

# Tredington Parish Neighbourhood Plan

## Project Timetable

Task	Who	Task Dur
		<b>Best</b>
<b>Stage 1 - Preliminaries, Publicity and Consultation</b>		
Prepare and submit Neighbourhood Area application to LPA	QB	1
Statutory consultation on Neighbourhood Area application	LPA	6
Neighbourhood Area designation approved	LPA	2
Locality/Groundworks funding - expression of interest and bid application	QB	2
Establish steering group and sub group structure, chair and vice chair	QB	1
Declaration of interest forms completed	QB	1
Establish terms of reference (optional)	QB	1
Establish and publish calendar of public meetings	QB	1
Undertake a skills audit to identify strengths and weaknesses of membership	QB	1
Logo design and website/webpage creation	QB/Other	3
Create and circulate mood cards (optional)	QB	1
<b>Establish an overarching strategy and vision for the NP</b>	<b>QB</b>	<b>1</b>
Questionnaires produced and delivered to parishioners (consultation 4-6 weeks)	QB/Other	2
Arrange promotional open days/events	QB	2
Pin map exercise for potential allocations	QB	2
<b>Stage 2 - Plan Preparation</b>		
Analysis and summary of open days and questionnaires	QB/Other	2
Produce draft structure of NP (chapters and sections)	QB/APS	1
Site assessments for potential allocations	APS	1
Produce first draft content of NP policies	QB/APS	12
Maps and diagrams	Other	2
SEA screening exercise (required)	LPA	6
SEA scoping exercise (if required)	LPA	4
<b>Stage 3 - Pre-Submission Version</b>		
Alternatives evidence for SEA	APS/Other	4
Health check review of draft NP	APS/LPA	2
Statutory consultation of pre-submission version (Regulation 14)	QB	6
Analysis, summary and tabulation of consultation responses	QB/LPA	3
Amendments and modifications to pre-submission version	APS	4
Targeted consultation (if required)	QB	6
Draft SEA for approval (if required)	Other	4
Basic Conditions Statement (required)	APS	2
Consultation Statement (required)	QB/APS	2
<b>Stage 4 - Submission Version</b>		
Submit NP to LPA (with Submission Statement)	QB/APS	1
Legal and process checks	LPA	1
Statutory consultation period (Regulation 16)	LPA	6
Appointment of examiner	LPA/QB	2
Analysis, summary and tabulation of public consultation responses	LPA/QB	2
Submission of NP to examiner	LPA	1

<b>Stage 5 - Examination</b>		
Examination (written or hearing)	EX	3
Receipt of examiners report for fact check purposes	LPA/APS	1
Receipt and publication of examiners report	EX	1
Post examination modifications	ALL	4
Consultation on major changes (if required)	QB	6
<b>Stage 6 - Referendum</b>		
Submission of Referendum Version of the NP	QB/LPA	1
Consultation on Post Examination Amendments (if required) (Regulation 17A)	LPA	6
Statutory publication of arrangements for referendum include date	LPA	6
Referendum	LPA	1
Consideration and adoption by LPA Cabinet/Full Council	LPA	4
Plan is 'Made'	LPA	1

**Updated - 17 October 2017**

NP = Neighbourhood Plan  
QB = Qualifying Body

LPA = Local Planning Authority  
APS = Avon Planning Services

EX = Examiner  
SEA = Strategic Envir

ation (weeks)	Target Date
<b>Worst</b>	
	✓
2	✓
7	✓
4	✓
3	✓
2	✓
2	✓
2	✓
2	
2	
4	✓
2	x
<b>2</b>	
4	✓
4	
4	
3	
2	
2	
16	
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4	
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4	
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5	
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1	
6	
7	
1	
7	
7	
1	
6	
1	

Environmental Assessment

## NDP Key Stages

### Stage 1 - Preliminaries, Publicity and Consultation

Prepare and submit Neighbourhood Area application to LPA  
 Statutory consultation on Neighbourhood Area application  
 Neighbourhood Area designation approved  
 Locality/Groundworks funding - expression of interest and bid application  
 Establish steering group and sub group structure, chair and vice chair  
 Declaration of interest forms completed  
 Establish terms of reference (optional)  
 Establish and publish calendar of public meetings  
 Undertake a skills audit to identify strengths and weaknesses of membership  
 Logo design and website/webpage creation  
 Create and circulate mood cards (optional)  
 Establish an overarching strategy and vision for the NP  
 Questionnaires produced and delivered to parishioners (consultation 4-6 weeks)  
 Arrange promotional open days/events  
 Pin map exercise for potential allocations

### Stage 2 - Plan Preparation

Analysis and summary of open days and questionnaires  
 Produce draft structure of NP (chapters and sections)  
 Site assessments for potential allocations  
 Produce first draft content of NP policies  
 SEA screening exercise (required)  
 Maps and diagrams  
 SEA scoping exercise (if required)

### Stage 3 - Pre-Submission Version

Alternatives evidence for SEA (optional)  
 Health check review of draft NP  
 Statutory consultation of pre-submission version  
 Analysis, summary and tabulation of consultation responses  
 Amendments and modifications to pre-submission version  
 Targeted consultation (if required)  
 Draft SEA for approval (if required)  
 Basic Conditions Statement (required)  
 Consultation Statement (required)

#### **Stage 4 - Submission Version**

Submit NP to LPA (with Submission Statement)

Legal and process checks

Statutory consultation period

Appointment of examiner

Analysis, summary and tabulation of public consultation responses

Submission of NP to examiner

#### **Stage 5 - Examination**

Examination (written or hearing)

Receipt of examiners report for fact check purposes

Receipt and publication of examiners report

Post examination modifications

Consultation on major changes (if required)

#### **Stage 6 - Referendum**

Submission of Referendum Version of the NP

Statutory publication of arrangements for referendum include date

Referendum

Consideration and adoption by LPA Cabinet/Full Council

Plan is 'Made'