

Submission Silchester Neighbourhood Plan – Compliance Checklist

Requirements and relevant legislation and/or guidance	LPA Comments	Legally compliant?
<p>Neighbourhood Planning (General) Regulations 2012 (as amended) - Regulation 15 requirements:</p> <p><i>A qualifying body is required to submit:</i></p> <p><i>(a) A map or statement which identifies the area to which the proposed neighbourhood development plan relates</i></p>	<p>The map identifying the neighbourhood plan area can be found in Figure 2 (Designated Neighbourhood Area) on page 3 of the Submission Plan (2024-2040) dated February 2025.</p>	<p>Yes</p>
<p><i>(b) A consultation statement;</i> (the statement should contain details of those consulted, how they were consulted, summarise the main issues and concerns raised and how these have been considered, and where relevant addressed in the proposed Neighbourhood Plan).</p>	<p>A Consultation Statement (with appendices) accompanies the Submission NP. Within this document there is evidence of engagement with the community and a range of stakeholders prior to and during the Regulation 14 Pre-Submission Consultation. Paragraph 2.5 summarises the Steering Group's approach to community engagement from April 2023 to December 2024, and the stages of this process are set out in more detail in the chronology in para 2.2.</p> <p>The statement explains who was consulted, how they were consulted, how they responded, and how those comments informed the submission Plan.</p> <p>The Consultation Statement provides:</p> <p><i>Details of those consulted</i></p> <ul style="list-style-type: none"> - Appendix J provides a list of all of those who were consulted during the Regulation 14 consultation (a total of 83 statutory and non-statutory consultees including local community groups). This was done by email (a copy of which can be found at Appendix K). 	<p>Yes</p>

	<ul style="list-style-type: none">- Notification that the Regulation 14 consultation had commenced was also included in the Parish magazine, on the village noticeboards and on the Parish Council website.- Additionally, Appendix C and Appendix E provide details of how the Parish Council involved residents from the local community prior to the Regulation 14 consultation. <p><i>How they were consulted</i></p> <ul style="list-style-type: none">• A range of different consultation methods were used to engage with the local community, which included:<ul style="list-style-type: none">- Residents were advised that the Parish Council had agreed to develop a Neighbourhood Plan (April 2023);- Monthly updates in Silchester magazine and minutes of Steering Team meetings published on the PC website (December 2023 to November 2024);- Residents survey delivered to all residents in the village (February 2024);- Second consultation with residents to review the proposed policies (September 2024) publicised via an article in the Silchester magazine;- The Parish Council also held local events.• For the pre-submission consultation (Reg 14), which commenced on 6 November 2024, a range of consultation methods were used as follows:<ul style="list-style-type: none">- Parish Council Website- Local media – Silchester magazine subscribed to by most residents of the village and some neighbouring villages- Flyers/posters on noticeboards (there were 5 noticeboards in total in prominent locations throughout the village)- Email (to statutory and non-statutory consultees)- Examples of the consultation material can be found in Appendices G to K, which includes the information posted on the Parish Council’s Website and in the Parish Magazine as	
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	<p>well as the email sent out to the statutory and non-statutory consultees.</p> <p><i>The main issues and concerns raised and how these issues and concerns have been addressed in the proposed neighbourhood plan</i></p> <ul style="list-style-type: none"> - The main issues with the draft plan raised by statutory consultees and other interested parties are set out in Appendix L. <p><i>How these issues and concerns have been addressed in the proposed neighbourhood plan</i></p> <ul style="list-style-type: none"> - Appendix L (pages 35 to 38) explains how the comments received have been addressed, and how they have informed the submission plan. 	
<p><i>(c) The proposed neighbourhood development plan;</i></p>	<p>The neighbourhood development plan was submitted to the Local Planning Authority.</p>	<p>Yes</p>
<p><i>(d) A statement explaining how the proposed neighbourhood development plan meets the 'basic conditions', i.e. the requirements of paragraph 8 of Schedule 4B to the 1990 Act.</i></p> <p>The local planning authority has to be satisfied that a basic condition statement has been submitted but it is not required at this stage to consider whether the draft plan or order meets the basic conditions. (NPPG - Paragraph: 053 Reference ID: 41-053-20140306)</p>	<p>A Basic Conditions Statement (February 2025) accompanies the Submission Neighbourhood Plan explaining how the basic conditions have been met.</p>	<p>Yes</p>
<p><i>e) Environmental Assessment;</i></p> <p>The Plan needs to be submitted with one of the following a) a statement of reasons for a determination under regulation 9(1) of the Environmental Assessment of Plans and</p>	<p>In October 2024, the Borough Council issued a screening opinion concerning the need for a Strategic Environmental Assessment ("SEA") in relation to the Neighbourhood Plan. This screening opinion was underpinned by a detailed report and consultation with the three statutory bodies (the Environment Agency, Natural England and Historic England).</p>	<p>Yes</p>

