Wickham Market – Schedule for Neighbourhood Plan (NP) – Issue 3.2

Step 0 - Establish NP Committee		Owner	Action by	Target Date	Completed	Minutes actions
0.1	Agree NP Committee membership, Chairman, etc	Dick	Initial members of Ctee	08/09/15	08/09/15	
0.2	Prepare and agree Terms of Reference.	Anne	Anne/Jo	13/10/15	13/10/15	3.1
0.3	Establish NP budget requirements	Dick	Dick/Jo	10/11/15	10/11/15	3.2
0.4	Agree meeting schedule (2nd Tuesday of each month)	Dick	Dick	10/08/15	10/08/15	3.3
0.5	Arrange initial meeting with SCDC for advice/guidance	Colin/Ray	Colin/ Ray	01/09/15	01/09/15	
0.6	Establish contacts with other NP teams for guidance/advice a) Rendlesham, b) Framlingham c) Leiston	Dick	 a) Jo b) Ray c) Jo	 13/10/15 08/09/15 13/10/15	 13/10/15 08/09/15 13/10/15	
0.7	Receive and agree a Service Level Agreement with SCDC	Bryan	Jo	14/06/16		3.4, 11.1
Step 1 – Getting Started						
1.1	Agree NP plan area.	Dick	Dick	10/11/15	10/11/15	3.5, 4.2
1.2	Apply to SCDC for NP Planning Area designation. Include: o Statement of why we have selected NP boundary o Confirmation that WMPC is relevant body o OS map showing area covered by NP plan (Note: SCDC will publicise Area application for 4 to 6 weeks)	Dick	Dick	17/11/15	30/11/15	3.6
1.3	Prepare and agree a NP budget plan identifying how and when it will be funded. Submit application for: Locality grant	Dick	Dick, George & Colin	16/02/16	10/05/16	6.1, 6.2 7.3
1.4	Arrange access to Technical support	Dick	Dick	19/05/16	12/07/16	11.2, 11.3, 11.4
1.5	Prepare and agree the Communication Strategy and Plan	George	George	17/11/15	8/12/15	6.3
1.6	Prepare and agree the Engagement and Consultation Structure	George	George	17/11/15	8/12/15	
1.7	Identify community groups to consult	George	George	16/2/16	16/02/16	
1.8	Review SCDC Local Plan and impact on NP	Anne	Anne	TBD		
1.9	Arrange meeting with SCDC for guidance/advice on Local Plan	Dick	Dick	9/2/16	09/02/16	

Step 2 – Identify the issues						
2.1	Using Parish Plan, Local Plan and consultation identify issues to be covered			1.10.16		
2.2	Decide what policies from Local Plan are relevant to NP			1.10.16		
Step 3 – Develop vision and objectives						
3.1	Prepare draft of visions and objectives			1.10.16		
3.2	Consult					
3.3	Review and agree					
Step 4 – Generate Options for Draft NP						
4.1	Using vision, objectives, parish plan, local plan, consultation feedback etc, generate list of options					
4.2	Determine whether Sustainability Appraisal, Environmental Assessment, Habitats Regulation Assessment are needed (yes if we are to allocate land in NP for development)					
4.3	Consult and prioritise options					
4.4	Agree final list					
Step 5 – Preparing draft of the Neighbourhood Plan						
5.1	Agree structure and contents of NP					
5.2	Determine which policies are required (both existing and new or amended					
5.3	Prepare draft of the NP					
5.4	Prepare relevant policies					
5.5	Prepare Sustainability Appraisal, Environmental Assessment, Habitats Regulation Assessment if required					
5.6	Prepare Compliance Statement to accompany NP					
5.7	Review of Draft NP, policies, and Compliance Statement					
Step 6 – Consultation and Submission						
6.1	Determine scope of consultation					
6.2	Prepare consultation schedule					
6.3	Prepare process checklist					

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6.4	Pre-submission consultation with relevant groups (e.g. national bodies, statutory consultees, community)					
6.5	Amend plan as required					
6.6	Update Compliance Statement if required					
6.7	Prepare Consultation Statement					
6.8	Review and agree NP package.					
6.9	Submit NP package to SCDC					
	Step 7 – Independent Examination					
7.1	SCDC submit NP package to examiners	SCDC				
7.2	Receive examiner's report	SCDC				
7.3	SCDC to review report and initiate any necessary changes	SCDC				
7.4	Make changes to NP package if required					
	Step 8 – Referendum and Option					
8.1	SCDC arrange referendum	SCDC				
8.2	Implement plan					
8.3	Monitor progress against plan					