

NEIGHBOURHOOD PLAN PROJECT PLANNER



PROJECT/EVENT	HYTHE & DIBDEN NEIGHBOURHOOD DEVELOPMENT PLAN
ORGANISER	H&DPC

PROJECT PHASE	PROPOSED START DATE	PROPOSED END DATE	ACTUAL START DATE	ACTUAL END DATE	ANY COMMENTS
WRITING THE PLAN					
Further develop and refine the issues, vision, aims and objectives as result of the ongoing engagement programme and evidence gathering.	[Select Date]	[Select Date]	[Select Date]	[Select Date]	
Translate the vision and aims in to policies and proposals. See the RTPI toolkit for further guidance on policy writing.	[Select Date]	[Select Date]	[Select Date]	[Select Date]	
Check that your neighbourhood plan policies are 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.	[Select Date]	[Select Date]	[Select Date]	[Select Date]	
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.	[Select Date]	[Select Date]	[Select Date]	[Select Date]	
Update draft plan if required following the outcomes of the strategic environmental assessment.	[Select Date]	[Select Date]	[Select Date]	[Select Date]	

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

Pre-submission consultation (Reg 14) by HDPC	01/12/2018	25/01/2019	[Select Date]	[Select Date]	(8 weeks - incl Christmas hols)
Review responses to consultation	28/01/2019	08/02/2019	[Select Date]	[Select Date]	(2 weeks)
Make relevant amendments to plan as a result of pre-submission consultation	11/02/2019	25/02/2019	[Select Date]	[Select Date]	(2 weeks)
Finalise basic conditions statement	29/01/2019	25/02/2019	[Select Date]	[Select Date]	concurrent
Finalise consultation statement	29/01/2019	25/02/2019	[Select Date]	[Select Date]	concurrent
Submit plan and associated documents required to the Local Planning Authority	26/02/2019	26/02/2019	[Select Date]	[Select Date]	<i>check if NPG has authority or if more formal HDPC sign-off required</i>

INDEPENDENT EXAMINATION

Meet with Local Planning Authority to discuss appointment of Examiner and timescales for referendum	27/02/2019	27/02/2019	[Select Date]	[Select Date]	
LPA appoints Examiner and arranges Examination date	06/03/2019	06/03/2019	[Select Date]	[Select Date]	
Regulation 16 consultation undertaken by the Local Planning Authority (minimum 6 weeks)	13/03/2019	26/04/2019	[Select Date]	[Select Date]	(6 weeks, starting 2 weeks after receipt of docs)
Examination	30/04/2019	21/05/2019	[Select Date]	[Select Date]	(3 weeks)
Examiner's report published	05/06/2019	05/06/2019	[Select Date]	[Select Date]	(2 weeks)
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	10/06/2019	21/06/2019	[Select Date]	[Select Date]	(2 weeks)
LPAs make agreed modifications to the plan in response to Examiner's report	24/06/2019	22/07/2019	[Select Date]	[Select Date]	(4 weeks)

REFERENDUM

Publication of pre-Referendum information and documents	23/07/2019	16/09/2019	[Select Date]	[Select Date]	(8 weeks including summer hols)
Referendum	01/10/2019	01/10/2019	[Select Date]	[Select Date]	(allows 2 weeks leeway)

Publication of Referendum decision	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Neighbourhood plan is 'made'	[Select Date]	[Select Date]	[Select Date]	[Select Date]
