Much Birch Neighbourhood Development Plan - Steering Group

Oct-16 Issue: A

Draft Project Plan

						2016		2017												2018											
Plan Stage	Actions	Activity	Responsibility	Period	Progress	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Stage 1 Getting Started	Parrish Council and Community approval	Parish Council meeting to discuss potential NDP.	Parish Council		Complete																										
		Do pre-publicity awareness within the Parish	Parish Council		Complete																										
	Defining the Neighbourhood Area	Define the Neighbourhood Area	Parish Council		Complete																										
		Complete the Neighbourhood Area application form and submit	Parish Council		Complete																										
		Herefordshire Council to formally advertise the NA	Herefordshire Council		Complete																										
		Await decision document	Herefordshire Council		Complete																										
		Await initial environmental assessment screening decision from Hereford Council	Herefordshire Council		Complete																										
	Form Steering Group	Identify volunteers from local community	Steering Group																												
		Consider skills/knowledge/interests/representation of the Steering Group	Steering Group																												
		Check for inclusivity and diversity in the makeup of the Steering Group	Steering Group																												

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		Set up the Steering Group and agree roles and Terms of Reference	Steering Group																												
		Agree and set up process to ensure flow of information between Parrish Council and Steering Group	Steering Group																												
		Sign Service Level Agreement	Steering Group Chair																												
		Populate Project Plan	Steering Group Chair																												
		Populate Budget Proforma	Steering Group Finance Co-ordinator																												
		Agree Project Plan	Steering Group																												
		Agree Budget Proforma	Steering Group																												
		Ensure the aims and objectives of doing a NDP are clear/ understood	Steering Group																												
Stage 2 Initial Preparation of your draft plan	Communication and engagement strategy	Identify key partners and stakeholders including potential developers and landowners	Steering Group																												
		Develop communication and engagement strategy	Steering Group																												
		Ensure the strategy is inclusive and accessible to all	Steering Group																												
	General awareness and engagement	Information / awareness raising community events	Steering Group																												

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	strategy	Engage with local groups and people to gain their views on local issues and priorities (Questionnaire)	Steering Group																												
		Analyse questionnaire responses, broadly define key issues and priorities	Steering Group																												
		Ensure events and questionnaires are inclusive	Steering Group																												
Stage 3 Information gathering Getting to know your Neighbourhood area and its context	Key stakeholder engagement	Discussions with landowners	Steering Group																												
		Establish what interest there is form potential developers	Steering Group																												
		Ongoing liaison with key stakeholders	Steering Group																												
	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.																													
		Access evidence baser held by Hereford Council																													
		Assess the evidence gathered to identify gaps																													
		Establish what evidence is still required and where it may be sourced																													

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		Undertake primary surveys if required																													
		Source or produce additional evidence, if required to support the policies within your plan																													
		Undertake mapping exercise - e.g. Infrastructure, trees, and environmental elements, leisure facilities, shops, historical assets etc.																													
		Undertake analysis of evidence																													
	Scope and Content	Develop draft vision and aims for the NDP																													
		Review the National planning policies and the emerging Herefordshire Local Plan policies																													
Stage 4 Writing Policies and identifying projects and undertaking in depth community consultation	In depth community Consultation	Hold community events to present various development options (ensuring landowners are on board) and feedback results from the initial questionnaire / engagement																													
		Draft survey questions, this should be informed by the previous evidence gathering carried out through building the evidence base and the initial questionnaire																													

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		Agree dates, distribution method and how to ensure completion of questionnaires																													
		Ensure the questionnaire is inclusive and accessible to all																													
		Distribute questionnaires																													
		Collect if required questionnaires																													
		Analyse questionnaire responses																													
	Drafting the Plan	Identify key themes and issues for your plan																													
		Examine potential development options in context of baseline information and public opinion																													
		Identify allocation sites for development																													
		Identify buildings / areas worthy of protection																													
		Consult and agree the preferred direction with landowners																													
		Decide plan layout, format and design																													
		Draft planning policies and guidance																													
		Consider alternatives																													

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		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																													
		Compile draft NDP																													
		Check conformity with the Local Plan and National Planning Policies and the Neighbourhood Planning Team																													
		Check the plan in terms of equality and diversity																													
		Ensure all members of the community have been involved / engaged in the process																													
		Proof read the draft plan																													
		Make any amendments																													
		Finalise the draft plan																													

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Stage 5 Testing and approving your NDP - ensure the Plan works for the community	Pre Submission consultation and finalise Plan	Consult on the draft NDP 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 Core Strategy																													

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	Submission of your NDP	Submit your NDP to Herefordshire Council. Ensure all documents are included. See check list 2.	Parish Council																												
		Herefordshire Council will ensure all documents are present and it will be publicised for consultation.	Herefordshire Council	6 Week Consultatio n period																											
	Examination	Herefordshire Council will submit your NDP 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 with decision statement	Herefordshire Council																												
	Referendum	Referendum date arranged	Herefordshire Council	60 days for inspectors report																											
	Adoption	The Plan will be 'made'(adopted)by Herefordshire Council if the referendum result was successful	Herefordshire Council	First available Cabinet/Cou ncil date																											
Stage 6 Delivering and monitoring the	Delivery	Parish Council to develop an implementation Plan	Parish Council																												

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plan		Monitoring - decide on how to monitor progress against objectives and report back to the community	Parish Council																												