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| **Steps** | **ACTION** | **Suggested Activities (to be discussed)** | **Progress** | **When** |
| **Step 1: Getting started** | **Getting started:**  **Parish Council &**  **Community Approval** | Parish/Town Council meeting to discuss potential Neighbourhood Plan e.g.  process, ideas, aspirations | Completed | 9.12.15 |
| Do pre-publicity/awareness raising with Parish residents - ensuring they know what is being discussed | Completed | Agenda for 3.2.16 Facebook 1.2.16 |
| **Defining the Neighbourhood** | Discuss the options and implications and a suggested Neighbourhood Area  (i.e. area the the Neighbourhood Development Plan or Neighbourhood Development Order will cover) | Completed | Parish Council meeting 3.2.16 |
| Ensure that aims and objectives of doing the Neighbourhood Plan are clear/understood. | Completed | Parish newsletter Spring 2016 |
| **Communication &**  **Engagement Strategy** | Identify key partners and stakeholders including potential developers and landowners | Completed | Business survey Oct 2017 |
| **General Awareness**  **& Defining Key**  **Issues and**  **Opportunities** | Information/awareness raising community event/s (based on communication and engagement strategy) | Completed | October -  November 2016 |
| Publicise and engage with local groups and people to gain their views on doing the neighbourhood plan, area, local issues and priorities | Completed | October -  November 2017 |
| **Set up Steering**  **Group/Neighbourho od Planning Team** | Set up Steering Group and agree roles (chair etc) and Terms of Reference with a range of community representatives (GRCC Localism Lead Workshop) | Completed | First meeting  29.2.16 |
| Agree and Set up process to ensure flow of information between Parish/Town Council and Steering Group. | Ongoing |  |
| Populate Action Plan with time scales (for individual tasks & realistic timeframe for process) & resources (people/funding) etc | Ongoing |  |
| Agree Action Plan | Completed | April 2016 |
| Agree Project Budget | Completed | April 2016 |
| **Submission of letter & map to**  **FODDC** | Parish/Town Council to send letter and map to FODDC to formally apply for Neighbourhood Area (GRCC template and advice available) | Completed | January 2016 |
| Parish/Town Council to suggest where CC might advertise Neighbourhood Plan locally (to reach those who live/work/have businesses in area) | Completed | Sept 2017 |
| District Council to formally advertise Neighbourhood Area | Completed | March 2016 |
| District Council decision following consultation period |  | May 2016 |

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| **Steps** | **ACTION** | **Suggested Activities (to be discussed)** | **Progress** | **When** |
| **Step 2: Identifying issues** | **Building the Evidence Base** | Gather baseline information relating to the policy context, the exisiting evidence base and designations e.g. demographic and socio-economic information, designated/protected sites, views from the previous community consultations. | In Progress | Parish Plan  Allocations Plan  Rural Place  Profile |
| Contact the District Council to access relevant evidence base and to discuss / agree methodologies for collecting additional evidence if required. | Completed | Apr 2016 |
| Mapping exericise - site/ character assessment e.g. infrastructure, trees and environmental elements, leisure facilities, shops, historical assets etc | In Progress | July - August/ September 2016 |
| Analysis of evidence. Collate information collected to date in report | In Progress | September-  October 2016 |
| Identify the key issues that the plan can address and themes or topics under which the plan can be arranged. | In Progress |
| Assess evidence gathered to identify gaps. Establish what evidence is still required and where it may be sourced | In Progress |
| Seek early advice from District Council on other assessments that may be required, e.g. Strategic Environmental Assessment (SEA), Habitats Regulations Assessment, Environmental Impact Assessment, flood risk assessment etc | In Progress | Mar 2017 |
| **Key Stakeholder Engagement** | If considering Allocation of sites for develoment, identify and meet with landowners / housing providers etc | In Progress | September -  November 2016 |
| Identify and meet other key partners as key issues indicate | In Progress |
| **Step 3: Developing a vision and objectives** | **In-depth**  **Community**  **Consultation** | Community consultation to present baseline information and explore key issues and ideas. If appropriate / necessary draft survey questions, this should be informed by the previous evidence gathering carried out through building the evidence base and any initial questionnaire. Record and present information gathered in consultation stage report | Completed | Oct 2016 |
| Analyse results from the consultation to move towards drafting vision and objectives. Issue feedback on the consultation and information on next steps | Completed | October -  November 2016 |
| **Scope and content** | Develop draft vision and objectives for the Neighbourhood Plan based on Step 2 and the consultation outputs. | In Progress | Nov 2017 |

