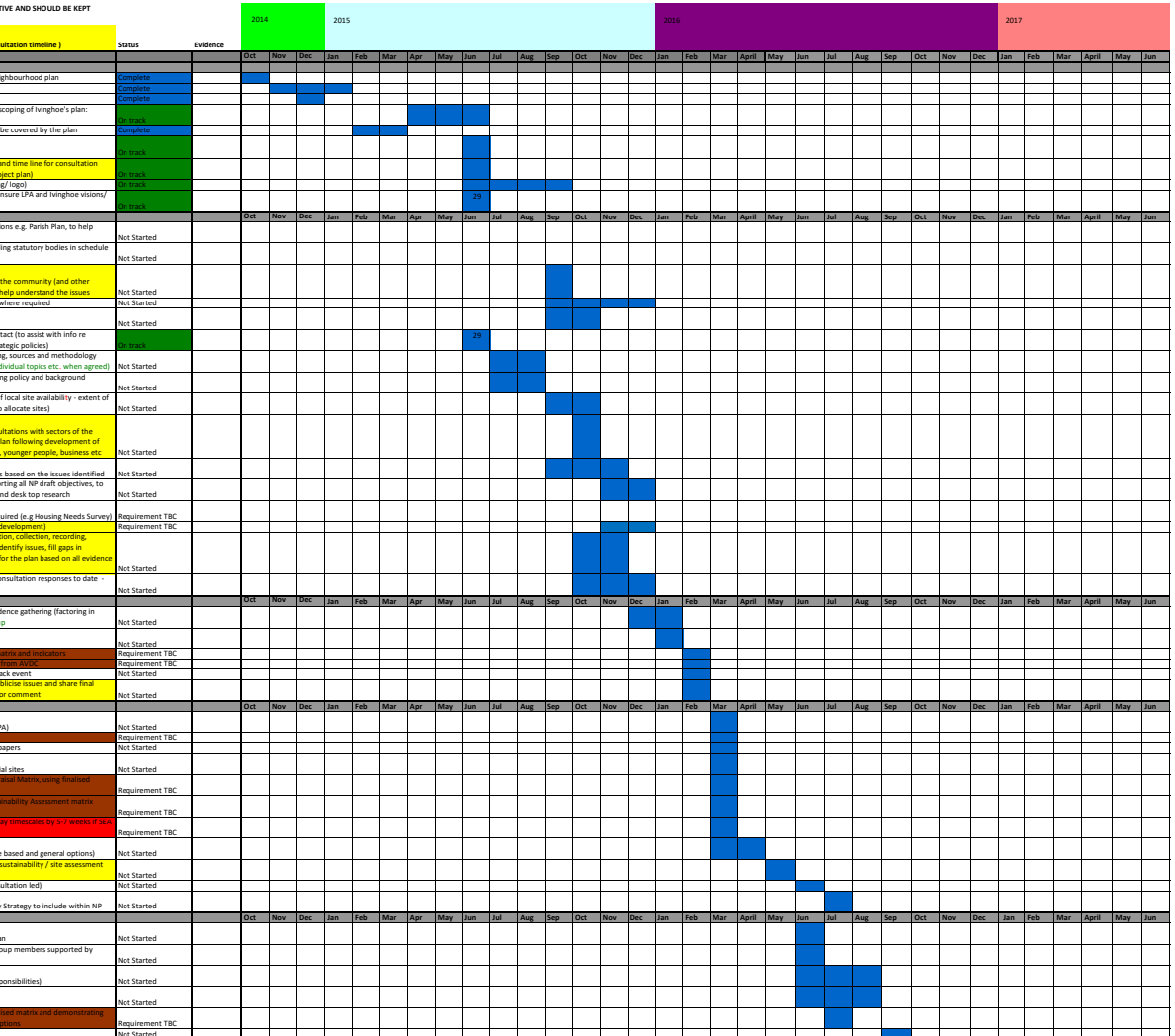
IVINGHOE PARISH NEIGHBOURHOOD DEVELOPMENT PLAN - PROJECT PLAN FRAMEWORK

Version 1.1 (090615)

