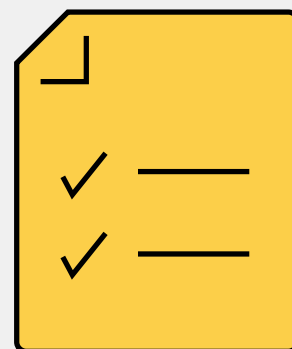


01

Defining your Neighbourhood Area

Defining your Neighbourhood Area



Have you:

- ✓ Established a steering group and produced a terms of reference for the group?
- ✓ Started getting organised (e.g. by producing a project plan and a consultation and communication plan)?

The next step is to define and designate your Neighbourhood Area.

If you haven't already, we recommend that you take a look at our guidance note **Establish a steering group and get organised**.

What is a Neighbourhood Area?

The Neighbourhood Area defines the area covered by the Neighbourhood Plan. It is usually in line with existing parish boundaries but can be legally defined for any area. It can relate to one or more parishes or even parts of a parish.



Producing a joint plan / working with your neighbouring parishes

Following early consultation with your community, you may find that the issues and priorities facing your area extend beyond your parish boundary. If this is the case, you may want to work with neighbouring town or parish councils to produce a single Neighbourhood Plan. This is known as 'clustering' and will result in a joint Neighbourhood Plan.

In the case of a parish cluster, all councils will need to formally designate the whole Neighbourhood Area (not just their own parish). However, only one of the town or parish councils will need to be identified as the legal body responsible for submitting the plan with the consent of the other parish council(s) involved.

You should be aware that Neighbourhood Areas cannot overlap and there can only be one Neighbourhood Plan per Neighbourhood Area.

Designating your Neighbourhood Area

Once you have decided the extent of the area you wish to cover, you will need to apply to us to designate your Neighbourhood Area. Your application should include:



1. A map of the proposed area, with a brief explanation of the area you are proposing to designate (e.g. whether it follows an existing parish boundary).
2. A statement explaining why the area is appropriate to be designated as a Neighbourhood Area.
3. Confirmation from the town or parish council meeting that there is agreement to prepare a Neighbourhood Plan (e.g. minutes of a meeting where it was discussed).

Further information on these three items is as follows.

1. Map of the proposed area

The map included within your submission should clearly show the area you are intending to designate and how it fits into the wider geographical context. This is so we can easily identify your intended area and where needed, create an acceptable map. You may find the Councils **interactive policy map**, which includes a civil parish boundaries 'layer', helpful for this task – there is even a 'drawing' tool. The interactive policy map is available on our website here:

www.wiltshire.gov.uk/planning-policy-core-strategy.

Alternatively, you may choose to use a different online mapping tool or simply mark-up your proposed area on a paper map with a coloured pen and scan it in/take a photo. Whatever method you choose, just make sure your area is clearly defined.

2. Supporting statement

You can meet the other specified requirements by filling in our **template application form**. This includes space to provide contact details, the name of your neighbourhood area, the extent of your area and reasons for considering the area appropriate.



3. Confirmation of agreement to prepare a plan

You must also provide the minutes from a town or parish council meeting where the decision to prepare a Neighbourhood Plan and submit an application to designate the area has been agreed. In the case of applications covering more than one parish area, meeting resolutions or notes are required from each parish involved.

How do you submit your application?

You should send electronic copies of your application documents to: neighbourhoodplanning@wiltshire.gov.uk



What next?

After your application is received, we will check that your proposal meets the regulatory requirements. We will also publicise and consult on the neighbourhood area application (if required)¹ considering any representations received. Once a decision is made, we will inform the town or parish council and publish the decision on our website.

¹The need to publicise the application varies depending on the extent of the Neighbourhood Area. A Neighbourhood Area which applies to a whole parish area can be designated by the Council without consultation. Neighbourhood Areas which do not follow the parish or town boundary will need to be consulted on for at least six weeks.



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