



Insert town or parish logo

Neighbourhood Plan Overview Project Plan Template

This project plan has been created for Neighbourhood Plan groups to use as an overview for their plan timings which can be shared with East Suffolk Council and your named officer. You should also have a more detailed project plan sitting alongside this project plan, which includes a risk assessment.

Some of the steps shown in the project plan will be carried out alongside the Broads Authority where applicable and they may follow a different process so you will need to build this into your project plan, but your named officer will advise you on this.

Neighbourhood Plan Name	Click or tap here to enter text.
Neighbourhood Plan Group Lead Name and contact details of the person leading the Neighbourhood Plan	Click or tap here to enter text.
Qualifying Body / Parish contact details Details of Parish/Town Council contact if different to above	Click or tap here to enter text.

Qualifying Body	Local Planning Authority	Both parties
These tasks are the responsibility of the Qualifying Body (i.e. parish or neighbourhood plan group)	These tasks are the responsibility of the Local Planning Authority	These tasks are agreed / undertaken by both parties

Step	Responsibility (who does what)	Task	Proposed start date	Proposed end date	Actual start date	Actual end date	Notes
Designating the Neighbourhood Area							
1	Qualifying Body	Submit Neighbourhood Area application to the Local Planning Authority	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
2	Local Planning Authority	Neighbourhood Area advertised and consulted on as required See guidance on when consultation is required	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
3	Local Planning Authority	Issue decision on Neighbourhood Area	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
Engagement and starting to build the Evidence Base							
4	Qualifying Body	Community engagement ** Contact Communities officer for advice on engagement strategies Community » East Suffolk Council	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
5	Qualifying Body	Collate responses from community engagement and outline aims and aspirations	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
Preparation of the Neighbourhood Plan							
6	Qualifying Body	Evidence gathering/surveys (e.g. Local Housing Needs Assessments) *You can add rows as necessary to keep track of your evidence base	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
7	Qualifying Body	Drafting the plan	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
8	Qualifying Body	Request that the LPA undertake Habitats Regulations Assessment (HRA) and SEA (Strategic Environmental Assessment) screening and complete full SEA / HRA if needed'	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
9	Qualifying Body	Share draft Neighbourhood Plan or chapters with LPA for feedback on content and policies.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
Regulation 14 Consultation							
10	Qualifying Body	Consult on the draft neighbourhood plan	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
11	Qualifying Body	Review and consider representations received and amend the neighbourhood plan as appropriate.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
12	Qualifying Body	Update / maintain the Consultation Statement as a record of changes made in response to consultation responses	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
Finalising the draft Neighbourhood Plan (Pre-Regulation 16)							
13	Qualifying Body	Proofread, check maps etc and finalise the content of the amended draft plan.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
14	Qualifying Body	Share amended plan with the LPA for informal feedback	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	

Step	Responsibility (who does what)	Task	Proposed start date	Proposed end date	Actual start date	Actual end date	Notes
15	Qualifying Body	Submit draft plan & supporting evidence to LPA.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
Regulation 16 Consultation on draft Neighbourhood Plan							
16	Local Planning Authority	LPA publicise draft plan	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
Examination/Examiners Report (Draft & Final)							
17	Local Planning Authority / Qualifying Body	LPA appoint examiner with agreement from Neighbourhood Plan group	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
18	Local Planning Authority	Examination period commences	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
19	Local Planning Authority	Examiner's Draft Report to the LPA and the QB for fact checking.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
20	Local Planning Authority	Examiners Final Report: Publish examiners final report on website	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
21	Local Planning Authority	Issue decision statement	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
22	Qualifying Body	Make recommended amendments to the neighbourhood plan	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
Referendum							
23	Local Planning Authority	Referendum date **ESC will carry out referendum	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
24	Local Planning Authority	Publicity and notification of referendum **ESC will send polling cards and advertise on social media.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
25	Qualifying Body	Parish publicity of referendum Recommended Practice on Publicity - Referendum / Town and Country Planning Act 1990	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
26	Both	Publish Referendum result	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
Making the plan							
27	Local Planning Authority	Plan made by Full Council	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	
28	Qualifying Body	NP group update & provide final made plan to LPA Plan can also be publicised on parish website	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	

Risk Assessment

The following risk assessment can be used to assess any threats or delays to your Neighbourhood Plan.

Examples of these can include:

- Availability of funds
- Time needed for any additional surveys / evidence that may be required
- Local or national policy changes

Risk	Likelihood	Impact	Mitigation