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| **Steps** | **ACTION** | **Suggested Activities (to be discussed)** | **Progress** | **When** |
| **Step 4:**  **Generate and test options/ solutions** | **Generating Options** | Explore options and solutions to address key issues and achieve the vision in context of baseline information and public opinion. Collate initial agreed 'longlist' of options | In Progress | April/ May 2017 |
| **Agree preferred options** | Test Options: Consult on preferred options. Event to present & test draft plan and evidenceAgree preferred options. Check for conformity with strategic policies and the NPPF. Analysis and report | In Progress | Mar 2018 |
| **Step 5:**  **Drafting the**  **NDP** | **Drafting the Plan** | Decide plan layout, format, design etc | In Progress | Dec 2017 |
| Consider mitigation measures to alleviate negative impacts and maximise positive outcomes | In Progress |
| Finalise draft planning policies. Check conformity with the District Council's Strategic Development Plan Policies. Consider in terms of equality and diversity. | In Progress | 2018 |
| Compile draft Neighbourhood Plan | Not Started | 2018 |
| Proof read draft Neighbourhood Plan. Make any amendments | Not Started | 2018 |
| Finalise draft Neighbourhood Plan | Not Started | 2018 |
| **Step 6: Pre**  **Submission Consultation and Submission of the Plan** | **6 week Presubmission**  **Consultation**  **(Regulation 14**  **Consultation)** | Consult on draft Neighbourhood Plan to ensure it represents what the community want - demonstrate how the Neighbourhood Plan tackles the issues raised. | Not Started | June 2018  6 week consultation period on draft |
| **Finalise Plan** | Make any amendments necessary following pre-submission consultation | Not Started | 2018 |
| Re-check against various assessments as necessary | Not Started |
| Re-check general conformity with Local Plan | Not Started |
| **Submission of Plan & Approval** | Submit the Neighbourhood Plan to the District Council including map and statement identifying the area, consultation statement, confirmation that it meets legal obligations, any other assessments required such as SA, EIA etc | Not Started | Approximately 26  40 weeks  (8 - 12 weeks for independent |
| The District Council will review the Neighbourhood Plan and if it meets requirements, it will then be publicised for consultation | Not Started |
| **Step 7:**  **Independent** | **Publication and** | Publication of the NDP by the District Council | Not Started |
| Appoint the independent examiner | Not Started |
| Submit plan for examination | Not Started |
| EXAMINATION | Not Started |

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**Examination**

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| **Steps Independent** | **ACTION** | | **Suggested Activities (to be discussed)** | | **Progress** | **When** |
| **Examination** | **Examination** | | District Council consideration of examiners recommendations | | Not Started | examination and  8 - 12 weeks to organise and hold referendum) |
| Publication of Examiner's recommendations | | Not Started |
| If the Neighbourhood Plan has to be modified, details to be publicised | | Not Started |
| **Step 8:**  **Referendum and the 'making' of the NDP** | **Referendum** | | Publication of pre referendum statement and specified documents | | Not Started |
| Referendum | | Not Started |
| Publication of referendum decision. If 'yes' then the plan is 'made' by the District Council | | Not Started |
| Key: | |
| Not Started | |
| In Progress | |
| Completed | |