

SWYNNERTON NEIGHBOURHOOD PLAN TIMETABLE

Task	Comments	NP Group	NP Chair	Parish Council	SBC	Consultant	Time line
Apply for designation of NP Area (Parish)	Parish Council (legal "Qualifying Body")						
NP Area approved	Approved by LPA.						
Evidence Base - Initial Baseline Report							
Neighbourhood Plan programme							
Minutes and Agendas							
Working Group Terms of Reference							
Branding	Develop recognisable logo for NP.						
Grant funding bid	Up to £8K + £6K available CLG.						
Website NP updates							
Initial Survey questionnaire drafting							
Survey distribution							Autumn 2015
Survey results spreadsheet							Autumn 2015
Survey results data input							Autumn 2015
Initial Survey findings analysis							December 2015
Plan Framework							
Consultants search and tender invitation							
Consultants proposals analysis							
Consultant selection and appointment							
Questionnaire Survey Feedback Report							January 2016
NP Public Presentation - Progress and Issues							February 2016
Plan and Policy Options document	Flows from Survey findings						March 2016
Consultation on Policy Options document	6 weeks consultation						
Call for Sites (optional)	If necessary. Subject to SHLAA etc.						
Call for sites response analysis							
Draft Plan preparation	Site allocations optional.						

Pre-submission Draft Plan consultation	6 weeks. Legal requirement. Includes statutory consultees and full consultation.						July 2016
Consultation response analysis	May lead to Plan amendments.						
Plan amendments	If necessary.						
Consultation Statement	Legal requirement						
Sustainability appraisal	If necessary. Liaise with LPA.						
Strategic Environmental Assessment (SEA)	If necessary. Liaise with LPA.						
"Basic Conditions" report	Legal requirement.						
Plan submission with supporting documents	Submit to LPA.						September 2016
Public consultation on Submission Plan.	6 weeks minimum.						
Submission for Examination							December 2016
Examination							February 2017
Examiner's report and recommendation							April 2017
Possible plan modifications							
Re-consultation							
Referendum							Summer 2017
Public Notice of Plan Decision	Plan "Made" - plan in force						Summer 2017