Name Ashperton Neighbourhood Plan **Date: 9.6.15** completed =
in action =

Draft Project Plan template for 'Name' Neighbourhood Development Plan

Plan stage	Suggested Action	Suggested Activities	Responsibility	How long? E.g. one day, a week etc..	Progress	When?																				Notes
						2015									2016											
						Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
Stage 1 - Getting Started - Defining Neighbourhood Area - Form Steering group	Parish Council and community approval	Parish/Town Council meeting to discuss potential Neighbourhood Development Plan, e.g. process, ideas aspirations			Completed																					
		Do pre-publicity/awareness raising with the parish residents - ensure they know what is being discussed			Completed																					
	Defining the Neighbourhood Area	Define your Neighbourhood Area - Do you wish to join with any adjoining parish?			Completed																					
		Complete the Neighbourhood Area application form and submit			Completed																					
		Herefordshire Council to formally advertise the Neighbourhood Area	Herefordshire Council	6 Week consultation	Completed																					
		Await Decision document	Herefordshire Council	Decision document due within two weeks following the end of the consultation period.	Completed																					
		Await initial environmental assessment screening decision from Herefordshire Council	Herefordshire Council	Will accompany the Decision document	Completed																					
	Form Steering Group	Identify volunteers from the local community			Completed																					
		Consider skills/knowledge/interests/representation of the Steering Group			Completed																					
		Check for inclusivity and diversity in the makeup of the Steering Group			Completed																					
		Set up the Steering Group and agree roles (Chair etc.) and Terms of Reference			Completed																					
		Agree and set up process to ensure flow of information between Parish/Town Council and Steering Group			Completed																					
		Sign Service Level Agreement	**Freda**		Completed																					
		Populate Project Plan	**Sam**		Completed																					
		Populate Budget Proforma	all	2 weeks	Completed																					
		Agree Project plan and budget proforma	**Nadine** + all	2 weeks	Completed																					
		Ensure the aims and objectives of doing a Neighbourhood Development plan are clear/understood			Completed																					
Stage 2 - Initial Preparing of your draft Neighbourhood Development Plan	Communication and engagement strategy	Identify key partners and stakeholders including potential developers and landowners	**Freda**		Completed																					
		Develop communication and engagement strategy (what/who/how/when/why)	**Andrew T**		Completed																					
		Ensure that strategy is inclusive and accessible to all	**Andrew T**		Completed																					
	General awareness and engagement Strategy	Information/awareness raising community event(s) (based on communication and engagement strategy)	**Andrew T**	ongoing	Completed																					
		Engage with local groups and people to gain their views on local issues and priorities e.g. short questionnaire	**Andrew T**	with questionnaire, 2 months	Completed																					
		Analyse questionnaire responses, broadly define key issues and priorities	**Andrew T, Nadine, Sam**	3 weeks	Completed																					
		Ensure events and questionnaire are inclusive	**Andrew T**	ongoing	Completed																					

