing/the-list">https://www.historicengland.org.uk/listing/the-list</a>).</p>
Local Services	<p>As part of the preparation for the Emerging Local Plan, the Council undertook a Settlement Audit (<a href="http://www.doncaster.gov.uk/services/planning/settlement-audit">http://www.doncaster.gov.uk/services/planning/settlement-audit</a>) to ascertain what services exist in each part of the borough. This report was compiled in 2014 and services and facilities change over time, so groups may wish to re-evaluate what provision they have. A more in depth look at the results of the Settlement Audit for larger settlements was completed as part of the evidence base for the emerging local plan (<a href="http://www.doncaster.gov.uk/services/planning/local-plan">http://www.doncaster.gov.uk/services/planning/local-plan</a>).</p>
Mapping	<p>The council has published a range of maps online (many referred to in this document), and can produce bespoke maps for neighbourhood plan groups. Neighbourhood Plan groups are required to have an OS license agreement in order to publish or use maps produced by the council, and should not reproduce maps from external sources (including Google maps or other online satellite mapping), without the expressed permission of the copyright holder.</p> <p>Useful mapping websites for reference purposes include:</p> <ul style="list-style-type: none"> <li>• Google maps: <a href="https://www.google.com/maps">https://www.google.com/maps</a> - which provides usually up to date mapping, satellite imagery and street view tools;</li> <li>• National Library of Scotland georeferenced maps: <a href="https://maps.nls.uk/geo/explore/side-by-side/#zoom=5&amp;lat=56.0000&amp;lon=-4.0000&amp;layers=1&amp;right=BingHyb">https://maps.nls.uk/geo/explore/side-by-side/#zoom=5&amp;lat=56.0000&amp;lon=-4.0000&amp;layers=1&amp;right=BingHyb</a> – which provides a side by side tool to compare a modern and range of older maps next to each other. This tool is useful for seeing how an area has transformed and changed over time.</li> </ul>
Minerals and Waste	<p>The responsibility for minerals and waste planning remains with the Planning Authority, and is not within the remit of Neighbourhood Planning.</p>
Miscellaneous	<p>There are many excellent websites maintained by local interest groups related to a number of local topics, including local history, which can be accessed via a basic internet search. There may also have been various local history</p>

	books that have been published.
Natural Environment	<p>Natural Environmental Planning includes a wide range of topics, including biodiversity, ecology and geodiversity. The borough holds a wealth of information on these fields (<a href="http://www.doncaster.gov.uk/services/planning/environmental-planning">http://www.doncaster.gov.uk/services/planning/environmental-planning</a>), however of particular interest to groups may be the boroughs Biodiversity Map (<a href="http://www.doncaster.gov.uk/services/planning/local-wildlife-and-geological-sites">http://www.doncaster.gov.uk/services/planning/local-wildlife-and-geological-sites</a>), which shows various environmental designations in the borough (such as Local Wildlife Sites; Sites of Special Scientific Interest; Local Geological Sites and more). Clicking on the map will provide links to the relevant information for each designation.</p>
Open Space	<p>The most recent information on open spaces in the borough is available in the 2013 Green Spaces Audit (<a href="http://www.doncaster.gov.uk/services/planning/green-space-documents">http://www.doncaster.gov.uk/services/planning/green-space-documents</a>). The audit gives information in the types of open spaces that each area is deficient or sufficient in (based on the amount of each space per population). Please note this is based on the 2014 community profile areas, and not the 2018 versions – and therefore the areas they are related to may differ.</p> <p>The website also includes an interactive map of open spaces in the borough by open space type. Groups should note that whilst this map is comprehensive and even includes in many cases road verges and other amenity spaces, groups may still feel there are other open spaces in their areas, or areas that warrant protection via a Local Green Space designation. Further information on this is available in the NPPF (para. 99 – 101), with a proposed methodology for assessing Local Green Spaces published as part of the Emerging Local Plan consultation (<a href="http://www.doncaster.gov.uk/services/planning/local-plan">http://www.doncaster.gov.uk/services/planning/local-plan</a>).</p>
Planning Permissions	<p>Detailed information on live planning permissions (as at April 2017) was published in the Residential Land Availability Assessment (<a href="http://www.doncaster.gov.uk/services/planning/monitoring-and-implementation">http://www.doncaster.gov.uk/services/planning/monitoring-and-implementation</a>). Individual applications can be searched for via Doncaster Council's online planning portal (<a href="http://www.doncaster.gov.uk/services/planning/planning-applications-online-public-access">http://www.doncaster.gov.uk/services/planning/planning-applications-online-public-access</a>), which includes a number of documents submitted in relation to specific planning applications. This website also has a map function to allow groups to see where planning permission has been applied for in their areas over specified timescales, and</p>