(SUGGESTED TASKS ARE NON-EXHAUSTIVE AND SHOULD BE KEPT UNDER REVIEW)

Consultation activity (aligned with consultation timeline)

TASK	OWNED BY:	TASK	Status	Evidence
Step 1	**Name if possible**	**Getting Started**		
1a	Parish Council	Parish Council decision to produce a neighbourhood plan	Complete	
1b	LPA	Statutory area designation	Complete	
1c	Parish Council	Identification of Steering Group	Complete	
1d	Steering Group and consultants	Facilitated overview of NP process and scoping of Ivinghoe's plan: ambitions, issues, concerns?	On track	
1e	Steering Group	Agree a draft vision and initial topics to be covered by the plan	Complete	
1f	Project Planning Group & Jenny Lampert	Development of project plan with SG	On track	
1g	Consultation Group & Sue Jobbins	Development of Consultation Strategy and time line for consultation events (to form part of over-arching project plan)	On track	
1h	Bob Corn	Develop NDP website (consider branding/ logo)	On track	
1i	Sheena Bexson, Stephen Booth & Jenny Lampert	Meet with LPA to discuss NP aims and ensure LPA and Ivinghoe visions/ timeframes are aligned	On track	
Step 2		**Identifying the Issues**		
2a	Steering Group	Review outputs of any earlier consultations e.g. Parish Plan, to help identify key issues	Not Started	
2b	Steering Group	Identify community stakeholders including statutory bodies in schedule 1 of NP Regs.	Not Started	
2c	Consultation Group	Launch intention to develop a NP with the community (and other stakeholders), and consult on topics to help understand the issues	Not Started	
2d	Steering Group	Call for additional skills and volunteers where required	Not Started	
2e	Steering Group and Jenny Lampert	Identify strategic issues for Parish	Not Started	
2f	Sheena Bexson, Stephen Booth & Jenny Lampert	Meet with LPA and identify lead NP contact (to assist with info re planning applications/ NP evidence/ strategic policies)	On track	
2g	Jenny Lampert	Guidance on scope of evidence gathering, sources and methodology from consultant (add lines below for individual topics etc.. when agreed)	Not Started	
2h	Steering Group and Jenny Lampert (TBC)	Assessment of national and local planning policy and background evidence relating to all plan topics	Not Started	
2i	Steering Group and Jenny Lampert	Constraints mapping (and assessment of local site availability - extent of review depends on whether planning to allocate sites)	Not Started	
2j	Steering Group	During 2e - 2i: Carry out targetted consultations with sectors of the community (to be added into project plan following development of consultation strategy) e.g. older people, younger people, business etc	Not Started	
2k	Steering Group & Jenny Lampert	Confirm draft vision and draft objectives based on the issues identified	Not Started	
2l	Steering Group and Jenny Lampert	Development of evidence papers supporting all NP draft objectives, to include consultation feedback to date and desk top research	Not Started	
2m	Steering Group and Jenny Lampert	Production of additional evidence if required (e.g Housing Needs Survey)	Requirement TBC	
2n	Steering Group	Call for sites (where allocating sites for development)	Requirement TBC	
2o	Steering Group and Sue Jobbins	Questionnaire design, printing, distribution, collection, recording, analysis and reporting (to help further identify issues, fill gaps in evidence, and start to develop options for the plan based on all evidence and consultation feedback)	Not Started	
2p	Steering Group	Recording/ analysis/ correlation of all consultation responses to date on going	Not Started	
Step 3		**Finalising a Vision and Objectives**		
3a	Steering Group	Review of draft topic papers and all evidence gathering (factoring in consultation responses) - start writing up	Not Started	
3b	Steering Group and Jenny Lampert	Finalise vision and objectives	Not Started	
3c	Jenny Lampert and Group	Develop draft Sustainability Appraisal matrix and indicators	Requirement TBC	
