

Wickham Market – Schedule for Neighbourhood Plan (NP) – Issue 3.8

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 (2 nd 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	8/11/16	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: • Statement of why we have selected NP boundary • Confirmation that WMPC is relevant body • 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 a) Existing Local Plan b) New Local Plan	Anne	Anne	a) 31/07/18 b) 30/11/19	a) Complete b) 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	Dick, George	George, Colin, Sue, Ray	1.10.16	11.10.16	
2.2	Decide what policies from Local Plan are relevant to NP	Dick, George	All	1.10.16	11.10.16	
Step 3 – Develop vision and objectives						
3.1	Prepare a) draft vision b) draft objectives	Dick, George	George, Dick, Colin, Sue	a) 1.10.16 b) 14.2.17	a) complete b) 11.3.17	15.5
3.2	Consult • open day • get feedback	Dick, George	George, Dick, Colin, Sue	22.11.16	10.01.17	
3.3	Review and agree	Dick	All	11.4.17	17.04.17	
Step 4 – Generate Options for Draft NP						
4.1	Using vision, objectives, parish plan, local plan, consultation feedback etc, generate list of options	Dick	Dick, George, Ray	22.02.18	22.02.18	
4.2	Determine whether Sustainability Appraisal, Environmental Assessment, Habitats Regulation Assessment are needed (yes if we are to allocate land in NP for development)	Dick	Chris, Stephen	10.10.17	10.10.17	
4.3	Consult and prioritise options	Dick	All	15.5.18	Complete	
4.4	Agree final list	Dick	All	31.07.18	Complete	
Step 5 – Prepare draft of the Neighbourhood Plan						
5.1	Agree structure and contents of NP	Dick	Dick, Anne, Chris	10.09.18	10.09.18	
5.2	Determine which policies are required (both existing and new or amended)	Anne	Anne, Chris and Dick	24.01.18	24.01.18	
5.3	Prepare draft of the NP	Chris	Chris, Ray, Dick, Anne	30.09.18	complete	
5.4	Prepare relevant policies	Anne	Chris, Anne	31.08.18	complete	

5.5	Prepare Sustainability Appraisal, Environmental Assessment, Habitats Regulation Assessment if required	Chris	Chris, Jo	TBC		
5.6	Prepare Compliance Statement to accompany NP	Chris	Dick, Chris	31.10.18	complete	
5.7	Review of Draft NP, policies, and Compliance Statement	Dick	All	31.10.18	complete	
	Step 6 – Consultation and Submission					
6.1	Determine scope of consultation	Dick	Chris	10.07.18	10.07.18	
6.2	Prepare consultation schedule	Dick	Chris, Dick	10.07.18	10.07.18	
6.3	Prepare process checklist	Colin	Colin			
6.4	Pre-submission consultation with relevant groups (e.g. national bodies, statutory consultees, community) a) Informal review with SCDC b) Reg 14 consultation start c) Reg 14 consultation end	Dick	Jo	a) 10.01.19 b) 18.02.19 c) 01.04.19	a) 11.02.19 b) 18.02.19 c) 01.04.19	
6.5	Amend plan as required a) Review Reg 14 responses b) Update plan	Dick	All			
6.6	Update Compliance Statement if required	Dick	Dick			
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	WMPC				