**Denmead Neighbourhood Plan: Draft Project Plan**

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| **PROJECT PLAN SUMMARY** | | | | | | | | | | | | | | | | | | | | | | | | |
| **STAGE** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan 22** | **Feb** | **Mar** | **Apr** | **May** | | **Jun** | | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan 23** | **Feb** | **Mar** |
| 1. Getting Started | **C1** | **C1** | **C1** | **C1** | **C1** | **C1** | **C1** | **C1** |  |  |  |  | |  | |  |  |  |  |  |  |  |  |  |
| 2. Identify Issues |  |  |  |  |  |  |  |  |  | **C2** | **C2** |  | |  | |  |  |  |  |  |  |  |  |  |
| 3. Aims, Vision & Objectives |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |  |  | **C3 / C4** | **C3 / C4** | **C3 / C4** |  |
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| *National milestones* |  |  |  | *Planning Bill, Climate Change Bill & Environment Bill?* | | | | | | | *NPPF / NPPG changes?* | | | | | |  |  |  |  |  |  |  |  |
| *WCC milestones* |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | *Draft Reg 18 LP* | | |  |  |  |  |

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| **PROJECT PLAN SUMMARY** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **STAGE** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan 24** | **Feb** | **Mar** | **Apr** | | | **May** | **Jun** | | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan 25** |
| 3. Aims, Vision & Objectives |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  |  | |  |  |  |  |  |  |  |
| 4. Generate Options & Prepare Draft Plan |  |  |  |  |  |  |  |  |  | **C5** | **C5** |  |  | | |  |  | |  |  |  |  |  |  |  |
| 5. Submission and  6. Post submission formal requirements |  |  |  |  |  |  |  |  |  |  |  |  | **C6** | | | **C6** | **C6** | |  |  |  | **S 🡺** |  |  |  |
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| *National milestones* |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  |  | |  |  |  |  |  |  |  |
| *WCC milestones* |  |  |  |  | *Pre-sub Reg 19/20 LP* | |  | *Submission Reg 22/23 LP* | |  | *Examination of LP* | | |  |  | | |  | *Adopt LP* | |  |  |  |  |  |

*Notes: see over.*

**Notes and Assumptions**

Consultation “windows”:

C1 = Awareness raising

C2 = Community questionnaire published (focus on “what’s changed, what’s missing”)

C3 = Community consultation (event / exhibition and publicity) on evidence feedback, emerging themes, draft vision, aims and objectives for comments and endorsement

C4 = Consult on development site options (if appropriate / necessary)

C5= Share first draft of plan with community only to get comments and endorsement

C6 = Pre-submission consultation (including formal consultation with statutory consultees, but consult widely on content of plan)

S = Submission to local authority

* This project plan is a guide, providing a “direction of travel” and indicative milestones. It is not a blueprint and will be subject to change during the process. This could mean that some tasks are not done in a sequential way, take less time than envisaged or take more time than envisaged. The Project Plan should therefore be “owned” and reviewed periodically by the Steering Group and amended if necessary.
* Assumes the Neighbourhood Plan Steering Group (NPSG) will meet regularly to review outputs and monitor progress.
* Key decisions will be taken by the Parish Council.
* Largely avoids August and December for formal consultation events/activities or additional time factored in in these months.
* Any documents or notes produced by the NPSG should be made available on the neighbourhood plan website.
* If development site allocations for housing and / or employment are not made in the Plan, the estimated time for the Plan to be produced set out in this project plan could reduce by around 4-6 months.
* The post submission stage is largely out of the hands of the NPSG and down to the local authority and appointed Examiner. After submission, the process can take around 3-4 months to get the plan made.
* The timetable and the process should follow progression of the new Local Plan. As the Neighbourhood Plan needs to be in general conformity with the strategic policies of the *adopted* Local Plan, if the Neighbourhood Plan gets to submission prior to adoption of the new Local Plan, it will need to comply with the current Local Plan. IN this case, it will be very important to ensure that the Neighbourhood Plan tracks very closely and is also in general conformity with the new Local Plan in anticipation that the new Local Plan will be adopted soon-after the Neighbourhood Plan being made.
* The Neighbourhood Plan timetable may also be affected by changes to the planning system and so these changes will also need to be closely followed to understand impact not only on content but also of the process of the Neighbourhood Plan.
* The “Who?” column in the following tables provides an indication of who is likely to take the lead on the task. This can be subject to change. Key: SG = Steering Group, PC = Parish Council, CONS = Consultant, WCC = Winchester City Council, tbd = to be determined. Responsibilities from Stage 3 onwards have yet to be confirmed in the tables below and should be completed as the process moves forward.

