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| 1 | PROJECT PLAN FOR ROECLIFFE & WESTWICK NEIGHBOURHOOD PLAN | | |
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| 4 | Task Name | Notes | Lead |
| 5 | Scope aims for neighbourhood plan-decide whether producing a N.P. is the right tool | | Parish Council |
| 6 | Discuss intentions with the local planning authority | | Visit Gill Ritchie at HBC |
| 7 | Decision to go ahead with N.P. | | Parish Council |
| 8 | Publicise intention to produce a N.P. within the the area, identify & contact key local | M.D. Reed Boardall promised his support, and 4 Cllrs and 5 residents | Parish Council |
| 9 | partners | offered to serve on N.P. Team to be led by Cllr Dave Siswick | |
| 10 | Attend symposium on subject of Neighbourhood Plans | | Dave Sioswick |
| 11 | Open Bank Account | | Keith Pettitt |
| 12 | Put together Vision Statement | | Dave Siswick |
| 13 | Produce web site for Roecliffe | | Richard Booth |
| 14 | | | |
| 15 | Define neighbourhood area | | |
| 16 | Further meeting to see Gill Ritchie at HBC to discuss N.P. Area | | Parish Council |
| 17 | Identify the neighbourhood area to which the N.P. will relate | | Neighbourhood Plan Team |
| 18 | Prepare formal neighbourhood area application | | Dave Siswick |
| 19 | Submit details of the proposed neighbourhood area to the Local Planning Authority | | Dave Siswick |
| 20 | for designation | | |
| 21 | Formal publicity on neighbourhood area application | Statutory publicity (organised by Janet Entwistle at HBC | HBC |
| 22 | HBC issue their decision notice (MILESTONE) | | HBC |
| 23 | Contact Locality for Grant Support | | Keith Pettitt |
| 24 | Open Green Spaces | Dave Sioswick has submitted docs to HBC and we await JE feedback | Dave Siswick, Janet Entwistle |
| 25 | | | |
| 26 | Define Neighbourhood Forum | | |
| 27 | Discuss at N.P. team meeting | | |
| 28 | Form a prospective neighbourhood forum to lead preparation of the N.P. | Parish Council is the obviopus choice | Parish Council |
| 29 | designation | | |
| 30 | Submit details of the proposed neighbourhood forum to HBC for designation | | Neighbourhood Plan Team |
| 31 | HBC approval of the Parish Council being the designated Neighbourhood Forum | | |
| 32 | | | |
| 33 | Community Engagement and Involvement | | |
| 34 | Council newspapers | | |
| 35 | HBC and other local newspapers | | |
| 36 | Develop Questionnaire to find out what residents likes and dis-likes are? | Decided to use Survey Monkey for e-mail users, otherwise print version | Neighbourhood Plan Team |
| 37 | | First edition rejected and formulated second with guidance from HBC | Paul Say to set up Survey and RB to print |
| 38 | Consider having questions for children at the school | | Kerry Dalton, Paul Say |
| 39 | Distribute Questionnaire to residents | | |
| 40 | Distribute Vision Statent and info on a Neighbourhood Plan to business and stake-holders | | |
| 41 | | | |
| 42 | Building the evidence Base | | |
| 43 | Evaluate results of the Residents Questionnaire | | |
| 44 | HBC Local Development Plans and strategies | | |
| 45 | Consult our Conservation Study for Roecliffe conducted by HBC in Dec 2008 | | |

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| 46 | Identify trees with TPOs and places of Scientific Interests | | |
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| 51 | Writing the Neighbourhood Plan | | |
| 52 | Identify key issues/themes for the plan to address | | |
| 53 | Meet local Planning Authority to identify strategic local policies | | |
| 54 | Develop clear aims for the Neighbourhood Plans | | |
| 55 | Write planning policies and guidance | | |
| 56 | Identify any projects or proposals for the neighbourhood area | | |
| 57 | Consider allocation specific sites for different types of development | | |
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| 63 | Submitting the Plan | | |
| 64 | Undertake pre-submission consultation | Formal 6 week consultation and publicity on the draft plan organised by HBC | |
| 65 | Amend plan if necessary | | |
| 66 | Prepare a consultation statement | | |
| 67 | Prepare supporting statement on how the plan meets the basic conditions | | |
| 68 | Submit the proposed N.P. to HBC | | |
| 69 | Participate in the independent examination | | |
| 70 | HBC receives examiner's report | | |
| 71 | HBC considers examiner's recommendations and a decision is taken | | |
| 72 | | | |
| 73 | Referendum | | |
| 74 | HBC organise referendum (including publicising the referendum) | | |
| 75 | Preparation for referendum | | |
| 76 | Referendum takes place | | |
| 77 | | | |
| 78 | Formal making of the Plan | | |
| 79 | If referendum is successful HBC formally make the plan | | |
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