

NEIGHBOURHOOD PLAN PROJECT PLANNER

PROJECT/EVENT	GREAT BARTON NEIGHBOURHOOD PLAN
ORGANISER	GREAT BARTON PARISH COUNCIL



PROJECT PHASE	PROPOSED START DATE	PROPOSED END DATE	ACTUAL START DATE	ACTUAL END DATE	ANY COMMENTS
GETTING STARTED					
Clarify if a plan is needed	02/02/2015	04/05/2015	02/03/2015	18/05/2015	
Publicise the intention to produce a plan and contact key local partners	04/05/2015	03/08/2015	18/05/2015	17/07/2015	
Speak to the Local Planning Authority	03/08/2015	01/02/2016	20/07/2015	22/04/2016	
NEIGHBOURHOOD AREA					
Consult on and determine neighbourhood area	07/09/2015	04/01/2016	01/09/2015	16/06/2016	
Submit Neighbourhood Area application to the Local Planning Authority	04/01/2016	04/04/2016	01/01/2016	22/04/2016	
Decision on Neighbourhood Area by Local Planning Authority	04/01/2016	02/05/2016	01/01/2016	16/06/2016	
NEIGHBOURHOOD FORUM					
Set up and promote Neighbourhood Forum	[Select Date]	[Select Date]	[Select Date]	[Select Date]	
Develop a forum constitution (RTPI have produced a constitution template)	[Select Date]	[Select Date]	[Select Date]	[Select Date]	
Submit forum proposal to Local Planning Authority	[Select Date]	[Select Date]	[Select Date]	[Select Date]	
Decision on Neighbourhood Forum by Local Planning Authority	[Select Date]	[Select Date]	[Select Date]	[Select Date]	
For parish councils- establish a steering group (if necessary) and associated terms of reference	04/05/2015	07/12/2015	19/05/2015	20/06/2016	

EARLY STAGE PLAN DEVELOPMENT ACTIVITIES

Initial meetings/discussions with Local Planning Authority to identify scope of their support to the neighbourhood plan group (i.e. establishing remit of duty to support)	18/01/2016	11/07/2016	06/01/2016	18/07/2016
Develop a community engagement strategy	04/07/2016	15/08/2016	01/07/2016	14/09/2016
Engagement ¹	02/09/2015	03/12/2018	02/03/2015	[Select Date]
Establish plan scope and formulate draft vision and objectives	01/12/2015	01/03/2017	01/12/2015	[Select Date]

BUILDING THE EVIDENCE BASE

Meetings/discussions with Local Planning Authority on types of evidence already available and where this can be accessed or contact details of agencies who hold the data.	01/08/2016	31/01/2017	[Select Date]	[Select Date]
<u>Review existing evidence</u> and Identify and develop further evidence required (either because there is no existing up to date evidence or because the data is only available at a much larger geographic level than the local neighbourhood).	01/06/2016	01/08/2016	22/06/2016	20/07/2016
Meetings/discussions with Local Planning Authority to discuss whether <u>Strategic Environmental Assessment or Habitats Regulation Assessments</u> are required for the plan.	03/01/2017	31/03/2017	[Select Date]	[Select Date]

WRITING THE PLAN

Further develop and refine the issues, vision, aims and objectives as result of the ongoing engagement programme and evidence gathering.	23/01/2017	31/07/2017	[Select Date]	[Select Date]
Translate the vision and aims in to policies and proposals. See the <u>RTPI</u> toolkit for further guidance on policy writing.	23/01/2017	31/07/2017	[Select Date]	[Select Date]

¹ (NB this planner has one engagement row- the reality is more likely to be a continuous and constantly evolving engagement programme.)

Check that your neighbourhood plan policies are in general conformity with the strategic policies in the local plan and the National Planning Policy Framework. If not in conformity with the strategic policies in the local plan arrange a meeting to discuss with your local planning authority.	01/03/2017	31/07/2017	[Select Date]	[Select Date]	
If Strategic Environmental Assessment is required- production of associated environmental report (this should be consulted on during the pre-submission consultation of the draft plan). This may need to be updated at a later date if there are substantial changes to the content of the draft plan.	[Select Date]	[Select Date]	[Select Date]	[Select Date]	
Update draft plan if required following the outcomes of the strategic environmental assessment.	[Select Date]	[Select Date]	[Select Date]	[Select Date]	
PRE-SUBMISSION CONSULTATION, MODIFICATIONS & PREPARING THE PLAN FOR SUBMISSION TO LOCAL PLANNING AUTHORITY					
Pre-submission consultation	01/09/2017	16/10/2017	[Select Date]	[Select Date]	Allows for possible SEA
Consider responses to consultation	08/09/2017	30/10/2017	[Select Date]	[Select Date]	
Make relevant amendments to plan as a result of pre-submission consultation	30/10/2017	27/11/2017	[Select Date]	[Select Date]	4 weeks
Prepare basic conditions statement	30/10/2017	27/11/2017	[Select Date]	[Select Date]	4 weeks
Prepare consultation statement	30/10/2017	27/11/2017	[Select Date]	[Select Date]	4 weeks
Submit plan and associated documents required to the Local Planning Authority	27/11/2017	18/12/2017	[Select Date]	[Select Date]	
INDEPENDENT EXAMINATION					
Meet with Local Planning Authority to discuss appointment of examiner and timescales for referendum	18/12/2017	22/01/2018	[Select Date]	[Select Date]	
Regulation 16 consultation (minimum 6 weeks and led by the Local Planning Authority)	22/01/2018	05/03/2018	[Select Date]	[Select Date]	
Examination	05/03/2018	30/04/2018	[Select Date]	[Select Date]	8-12 weeks

Examiners report published	30/04/2018	08/05/2018	[Select Date]	[Select Date]	
Meetings/discussions with Local Planning Authority on the suggested recommendations and modifications to the plan (if any) within the examiner's report and next steps	08/05/2018	21/05/2018	[Select Date]	[Select Date]	8-12 weeks to organize & hold referendum
REFERENDUM					
Publication of pre-Referendum information and documents	21/05/2018	26/05/2018	[Select Date]	[Select Date]	28 days prior to referendum
Referendum	25/06/2018	02/07/2018	[Select Date]	[Select Date]	
Publication of Referendum decision	02/07/2018	09/07/2018	[Select Date]	[Select Date]	
Neighbourhood plan is 'made'	03/09/2018	28/09/2018	[Select Date]	[Select Date]	Full Council only meets Feb, May, Sept & Dec.

22/12/2016