

ALVINGTON NDP PROJECT PLAN 2016 - 2019

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 October 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/Neighbourhood 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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Step 2: Identifying issues	Building the Evidence Base	Gather baseline information relating to the policy context, the existing evidence base and designations e.g. demographic and socio-economic information, designated/protected sites, views from the previous community consultations.	Completed	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	April 2016
		Mapping exercise - site/ character assessment e.g. infrastructure, trees and environmental elements, leisure facilities, shops, historical assets etc	Completed	July - August/ September 2016
		Analysis of evidence. Collate information collected to date in report	Completed	September-October 2016
		Identify the key issues that the plan can address and themes or topics under which the plan can be arranged.	Completed	
		Assess evidence gathered to identify gaps. Establish what evidence is still required and where it may be sourced	Completed	
	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	Completed	March 2017	
	Key Stakeholder Engagement	If considering Allocation of sites for development, identify and meet with landowners / housing providers etc	Completed	September - November 2016
Identify and meet other key partners as key issues indicate		Completed		
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	October 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.	Completed	Nov 2017

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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 'long-list' of options	Completed	April/ May 2017
	Agree preferred options	Test Options: Consult on preferred options. Event to present & test draft plan and evidence Agree preferred options. Check for conformity with strategic policies and the NPPF. Analysis and report	Completed	March 2018
Step 5: Drafting the NDP	Drafting the Plan	Decide plan layout, format, design etc	Completed	June 2018
		Consider mitigation measures to alleviate negative impacts and maximise positive outcomes	Completed	
		Finalise draft planning policies. Check conformity with the District Council's Strategic Development Plan Policies. Consider in terms of equality and diversity.	Completed	2018
		Compile draft Neighbourhood Plan	Completed	2018/2019
		Proof read draft Neighbourhood Plan. Make any amendments	Completed	February 2019
		Finalise draft Neighbourhood Plan	Completed	March 2019
Step 6: Pre Submission Consultation and Submission of the Plan	6 week Pre-submission 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.	Completed	March - April 2019 6 week consultation period on draft
	Finalise Plan	Make any amendments necessary following pre-submission consultation	Started	April/May 2019
		Re-check against various assessments as necessary	Started	
		Re-check general conformity with Local Plan	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	June 2019
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	Publication of the NDP by the District Council	Not Started	Approximately 26 - 40 weeks (8 - 12 weeks for independent)
		Appoint the independent examiner	Not Started	
		Submit plan for examination	Not Started	
		EXAMINATION	Not Started	

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Steps	ACTION	Suggested Activities (to be discussed)	Progress	When
Examination	and 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