

We have drawn up this Project Plan, which is an action plan/programme for preparing our Neighbourhood Plan. This Project Plan identifies key stages, actions and an indicative timetable. It also identifies available resources and likely costs.

Things like developing the evidence base and undertaking community engagement are designed around the available budget. The Project Plan can also allocate responsibilities for co-ordinating different aspects of the process. Key risks to the project's timetable and proposals to mitigate those risks can also be included.

Stage 1 – Getting established

- Designation of the neighbourhood area
- Building an evidence base
- Publicity and engagement

Stage 2 – Preparing the plan

- Drafting the plan
- Meeting the basic conditions
- Pre-submission consultation

Stage 3 – Bringing the plan into force

- Submission
- Publicity
- Independent examination
- Referendum

Timetable for Production (milestone dates are indicative subject to progress)		
No.	Activity	Dates/Completion Status
Stage 1		
1.1	Designation of the neighbourhood area.	31/1/2021 Completed.
1.2	Set up Steering Group, establish Service Level Agreement and Steering Group's Terms of Reference.	1/1/2021 to 30/4/2021 Completed.
1.3	Establish/develop website and email contact.	15/2/2021 to 31/3/2022 Initial set-up completed
1.4	Preliminary work to identify key issues and make decision whether to proceed with Neighbourhood Plan.	15/2/2021 to 31/3/2021 Completed
1.5	Apply for and award of initial grant from Locality to support the NP evidence base phase	17/5/2021 to 20/7/2021 Completed, grant received
1.6	Apply for technical support from Locality for Housing Needs Assessment and receive/accept assessment report	17/5/2021 to 20/9/2021 Support agreed – Final report accepted 14/12/2021
1.7	Survey of residents, production and distribution of survey	1/9/2021 to 20/12/2021 Completed Survey issued 17/11/2021
1.8	Analysis of residents' survey results. Present initial assessment/findings of survey.	1/1/2021 to 15/3/2022 Completed Open Evening 22/3/2022

1.9	Continue building an evidence base including market research and engagement as necessary with consultant planning experts. Includes engagement with/survey of; local businesses, service providers, organisations, groups, etc. Engage technical support for Design Codes Parish Character Assessment by NPSG.	1/1/2022 to 31/6/2022 Completed 31/3/2022 to 9/02/2023 19/4/2022 to 19/10/2022
1.10	Conclude expenditure for 2021/22 and hand back unspent grant money. Publicity costs to end of financial year 2021/22 Room hire for meetings and public presentations to end of financial year Grant handback	1/3/2022 to 5/4/2022 1/8/2021 to 31/3/2022 1/8/2021 to 31/3/2022 Completed 5/4/2022
1.11	Develop Aims, Objectives and overall Vision for Plan (under issues/topics/themes) based on consultation results and evidence base gathered to date.	17/5/2022 to 17/10/2022 Completed
1.12	Issue call for sites notice (In View)	1/7/2022 to 31/7/2022
1.13	Identification (from call for sites, local knowledge, survey responses etc.) potential sites for housing, parking, green spaces, retail etc.	17/5/2021 to 6/9/2022 Consolidated list of potential sites prepared and prioritised. Completed.
1.14	Procure license for Parish Online as part of website development	1/8/2022 to 30/9/2022. Completed.
1.15	Evaluation of sites - for suitability, availability and economic viability. Technical Support through Locality + Consultant time. (use HELAA from SGC where available). Progress an assessment of strategic flood risk with SGC.	7/9/2022 to 31/7/2023
1.16	Through site evaluation work of Locality, request screening opinion from SGC to require and deliver a Strategic Environmental Assessment (SEA) and a Habitats Regulations Assessment (HRA).	1/10/2022 to 30/4/2023 SGC has to give statutory agencies minimum of 6 weeks. SEA Scoping agreed 3/2/2023 HRA awaiting site evaluation completion.
1.17	Consultant review of draft Vision and Objectives including formal analysis of results of surveys and direction for draft Policies.	18/10/2022 to 28/2/2023 Appoint Stuart Miles, Vision Planning 13/12/22 Completed 26/02/23.
1.18	Decision on timing of application for funding from Grant Application 2 of additional £8K	Completed 17/01/23. Application to be made from 1/6/2023.
1.19	Prepare and deliver public consultation on Vision, Aims and Objectives. Printing, publicity, hall hire & display boards.	1/3/2023 to 31/3/2023 Completed 1/04/23.

1.20	Conclude expenditure for 2022/23 and hand back unspent grant money. Land Searches Room hire for meetings and public presentations to end of financial year Website maintenance Printing Costs Grant handback	1/3/2023 to 5/4/2023 1/3/2023 to 31/3/2023 1/7/2022 to 31/3/2023 1/7/2022 to 31/3/2023 1/7/2022 to 31/3/2023
1.21	Analyse consultation responses and adjust Vision, Objectives and draft Policies accordingly.	1/4/2023 to 30/4/2023.
1.22	Develop options for delivering housing to desired local needs scale, based on objective criteria for selection. Work may include: Sequential Testing, Strategic Flood Risk Assessment, agreements for affordable housing, etc.	1/4/2023 to 31/7/2023
1.23	Community consultation on housing allocation site options and sites for other uses. Printing, publicity, hall hire and display boards Note: Although shown as the 2023/4 financial year some preparation was brought forward to the previous year.	1/6/2023 to 30/6/2023 Initial presentations on potential sites given 28/3/23 and 1/4/23.
1.24	Analyse and implement response to consultation	1/7/2023 to 31/7/2022
	Stage 2	
2.1	Develop policies and finalise draft NDP. Consultant 2 days. Check evidence is there to support policies.	1/1/2023 to 31/7/23
2.2	Meeting the basic conditions. Checking the policies align with the strategic policies of the LP and NPPF. (Note: combined work with 2.1)	1/1/2023 to 31/7/2023
2.3	Prep for Pre-submission Reg 14 consultation.	1/7/2023 to 31/8/2023
2.4	Pre-submission consultation, including PC sign-off.	1/9/2023 to 31/10/2023
2.5	Record all responses, analyse and make amendments to Reg 14 Pre-submission Plan as necessary. (Must have an audit trail of this process). Re-visit SEA as necessary.	1/11/2023 to 31/12/2023 (could take longer if a high level & content of responses is received)
2.6	Preparation of Consultation Statement and Basic Condition Statement.	1/5/2023 to 31/12/2023
	Stage 3 (Note activity & timing down to PC & SGC)	
3.1	Submission of fully signed off plan by PC to SGC for legal compliance checks, appoint Examiner and run Submission (Reg 16) consultation.	1/1/2024 to 28/2/2024
3.2	Independent examination. Timescales dependent on need for reporting, amendments (if required).	1/3/2024 to 30/4/2024

3.3	Publicity.	1/5/2024 to 31/5/2024
3.4	Referendum.	1/6/2024 to 30/6/2024
3.5	Conclude expenditure for 2023/24 and hand back unspent grant money. Room hire for meetings and public Website maintenance Printing Costs	1/3/2024 to 5/4/2024 1/7/2023 to 31/3/2024 1/7/2023 to 31/3/2024 1/7/2023 to 31/3/2024