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| **Stage 1 Getting Started 2021-22** |

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| **Task** | | **Who?** | **Underway (U) or Complete(✓)?** | **Jun 21** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan**  **22** | **Feb** | **Mar** |
| 1.1 | Form NP steering group (SG) | PC | **✓** |  |  |  |  |  |  |  |  |  |  |
| 1.2 | Raising awareness in community | SG | **U** | **C1** | **C1** | **C1** | **C1** | **C1** | **C1** | **C1** | **C1** |  |  |
| 1.3 | NPSG Terms of reference drafted and approved (or revised) | SG / PC | **?** |  |  |  |  |  |  |  |  |  |  |
| 1.4 | Early dialogue with WCC including Neighbourhood Area and relationship with LP process | CONS | **✓** |  |  |  |  |  |  |  |  |  |  |
| 1.5 | Budget/resources identified | SG | **✓** |  |  |  |  |  |  |  |  |  |  |
| 1.6 | Establish online presence and depository for activities, documents, etc | SG |  |  |  |  |  |  |  |  |  |  |  |
| 1.7 | Initial project plan prepared | CONS | **✓** |  |  |  |  |  |  |  |  |  |  |
| 1.8 | Initial project plan approved by SG (N.B. reviewed by SG as necessary during process) | SG | **✓** |  |  |  |  |  |  |  |  |  |  |
| 1.9 | Project plan published online | SG | **✓** |  |  |  |  |  |  |  |  |  |  |
| 1.10 | Review Plan to identify any gaps and obvious changes to existing policies | CONS | **✓** |  |  |  |  |  |  |  |  |  |  |
| 1.11 | Obtain up-to-date picture of completions and commitments from WCC | CONS | **✓** |  |  |  |  |  |  |  |  |  |  |
| 1.12 | Consultation and engagement plan prepared | CONS |  |  |  |  |  |  |  |  |  |  |  |
| 1.13 | Consultation and engagement plan approved by SG | SG |  |  |  |  |  |  |  |  |  |  |  |
| 1.14 | Consultation and engagement plan published online | SG |  |  |  |  |  |  |  |  |  |  |  |
| 1.15 | Identify local stakeholders (organisation, groups, clubs, etc.) | SG |  |  |  |  |  |  |  |  |  |  |  |
| 1.16 | Identify key local business stakeholders | SG |  |  |  |  |  |  |  |  |  |  |  |
| 1.17 | Identify strategic stakeholders (statutory consultees, wider-than-local organisations, service providers, interest groups and Agencies | SG |  |  |  |  |  |  |  |  |  |  |  |

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| **Stage 2 Identifying Issues 2022** |

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| **Task** | | **Who?** | **Underway (U) or Complete(✓)?** | **Feb 22** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** |
|  | Develop community survey / questionnaire based on identifying what’s changed since the last Plan and what’s new? | SG |  |  |  |  |  |  |  |  |  |  |  |
|  | SG to refine draft survey content as necessary | CONS |  |  |  |  |  |  |  |  |  |  |  |
|  | Publish survey for residents to complete. Collate responses. | SG / PC |  |  | **C2** | **C2** |  |  |  |  |  |  |  |
|  | Analyse survey responses | CONS |  |  |  |  |  |  |  |  |  |  |  |
|  | Contact local stakeholders and businesses to seek views (organisation, groups, clubs, etc.) to supplement survey responses | SG |  |  |  |  |  |  |  |  |  |  |  |
|  | Contact strategic stakeholders to seek views (statutory consultees, wider-than-local organisations, service providers, interest groups and Agencies). At this stage, only contact those where it is considered likely, at this stage, that they will have an early interest in the Plan. | SG |  |  |  |  |  |  |  |  |  |  |  |
|  | Summarise initial responses from local and strategic stakeholders | SG |  |  |  |  |  |  |  |  |  |  |  |
|  | Development potential exercise (if the allocation of development is identified as an issue which needs pursuing): consider local call for sites and identify process; and, assess development potential & constraints. To be led by the SG with advice from consultant. SG could access AECOM support via Locality to undertake review of sites from local call for sites and / or WCC SHELAA. | SG |  |  |  |  |  |  |  |  |  |  |  |
|  | Review of written evidence behind current Plan to determine what updates are necessary and fill gaps where data already exists | CONS |  |  |  |  |  |  |  |  |  |  |  |
|  | SG to undertake further gap filling if necessary based on local studies. Also, commission AECOM via Locality to produce Design Guide. | SG |  |  |  |  |  |  |  |  |  |  |  |
|  | Identify initial key issues, questions and gaps remaining and messages from above processes | CONS / SG |  |  |  |  |  |  |  |  |  |  |  |

