

DESBOROUGH NEIGHBOURHOOD PLAN - FRAMEWORK PROJECT PLAN

Version 6.0 (15 February 2015)

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

TASK	OWNED BY	TASK	2014												2015												2016											
			Done	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct									
<b>STEP 1</b>	<b>Name if possible</b>	<b>Getting Started</b>																																				
1a		Statutory Area Designation																																				
1b		NP Exhibition																																				
1c		NP stall at market																																				
1d		NP stall at carnival																																				
1e		Steering group formation and terms of reference																																				
1f	PAE	Basic Conditions training																																				
1g	PAE	Vision and Objectives workshop																																				
1h	PAE	Initial overview of neighbourhood plan process and project planning																																				
<b>STEP 2</b>		<b>Identifying the issues</b>																																				
2a	PAE	Draft Vision and Objectives (PAE)																																				
2b	GH	Development / finalisation of project plan																																				
2c	PJH	Website production and development																																				
2d	DS	Identify Steering Group structure and roles																																				
2e	AM	Identify grant spend and potential outputs																																				
2f	DS	Apply for grant variation to reflect outputs of Task 2e																																				
2g	BH/JW	Development of consultation strategy																																				
2h	PAE	Draft consultant brief for site assessment work																																				
2i	PJH	Seek clarification on housing figures for Desborough from KBC/NNJPU																																				
2j	SG	Initial review of SHLAA sites (availability, deliverability, major constraints)																																				
2k	SG	Fresh local level call for sites (if considered appropriate)																																				
2l	PJH	Review UDF and identify issues that would be transferable to NP																																				
2m	DS/AM/PJH	Consultant interviews and appointment for sites review work																																				
2n	SG	Review of short list of deliverable sites																																				
2o	DS/BK	Engagement of statutory bodies re sites review																																				
2p	BH/JW	Further community consultation to identify wider issues/emerging options																																				
2q	SG	Long list of initial issues and options report																																				
<b>STEP 3</b>		<b>Finalising a Vision and Objectives</b>																																				
3a	SG	Updated working draft Vision and Objectives																																				
3b	SG	Development of Sustainability Framework																																				
3c	SG	Development of Site Assessment Framework																																				
3d	SG	Development of Issues and Options paper and consultation																																				
3e	SG	Following outcome on Hawthorns /Lawrence finalise Issues and Options + consult																																				
3f	SG	Finalise Vision and Objectives																																				
3g	SG	Submit request for determination of SEA from KBC																																				
<b>STEP 4</b>		<b>Generate Options</b>																																				
4a	SG	Consultation feedback exhibition																																				
4b	SG	KBC response re SEA																																				
4c	SG	Assess draft options against sustainability framework																																				
4d	SG	Confirm preferred options																																				
<b>STEP 5</b>		<b>Draft Your Neighbourhood Plan</b>																																				
5a	SG	Prepare/finalise outline structure of plan																																				
5b	SG	Draft Plan (subdivide with topic responsibilities)																																				
5c	SG	Prepare Proposals Map																																				
5d	SG	Production of SA/SEA Report using finalised matrix and demonstrating sustainability credentials of preferred options																																				
5e	SG	TC approves draft plan																																				
5f	SG	Meet KBC to discuss timetable moving forward																																				
<b>STEP 6</b>		<b>Consultation and Submission</b>																																				
6a	KBC	Reg 14 Consultation on Draft Plan (minimum 6 weeks) as per regulations																																				
6b		Consider responses to consultation (ongoing)																																				
6c		Produce log of consultation responses (ongoing)																																				
6d		Relevant amendments to Plan/Proposals Map																																				
6e		Preparation of Basic Conditions Statement																																				
6f		Preparation of Consultation Statement																																				
6g		Council approve Plan/accompanying documents for submission																																				
6h		Submission of Plan to KBC																																				
6i		Meet KBC to confirm examiner appointment, examination + referendum timetable																																				
6j	KBC	KBC legal compliance check																																				
6k	KBC	Reg 16 LPA led publicity period (minimum 6 weeks)																																				
<b>STEP 7</b>		<b>Independent examination</b>																																				
7a		Appoint examiner																																				
7b		Respond to Examiner information requests																																				
7c	KBC/External	EXAMINATION																																				
7d		Examination outcome reported/considered by KBC																																				
<b>STEP 8</b>		<b>Referendum and Adoption</b>																																				
8a	BH/JW	Community consultation event 3 (pre referendum promotion/information event)																																				
8b	KBC	REFERENDUM																																				
8c	KBC	KBC make plan																																				

PAE	Planning Aid
SG	Steering group - AM - Allan Matthews, BK - Ben King, BH - Belinda Humfrey, DS - David Soans, JD - June Derbyshire, JW - Jo Watson, PJH - Paula Holmes, RW - Ruth Wakelin
DTC	Desborough Town Council
KBC	Kettering Borough Council
HF	Hawthorns Forum
LSWG	Lawrence Site Working Group
External	Various - Funding organisations (specifics will be noted)
DS	David Soans
PJH	Paula Holmes
BH	Belinda Humfrey
JW	Jo Watson
BK	Ben King
AM	Allan Matthews
JD	June Derbyshire
GH	Gil Holmes
RW	Ruth Wakelin
RA	Road Adams
UDF	Urban Design Framework
NP	Neighbourhood Plan
SHLAA	Strategic Housing Land Availability Assessment
SEA	Strategic Environmental Assessment
SA	Sustainability Appraisal
TC	Town Council
NNJPU	North Northants Joint Planning Unit
KBC	Kettering Borough Council
I&O	Issues and Options
Reg 14/Reg16	Regulation 14/16 of Neighbourhood Planning Legislation (key stages)
LPA	Local Planning Authority (KBC)

**KEY**

- Late
- Overdue
- Completed
- Planned/In Progress