

NEIGHBOURHOOD PLAN PROJECT PLANNER

20152016 201520162016

PROJECT/EVENT	NEIGHBOURHOOD PLAN NAME
ORGANISER	ORGANISATION NAME



PROJECT PHASE	PROPOSED START DATE	PROPOSED END DATE	ACTUAL START DATE	ACTUAL END DATE	ANY COMMENTS
GETTING STARTED					
Clarify if a plan is needed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Publicise the intention to produce a plan and contact key local partners	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Speak to the Local Planning Authority	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
NEIGHBOURHOOD AREA					
Consult on and determine neighbourhood area	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Submit Neighbourhood Area application to the Local Planning Authority	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Decision on Neighbourhood Area by Local Planning Authority	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
NEIGHBOURHOOD FORUM					
Set up and promote Neighbourhood Forum	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Develop a forum constitution (RTPI have produced a constitution template)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Submit forum proposal to Local Planning Authority	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Decision on Neighbourhood Forum by Local Planning Authority	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
For parish councils- establish a steering group (if necessary) and associated terms of reference	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Develop a community engagement strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Engagement ¹	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Establish plan scope and formulate draft vision and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meetings/discussions with Local Planning Authority to discuss whether <u>Strategic Environmental Assessment or Habitats Regulation Assessments</u> are required for the plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WRITING THE PLAN					
Further develop and refine the issues, vision, aims and objectives as result of the ongoing engagement programme and evidence gathering.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Translate the vision and aims in to policies and proposals. See the <u>RTPI</u> toolkit for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

further guidance on policy writing.					
<u>Check that your neighbourhood plan policies are in general conformity with the strategic policies in the local plan and the National Planning Policy Framework.</u> If not in conformity with the strategic policies in the local plan arrange a meeting to discuss with your local planning authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Update draft plan if required following the outcomes of the strategic environmental assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PRE-SUBMISSION CONSULTATION, MODIFICATIONS & PREPARING THE PLAN FOR SUBMISSION TO LOCAL PLANNING AUTHORITY					
Pre-submission consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Consider responses to consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Make relevant amendments to plan as a result of pre-submission consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prepare <u>basic conditions statement</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prepare <u>consultation statement</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Submit plan and associated documents required to the Local Planning Authority</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
INDEPENDENT EXAMINATION					
Meet with Local Planning Authority to discuss appointment of examiner and timescales for referendum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Regulation 16 consultation (minimum 6 weeks and led by the Local Planning Authority)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Examination	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Examiners report published	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
REFERENDUM					
Publication of pre-Referendum information and documents	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Referendum	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Publication of Referendum decision	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Neighbourhood plan is 'made'	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	