Neighbourhood Plan project planner

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| |  |  | | --- | --- | | Project/Event | neighbourhood Plan Name | | OrganiSer | Organisation name | |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Project Phase | | proposed  start date | proposed  end 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 Planning  Authority 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)