PROJECT PLAN FOR NEWICK PC
Version 5 - March, 2014

NEIGHBOURHOOD DEVELOPMENT PLAN

				2012				2013		
STEP	**MILESTONE**	**OWNED BY**	**TASK**	**DONE**	**October**	**November**	**December**	**January**	**February**	**March**
STEP 1			**Getting Started**							
1a			Council or Forum decision to prepare plan	DONE						
1b			Establish Steering Committee and Working Group	DONE						
1c			Obtain electronic and paper maps of plan area (LPA or purchase)	DONE						
1d			Neighbourhood Plan area formally submitted to LPA for designation	DONE						
1e			Prepare Draft Project Brief and Project Plan			DONE				
1f			Meet with LPA to discuss plan scope, need for SEA/SA, statutory consultees as a minimum		DONE					
1g			Develop main delivery structure (Steering Group)		DONE					
STEP 2			**Identifying the Issues**	**DONE**	**October**	**November**	**December**	**January**	**February**	**March**
2a			Finalise project brief			DONE				
2b			Develop broad vision and objectives (justification of intent to plan)			DONE				
2c			Preparation of Communication Strategy			DONE				
2d			Preparation of Consultation Strategy			DONE				
2e			Community event - awareness of the proposal to deliver the plan (Consultation Day 17 Nov. 2013)			DONE				
2f			Begin to develop working group structure and membership (based on interest from 17 Nov)				DONE			
2g			(subject to response at 1f) develop SEA/SA framework and programme				DONE			
2h			Preparation of Character Assessment - Tony Turk							
2i			Mapping of key sites / land use / physical constraints							
2j			Review and map any relevant planning history and LB records						DONE	
2k			Review / map land ownership						DONE	
2l			SWOT analysis (to be undertaken when writing policies)							
2m			Identification and collation of other 'evidence' specific to Newick, e.g. SHLAA						DONE	
2n			Review / collation of LPA technical evidence						DONE	
2o			Review / collation of LPA policy position						DONE	
2p			Meet landowners and developers						DONE	
2q			Stakeholder meetings							
2r		Chairman / convener	Appoint lead person for collation / write up of issues work						DONE	
2s			Working Group to identify key issues (continuous process until after second Consultation Day)							
2u			Public presentation of work done to date and key issues (continuous process)							
STEP 3			**Developing a Vision and Objectives**	**DONE**	**October**	**November**	**December**	**January**	**February**	**March**
3a			Working group discussion / agreement on draft objectives (continuous process)							
3b		Chairman / convener	Record agreed draft objectives (continuous process)							
3c			Prepare report to Council or Forum (done twice monthly)							
3d			Council or Forum agree report on Stages 1/2/3 (at monthly Council meetings)							
3e			Produce SA Scoping Report (LDC to then submit to Statutory Consultees for 6-week consultation)							
STEP 4			**Generate Options**	**DONE**	**October**	**November**	**December**	**January**	**February**	**March**
4a			Working Group discussions to generate options to meet draft objectives							
4b			Finalise options and consult on draft objectives and options (questionnaire)							
4c			Evaluate plan and / or options using Sustainability Appraisal							
4d			Identify preferred options as an output of 4b and 4c							
STEP 5			**Draft Your Neighbourhood Plan**	**DONE**	**October**	**November**	**December**	**January**	**February**	**March**
5a			Prepare/ finalise outline structure of plan (see Project Brief)							
5b		Chairman / convener	Allocate detailed drafting to Working Group members							
5c			Draft Plan Policies							

5d			Prepare Proposals Map							
5e			Finalise draft plan							
5f			(subject to 1f) Prepare SEA/SA Evaluation Matrix (Lewes District Council to do this)							
5g			(subject to 1f) Production of SEA/SA Report using finalised matrix (Lewes District Council to do this)							
5h			Council approves draft plan							
STEP 6			**Consultation and Submission**	**DONE**	**October**	**November**	**December**	**January**	**February**	**March**
6a			Pre-submission community consultation event (min 6 wks, required by regs)							
6b			Revise Draft Plan for submission							
6c			Report on consultation							
6d			Council or Forum approve Plan for submission							
6e		Chairman / convener	Submission of Plan to LPA (plan/ consultation statement / SA / Schedule 4B TCPA 1990)							
6f			Preliminary discussions with LPA about examiner and examination / referendum timetable							
6g		EXTERNAL / LPA	LPA led consultation period (minimum 6 weeks)							
STEP 7			**Independent examination**	**DONE**	**October**	**November**	**December**	**January**	**February**	**March**
7a			Identify lead contact for information on submissions / evidence							
7b			Examiner appointed							
7c			Respond to Examiner information requests							
7d		EXTERNAL / LPA	EXAMINATION							
7e			Examination outcome reported							
STEP 8			**Referendum and Adoption**	**DONE**	**October**	**November**	**December**	**January**	**February**	**March**
8a			Community consultation event (pre referendum promotion / information event)							
8b		EXTERNAL / LPA	REFERENDUM							
8c		LPA	LPA adopt Plan							
8d										

SUSTAINABILITY APPRAISAL (to be completed subject to response at 1f)

SA STEP	NDP STEP	OWNED BY	TASK	DONE	October	November	December	January	February	March
			Discuss initial scope of NDP and the potential need for an SA with the LPA		DONE					Scoping Re
			Assign responsibility for production of SA				DONE			
Step 1			Identify what your NDP can and cannot do					DONE		
Step 2			Character appraisal: conservation (see Appendix 1 to Sustainability Appraisal Scoping Report)							
			Character appraisal: landscape (see Appendix 1 to Sustainability Appraisal Scoping Report)							
			Character appraisal: heritage (see Appendix 1 to Sustainability Appraisal Scoping Report)							
			Character appraisal: air and climate (see Appendix 1 to Sustainability Appraisal Scoping Report)							
			Character appraisal: water (see Appendix 1 to Sustainability Appraisal Scoping Report)							
			Character appraisal: soil (see Appendix 1 to Sustainability Appraisal Scoping Report)							
			Character appraisal: social and economic (see App 1 to Sustainability Appraisal Scoping Report)							
			Character appraisal: infrastructure (see Appendix 1 to Sustainability Appraisal Scoping Report)							
			Map environmental designations (local and national)							
Step 3			High level sustainability assessment of broad issues against character assessment							
Step 4			**Key Deliverable: Preparation of SA Scoping Report based on draft objectives**							
			Meeting with LPA to discuss scoping, options and approach to statutory consultees							
			5-week statutory consultation period with statutory consultees							
Step 5			Assessment of options for remaining 'scoped in' topics							
			Key Deliverable: Evaluation of options against key SA criteria (environmental, economic, social)							
			Consultation of evaluation using sustainability matrix							
Step 6			Assessment against SA matrix and any necessary amendment of final draft policies							
Step 7			**Key Deliverable: Production of Final Draft SA**							
			Submission to LPA							

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