How To Make A Neighbourhood Plan

To make sure that your neighbourhood plan is delivered as quickly and effectively as possible, we suggest you use the following process. A detailed guidance note is available for each stage (go to the Council’s website www.sholland.gov.uk):

**Stage 1: Getting Started**
- Consult with your community on whether a Neighbourhood Plan is right for you
- Establish a Steering Group which could include members not on the town/parish council/neighbourhood forum
- Define your Neighbourhood Area and submit to South Holland District Council
- Develop a project plan for developing your plan

**Stage 2: Develop your Vision, Objectives and Key Priorities**
- Review available evidence
- Gather information about your Neighbourhood Area
- Identify your area’s strengths, weaknesses and key issues
- Review South East Lincolnshire’s emerging Local Plan for your area
- Draft your vision and objectives
- Consult the wider community on your proposed vision, objectives and key issues

**Stage 3: Develop your Plan**
- Develop policies
- Develop an implementation and monitoring plan
- Finalise your draft Neighbourhood Plan
- Check conformity of your plan with South East Lincolnshire’s emerging Local Plan and national policy
- Produce SEA/HRA assessments in line with your plan
- Prepare a consultation statement
- Consult the wider community on your draft plan

**Stage 4: Independent Examination**
- Submit your final plan and supporting documents to South Holland District Council
- South Holland District Council will arrange and pay for the independent examination

**Stage 5: Referendum**
- South Holland District Council will make arrangements for a referendum

**Stage 6: Adoption**
- If the referendum shows community support then your Neighbourhood Plan will be ‘made’ by South Holland District Council

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