

MIRFIELD NEIGHBOURHOOD DEVELOPMENT PLAN – DRAFT PROJECT PLAN v3 – 4th June 2019

Stage 1 – setting up			
ACTION	BY WHOM	BY WHEN	DONE
1. Town Council decision to investigate NDP	MTC	9/7/15	✓
2. Community consultation of parish and key issues defined.	MTC	1/12/15	✓
3. Public meeting to raise awareness and endorse the NDP approach	MTC	16/12/15	✓
4. Town Council decision to undertake the NDP	MTC	25/2/16	✓
5. Letter to Local Planning Authority informing them of decision to proceed /requesting approval of the neighbourhood area.	MTC	20/12/16	✓
6. Neighbourhood Area approved	KC	27/1/17	✓
7. Steering Group ToR agreed	Steering Group	23/5/17	✓
8. First meeting of Steering Group – agreement of Terms of Reference, membership, secretariat, chair, working groups	Steering Group	11/5/17	✓
9. Communications plan drafted and agreed – website etc	Steering Group	23/10/17	✓
10. Stakeholders identified and informed	Steering Group	April 19	✓
Stage 2 – implementation			
ACTION	BY WHOM	BY WHEN	DONE
11. Funding issues – agreement of budget and funding to cover all costs including retaining external support	Steering Group	14/3/19	✓
12. Draft project plan agreed	Steering Group	14/3/19	✓
13. Grant applications	Clerk/Consultant	June 19	
14. Appointment of external support (contract)	Steering Group	July 19	
15. Review of existing planning documents/materials undertaken in the parish (Design Statement, Conservation Area Appraisal & Management Plan, parish plan) – by Working Groups	Consultant	May/June 19	Underway
16. Review of data available/necessary, including all Local Development Framework documents and Core Strategy/Site Allocations Plan in	Consultant	May 19	Underway

17. Sustainable community assessment	Steering group	May/June 19	Underway
18. Co-ordination with neighbouring councilors /residents groups/parish councils	Steering group	June 19	
19. Co-ordination with LPA	Steering group/consultant	20 June 19	Organised
20. Develop draft Plan – vision, objectives, options, issues, findings, evidence base, etc	Consultant	May/June 19	Underway – V2
21. Assessments of sites – housing, industry, greenspace, heritage etc	Steering group		
22. Public meeting(s)/consultation	Steering group		
23. First ‘good’ draft produced	Consultant	October 19	
24. Informal comments from LPA	KC	November 19	
25. Screening from Local Planning Authority for Strategic Environmental Assessment / Habitats Regulation Assessment = required/not required.	KC/HE/EA/NE	December 19	
26. SEA if required	AECOM	-	
27. Design/print final pre submission draft, summary and survey	Consultant/contractors	February 20	
28. Pre submission consultation – Regulation 14	Steering group	March-April 20	
29. Analysis of all comments and submission to R14	Steering group/consultant	May 20	
30. Consultation statement / Basic Conditions Statement	Steering group/consultant	May-Jun 20	
31. Submission draft Plan produced	Consultant	July 20	
32. Approval by Town Council to submit	MTC	July 20	
Stage 3 – approval			
ACTION	BY WHOM	BY WHEN	DONE
33. Submission to Local Planning Authority	Steering Group	August 20	
34. Examiner identified and appointed	KC/Steering Group	August 20	
35. Regulation 16 consultation	KC	September 20	
36. Formal submission of draft Plan for Examination	KC	October 20	
37. Examination	Planning Inspector	October 20	
38. Modifications and final Plan produced	KC	Nov-Dec 20	
39. Local referendum	KC	Jan 21	
40. Adoption	KC	-	