

Wolston Neighbourhood Plan

Project Timetable - updated 6 November 2018

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	✓
Stage 2 - Plan Preparation				
Pin map exercise for potential allocations	QB	2	4	February 2019
Analysis and summary of open days and questionnaires	QB/Other	2	3	February 2019
Produce draft structure of NP (chapters and sections)	QB/APS	1	2	✓
Site assessments for potential allocations	APS	1	2	February 2019
Produce first draft content of NP policies	QB/APS	12	16	February 2019

SEA screening exercise (required)	LPA	6	8	TBC
Maps and diagrams finalised	QB/APS	2	4	February 2019
SEA scoping exercise (if required)	LPA	4	6	TBC
Locality/Groundworks funding - expression of interest and bid application #2	QB/APS	2	3	✓
Stage 3 - Pre-Submission Version				
Alternatives evidence for SEA	APS/QB	4	6	TBC
Health check review of draft NP	APS/LPA	2	4	TBC
Statutory consultation of pre-submission version (Regulation 14)	QB	6	7	June 2019
Analysis, summary and tabulation of consultation responses	QB/LPA	3	4	June 2019
Amendments and modifications to pre-submission version	APS	4	6	July 2019
Targeted consultation (if required)	QB	6	7	September 2019
Draft SEA for approval (if required)	Other	4	6	TBC
Basic Conditions Statement (required)	APS	2	3	September 2019
Consultation Statement (required)	QB/APS	2	3	September 2019
Stage 4 - Submission Version				
Submit NP to LPA (with Submission Statement)	QB/APS	1	1	September 2019
Legal and process checks	LPA	1	2	September 2019
Statutory consultation period (Regulation 16)	LPA	6	7	October 2019
Appointment of examiner	LPA/QB	2	3	October 2019
Analysis, summary and tabulation of public consultation responses	LPA/QB	2	4	November 2019
Submission of NP to examiner	LPA	1	1	November 2019
Stage 5 - Examination				
Examination (written or hearing)	EX	3	5	January 2020
Receipt of examiners report for fact check purposes	LPA/APS	1	1	February 2020
Receipt and publication of examiners report	EX	1	1	February 2020
Post examination modifications	ALL	4	6	March 2020
Consultation on major changes (if required)	LPA	6	7	March 2020

Stage 6 - Referendum				
Submission of Referendum Version of the NP	QB/LPA	1	1	April 2020
Statutory publication of arrangements for referendum include date	LPA	6	7	April 2020
Referendum	LPA	1	1	May 2020
Consideration and adoption by LPA Cabinet/Full Council	LPA	4	6	May 2020
Plan is 'Made'	LPA	1	1	June 2020

Updated - 6 November 2018 (Project Plan updated/confirmed on receipt of £7197 2018/19 Grant Funding (October 2018))

NP = Neighbourhood Plan

QB = Qualifying Body

LPA = Local Planning Authority

APS = Avon Planning Services

EX = Examiner

SEA = Strategic Environmental Assessment

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