	what for – as well as the outcome if known (not pending a decision).
Planning Use Classes	Land and buildings are separated into various categories or “use classes” for planning purposes depending on what they are used for. Generally you will need permission to change from one use class to another, although there are exceptions. Groups may find use classes useful when looking at the types of development within settlements, and more information is available via Planning Portal ( <a href="https://www.planningportal.co.uk/info/200130/common_projects/9/change_of_use">https://www.planningportal.co.uk/info/200130/common_projects/9/change_of_use</a> ).
Public Rights of Way	Doncaster has over 300 miles of public footpaths, bridleways and byways across the borough. The Public Rights of Way team have published a walking map ( <a href="http://www.doncaster.gov.uk/services/culture-leisure-tourism/public-rights-of-way">http://www.doncaster.gov.uk/services/culture-leisure-tourism/public-rights-of-way</a> ) which shows walking routes in the borough. This website also holds other information related to Public Rights of Way.
Retail	<p>Retail is an important component of many settlements and the presence of retail opportunities can contribute to vibrant and sustainable communities. Retail can refer to many things, including shops, leisure, entertainment, restaurants, cafes, pubs / bars and more. A ‘Retail, Leisure and Town Centre Study’ has been produced to provide and up to date and robust evidence base on retail and leisure needs in the borough (<a href="http://www.doncaster.gov.uk/services/planning/retail-and-leisure-study">http://www.doncaster.gov.uk/services/planning/retail-and-leisure-study</a>), which includes evidence on current and future retail and leisure requirements and an overview of town centre and out-of-centre retail provision.</p> <p>Additionally, as part of the emerging Local Plan, a District and local centres survey has been undertaken. This looks at the service provision in settlements and decides on their proposed status in the emerging local plan (<a href="http://www.doncaster.gov.uk/services/planning/local-plan">http://www.doncaster.gov.uk/services/planning/local-plan</a>).</p>
Trees	Local Planning Authorities have a legal duty in the respect of tree protection. Information related to protected trees and woodlands is available on the Council’s planning website ( <a href="http://www.doncaster.gov.uk/services/planning/protected-trees-and-woodlands">http://www.doncaster.gov.uk/services/planning/protected-trees-and-woodlands</a> ). There are currently no online maps of trees which are protected by Tree Preservation Areas. Should you need more information, your named officer will be able to liaise with the Trees and Hedgerows team.
Transport	Information on bus services and timetables in the borough

Services	<p>is available on the Travel South Yorkshire website (<a href="https://www.travelsouthyorkshire.com/">https://www.travelsouthyorkshire.com/</a>). For settlements with train stations, information on services and timetables is available via the National Rail website (<a href="http://www.nationalrail.co.uk/">http://www.nationalrail.co.uk/</a>).</p> <p>Google maps (<a href="https://maps.google.co.uk/">https://maps.google.co.uk/</a>) also has a 'directions' feature which provides information on bus and rail services, but also gives an idea of how long it may take to walk or cycle between two points.</p>
Transport, Streets and Parking	<p>The borough has a website which provides a wealth of information on various topics related to transport, streets and parking (<a href="http://www.doncaster.gov.uk/services/transport-streets-parking">http://www.doncaster.gov.uk/services/transport-streets-parking</a>). This includes information on, and confirmation of what are the adopted highways (<a href="http://www.doncaster.gov.uk/services/transport-streets-parking/adopted-highway-register">http://www.doncaster.gov.uk/services/transport-streets-parking/adopted-highway-register</a>).</p>

## 8. Other Useful links

Aside from the information available to help local Neighbourhood Plan groups, there are many useful websites which publish helpful guidance and advice on preparing a Neighbourhood Plan, or on issues impacting Neighbourhood Planning.

