

**PROJECT PLAN FOR MARESFIELD PC  
Version 3.0 (July 2013)**

**NEIGHBOURHOOD DEVELOPMENT PLAN**

**(SUGGESTED TASKS INCLUDED IN DRAFT VERSION - NON-EXHAUSTIVE)**

STEP	MILESTONE	OWNED BY	TASK	June	July	August	September	October	November
<b>STEP 1</b>		<b>Name if possible</b>	<b>Getting Started</b>						
1a		Council	Council or Forum decision to prepare plan						
1b		Council	Establish Steering Committee (complete membership)						
1c		Steering Group Chair	Establish working group Maresfield (three village approach)						
1d		Steering Group Chair	Establish working group Nutley (three village approach)						
1e		Steering Group Chair	Establish working group Fairwarp (three village approach)						
1f		Council	Prepare Terms of Reference and agree chairmanship						
1g		Steering Group / Project n	Subdivision of responsibilities						
1h		Project Manager	Prepare Draft Project Brief and Plan (list responsibilities)						
1i		Project Manager	Consultancy contract with AirS (consultation - household survey)						
1j		Project Manager	Plan area and intention to plan delivered to LPA						
<b>STEP 2</b>			<b>Identifying the Issues</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>
2a		Project Manager	Finalise project brief						
2b		Subset of Steering Group	Meet LPA / any other interested parties (initiation; explaining project plan, seeking help)						
2c		All	Community consultation events 1 (fetes in three villages) - awareness of the proposal to deliver the plan						
2d		Sue	Preparation of Comms Strategy						
2e		Sue	Preparation of Consultation Strategy						
2f		Tony	Correlation of initial consultation results - responses and numbers responding						
2g		Working groups	Preparation of Character Assessments						
2h		Jess / WDC	Mapping constraints						
2i		Jess	Obtain electronic and paper maps of plan area (LPA or purchase)						
2j		Steering group	Stakeholder meetings						
2k		Alex	Evidence gathering: TOPIC 1 Baseline and policy position						
2l			Evidence gathering: TOPIC 2 Population and household change						
2m			Evidence gathering: TOPIC 3 Housing need and provision						
2n			Evidence gathering: TOPIC 4 Environment and conservation						
2o			Evidence gathering: TOPIC 5 Transport						
2p			Evidence gathering: TOPIC 6 Access to community services						
2q		Tony	Evidence gathering: TOPIC 7 Other infrastructure						
2r			Evidence gathering: TOPIC 8 Employment and business opportunities						
2s			Initial sites review: Review any relevant planning history and constraints (site by site) against SHLAA						
2t		Fred / Jess	Initial sites review: Map land ownership / sites						
2u		Fred	Initial sites review: Meet landowners - first contact to establish availability of sites						
2v			Initial sites review: Finalise initial report of site availability and suitability (first review)						
2w		Alex	Initial baseline report on all evidence (summary of Topic Papers)						
2x		AiRS	Questionnaire issued based on initial evidence gathering (all households)						
2y			Consultation open days to coincide with Questionnaire						
2z		Fred / AiRS	Produce housing needs study from questionnaire results						
2aa		AiRS	Report of consultation						
2bb		Alex	Finalise Baseline Report, incorporating consultation responses and SA criteria						
<b>STEP 3</b>			<b>Developing a Vision and Objectives</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>
3a		Alex / SG	Request SEA HRA determination from WDC based on baseline and objectives						
3b		Alex / SG	Steering and Working group discussion and agreement on draft objectives						
3c		Chairman / convener	Record agreed draft objectives						

3d			Prepare report to Council or Forum							
3e		Council	Council or Forum agree report on Stages 1/2/3							
<b>STEP 4</b>			<b>Generate Options</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	
4a		AiRS	Facilitated stakeholder session to discuss objectives / generate options							
4b		Steering Group member w	Working Group discussion to develop options							
4c		Alex	Summary of options paper							
4d		Alex / SG / AiRS? / Sue?	Consult on draft options for plan and SA matrix							
4e		Alex / SG	Evaluate plan and / or options using Sustainability Appraisal (LPA framework)							
<b>STEP 5</b>			<b>Draft Your Neighbourhood Plan</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	
5a		Alex / SG	Prepare/ finalise outline structure of plan							
5b		Chairman / convener	Allocate detailed drafting to Working Group members							
5c		Alex lead	Draft Plan (subdivide with topic responsibilities)							
5d		Jess / WDC	Prepare Proposals Map							
5e		Alex?	Prepare SA Evaluation Matrix							
5f		Council	Council approves draft plan							
5g			Production of SA Report using finalised matrix							
<b>STEP 6</b>			<b>Consultation and Submission</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	
6a		Working Group	Reg 14 Consultation on Draft Plan (minimum 6 weeks)							
6b		AiRs / Steering Group	Report on consultation							
6c		Designated person	Revise Draft Plan for submission							
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			Meet WDC to discuss examination and referendum timetable and to request examiner							
6g		EXTERNAL / LPA	LPA led consultation period (minimum 6 weeks)							
<b>STEP 7</b>			<b>Independent examination</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	
7a		Steering group	Identify lead contact for information on submissions / evidence							
7b		EXTERNAL LPA	Examiner appointed							
7c		Designated person	Respond to Examiner information requests							
7d		EXTERNAL / LPA	EXAMINATION							
7e		EXTERNAL / LPA	Examination outcome reported							
<b>STEP 8</b>			<b>Referendum and Adoption</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	
8a		SG	Community consultation event 3 (pre referendum promotion / information event)							
8b		EXTERNAL / LPA	REFERENDUM							
8c		LPA	LPA adopt Plan							

**SUSTAINABILITY APPRAISAL timeline to slot in if required**

SA STEP	NDP STEP	OWNED BY	TASK linked with above details - notional breakdown to produce free standing report	June	July	August	September	October	November
	STEP 1	See above	Discuss initial scope of NDP and the potential need for an SA with the LPA						
	STEP 1		Assign responsibility for production of SA						
Step 1	STEP 1		Identify what your NDP can and cannot do						
Step 2	STEP 2		Character appraisal: conservation						
			Character appraisal: landscape						
			Character appraisal: heritage						
			Character appraisal: air and climate						
			Character appraisal: water						
			Character appraisal: soil						
			Character appraisal: social and economic						
			Character appraisal: infrastructure						
			Map environmental designations (local and national)						
Step 3	STEP 2		High level sustainability assessment of broad issues against character assessment						
Step 4	STEP 2		<b>Key Deliverable: Preparation of SA Scoping Report based on draft objectives</b>						
	STEP 4 and 5		Meeting with LPA to discuss scoping, options and approach to statutory consultees						
	STEP 4 and 5		5-week statutory consultation period with statutory consultees						
Step 5	STEP 5		Assessment of consultation responses and any resultant amendments to policies						

	STEP 5		<b>Key Deliverable: Evaluation of draft policies against SA Matrix</b>						
	STEP 6		Consultation of evaluation using sustainability matrix						
Step 6	STEP 6		Adapting outputs of SA testing to inform policy						
Step 7	STEP 6		<b>Key Deliverable: Production of Final Draft SA</b>						
			Submission to LPA						





