Neighbourhood Plan project planner

|  |  |
| --- | --- |
|  |  |
|

|  |  |
| --- | --- |
| Project/Event | neighbourhood Plan Name |
| OrganiSer | Organisation name |

 |  |
|  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Phase | proposed start date | proposedend date | actual start date | actual end date | Any comments  |
| Getting staRTED |  |  |  |  |  |
| Clarify if a plan is needed | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| Publicise the intention to produce a plan and contact key local partners | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| Speak to the Local Planning Authority  | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| NEIGHBOURHOOD AREA |  |  |  |  |  |
| [Consult on and determine neighbourhood area](http://mycommunity.org.uk/resources/how-to-designate-a-neighbourhood-area/) | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| Submit Neighbourhood Area application to the Local Planning Authority | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| Decision on Neighbourhood Area by Local Planning Authority | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| NEIGHBOURHOOD FORUM |  |  |  |  |  |
| [Set up and promote Neighbourhood Forum](http://mycommunity.org.uk/resources/how-to-set-up-a-neighbourhood-forum/) | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| [Develop a forum constitution](http://mycommunity.org.uk/resources/establishing-a-neighbourhood-planning-forum/) (RTPI have produced a [constitution template](http://mycommunity.org.uk/resources/how-to-set-up-a-neighbourhood-forum/)) | [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 | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| 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) | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| Develop a community engagement strategy | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| Engagement[[1]](#footnote-1) | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| Establish plan scope and formulate draft vision and objectives | [Select Date] | [Select Date] | [Select Date] | [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. | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| [Review existing evidence](http://mycommunity.org.uk/resources/how-to-gather-and-use-evidence/) 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).  | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| Meetings/discussions with Local Planning Authority to discuss whether [Strategic Environmental Assessment or Habitats Regulation Assessments](http://mycommunity.org.uk/resources/screening-neighbourhood-plans-for-strategic-environmental-assessment/) are required for the plan.  | [Select Date] | [Select Date] | [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. | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| Translate the vision and aims in to policies and proposals. See the [RTPI](http://mycommunity.org.uk/resources/how-to-write-planning-policies/) toolkit for further guidance on policy writing. | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| [Check that your neighbourhood plan policies are in general conformity with the strategic policies in the local plan and the National Planning Policy Framework.](http://mycommunity.org.uk/resources/neighbourhood-plans-general-conformity-with-strategic-local-planning-policy/) If not in conformity with the strategic policies in the local plan arrange a meeting to discuss with your local planning authority. | [Select Date] | [Select Date] | [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 | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| Consider responses to consultation | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| Make relevant amendments to plan as a result of pre-submission consultation | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| Prepare [basic conditions statement](http://mycommunity.org.uk/resources/how-to-write-a-basic-conditions-statement/) | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| Prepare [consultation statement](http://mycommunity.org.uk/resources/how-to-write-a-consultation-statement/) | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| [Submit plan and associated documents required to the Local Planning Authority](http://mycommunity.org.uk/resources/submitting-your-neighbourhood-plan-proposal-to-your-local-planning-authority/) | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| INDEPENDENT EXAMINATION |  |  |  |  |  |
| Meet with Local Planning Authority to discuss appointment of examiner and timescales for referendum | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| Regulation 16 consultation (minimum 6 weeks and led by the Local Planning Authority) | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| Examination | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| Examiners report published  | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| Meetings/discussions with Local PlanningAuthority on the suggested recommendations and modifications to the plan (if any) within the examiner’s report and next steps | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| REFERENDUM |  |  |  |  |  |
| Publication of pre-Referendum information and documents | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| Referendum | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| Publication of Referendum decision | [Select Date] | [Select Date] | [Select Date] | [Select Date] |  |
| Neighbourhood plan is ‘made’ | [Select Date] | [Select Date] | [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.) [↑](#footnote-ref-1)