TOPIC	INFORMATION
Advice	<p>A number of organisations provide useful advice on Neighbourhood Plans and their preparation:</p> <ul style="list-style-type: none"> <li>• <b>Campaign to Protect Rural England (CPRE):</b> <a href="https://www.planninghelp.cpre.org.uk/improve-where-you-live/shape-your-local-area/neighbourhood-plans/what-is-neighbourhood-planning">https://www.planninghelp.cpre.org.uk/improve-where-you-live/shape-your-local-area/neighbourhood-plans/what-is-neighbourhood-planning</a></li> <li>• <b>Historic England:</b> <a href="https://historicengland.org.uk/advice/planning/plan-making/improve-your-neighbourhood/">https://historicengland.org.uk/advice/planning/plan-making/improve-your-neighbourhood/</a></li> <li>• <b>Locality:</b> <a href="https://neighbourhoodplanning.org/">https://neighbourhoodplanning.org/</a></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Locality Toolkits:</b> <a href="https://neighbourhoodplanning.org/toolkits-and-guidance/">https://neighbourhoodplanning.org/toolkits-and-guidance/</a></li> <li>• <b>Planning Advisory Service:</b> <a href="https://www.local.gov.uk/pas/pas-topics/neighbourhood-plans">https://www.local.gov.uk/pas/pas-topics/neighbourhood-plans</a></li> <li>• <b>Planning Portal:</b> <a href="https://www.planningportal.co.uk/info/200130/common-projects/42/neighbourhood_planning">https://www.planningportal.co.uk/info/200130/common-projects/42/neighbourhood_planning</a></li> <li>• <b>Royal Town Planning Institute (RTPI):</b> <a href="http://www.rtpi.org.uk/planning-aid/neighbourhood-planning/">http://www.rtpi.org.uk/planning-aid/neighbourhood-planning/</a></li> </ul>
Case Studies	<p>There are numerous examples of adopted Neighbourhood Plans across the country (including Doncaster, see below), and some case studies are available to view online:</p> <ul style="list-style-type: none"> <li>• <b>Campaign to Protect Rural England:</b> <a href="https://www.planninghelp.cpre.org.uk/improve-where-you-live/shape-your-local-area/neighbourhood-plans/475-good-practice-case-studies">https://www.planninghelp.cpre.org.uk/improve-where-you-live/shape-your-local-area/neighbourhood-plans/475-good-practice-case-studies</a></li> <li>• <b>Locality:</b> <a href="https://neighbourhoodplanning.org/case-studies/">https://neighbourhoodplanning.org/case-studies/</a> &amp; <a href="https://mycommunity.org.uk/take-action/land-and-building-assets/case-studies/">https://mycommunity.org.uk/take-action/land-and-building-assets/case-studies/</a></li> <li>• <b>Planning Advisory Service:</b> <a href="https://www.local.gov.uk/pas/pas-topics/neighbourhood-plans/dclg-neighbourhood-planning-case-studies">https://www.local.gov.uk/pas/pas-topics/neighbourhood-plans/dclg-neighbourhood-planning-case-studies</a></li> </ul>
Funding	<p>Funding is available to help groups deliver Neighbourhood Plans:</p> <ul style="list-style-type: none"> <li>• <b>Gov.uk:</b> <a href="https://www.gov.uk/government/news/government-commits-to-further-support-for-neighbourhood-planning">https://www.gov.uk/government/news/government-commits-to-further-support-for-neighbourhood-planning</a></li> <li>• <b>Locality:</b> <a href="https://neighbourhoodplanning.org/">https://neighbourhoodplanning.org/</a> &amp; <a href="https://neighbourhoodplanning.org/apply/">https://neighbourhoodplanning.org/apply/</a></li> </ul>
General Data Protection Regulation (GDPR)	<p>Groups should be aware of the type of information they can collect and how it can be used: <a href="https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules_en">https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules_en</a></p>