Stage 3. - Information gathering - Getting to know your Neighbourhood Area and its context	Key Stakeholder engagement	Discussions with landowners	**Freda**	2 weeks	Completed
		Establish what interest there is from potential developers	**Freda** + Questionnaire		Completed
		Ongoing liaison with key stakeholders	**Freda**	ongoing	Completed
	Building the evidence base	Gather existing information, e.g. demographic and socio-economic information, designated / protected sites, views from the initial questionnaire and community events	**Jonathon + Gordon**		Completed
		Assess evidence base held by Herefordshire Council	**Jonathon**		Completed
		Assess the evidence gathered to identify gaps	**Jonathon**		Completed
		Establish what evidence is still required and where it may be sourced	**Jonathon**		completed
		Undertake primary surveys if required	**Jonathon**		ongoing
		Source or produce additional evidence, if required, to support the policies within your plan	**Jonathon**		ongoing
		Undertake mapping exercise - e.g infrastructure, trees and environmental elements, leisure facilities, shops, historical assets etc.	**Jonathon**		ongoing
		Undertake analysis of evidence	**Jonathon**		ongoing
	Scope and Content	Develop draft vision and aims for the Neighbourhood Development Plan	**Andrew H**		Completed
		Review the National planning policies and the emerging Herefordshire Local Plan policies	**Andrew H**		Completed
Stage 4 - Writing policies and identifying projects, and undertaking in depth community consultation	In depth Community Consutation - (please note this should be done throughout the process to fully engage the community)	Hold community events to present various development options (ensuring landowners are on board) and feedback results from the initial questionnaire / engagement	**Andrew T and all**		Completed
		Draft survey questions, this should be informed by the previous evidence gathering carried out through building the evidence base and the initial questionnaire			Completed
		Agree dates (distribution / close), distribution method, how to ensure completion of questionniares?			Completed
		Ensure the questionniare is inclusive and accessible to all			Completed
		Distribute questionnaires			9.4.16
		Collect questionnaires (if by hand)			16.4.16
		Analyse questionnaire responses			
	Drafting the plan	Identify key themes and issues for your plan			completed
		Examine potential development options in context of baseline information and public opinion			completed
		Identify allocation sites for development			completed
		Identify buildings / areas worthy of protection			completed
		Consult and agree the preferred direction with landowners			completed
		Decide plan layout, format and design etc.			completed
		Draft planning policies and guidance			ongoing
		Consider alternatives			ongoing
		Work with the Neighbourhood Planning team to undertake the Strategic Environmental Assessment and Habitat Regulations Assessment, if required			
		Consider mitigation measures to alleviate negative impacts and maximise positive outcomes			
	Finalise Draft Plan	Finalise draft planning policies			started
		Compile draft Neighbourhood Development Plan			started
		Check Conformity with the Local Plan and National Planning Policies - the Neighbourhood Planning team			
		Check the plan in terms of equality and diversity			
		Ensure all member of the community have been involved / engaged in the process		ongoing	
		Proof read the draft plan			
		Make any amendments			
		Finalise the draft plan			

Stage 5 - Testing and approving your Neighbourhood Development Plan - ensure the Plan works for the community	Pre-submission consultation and finalise Plan	Consult on the draft Neighbourhood Development Plan with the community to ensure it is what they all want. This consultation process should also show how the results from previous consultations have been used to tackle the issues.																										
		Ensure all documents are prepared and consulted. NDP checklist 1 provides details of what documents are required.																										
		Consult with the key stakeholders and send a copy to Herefordshire Council																										
		Make any amendments necessary following pre-submission consultation																										
		Re-check against various assessments as necessary																										
		Re-check general conformity with Herefordshire's Core Strategy																										
	Submission of your Neighbourhood Plan	Submit your Neighbourhood Development Plan to Herefordshire Council. Ensure all documents are included - see NDP Checklist 2	Parish Council																									
		Herefordshire Council will ensure all documents are present and it will be publicised for consultation	Herefordshire Council	6 Week consultation period																								
	Examination	Herefordshire Council will submit your Neighbourhood Development Plan for examination	Herefordshire Council																									
		Examination dates arranged	Herefordshire Council																									
		Review any modifications suggested by the Examiner	Herefordshire Council and the Steering Group																									
		Publicise any modifications (if necessary) with decision statement	Herefordshire Council																									
	Referendum	Referendum Date arranged	Herefordshire Council	60 days from Inspectors Report																								
	Adoption	The Plan will be 'made' (adopted) by Herefordshire Council if the referendum result was successful	Herefordshire Council	First available Cabinet/ Council date																								
Stage 6 - Delivering and Monitoring the	Delivery	Parish / Town Council to develop an Implementation Plan, e.g. working with developers to make it happen																										
		Monitoring - decide on how to monitor progress against objectives and reporting back to the community																										