

Wickham Market – Schedule for Neighbourhood Plan (NP) – Issue 4.2

Step 0 - Establish NP Committee		Owner	Action by	Target Date	Completed
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
0.3	Establish NP budget requirements	Dick	Dick/Jo	10/11/15	10/11/15
0.4	Agree meeting schedule (2 nd Tuesday of each month)	Dick	Dick	10/08/15	10/08/15
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	a) 13/10/15 b) 08/09/15 c) 13/10/15	a) 13/10/15 b) 08/09/15 c) 13/10/15
0.7	Receive and agree a Service Level Agreement with SCDC	Bryan	Jo	14/06/16	8/11/16
Step 1 – Getting Started					
1.1	Agree NP plan area.	Dick	Dick	10/11/15	10/11/15
1.2	Apply to SCDC for NP Planning Area designation. Include: <ul style="list-style-type: none"> • 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
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
1.4	Arrange access to Technical support	Dick	Dick	19/05/16	12/07/16
1.5	Prepare and agree the Communication Strategy and Plan	George	George	17/11/15	8/12/15
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 ESC 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) 23/09/20
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 to be addressed					
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
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 NP					
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, 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 Compliance Statement to accompany NP	Chris	Dick, Chris	31.10.18	complete
5.6	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	Ray	Ray	01/01/21	16/01/21
6.4	Reg 14 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 in response to comments received. a) Review Reg 14 responses b) Update plan with Reg14 feedback c) Incorporate other changes as needed	Dick	All	a) 24.09.19 b) 30.09.21 c) 12.03.21	a) Complete b) Complete c)
6.6	Prepare Habitats Regulation Assessment (HRA) a) Submit latest NP draft to ESC b) Esc to prepare HRA	Dick	Andrea McMillan	a) 08/03/21 b) 03/05/21	
6.7	Prepare Basic Conditions Statement a) Send latest draft NP to Navigus. b) Navigus to finalise the Document	Dick	Navigus	a) 08/03/21 b) TBC	
6.8	Prepare Strategic Environment Assessment a) Send latest NP draft to Navigus. b) Navigus to finalise the Document	Dick	Navigus	a) 08/03/21 b) TBC	
6.9	Prepare Consultation Statement	Dick	Dick	08/03/21	
6.10	Prepare supporting documents including NDHA and Local Green Space Assessment	Dick	Dick, Ray, Jo	16.01.21	16.01.21
6.11	Parish Council reviews and approves the documentation pack for submission of Reg15 NP	WMPC	WMPC	08/06/21	
6.12	Reg 15 Submit draft plan and all associated documents to ESC	Dick	Dick, Ray	09/06/21	

6.13	Update NP with comments received.	Dick	All	16/06/21	
6.14	Confirm with ESC that we can proceed to Reg16	Dick	Dick, ESC	16/06/21	
6.15	Reg16. Publicise Plan proposal and publish responses on website	Dick	Dick, Ray	16/06/21	
	Step 7 – Independent Examination				
7.1	Reg17. Discuss/agree with ESC the appointment of Examiner.	Dick	Dick, ESC		
7.2	Examiner appointed. Submit documents to Examiner for independent assessment of NP	ESC	ESC, All		
7.3	Examiners Report. Consider report findings and recommendations (Decision Statement).	ESC	ESC, Dick		
7.4	Discuss and agree modifications with ESC. Amend plan as required	Dick	Dick, ESC		
7.5	Reg 18. Publish Examiners Report on web site	Dick	Dick, Ray		
7.6	Consider and respond to each modification recommended by the Examiner in the Decision Statement	Dick, ESC	ESC		
7.7	Agree to proceed to Referendum	ESC	ESC		
	Step 8 – Referendum and adoption				
8.1	ESC organises referendum	ESC	ESC		
8.2	Community asked to vote on whether they support the plan (majority vote)	ESC	ESC		
8.3	Reg 19. ESC publish decision on outcome of referendum and whether to ‘make’ the plan.	ESC	ESC		
8.4	Reg 20. If majority are in favour, then ESC approves the plan	ESC	ESC		
8.5	The plan is approved and becomes legal document. Plan is published on ESC, NP, and WMPC web sites	ESC	ESC, WMPC		