Other Local Neighbourhood Plans	<p><b>Other Local Neighbourhood Plans</b></p> <p>At the time of writing, four Neighbourhood Plans have been adopted in Doncaster, which are available to view online:</p> <ul style="list-style-type: none"> <li>• <b>Armthorpe:</b> <a href="http://www.doncaster.gov.uk/services/planning/armthorpe-neighbourhood-development-plan">http://www.doncaster.gov.uk/services/planning/armthorpe-neighbourhood-development-plan</a></li> <li>• <b>Burghwallis:</b> <a href="http://www.doncaster.gov.uk/services/planning/burghwallis-neighbourhood-development-plan">http://www.doncaster.gov.uk/services/planning/burghwallis-neighbourhood-development-plan</a></li> <li>• <b>Edlington:</b> <a href="http://www.doncaster.gov.uk/services/planning/edlington-neighbourhood-development-plan">http://www.doncaster.gov.uk/services/planning/edlington-neighbourhood-development-plan</a></li> <li>• <b>Tickhill:</b> <a href="http://www.doncaster.gov.uk/services/planning/tickhill-neighbourhood-development-plan">http://www.doncaster.gov.uk/services/planning/tickhill-neighbourhood-development-plan</a></li> <li>• <b>Other Neighbourhood Plans in Doncaster:</b> <a href="http://www.doncaster.gov.uk/services/planning/neighbourhood-plans">http://www.doncaster.gov.uk/services/planning/neighbourhood-plans</a></li> </ul>
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## 9. FAQs

QUESTION	ANSWER
Are communities required to have a Neighbourhood Plan?	<p>No, communities can decide if they want to have a Neighbourhood Plan or not. Our Local Plan will still be used to determine planning applications so communities without a Neighbourhood Plan will not be left vulnerable to unwanted development.</p> <p>There will be opportunities for communities to become involved in producing the Local Plan, so a community may be able to influence development decisions in their area without producing a Neighbourhood Plan.</p>
Who will prepare a Neighbourhood Plan?	Neighbourhood Plans will be prepared by town and parish councils. In areas where there is not a town or parish council, community group in the form of a neighbourhood forum can produce a plan. The forum should be made up of a minimum of 21 people who live or work in the area.



	<p>The plan will be primarily prepared by this group, who may enrol the help of a Neighbourhood Planning consultant to guide and advise on matters. Doncaster Council has a duty to support local groups in preparing plans, and has a statutory role to ensure that they are complementary to the council's wider plans for the borough. Council officers will be able to advise and help groups on a range of matters as highlighted in this document.</p>
What areas can be covered by a Neighbourhood Plan?	<p>Any area can have a Neighbourhood Plan. They can cross local authority boundaries, but should not overlap with other parishes or neighbourhoods who may also wish to prepare a plan for their area. If the area is very small, such as one street, it may be suggested joining with other neighbourhoods to create a larger area.</p> <p>Groups will need to agree with the council what area the plan will cover.</p>
What is the role of the Local Planning Authority?	<p>We have a duty to provide technical advice and support to communities producing a Neighbourhood Plan. The council will also agree the composition and designate neighbourhood forums; agree the boundary of the area covered by the Neighbourhood Plan; organise the independent examination of the Neighbourhood Plan and arrange the fund for the referendum; formally adopt the Neighbourhood Plan and bring it into force.</p>
How much work is required to produce a Neighbourhood Plan?	<p>The level of work required to create a Neighbourhood Plan largely depends on how much detail the plan goes into. Groups will decide how much work is required, but preparing a plan can be a lengthy process which requires strong commitment to see through. There are also statutory requirements of things which need to be covered by the plan. The council will provide technical and practical support, but as each area differs, there is no 'one size fits all' approach to Neighbourhood Planning. We estimate a Neighbourhood Plan will take approximately two years from start to finish.</p>
Can Neighbourhood Plans allocate housing?	<p>Yes, or they can choose to leave the decision. The quantum of housing will be decided by the Local Planning Authority. Planning Practice Guidance states that there is no set method for doing this, however the general policy making process already</p>

