



<b>Task</b> The tasks listed follow the structure proposed in the Neighbourhood Plan 'Roadmap'	Who	Estimated duration (weeks)	Estimated completion				
				Stage 1 – Getting established - Complete			
				Designation of the neighbourhood area			Complete
Building an evidence base			Complete				
Publicity and engagement			Complete				
Stage 2 – Preparing the plan – Almost complete							
Drafting the plan			Complete				
Meeting the basic conditions			Complete				
Pre-submission consultation			See note				
Update draft Plan with comments received		1 week					
<ul> <li>Complete 'Character Assessment' and proposals for a 'Local List'</li> </ul>		2 weeks					
<ul> <li>Develop consultation flyer for delivery to all households</li> </ul>		2 weeks					
<ul> <li>Proofreading and editing of the draft Plan</li> </ul>		4 weeks					
<ul> <li>Submit draft plan to WPC for final review and comments</li> </ul>		4 weeks					
<ul> <li>Layout and artwork of the draft Plan</li> </ul>		4 weeks					
<ul> <li>Public consultation on the draft Plan</li> </ul>		6 weeks					
<ul> <li>Update draft Plan with comments received</li> </ul>		2 weeks					
o Endorsement of the draft plan by WPC		2 weeks					
Stage 3 – Bringing the plan into force							
• Submission							
• Publicity							
Independent examination							
Referendum							

Note: Many tasks run concurrently so