

NEIGHBOURHOOD PLAN – PROJECT PLAN – Issue 3.0 Accepted on 18/1/2022

It is very helpful to draw up an action plan or programme for preparing a neighbourhood plan (a Project 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) and Budget Expenditure		
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 Complete. Survey issued 17/11/2021
1.8	Analysis of survey of residents results, overview by consultant. Present initial assessment/findings of survey.	1/1/2021 to 15/3/2022
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. Consider commissioning a report on Design Code and Neighbourhood Characterisation Consultant	1/1/2022 to 31/3/2022

1.10	Develop Aims, Objectives and overall Vision for Plan (under issues/topics / themes) based on consultation results and evidence base gathered to date.	1/2/2022 to 31/3/2022
1.11	Publicity costs to end of financial year	1/8/2021 to 31/3/2022
1.12	Room hire for meetings and public presentations to end of financial year	1/8/2021 to 31/3/2022
1.13	Prepare for and consult on draft Aims, Objectives and Vision which will include formal presentation of survey results. Consultant	1/4/2022 to 30/4/2022
1.14	Analyse consultation responses and adjust Aims, Objectives and Vision accordingly.	1/5/2022 to 31/7/2022.
1.15	Identification (from call for sites, local knowledge, survey responses etc.) potential sites for housing, parking, green spaces, retail etc.	17/5/2021 to 30/4/2022 Commenced, consolidated list and map under preparation.
1.16	Assess identified sites for suitability, availability and economic viability (use SHELA from SGC where available) poss. AECOM involvement. Progress an assessment of strategic flood risk with SGC. Consultant	1/5/2022 to 31/7/2022.
1.17	Develop options for delivering housing to desired local needs scale based on objective criteria for selection.	1/6/2022 to 31/7/2022
1.18	Community consultation on housing allocation site options and sites for other uses.	1/7/2022 to 31/8/2022
1.19	Analyse response to consultation	15/8/2022 to 30/9/2022
	Stage 2	
2.1	Develop policies and draft Plan.	1/10/2022 to 30/11/2022
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
2.4	Preparation of Consultation Statement and Basic Condition Statement	1/2/2023 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 30/11/2023
3.3	Referendum.	1/12/2023 to 31/12/2023