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# HORSTED KEYNES NEIGHBOURHOOD PLAN

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## Terms of Reference – adopted by full Parish Council September 2011 (Minute item 9.10.1)

- [Liaison with MSDC on the District Plan](#)
- [Production of a Neighbourhood Plan](#)
- [Liaison with relevant bodies re the Affordable Housing needs of the Parish\).](#)

## Neighbourhood Plan Process – to be read in conjunction with the above Terms of Reference

- Conduct data collection through household surveys to gather evidence about housing and infrastructure needs.
- Draft a Vision Statement describing what residents want their community to look like at the end of the planning period, 2031.
- Draft a Statement of Objectives to flesh out the vision.
- Draft Policies to support the objectives, including housing policies.
- Identify an Objective Assessment of (Housing) Need (OAN) for the community – for its own purposes the local authority must establish an OAN for its district and allocate individual OANs to the communities in its area.
- Develop site sustainability criteria consistent with local and national policy as a means of evaluating any sites that will be put forward.
- Make a call for land by placing notices in local media outlets publicising the requirement for land and the call period's expiry date.
- Apply the sustainability criteria to any sites put forward in response to the land call to identify those which on balance may be judged sustainable.
- Assess the upper and lower limits of new build capacity resulting from the sustainability assessment and identify infrastructure issues.
- Develop policies for each sustainable site to fulfil the plan objectives and overall housing policies (e.g. on housing mix).
- Draft key statement and reports required by planning policies and guidelines such as the Sustainability Appraisal Scoping Report.
- Assemble documentary evidence supporting the policies drafted for the plan.
- Draft the Neighbourhood Plan document itself (a process that may overlap most of the above stages).
- Conduct Community engagement and consultation (ongoing process through the above stages).
- Conduct a minimum 6-week period of formal consultation that anyone can respond to, and amend the Plan as necessary to take account of comments received.
- Submit the NP to the local authority (MSDC) for a second minimum 6-week period of consultation to which anyone can respond.

There then follows an independent examination of the plan. This examination will ensure that the NP fulfils legal and policy requirements and meets three key conditions, namely that (a) it has regard to national planning policy, (b) it is in general conformity with strategic policies in the development plan for the local area, and (c) it is compatible with EU obligations and human rights requirements. Amendments may then be required by the inspector before the NP can be finalised.

MSDC will then arrange the final referendum for adoption of the Plan.