	undertaken by authorities can be used to direct development requirements. Current housing targets are contained within the Core Strategy, and groups should be aware of emerging thinking (see 'Housing' section in section 7). Where these do not exist for a particular area, groups should contact the council to discuss how these might be derived.
Can Neighbourhood Plans be used to stop development in our area?	No, a Neighbourhood Plan can guide development to be more appropriate to local needs and help decide where it goes, but the government has made it clear that Neighbourhood Plans are not tools for stopping development.
Do town and parish councils or neighbourhood forums make the final decision on planning applications in their area if they have a Neighbourhood Plan?	<p>No, the decision making on planning applications is the responsibility of the Local Planning Authority. The community leads on preparing the plan and setting out the policies for development in their area but it is the Local Planning Authority that will give planning permission in accordance with those policies.</p> <p>Unlike many of the parish, village or town plans produced in the past, a Neighbourhood Plan becomes a formal part of the planning system. It forms part of the Local Development Framework (LDF) prepared by the local authority. Planning applications will need to be decided against the LDF, any appropriate Neighbourhood Plans, and any other materials considerations.</p>
A plan has already been developed for my Parish; can this be made a Neighbourhood Plan?	No. There are specific processes and procedures you will need to undertake to produce a Neighbourhood Plan. However, that does not mean to say that work undertaken as part of a parish plan or Village Design Statement cannot be used or revised in whole or in part and included within a Neighbourhood Plan, if this is the most appropriate and effective way of addressing the community's development issues.
Is there anything to stop people with a business interest from being part of a forum, and how will the system be maintained to ensure fairness?	Builders and developers and others with a commercial interest may be able to be part of a neighbourhood forum as long as they live or work in the area covered by the plan. Forums will be bound by a written constitution, and it will be the responsibility of individual parish and town councils or neighbourhood forums to ensure that the plan making process is open and transparent. Any personal or business interests should be declared from the outset.

If we have a Neighbourhood Plan, does that mean we don't have to use the boroughs Local Plan?	No - the Unitary Development Plan (UDP) and Core Strategy will continue to be used to determine planning applications until superseded by the new Local Plan, which will sit alongside Neighbourhood Plan documents for determining planning applications. Neighbourhood Plans will form a new tier of planning at very local level. They need to conform to the Core Strategy (or when replaced, to the new Local Plan), but will form part of the development plan for their area.
What weight will be given to Neighbourhood Plans in planning decisions?	When adopted, Neighbourhood Plans will be statutory planning documents. They will form part of the Local Development Framework and so will have significant weight in planning decisions.
Who will pay for the Neighbourhood Planning process?	It will be up to the parish or town council or the local community group to pay for the preparation of a Neighbourhood Plan. The Localism Act suggests the business community could contribute towards the costs. There are potential grants and funding sources available to groups, which are noted in this document.
Do Neighbourhood Plans require Sustainability Appraisals / Habitat Regulation Assessments / Strategic Environmental Assessments?	The council will assess this when the plan is submitted for consideration, before making a recommendation on whether these are needed. Engagement with the council on this issue is encouraged at an earlier stage, however.
Will we have to employ specialists to support our Neighbourhood Plan at examination?	This will depend on how technical aspects of your neighbourhood plan are. Generally an inspector will examine the neighbourhood plan via written submissions, and unless there is technical work that has been undertaken, the group or their consultant should be able to defend the Neighbourhood Plan. However, if work of a technical nature has been undertaken, it may be that specialists with technical understanding of the relative issues might be required.
Have some neighbourhoods already started work on Neighbourhood Planning?	Yes, some neighbourhoods have started to think about working together and making a plan for their community. There are examples of adopted Neighbourhood Plans listed in this document, and a number of other plans are also being progressed.
How do I get involved in Neighbourhood Planning?	The first step is to contact your parish or town council to see if they are considering a Neighbourhood Plan.

	<p>If you are not a resident in an area with a town or parish council, you might start by talking to neighbourhood groups in your area and decide if you would like to create a neighbourhood forum and begin work on a Neighbourhood Plan.</p>
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