



NEIGHBOURHOOD PLAN – PROJECT PLAN – Issue 2.0 Draft for Acceptance on 20/7/2021

It is very helpful to draw up an action plan or programme for preparing a neighbourhood plan (a project plan). This can identify key stages, actions and an indicative timetable. It can also identify available resources and likely costs.

Things like developing the evidence base and undertaking community engagement will have to be designed around the available budget. The project plan could also allocate responsibilities for co-ordinating different aspects of the process. It may also be helpful to identify key risks to the project’s timetable and proposals to mitigate those risks.

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
	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 – work in progress
1.7	Survey of residents, production and distribution of survey	1/9/2021 to 20/12/2021
1.8	Continue building an evidence base including market research and engagement as necessary with consultant planning experts.	1/4/2021 to 31/3/2022
1.9	Publicity costs	1/8/2021 to 31/4/2022
1.10	Room hire for meetings and public presentations	1/8/2021 to 31/4/2022
1.11	Identification and assessment of potential sites	17/5/2021 to 31/8/2022 Commenced
1.12	Publicity and engagement.	1/4/2022 to 31/5/2022
	Stage 2	
2.1	Drafting the plan.	1/12/2021 to 30/10/2022
2.2	Meeting the basic conditions.	1/11/2022 to 31/12/2022
2.3	Pre-submission consultation.	1/1/2023 to 28/2/2023
	Stage 3	
3.1	Submission.	1/3/2023 to 31/5/2023
3.2	Publicity.	1/6/2023 to 31/8/2023
3.2	Independent examination.	1/9/2023 to 31/11/2023
3.3	Referendum.	1/12/2023 to 31/12/2023