

Walberswick Neighbourhood Plan Project Planner

PROJECT	WALBERSWICK NEIGHBOURHOOD PLAN				
ORGANISER	WALBERSWICK PARISH COUNCIL (STEERING 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	COMPLETE	COMPLETE	COMPLETE	COMPLETE	
Publicise the intention to produce a plan and contact key local partners	COMPLETE	COMPLETE	COMPLETE	COMPLETE	
Speak to the Local Planning Authority	COMPLETE	COMPLETE	COMPLETE	COMPLETE	
NEIGHBOURHOOD AREA					
Consult on and determine neighbourhood area	COMPLETE	COMPLETE	COMPLETE	COMPLETE	
Submit Neighbourhood Area application to the Local Planning Authority	COMPLETE	COMPLETE	COMPLETE	COMPLETE	
Decision on Neighbourhood Area by Local Planning Authority	COMPLETE	COMPLETE	COMPLETE	COMPLETE	
NEIGHBOURHOOD FORUM					
Set up and promote a Neighbourhood Forum	[Select Date]	[Select Date]	[Select Date]	[Select Date]	
Develop a forum constitution	[Select Date]	[Select Date]	[Select Date]	[Select Date]	
Submit forum proposal to Local Planning Authority	[Select Date]	[Select Date]	[Select Date]	[Select Date]	
Decision on Neighbourhood Forum by Local Planning Authority	[Select Date]	[Select Date]	[Select Date]	[Select Date]	
For parish councils- establish a steering group (if necessary) and associated terms of reference	[Select Date]	[Select Date]	[Select Date]	[Select Date]	
EARLY STAGE PLAN DEVELOPMENT ACTIVITIES					
Initial meetings/discussions with Local Planning Authority to identify scope of their support	[Select Date]	[Select Date]	[Select Date]	[Select Date]	

Develop a community engagement strategy	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Engagement ¹	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Establish plan scope and formulate draft vision and objectives	[Select Date]	[Select Date]	[Select Date]	[Select Date]
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	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Review existing evidence and Identify and develop further evidence required	[Select Date]	[Select Date]	[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	[Select Date]	[Select Date]	[Select Date]	[Select Date]
WRITING THE PLAN				
Further develop and refine the issues, vision, aims and objectives as a result of ongoing engagement and evidence gathering	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Translate the vision and aims in to policies and proposals	[Select Date]	[Select Date]	[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	[Select Date]	[Select Date]	[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 draft plan)	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Update draft plan if required following the outcomes of the Strategic Environmental Assessment	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Pre-submission consultation	[Select Date]	[Select Date]	[Select Date]	[Select Date]

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

Make relevant amendments to plan as a result of pre-submission consultation	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Prepare basic conditions and consultation statements	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Submit plan and associated documents required to the Local Planning Authority	[Select Date]	[Select Date]	[Select Date]	[Select Date]
INDEPENDENT EXAMINATION				
Meet with Local Planning Authority to discuss appointment of examiner and timescales for referendum	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Regulation 16 consultation (minimum 6 weeks and led by the Local Planning Authority)	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Examination	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Examiners report published	[Select Date]	[Select Date]	[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	[Select Date]	[Select Date]	[Select Date]	[Select Date]
REFERENDUM				
Publication of pre-Referendum information and documents	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Referendum	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Publication of Referendum decision	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Neighbourhood plan is 'made'	[Select Date]	[Select Date]	[Select Date]	[Select Date]