The spread sheet shows how the overall stages in the neighbourhood plan process can be separated into smaller more manageable tasks and activities.

We can break these tasks down further. For example publicising the intention to produce a neighbourhood plan could involve: setting up a website; setting up a Facebook and Twitter account; organising workshops, designing leaflets, printing and distributing leaflets.

Task name
Getting started
Scope aims - decide whether a neighbourhood plan is the right tool to address village issues
Discuss intentions with SDNPA
Publicise intention to produce a neighbourhood within the area, identify and contact key local partners
Define neighbourhood area
Decide on proposed boundaryfor NP AREA
Prepare neighbourhood area application
Submit NP area application to the localplanning authority
Formal consultation on neighbourhood area application
Local planning authority issue their decision notice
https://www.southdowns.gov.uk/wp-content/uploads/2019/04/43_East-Dean-and-Friston-CP.pdf
Above is the link to the SDNP indicating decision notice

Steering group meetings

Key:
◊ = milestone / deadline
● = monthly steering group meeting

= task to be carried out by neighbourhood plan group
= task to be carried out by SDNPA

Indicative time-scales should be added to each of the tasks / activities.
Use different colours in order to distinguish between the tasks carried out by our group and those carried out by the local planning authority.

The following information should be included in our project plan: **Milestones**: key stages in the process such as submitting an application to define the neighbourhood area, or, later in the process, agreeing the independent examiner. Wherever possible a target date should be set **Tasks**: actions that need to be carried out such as writing the application to the local planning authority to define our neighbourhood area **Activities**: such as community consultation workshops at different points in the process to get feedback on what the plan says.

Plan preparation

Initial community engagement
Analyse community engagement
Develop and analyse evidence base (review existing evidence base, identify gaps, compile new evidence)
Identify vision for the neighbourhood area, prioritise issues and develop objectives

Write draft plan (policies, proposals, justification)
Assess draft plan against the basic conditions
Agree process for formal pre-submission publicity and consultation - consultation and engagement strategy

Pre-submission consultation and publicity (formal consultation on draft plan)

Consult those who live / work / do business in the area
Consult the consultation bodies

Consider responses to consultation

Review responses to consultation
Amend draft plan in light of responses (where considered appropriate to do so)
Finalise basic conditions statement
Prepare consultation statement

Submit plan to local planning authority for examination

Submit draft plan and associated documents to local planning authority for examination (including basic conditions statement and consultation statement)

Local planning authority organises formal publicity of the Plan

Independent examination

Independent examiner is appointed

Independent examination

Local planning authority receive examiners report

Local planning authority consider examiners recommendations, if appropriate the Plan is modified and a decision statement is issued by the local planning authority stating whether plan can or cannot proceed to referendum

Referendum

Responsible authority organise referendum (including publicising the referendum)

Preparation for referendum

Referendum takes place

Formal making of the plan

If referendum is successful the local planning authority formally 'make' the plan

Month

2018 2019

Notes	Lead	December	January	Feb	March	April	May	June	July	August
Date of meeting: Monday 20th May at 10:30am										
Information on website, ongoing publicity via meetings, events etc	Communications Group						Village meeting	Clubs	Village Fete	
									Clubs	
									Flyer	
	Chair and vice chair									
Identify target date for submission	Chair									
Statutory publicity - organised by local planning	SDNPA									
SDNPA Decision notice						10.04.2019				
				●	●	●	●		●	
Held monthly on same evening as PC Planning meetings				19.02	21.03	16.04	21.05	No meeting	16.07	

Tasks can be carried out at the same time.

Symbols can be used to illustrate deadlines /milestones- indicating key stages in the process

For further information see the 'proportionate evidence resource'
For further information see the 'vision and objectives' resource

For further information see 'structuring the plan' and 'writing policies' resources
For further information see the 'basic conditions' resource

Formal 6 week consultation and publicity on the draft plan organsied by the neighbourhood plan group (qualifying body)

For further information see the 'basic conditions' resource
For further information see the 'consultation statement' resource

Formal 6 week publicity organised by the local planning authority

September	October
	Item in Parish Mag