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| **Stage 3 Aims, Vision & Objectives 2022** |

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| **Task** | | **Who?** | **Underway (U) or Complete(✓)?** | **Dec** | **Jan 23** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** |
| 3.1 | Prepare draft aims and vision |  |  |  |  |  |  |  |  |  |  |  |
| 3.2 | Interpret draft aims and vision to prepare draft objectives (and seek informal input from local authority) |  |  |  |  |  |  |  |  |  |  |  |
| 3.3 | Prepare consultation material including exhibition board content, etc. |  |  |  |  |  |  |  |  |  |  |  |
| 3.4 | **Consult** on likely themes / topics of the plan, and the draft vision, aims & objectives and how they have been arrived at. Also focus on options for housing. Seek comments and endorsement for the draft aims, vision and objectives, i.e. the thrust of the plan, and community views on allocation options. |  |  |  | **C3 / C4** | **C3 / C4** | **C3 / C4** |  |  |  |  |  |
| 3.5 | Analyse and produce report of consultation |  |  |  |  |  |  |  |  |  |  |  |
| 3.6 | Approve vision, aims & objectives and preferred allocation sites / strategy |  |  |  |  |  |  |  |  |  |  |  |
| 3.7 | Gaps in evidence: further specialist and / or local studies *(if necessary)*. |  |  |  |  |  |  |  |  |  |  |  |

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| **Stage 4 Prepare Draft Plan 2022-23** |

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| **Task** | | **Who?** | **Underway (U) or Complete(✓)?** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan 24** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** |
| 4.1 | Draft NP Policy statements and Plan text (including informal input from local authority) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2 | Prepare NP Proposals map(s) (if required) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.3 | Sustainability: contact local authority and request formal screening opinion on need or not for a Strategic Environmental Assessment (SEA) and / or Habitat Regulations Assessment (HRA). N.B. The Local Authority has to allow statutory environmental agencies a 6-week period to give their view before responding formally. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.4 | Compliance: check compliances with national and local authority planning policy |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.5 | **Consultation** document (informal consultation): PC to sign-off draft Plan and share *with community* to get feedback and amend if necessary. This consultation round may not be necessary – it depends on the Plan’s issues and content |  |  |  |  |  |  |  | **C5** | **C5** |  |  |  |  |  |
| 4.6 | Sustainability: SEA / HRA commissioned if necessary |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.7 | Sustainability: SEA / HRA report of draft Plan prepared and Plan amended if necessary (retest at each iteration of Plan) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.8 | Approve draft Plan and prepare for formal consultation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Stage 5 Submission and Stage 6 Post Submission Formal Requirements 2023** |

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| **Task** | | **Who?** | **Underway (U) or Complete(✓)?** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| 5.1 | **Pre-submission consultation**: consult on pre-submission plan (includes formal consultation request to statutory consultees) |  |  | **C6** | **C6** | **C6** |  |  |  |  |  |  |
| 5.2 | Analyse consultation responses and agree Plan changes |  |  |  |  |  |  |  |  |  |  |  |
| 5.3 | Amend plan if necessary and document response to comments received and changes (or not) introduced as a result |  |  |  |  |  |  |  |  |  |  |  |
| 5.4 | Submission: Prepare required submission documents (e.g. statement of consultation, report of how the plan meets the ‘Basic Conditions’, SEA / SA / HRA, Plan itself (as amended as a result of any changes brought about by pre-submission phase) |  |  |  |  |  |  |  |  |  |  |  |
| 5.5 | Sign-off submission documents |  |  |  |  |  |  |  |  |  |  |  |
| 5.6 | Submit plan and required documents to local authority |  |  |  |  |  |  |  |  |  |  |  |
| 6.1 | Post submission stage: out of the hands of the NPSG and down to the local authority and appointed Examiner. It can take around 3 - 4 months to get to the point of getting the plan ‘made’ (approved / adopted). |  |  |  |  |  |  |  |  | **S 🡺** |  |  |