

Plan for the development of Drinkstone neighbourhood plan

31st July 2018

What?	Who?		Status	PROPOSED Start date	PROPOSED End Date	ACTUAL Start date	ACTUAL End Date	By Month																
								Owner	Involved	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19
1. Getting started and setting up project																								
Clarify if a plan is needed	DY		Complete	May-18	May-18	May-18	May-18	█																
Publicise the intention to produce a plan and contact key local partners	DY		Complete	Jul-18	Jul-18	Jul-18	Jul-18		█															
Speak to the Local Planning Authority	DY		Complete	Jun-18	Jun-18	Jun-18	Jun-18		█															
Consult on and determine neighbourhood area	DY		Complete	May-18	May-18	May-18	May-18	█																
Submit Neighbourhood Area application to the Local Planning Authority	DY		Complete	Jun-18	Jun-18	Jun-18	Jun-18		█															
Decision on Neighbourhood Area by Local Planning Authority (13 weeks)	LPA		Oncology	Sep-18	Sep-18						█													
Form working group	DY		Complete	Jun-18	Jun-18	Jun-18	Jun-18		█															
Assign roles and rules of engagement	DY	WG	Complete	Jul-18	Jul-18	Jul-18	Jul-18		█															
Agree terms of reference and conflict of interest	JH	WG	Started	Aug-18	Aug-18					█														
Working group meet (monthly)	DY	WG	Ongoing	Jun-18	Jul-19					█	█	█	█	█	█	█	█	█						
Apply for grant from Mid Suffolk	JW	JH & IP		Aug-18	Sep-18						█	█	█	█	█	█	█	█						
2. Publicity and engagement																								
Initial meetings/discussions with Local Planning Authority to identify scope of their support	DY	WG	Complete	Jun-18	Jul-18	Jul-18	Jul-18		█															
Develop a community publicity and engagement strategy	GT	WG	Started	Jul-18	Aug-18					█														
Execute Engagement strategy																								
Create neighbourhood plan website	LTS			Jul-18	Aug-18						█													
Update website, articles in Parish magazine, jungle drums	GT			Sep-18	Jun-19																			
Approach key local stakeholders	DY			Aug-18	Sep-18																			
Develop and run survey				Aug-18	Oct-18																			
Draft survey	DY	LW, TM, SM, DY		Aug-18	Aug-18																			
Finalise survey	DY	WG		Sep-18	Sep-18																			
Distribute survey	DY	WG		Oct-18	Oct-18																			
Deadline for survey responses	DY			Oct-18	Oct-18																			
Free text reposes coded for analysis	DY	LW, TM, SM, DY		Nov-18	Nov-18																			
Analysis and interpretation	DY	LW, TM, SM, DY		Nov-18	Dec-18																			
Conduct 1st public event																								
Publicise event	GT			Aug-18	Sep-18																			
Book village hall	GT			Aug-18	Aug-18																			
Prepare content of meeting (Inc. survey distribution)	GT	WG & IP		Aug-18	Aug-18																			
Prepare planned outputs of meeting	GT	WG & IP		Aug-18	Aug-18																			
Conduct event	GT	WG & IP		Sept 18 (second week)																				
Conduct 2nd public event																								
Publicise event	GT			Sep-18	Jan 19																			
Book village hall	GT			Sep-18	Oct-18																			
Prepare content of meeting (Inc. survey distribution)	GT	WG & IP		Sep-18	Jan-19																			
Prepare planned outputs of meeting	GT	WG & IP		Sep-18	Jan-19																			
Conduct event	GT	WG & IP		Min Jan 19																				
Conduct 3rd public consultation																								
Publicise event	GT	WG & IP		Jan-19	Mar-19																			
Determine whether full public event or online/ leaflet	GT	WG & IP		Feb-19	Mar-19																			
Draft plan made available to all households	GT	WG & IP		Mar-19	Mar-19																			
3. Building the evidence base and formulation plan																								
Meeting with Paul Bryant (Mid Suffolk)	DY	PB	Complete	Jul-18	Aug-18																			
Gather and review existing evidence				Aug-18	Oct-18																			
Gather general plan evidence																								
Gather evidence from Mid Suffolk regarding mapping	DY	PB & IP & PH		Aug-18	Nov-18																			
Gather all publically available population statistics from Mid Suffolk	DY	IP		Aug-18	Nov-18																			
Gather any other population statistics publically available	DY	IP		Aug-18	Nov-18																			
Gather 1st survey results (see above)	DY	WG		Aug-18	Nov-18																			
Review old parish plan	LW	WG		Aug-18	Nov-18																			
Review outputs from public events	DY	IP & WG		Aug-18	Nov-18																			
Gather evidence considering environmental considerations (Inc. open spaces)																								
Map existing village open spaces	PH	DH & LH		Aug-18	Nov-18																			
Map village footpaths	PH	DH & LH		Aug-18	Nov-18																			
Identify areas of interest (for inclusion in survey and public events)	PH	DH & LH		Aug-18	Nov-18																			
Engage village in identifying environmental needs for plan	PH	DH & LH		Aug-18	Nov-18																			
Input environmental considerations into survey and public events	PH	DH & LH		Aug-18	Nov-18																			
Draft environment and open space section of draft plan	PH	DH & LH		Aug-18	Nov-18																			
Gather evidence regarding building design																								

Map existing village design	LS	TBD		Aug-18	Nov-18			
Photograph examples of village design	LS	TBD		Aug-18	Nov-18			
Identify areas of interest regarding design for survey and public events	LS	TBD		Aug-18	Nov-18			
Engage village in identifying building design needs for plan	LS	TBD		Aug-18	Nov-18			
Input into survey design and public events	LS	TBD		Aug-18	Nov-18			
Draft building design section of draft plan	LS	TBD		Aug-18	Nov-18			
Review evidence as a working group	DY	WG & IP		Nov-18	Nov-18			
Draw conclusion and develop options in time second public event	DY	WG & IP		Nov-18	Dec-18			
4. Writing the plan								
Write structure of draft plan - placeholder based on other plans	DY	GT		Aug-19	Oct-19			
Draft sections of plan based on evidence review and findings	DY	IP & WG		Jan-19	Feb-19			
Translate the vision and aims in to policies and proposals	DY	IP & WG		Jan-19	Feb-19			
Check plans fits national policy	IP			Feb-19	Feb-19			
Check strategic assessment	IP			Feb-19	Feb-19			
Pre-submission consultation	GT	WG		Mar-19	Mar-19			
Make relevant amendments to plan as a result of pre-submission consultation	DY	IP & WG		Mar-19	Mar-19			
Prepare basic conditions and consultation statements	DY	IP		Apr-19	Apr-19			
Submit plan and associated documents required to the Local Planning Authority	DY			May-19	May-19			
5. Independent examination								
Meet with Local Planning Authority to discuss timescales for referendum								
Regulation 16 consultation (minimum 6 weeks and led by the Local Planning Authority)								
Examination								
Examiners report published								
Meetings/discussions with Local Planning								
Authority on the suggested recommendations and modifications to the plan (if any) within the examiner's report and next steps								
6. Referendum								
Publication of pre-Referendum information and documents								
Referendum								
Publication of Referendum decision								
Neighbourhood plan is 'made'								

[1] (NB this planner has one engagement row- the reality is more likely to be a continuous and constantly evolving engagement programme.)