

Wolston Neighbourhood Plan

Project Timetable - updated 19 June 2020

| Task | Who | Task Duration (weeks) | | Target Date |
|--|----------|-----------------------|-------|-------------|
| | | Best | Worst | |
| Stage 1 - Preliminaries, Publicity and Consultation | | | | |
| Prepare and submit Neighbourhood Area application to LPA | QB | 1 | 2 | ✓ |
| Statutory consultation on Neighbourhood Area application | LPA | 6 | 7 | ✓ |
| Neighbourhood Area designation approved | LPA | 2 | 4 | ✓ |
| Locality/Groundworks funding - expression of interest and bid application #1 | QB | 2 | 3 | ✓ |
| Establish steering group and sub group structure, chair and vice chair | QB | 1 | 2 | ✓ |
| Declaration of interest forms completed | QB | 1 | 2 | ✓ |
| Establish terms of reference (optional) | QB | 1 | 2 | ✓ |
| Establish and publish calendar of public meetings | QB | 1 | 2 | ✓ |
| Undertake a skills audit to identify strengths and weaknesses of membership | QB | 1 | 2 | ✓ |
| Logo design and website/webpage creation | QB/Other | 3 | 4 | ✓ |
| Create and circulate mood cards (optional) | QB | 1 | 2 | ✓ |
| Establish an overarching strategy and vision for the NP | QB | 1 | 2 | ✓ |
| Questionnaires produced and delivered to parishioners (consultation 4-6 weeks) | QB/Other | 2 | 4 | ✓ |
| Arrange promotional open days/events | QB | 2 | 4 | ✓ |
| Preliminary analysis/screening of sites for potential allocations | QB | 2 | 4 | ✓ |
| Locality/Groundworks funding - expression of interest and bid application #2 | QB/APS | 2 | 3 | ✓ |
| Stage 2 - Plan Preparation | | | | |
| Analysis and summary of open days and questionnaires | QB/Other | 2 | 3 | ✓ |
| Produce draft structure of NP (chapters and sections) | QB/APS | 1 | 2 | ✓ |
| Site assessments for potential allocations | APS | 1 | 2 | ✓ |

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|--|---------|----|----|-------------------|
| Call for Sites | QB/APS | 4 | 4 | ✓ |
| Consultation on Designation of proposed LGS sites | QB | 1 | 5 | ✓ |
| Presentation of Consultation Results to Wolston Parish Council | QB | 1 | 1 | ✓ |
| Site evaluations of any new sites | APS | 2 | 5 | TBC |
| Maps and diagrams finalised | QB/APS | 2 | 4 | TBC |
| Locality/Groundworks funding - expression of interest and bid application #3 | QB/APS | 2 | 3 | ✓ |
| Pin map exercise for potential allocations (optional) | QB | 1 | 2 | TBC |
| Produce first draft content of NP policies | QB/APS | 11 | 13 | ✓ |
| SEA screening exercise (required) | LPA | 6 | 8 | TBC |
| SEA scoping exercise (if required) | LPA | 4 | 6 | TBC |
| | | | | |
| Stage 3 - Pre-Submission Version | | | | |
| | | | | |
| Alternatives evidence for SEA (if required) | APS/QB | 4 | 6 | TBC |
| First draft of NP presented to Wolston Parish Council for comment | QB | | | July 2020 |
| Health check review of draft NP (inc. RBC) | APS/LPA | 2 | 4 | July 2020 |
| Draft NP presented to Wolston Parish Council for approval | QB | 1 | 1 | August 2020 |
| Statutory consultation of pre-submission version (Regulation 14) | QB | 6 | 7 | Sept-Oct 2020 |
| Analysis, summary and tabulation of consultation responses | QB/LPA | 3 | 4 | Oct-Nov 2020 |
| Amendments and modifications to pre-submission version | APS | 4 | 6 | Nov-Dec 2020 |
| Targeted consultation (if required) | QB | 6 | 7 | TBC |
| Draft SEA for approval (if required) | Other | 4 | 6 | TBC |
| Basic Conditions Statement (required) | APS | 2 | 3 | December 2020 |
| Consultation Statement (required) | QB/APS | 2 | 3 | December 2020 |
| | | | | |
| Stage 4 - Submission Version | | | | |
| | | | | |
| Submit NP to LPA (with Submission Statement) | QB/APS | 1 | 1 | Dec 2020-Jan 2021 |
| Legal and process checks | LPA | 1 | 2 | January 2021 |
| Statutory consultation period (Regulation 16) | LPA | 6 | 7 | Jan-Feb 2021 |
| Appointment of examiner | LPA/QB | 2 | 3 | January 2021 |
| Analysis, summary and tabulation of public consultation responses | LPA/QB | 2 | 4 | Feb-Mar 2021 |
| Submission of NP to examiner | LPA | 1 | 1 | March 2021 |
| | | | | |

| Stage 5 - Examination | | | | |
|---|------------|----------|----------|------------------|
| Examination (written or hearing) | EX | 3 | 5 | Mar-Apr 2021 |
| Receipt of examiners report for fact check purposes | LPA/APS | 1 | 1 | May 2021 |
| Receipt and publication of examiners report | EX | 1 | 1 | May 2021 |
| Post examination modifications | ALL | 4 | 6 | June 2021 |
| Consultation on major changes (if required) | LPA | 6 | 7 | TBC |
| Stage 6 - Referendum | | | | |
| Submission of Referendum Version of the NP | QB/LPA | 1 | 1 | June 2021 |
| Statutory publication of arrangements for referendum include date | LPA | 6 | 7 | June 2021 |
| Referendum | LPA | 1 | 1 | July 2021 |
| Consideration and adoption by LPA Cabinet/Full Council | LPA | 4 | 6 | September 2021 |
| Plan is 'Made' | LPA | 1 | 1 | September 2021 |

Updated - 19 June 2020

NP = Neighbourhood Plan

QB = Qualifying Body

RBC = Rugby Borough Council

LPA = Local Planning Authority

APS = Avon Planning Services

EX = Examiner

SEA = Strategic Environmental Assessment

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