

Wolston Neighbourhood Plan

Project Timetable - updated 18 January 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 | QB | 2 | 3 | January 2018 |
| 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 | ✓ |
| Pin map exercise for potential allocations | QB | 2 | 4 | April 2018 |
| Stage 2 - Plan Preparation | | | | |
| Analysis and summary of open days and questionnaires | QB/Other | 2 | 3 | April 2018 |
| Produce draft structure of NP (chapters and sections) | QB/APS | 1 | 2 | May 2018 |
| Site assessments for potential allocations | APS | 1 | 2 | March 2018 |
| Produce first draft content of NP policies | QB/APS | 12 | 16 | May 2018 |
| SEA screening exercise (required) | LPA | 6 | 8 | May 2018 |
| Maps and diagrams finalised | Other | 2 | 4 | May 2018 |

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| SEA scoping exercise (if required) | LPA | 4 | 6 | May 2018 |
| Employment/Economy Questionnaire - produced and delivered to parishioners | QB/Other | 2 | 4 | April 2018 |
| Employment & Economy Questionnaire - data analysis | QB/Other | 2 | 3 | May 2018 |
| Stage 3 - Pre-Submission Version | | | | |
| Alternatives evidence for SEA | APS/Other | 4 | 6 | May 2018 |
| Health check review of draft NP | APS/LPA | 2 | 4 | June 2018 |
| Statutory consultation of pre-submission version (Regulation 14) | QB | 6 | 7 | July 2018 |
| Analysis, summary and tabulation of consultation responses | QB/LPA | 3 | 4 | August 2018 |
| Amendments and modifications to pre-submission version | APS | 4 | 6 | September 2018 |
| Targeted consultation (if required) | QB | 6 | 7 | October 2018 |
| Draft SEA for approval (if required) | Other | 4 | 6 | October 2018 |
| Basic Conditions Statement (required) | APS | 2 | 3 | November 2018 |
| Consultation Statement (required) | QB/APS | 2 | 3 | November 2018 |
| Stage 4 - Submission Version | | | | |
| Submit NP to LPA (with Submission Statement) | QB/APS | 1 | 1 | November 2018 |
| Legal and process checks | LPA | 1 | 2 | November 2018 |
| Statutory consultation period (Regulation 16) | LPA | 6 | 7 | January 2019 |
| Appointment of examiner | LPA/QB | 2 | 3 | January 2019 |
| Analysis, summary and tabulation of public consultation responses | LPA/QB | 2 | 4 | March 2019 |
| Submission of NP to examiner | LPA | 1 | 1 | March 2019 |
| Stage 5 - Examination | | | | |
| Examination (written or hearing) | EX | 3 | 5 | April 2019 |
| Receipt of examiners report for fact check purposes | LPA/APS | 1 | 1 | May 2019 |
| Receipt and publication of examiners report | EX | 1 | 1 | May 2019 |
| Post examination modifications | ALL | 4 | 6 | June 2019 |
| Consultation on major changes (if required) | LPA | 6 | 7 | June 2019 |
| Stage 6 - Referendum | | | | |

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| Submission of Referendum Version of the NP | QB/LPA | 1 | 1 | July 2019 |
| Statutory publication of arrangements for referendum include date | LPA | 6 | 7 | July 2019 |
| Referendum | LPA | 1 | 1 | August 2019 |
| Consideration and adoption by LPA Cabinet/Full Council | LPA | 4 | 6 | September 2019 |
| Plan is 'Made' | LPA | 1 | 1 | September 2019 |

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NP = Neighbourhood Plan
 QB = Qualifying Body

LPA = Local Planning Authority
 APS = Avon Planning Services

EX = Examiner
 SEA = Strategic Environmental Assessment

