

NEIGHBOURHOOD PLAN PROJECT PLANNER

PROJECT/EVENT	BECCLES NEIGHBOURHOOD PLAN
ORGANISER	BECCLES NEIGHBOURHOOD PLAN OPERATIONAL GROUP



PROJECT PHASE	PROPOSED START DATE	PROPOSED END DATE	ACTUAL START DATE	ACTUAL END DATE	ANY COMMENTS
GETTING STARTED					
Clarify if a plan is needed	29/08/2016	31/10/2016	29/08/2016	31/10/2016	
Publicise the intention to produce a plan and contact key local partners	01/11/2016	01/01/2017	01/11/2016	01/02/2017	
Speak to the Local Planning Authority	24/08/2016	[Select Date]	24/09/2016	[Select Date]	The dialogue will continue with the local Authority until the plan is complete
NEIGHBOURHOOD AREA					
Consult on and determine neighbourhood area	24/08/2016	30/01/2017	24/08/2016	19/07/2017	
Submit Neighbourhood Area application to the Local Planning Authority	19/07/2017	19/07/2017	19/07/2017	19/07/2017	
Decision on Neighbourhood Area by Local Planning Authority	19/07/2017	19/09/2017	19/07/2017	08/10/2017	See above
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)	24/08/2016	24/08/2016	24/08/2016	24/08/2016	
Develop a community engagement strategy	24/08/2016	26/12/2016	24/08/2016	28/11/2016	
Engagement ¹	28/11/2016	28/05/2016	28/11/2016	28/05/2016	

¹ (NB this planner has one engagement row- the reality is more likely to be a continuous and constantly evolving engagement programme.)

Establish plan scope and formulate draft vision and objectives	28/11/2016	28/05/2016	28/05/2016	24/12/2017
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.	24/08/2016	24/08/2016	24/08/2016	24/08/2016
Review existing 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).	30/11/2017	01/02/2018	[Select Date]	[Select Date]
Meetings/discussions with Local Planning Authority to discuss whether Strategic Environmental Assessment or Habitats Regulation Assessments are required for the plan.	01/01/2018	01/01/2018	[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.	26/06/2017	26/12/2017	01/01/2018	01/05/2018
Translate the vision and aims in to policies and proposals. See the RTPI toolkit for further guidance on policy writing.	01/05/2018	01/06/2018	[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. If not in conformity with the strategic policies in the local plan arrange a meeting to discuss with your local planning authority.	01/05/2018	01/06/2018	[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	01/06/2018	20/06/2018	[Select Date]	[Select Date]

draft plan). This may need to be updated at a later date if there are substantial changes to the content of the draft plan.

Update draft plan if required following the outcomes of the strategic environmental assessment.	01/06/2018	20/06/2018	[Select Date]	[Select Date]
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PRE-SUBMISSION CONSULTATION, MODIFICATIONS & PREPARING THE PLAN FOR SUBMISSION TO LOCAL PLANNING AUTHORITY

Pre-submission consultation	27/06/2018	27/07/2018	[Select Date]	[Select Date]
Consider responses to consultation	01/08/2018	01/09/2018	[Select Date]	[Select Date]
Make relevant amendments to plan as a result of pre-submission consultation	Oct 2018	30/09/2018	[Select Date]	[Select Date]
Prepare basic conditions statement	01/09/2018	01/10/2018	[Select Date]	[Select Date]
Prepare consultation statement	01/10/2018	01/11/2018	[Select Date]	[Select Date]
Submit plan and associated documents required to the Local Planning Authority	01/11/2018	27/11/2018	[Select Date]	[Select Date]

INDEPENDENT EXAMINATION

Meet with Local Planning Authority to discuss appointment of examiner and timescales for referendum	27/11/2018	27/11/2018	[Select Date]	[Select Date]
Regulation 16 consultation (minimum 6 weeks and led by the Local Planning Authority)	31/01/2019	31/01/2019	[Select Date]	[Select Date]
Examination	01/02/2019	01/02/2019	[Select Date]	[Select Date]
Examiners report published	01/03/2019	01/03/2019	[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	01/03/2019	01/03/2019	[Select Date]	[Select Date]

REFERENDUM

Publication of pre-Referendum information and documents	01/03/2019	01/03/2019	[Select Date]	[Select Date]
Referendum	01/05/2019	01/05/2019	[Select Date]	[Select Date]

Publication of Referendum decision	22/05/2019	22/05/2019	[Select Date]	[Select Date]
Neighbourhood plan is 'made'	22/05/2019	22/05/2019	[Select Date]	[Select Date]