<p>Programmes Regulations 2004 that the proposal is unlikely to have significant environmental effects OR b) an environmental report in accordance with paragraphs (2) and (3) of regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 ((Regulation 15 of the Neighbourhood Planning (General) Regulations 2012.)</p>	<p>The screening process undertaken concluded that in order to meet the 'basic conditions' for neighbourhood planning, a SEA was required to accompany the Neighbourhood Plan.</p> <p>The Submission Neighbourhood Plan is therefore accompanied by a SEA dated March 2025.</p>	
<p>The draft neighbourhood Plan should be checked to ensure it is not a 'repeat' proposal. If so, the LPA can decline to consider the plan (1990 Act Schedule 4B Paragraph 5 and Regulation 18).</p>	<p>The Submission Neighbourhood Plan is not a repeat proposal.</p>	<p>Yes</p>
<p>The body submitting the neighbourhood plan is authorised to act. (2004 P & CP Act as amended by Localism Act 2011 Section 38 A (2) and 1990 Act schedule 4B as it applies- 61F (2)).</p> <p>In a designated neighbourhood area which contains all or part of the administrative area of a town or parish council, the town or parish council is responsible for neighbourhood planning.</p> <p>The relationship between any steering group and the town or parish council should be transparent to the wider public. For example it should be clear whether a steering group or other body is a formal sub-committee of the parish or town council. The terms of reference for a steering group or other body should be published and the minutes of meetings made available to the public.</p>	<p>The qualifying body is Silchester Parish Council. The neighbourhood area was designated on 16 October 2023.</p> <p>The Plan was produced by the Silchester Neighbourhood Planning Steering Group, made up of parish councillors and members of the local community (6 people in total). The terms of reference of the Steering Group are available to view at Appendix B.</p> <p>It is noted that the minutes of the Neighbourhood Planning Group meetings have been published on the Parish Council's website.</p>	<p>Yes</p>

(see NPPG - Paragraph: 015 Reference ID: 41-015-20140306)		
<p>The pre-submission publication requirements need to have been satisfied. Before submission to the LPA the qualifying body should:</p> <p>1. publicise (but this does not have to be on a web site) in a way that is likely to bring to the attention of people who live work or carry on business in the area details of:</p> <p>a. the proposals</p> <p>b. when and where they can be inspected</p> <p>c. how to make representations, and</p> <p>d. the deadline for making representations – not less than 6 weeks from first publicised.</p> <p>2. consult any consultation body whose interests they consider may be affected by the proposals for a NDP (please see Appendix A below).</p> <p>3. send a copy of the NDP to the LPA (Regulation 14 of the Neighbourhood Planning (General) Regulations 2012.</p>	<p>The Consultation Statement demonstrates that these requirements have been satisfied:</p> <ol style="list-style-type: none"> 1. The Consultation Statement (dated April 2025) shows that the Regulation 14 consultation was publicised via a variety of means including emails to statutory consultees and non-statutory consultees (including local community groups), information on the parish council website, posters on village notice boards, and information about the consultation in the parish newsletter. As such, it is considered that through the consultation methods outlined above, the Regulation 14 consultation would have brought the Plan to the attention of people who live, work or carry on business in the area. Example documents can be found in Appendices G to K of the Consultation Statement. <p>The plan was available to view online and printed copies were made available for viewing on request (see Appendix K).</p> <p>The publicity material also explained how representations could be made (online or via post), and the date by which comments were required. The consultation lasted for 6 weeks from 6 November 2024 to 18 December 2024.</p> <ol style="list-style-type: none"> 2. The full list of those who were consulted can be found in Appendix J. This includes statutory consultees and non-statutory consultees including local community groups. 3. A copy of the Regulation 14 Neighbourhood Plan was provided to the LPA at the start of the pre-submission consultation. 	Yes
The Conservation of Habitats and Species Regulations 2017, i.e. Regulation 106	The Borough Council issued its screening opinion in October 2024, which confirmed there was no need for a HRA in relation to the NP.	Yes

