

# NEIGHBOURHOOD PLAN PROJECT PLANNER

PROJECT/EVENT	MIRFIELD NEIGHBOURHOOD PLAN
ORGANISER	MIRFIELD TOWN COUNCIL



PROJECT PHASE	PROPOSED START DATE	PROPOSED END DATE	ACTUAL START DATE	ACTUAL END DATE	ANY COMMENTS
<b>GETTING STARTED</b>					
Clarify if a plan is needed	25/02/2016	25/02/2016	25/02/2016	25/02/2016	
Publicise the intention to produce a plan and contact key local partners	07/04/2016	07/04/2016	07/04/2016	07/04/2016	
Speak to the Local Planning Authority	07/04/2017	30/05/2016	27/01/2017	27/01/2017	
<b>NEIGHBOURHOOD AREA</b>					
<a href="#">Consult on and determine neighbourhood area</a>	20/12/2016	20/12/2016	20/12/2016	20/12/2016	
Submit Neighbourhood Area application to the Local Planning Authority	20/12/2016	20/12/2016	20/12/2016	20/12/2016	
Decision on Neighbourhood Area by Local Planning Authority	27/01/2017	27/01/2017	27/01/2017	27/01/2017	
<b>NEIGHBOURHOOD FORUM</b>					
<a href="#">Set up and promote Neighbourhood Forum</a>	27/01/2017	27/01/2017	21/02/2017	21/02/2017	
<a href="#">Develop a forum constitution</a> (RTPI have produced a <a href="#">constitution template</a> )	07/03/2017	30/04/2017	07/03/2017	10/07/2017	
Submit forum proposal to Local Planning Authority	10/07/2017	10/07/2017	10/07/2017	10/07/2017	
Decision on Neighbourhood Forum by Local Planning Authority	10/07/2017	10/07/2017	10/07/2017	10/07/2017	
For parish councils- establish a steering group (if necessary) and associated terms of reference	11/05/2017	16/05/2017	16/05/2017	23/05/2017	

## EARLY STAGE PLAN DEVELOPMENT ACTIVITIES

Initial meetings/discussions with Local Planning Authority to identify scope of their support to the neighbourhood plan group (i.e. establishing remit of duty to support)	27/01/2017	27/01/2017	27/01/2017	27/01/2017
Develop a community engagement strategy	23/10/2017	31/03/2018	[Select Date]	[Select Date]
Engagement <sup>1</sup>	31/03/2018	31/05/2018	[Select Date]	[Select Date]
Establish plan scope and formulate draft vision and objectives	25/02/2016	25/02/2016	25/02/2016	25/02/2016

## BUILDING THE EVIDENCE BASE

Meetings/discussions with Local Planning Authority on types of evidence already available and where this can be accessed or contact details of agencies who hold the data.	01/03/2018	01/03/2018	[Select Date]	[Select Date]
<a href="#">Review existing evidence</a> and Identify and develop further evidence required (either because there is no existing up to date evidence or because the data is only available at a much larger geographic level than the local neighbourhood).	02/03/2018	30/04/2018	[Select Date]	[Select Date]
Meetings/discussions with Local Planning Authority to discuss whether <a href="#">Strategic Environmental Assessment or Habitats Regulation Assessments</a> are required for the plan.	05/12/2017	05/12/2017	[Select Date]	[Select Date]

## WRITING THE PLAN

Further develop and refine the issues, vision, aims and objectives as result of the ongoing engagement programme and evidence gathering.	23/10/2017	23/10/2017	[Select Date]	[Select Date]
Translate the vision and aims in to policies and proposals. See the <a href="#">RTPI</a> toolkit for further guidance on policy writing.	17/01/2018	03/01/2019	[Select Date]	[Select Date]
<a href="#">Check that your neighbourhood plan policies are</a>	25/02/2016	25/02/2016	25/02/2016	25/02/2016

<sup>1</sup> (NB this planner has one engagement row- the reality is more likely to be a continuous and constantly evolving engagement programme.)

in general conformity with the strategic policies in the local plan and the National Planning Policy Framework. If not in conformity with the strategic policies in the local plan arrange a meeting to discuss with your local planning authority.

If Strategic Environmental Assessment is required- production of associated environmental report (this should be consulted on during the pre-submission consultation of the draft plan). This may need to be updated at a later date if there are substantial changes to the content of the draft plan.	23/10/2017	22/01/2018	[Select Date]	[Select Date]
Update draft plan if required following the outcomes of the strategic environmental assessment.	30/01/2019	28/02/2019	[Select Date]	[Select Date]

#### PRE-SUBMISSION CONSULTATION, MODIFICATIONS & PREPARING THE PLAN FOR SUBMISSION TO LOCAL PLANNING AUTHORITY

Pre-submission consultation	28/02/2019	14/04/2019	[Select Date]	[Select Date]
Consider responses to consultation	14/04/2019	31/05/2019	[Select Date]	[Select Date]
Make relevant amendments to plan as a result of pre-submission consultation	14/04/2019	31/05/2019	[Select Date]	[Select Date]
Prepare <u>basic conditions statement</u>	31/05/2019	09/07/2019	[Select Date]	[Select Date]
Prepare <u>consultation statement</u>	31/05/2019	09/07/2019	[Select Date]	[Select Date]
<u>Submit plan and associated documents required to the Local Planning Authority</u>	16/07/2019	16/07/2019	[Select Date]	[Select Date]

#### INDEPENDENT EXAMINATION

Meet with Local Planning Authority to discuss appointment of examiner and timescales for referendum	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Regulation 16 consultation (minimum 6 weeks and led by the Local Planning Authority)	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Examination	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Examiners report published	[Select Date]	[Select Date]	[Select Date]	[Select Date]

Meetings/discussions with Local Planning Authority on the suggested recommendations and modifications to the plan (if any) within the examiner's report and next steps	[Select Date]	[Select Date]	[Select Date]	[Select Date]
<b>REFERENDUM</b>				
Publication of pre-Referendum information and documents	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Referendum	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Publication of Referendum decision	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Neighbourhood plan is 'made'	23/02/2016	30/04/2020	[Select Date]	[Select Date]