

**PRODUCTION OF A NEIGHBOURHOOD PLAN**

**PROJECT TIMETABLE 2013/14**

**Green** = complete   **Amber** = ongoing   **Red** = critical/urgent

<b>Activity/Milestone</b>	<b>Date for Completion</b>	<b>Comment/Status as at 1<sup>st</sup> Feb 2014</b>
Establish NP Project Team	23 <sup>rd</sup> May	Complete
Distribute initial consultation flyer	mid-June	Complete
Apply to Locality for grant support	mid-June	Complete
Complete formal acceptance of grant.	early July	Complete
Attend Hough Fete to gather views	6 <sup>th</sup> July	Complete
Assess findings from initial consultation and produce report	July	Complete
Confirm appointment of Allen Pyke Associates to carry out Landscape Character Assessment	July	Complete
Work on collation of relevant material for the evidence base to support Plan content	August and ongoing	Available in Dropbox Folder
Distribute LCA Information and Questionnaire	early September	Complete
Hold Public Consultation Meeting (with Allen Pyke Associates)	18 <sup>th</sup> September	Complete
Assess findings from consultation, and Landscape Character Assessment; decide whether to proceed to Plan drafting.	15 <sup>th</sup> October NPPT meeting	Complete
Complete Landscape Character Assessment and issue to Parish Council.	end October	Complete
Draft Aims and Objectives; Review national and local policy; Scope policy content for Plan.	October/ November	See 'Issues and Approach Draft'
Put an information notice in Village Link	December	Complete
Identify and send letter to all land owners on and around Loveden Hill	December	Complete
Organise photo and send Press Release to local papers.	January '14	Complete
Produce Newsletter-style Leaflet for door-to-door distribution with insert Questionnaire	January	Complete
Hold Consultation Workshop	25 <sup>th</sup> January	Complete
Commence drafting Plan policies and Basic Conditions Statement, and the Consultation Statement	February	Appoint Globe Consultants  Have also requested assistance through Locality

Produce first Draft Plan and present to Parish Council for approval to move to full consultation.	May	Complete
Publicise and consult with all who live, work or run businesses within the area, significant land owners and all relevant bodies who may be affected by the Plan as required including statutory consultees.	June/July	<i>a 6-week pre-submission consultation period is required by statute</i>
Refine draft NP in response to consultation and submit final proposed NP, and all required supporting documentation, for approval by the Parish Council (25 Sept) for onward submission to SKDC.	August/Sept	
SKDC will check the NP for compliance with the basic conditions and, if it does, commence the required public consultation (minimum 6 week period) prior to submission to the Independent Examiner.	Sept	<i>This is the critical point for any emerging NP to count as a 'material consideration' in any planning application being assessed during this period.</i>
Independent Examination	October	
If the Plan is supported by the Examiner, SKDC will advise on process for conducting the Referendum.	November	
Referendum	December?	<i>a minimum of 50% in favour of those voting is required to bring the Plan into force</i>