<p>(Assessment of Implications for European Site: Neighbourhood development plans) <i>A qualifying body which submits a proposal for a neighbourhood development plan must provide such information as the competent authority may reasonably require for the purposes of the assessment under regulation 105 or to enable it to determine whether that assessment is required.</i></p>	<p>This screening opinion was underpinned by a detailed report and consultation with the three statutory bodies (the Environment Agency, Natural England and Historic England).</p>	
<p>Meets the definition of a 'neighbourhood development plan': <i>"A plan which sets out policies (however expressed) in relation to the development use and of land in the whole or any part of a particular neighbourhood area specified in the plan"</i></p> <p>(2004 P & CP Act as amended by Localism Act 2011 Section 38 A (2))</p>	<p>The Submission Neighbourhood Plan meets the definition of 'neighbourhood development plan'.</p>	<p>Yes</p>
<p>Meets the scope of neighbourhood plan provisions, i.e. specifies the period for which it covers, does not include provision about development that is 'excluded development' (as set out in section 61K of the 1990 Act) and does not relate to more than one neighbourhood area. (2004 Act s 38B (1 & 2) (4))</p>	<p>The Submission Neighbourhood Plan specifies that it covers the period 2024-2040.</p> <p>The Submission Neighbourhood Plan does not contain policies relating to 'excluded development'.</p> <p>It does not relate to more than the neighbourhood area.</p>	<p>Yes</p>

Where the draft neighbourhood plan submitted to a local planning authority meets the requirements in the legislation, the local planning authority must publicise the neighbourhood plan for a minimum of six weeks, invite representations, notify any consultation body referred to in the consultation statement and send the draft neighbourhood plan to independent examination (see regulations [16](#), [17](#), [23](#) and [24](#) of the Neighbourhood Planning (General) Regulations 2012 ([as amended](#)), NPPG - Paragraph: 054 Reference ID: 41-054-20140306)

Appendix A – Consultation Bodies

The Neighbourhood Planning (General) Regulations 2012 Schedule 1

Consultation bodies that the Parish Council or Neighbourhood Forum should consult:

- A LPA, county council or parish council any part of whose area is in or adjoins the area of the LPA
- The Coal Authority
- Homes England (formerly The Homes and Communities Agency)
- Natural England
- The Environment Agency
- Historic England (formerly known as English Heritage)
- Network Rail Infrastructure Limited
- National Highways (formerly known as Highways England) & HCC Highway Authority
- The Marine Management Organisation
- Any person to whom the electronic communications code applies, or who owns or controls electronic communications apparatus situated in any part of the area of the LPA
- Where they exist a Clinical commissioning group and National Health Service Commissioning Board (and integrated care board & NHS England), licensee under the Electricity Act 1989, Licensee of the Gas Act 1986, sewerage undertaker and water undertaker
- Voluntary bodies whose activities benefit all or part of the neighbourhood area
- Bodies representing the interests of different racial, ethnic or national groups in the neighbourhood area
- Bodies representing the interests of different religious groups in the neighbourhood area
- Bodies which represent the interests of persons carrying on business in the neighbourhood area, and
- Bodies representing the interests of disabled people in the neighbourhood area.