3d	Jenny Lampert and Group	Request determination of need for SEA from AVDC	Requirement TBC	
3e	Steering Group	Finalise materials for consulation feedback event	Not Started	
3f	Steering Group	Hold consultation feedback event to publicise issues and share final vision and objectives with community for comment	Not Started	
Step 4		**Generate Options**		
4a	Steering Group and Jenny Lampert	Screening for SEA/ HRA (contact with LPA)	Not Started	
4b	LPA	LPA's response on SEA/ HRA	Requirement TBC	
4c	Steering Group	Update and finalisation of all evidence papers	Not Started	
4d	Steering Group and Jenny Lampert	Consideration of sites/ mapping potential sites	Not Started	
4e	Steering Group and Jenny Lampert	Development of site Sustainability Appraisal Matrix, using finalised objectives	Requirement TBC	
4f	Steering Group and Jenny Lampert	Update and finalise completion of Sustainability Assessment matrix based on finalised objectives	Requirement TBC	
4g	Steering Group and Jenny Lampert	Potential need for SEA scoping (will delay timescales by 5-7 weeks if SEA is required)	Requirement TBC	
4h	Steering Group and Jenny Lampert	Development of draft options (both site based and general options)	Not Started	
4i	Steering Group	Consult on draft options (and publicise sustainability / site assessment matrices if relevant)	Not Started	
4j	Steering Group	Confirm preferred options (SA and consultation led)	Not Started	
4k	Steering Group and Jenny Lampert	Development of framework for Delivery Strategy to include within NP	Not Started	
Step 5		**Draft Your Neighbourhood Plan**		
5a	Steering Group and Jenny Lampert	Prepare/ finalise outline structure of plan	Not Started	
5b	Steering Group and Jenny Lampert	Allocate detailed drafting to working group members supported by consultant	Not Started	
5c	Steering Group and Jenny Lampert	Draft the plan (subdivide with topic responsibilities)	Not Started	
5d	Steering Group and Jenny Lampert	Prepare proposals map	Not Started	
5e	Steering Group and Jenny Lampert	Production of SA/ SEA report using finalised matrix and demonstrating sustainability credentials of preferred options	Requirement TBC	
5f	Parish Council	Parish Council approves draft plan	Not Started	
5g	Steering Group	Meet with LPA to discuss final draft of NP and timetable moving forward	Not Started	
Step 6		**Consultation and Submission**		
6a	Steering Group	Meet LPA to discuss examination and appointing inspector (followed by LPA's legal compliance check)	Not Started	
6b	Steering Group and Jenny Lampert	Prepare Basic Conditions Statement	Not Started	
6c	Steering Group	Reg 14 Consultation on Draft Plan (minimum 6 weeks) as per regulations	Not Started	
6d	Steering Group	Consider all representations made to consultaion, record comments and respond accordingly, captured in response table to include in Consultation Statement	Not Started	
6e	Steering Group	Make relevant amendments to NP for submission	Not Started	
6f	Steering Group / Sue Jobbins?	Reg 15 Develop Consultation Statement - this should be an on-going task	Not Started	
6g	LPA	LPA to approve plan and accompanying documents for submission	Not Started	
6h	Steering Group	Submission of plan to LPA (plan/ consultation statement/basic conditions statement and map of area)	Not Started	
6i	LPA	Reg 16 LPA led publicity period (minimum 6 weeks)	Not Started	
Step 7		**Independent examination**		
7a	LPA	Examiner appointed	Not Started	
7b	Steering Group	Respond to examiner information requests	Not Started	
7c	LPA	EXAMINATION	Not Started	
7d	LPA	Examination outcome reported	Not Started	
Step 8		**Referendum and Adoption**		
8a	Steering Group	Promote referendum and encourage community to vote yes (possible engagement event)	Not Started	
8b	LPA	REFERENDUM	Not Started	
8c	LPA	LPA adopt plan	Not Started	



Steering Group
Steering Group with support from Jenny lampert
Steering group with support from Sue Jobbins
LPA