

## Neighbourhood Plan summary project plan – Version 12 – 31/03/18

Blue – completed

Project Phase	Activity	Lead	Start date	End date	Output / evidence	Comments
Stage 1 - Getting started	Clarify why a Plan is needed	Parish Council	Spring 2015	Spring 2015	Minutes of Parish Council meeting	
	Agree Steering Group terms of reference, budget and project plan	NPlan Steering Group	Spring 2015	Autumn 2015	Terms of reference Project Plan Budget Plan	Steering gp to confirm ToR status
Stage 2 - Neighbourhood Area	Submit Neighbourhood Area application	Local Planning Authority	June 2015	June 2015		
	Consultation on Neighbourhood Area	Local Planning Authority	June 2015	July 2015		
	Decision on Neighbourhood Area	Local Planning Authority	7 July 2015	7 July 2015	Neighbourhood area confirmed by local planning authority	
	Make application for grant funding	NPlan Steering Group with consultant support	November 2015	January 2016	Submitted Application form	Grant application successful. Award letter recd March 2016.
Stage 3 - Community Engagement and involvement	Initial publicity and awareness raising	NPlan Steering Group	December 2015	April 2016	Website (established March) Launch event (April 23)	Report of Launch event published on website June 2016.
	Identify and engage local partners and service providers	NPlan Steering Group	January 2016	May 2017	One-to-one meetings and correspondence	Ongoing.
	Issue community questionnaire with potential to include Housing Needs	NPlan Steering Group / Herefordshire	April 2016	June 2016	Community questionnaire and report summarising	Community questionnaire issued June/July

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	Survey (HNS) if existing HNS is out of date.	Council			feedback.	2016 and no requirement for HNS.
	Analyse responses to community questionnaire and consider the need for additional evidence in the light of issues raised.	NPlan Steering Group / Planning consultant	June 2016	September 2016	Report summarising issues raised in questionnaire.	Report completed and endorsed by Steering Group 23/9/16.
Stage 3.1 – Evidence gathering	Review evidence and existing planning framework and consider the need for additional evidence	Planning consultant	January 2016	September 2016	Evidence Report to include paper summarising existing strategic policies.	Evidence Report completed and published on website September 2016.
	Characterisation Study	NPlan Steering Group / Planning consultant	January 2016	March 2017	Characterisation Report.	Draft Report published for consultation December 2016. Some comments received and final version to published March 2017.
Stage 3.2 – Writing the Plan	Confirm Vision and agree plan objectives	NPlan Steering Group / Planning consultant	September 2016	October 2016	Vision and objectives.	Draft Vision and objectives completed following discussion at public meeting 15/10/16.
	Settlement boundary consultation	Planning consultant	November 2016	January 2017	Settlement boundary Report including draft	Draft Report and settlement boundary

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					settlement boundary for community consultation.	published for consultation on website December 2016.
	Agree Plan structure and policy areas	NPlan Steering Group / Planning consultant	October 2016	December 2016	Skeleton document	Skeleton agreed at Steering Group December 2016.
	Writing first draft plan	NPlan Steering Group / Planning consultant	November 2016	February 2017	Draft Plan	Draft Plan agreed by Steering Group 24/2/17 and Parish Council 7/3/17
	Pre-submission (Regulation 14) consultation on draft Plan	NPlan Steering Group	April 2017	May 2017	Draft Plan, HRA Screening Statement and Environmental Report	Regulation 14 consultation 3/4/17 to 31/5/17.
	Consider comments to draft Plan and make amendments	NPlan Steering Group / Planning consultant	May 2017	September 2017	Submission Plan approved by Parish Council 5 <sup>th</sup> September 2017.	
	Submission of Plan to local planning authority	NPlan Steering Group / Parish Council	June 2017	September 2017	Submission Plan and supporting information including Consultation Statement and Statement of Basic Conditions.	Consultation commenced 11 October and runs to 22 November 2017.
	Statutory consultation for six weeks	Local Planning Authority	11 October 2017	22 November 2017	Progress to Examination Report completed by Herefordshire	

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					Council 12/12/18	
Stage 4 - Independent Examination	Local planning authority appoints examiner	Local Planning Authority	November 2017	November 2017		
	Examination	Local Planning Authority	November 2017	January 2018	Email confirming of conduct of Examination published on website 11/1/18.	
	Examiners report published	Examiner	January 2018	March 2018	Examiners Report.	Examiners Report published 31/1/18
Stage 5 - Referendum	Publication of pre-referendum information and documents	Local Planning Authority	March 2018	March 2018	Neighbourhood Plan and supporting information	
	Referendum	Local Planning Authority		10/5/18		
	Publication of referendum decision	Local Planning Authority		May 2018	Notice of result	
	Neighbourhood Plan is made	Local Planning Authority	May 2018	June 2018	Approval of Plan by local planning authority	