**Northill Parish Neighbourhood Plan**

**Master Plan**

Plan to be reviewed and updated at the end of each time period to clarify tasks for next stage.

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| Timespan | Steering Group Objectives + milestones | Steering and Working Group Actions | Resources | Date  achieved |
| **Putting things in place**  **J**uly-October 2014 | 1. Getting the community engaged 2. Establishing a Neighbourhood Planning team 3. Proposing area for Neighbourhood plan 4. Seeking funding to support plan devt. 5. Producing time managed, budgeted programme for NP/GIP 6. Developing a communications and community engagement strategy to ensure accurate and timely information and maximum community engagement 7. Securing support from CBC and BRCC 8. Creating links and learning from other NP groups and experts 9. Starting process of examining historical data | 1. 4 public meetings on 16.06, 31.07, 03.09, 07.10.   Stand at Caldecote Village Show on 07.09  Information leaflet produced and delivered   1. Steering Group formalised and working groups set up at meeting on 07.10   TORs agreed by NPC on 14.10   1. NPC submit designated area to CBC on 02.10 2. £645 Funding granted on 08.09 3. Planning WG produce draft Master Plan on 15.10.   GI WG scope task + contact CA to commission support   1. Communications WG implement communication strategy 2. Cliff Andrews (BRCC) + Sally Chapman address public mtgs /SG mtgs. on 03.09, 07.10.Mike Fayers allocated as CBC link, MF + CA allocated as BRCC links. 3. Contact with Caddington NP Chair made. 4. Analysis WG group start to interrogate historical data | Banner  Stand at Caldecote Village Show  Room hire  Room hire for SG Mtgs. |  |
| **Starting Consulting**  November 2014-July 2015 | 1. Agreeing areas for reporting and lifetime of plan 2. WGs populate Master Plan 3. Further funding sought to support workshops and consultation 4. Consulting parishioners by conducting GIP workshops and NP Planning for Real Workshops 5. Conducting wide ranging consultation with parish organisations, schools and age-related groups 6. Identifying emergent issues 7. Producing a draft vision and objectives 8. Starting to assemble consultation evidence base for GIP and NP 9. Establishing regular bulletins on progress and invitations to participate | i. |  |  |
| **Publishing GI Plan**  **Building content of NP**  August 2015-November 2015 | 1. Devising key questions for questionnaire, testing emergent and exposing further issues including Vision and Objectives for comment 2. Receiving GI report from BRCC 3. Designing NP report writing framework 4. Consulting with local businesses 5. Starting to compile evidence database extracting key points from all evidence sources 6. Continuing public consultation via Exhibitions 7. Circulating questionnaire |  |  |  |
| **Completing Evidence base Firming up policies**  December 2015-November 2016 | 1. Extracting data from questionnaire 2. Assess sites for possible housing on any allocations through NPC 3. Incorporating principle recommendations of GI Plan into NP 4. Finalise vision and objectives 5. Clarifying policies , informing from all sources of evidence 6. Identifying projects 7. Drafting policies and stating projects 8. Ask CBC for screening opinion if SA/SEA needed 9. Pull together technical evidence reports 10. Pull together consultation report |  |  |  |
| **Drafting NP**  December2016 | 1. Start drafting NP embedding key points from GI report in NP 2. Conducting all compliance checks 3. Finishing first draft of NP |  |  |  |
| **Testing NP**  January – April 2017 | 1. Draft NP ,Technical Evidence Reports, Sustainability Appraisal and Habitats Regulation Exercise consultations 2. Check draft documents with CBC 3. Devise consultation publicity & plan- 6 weeks consultation in line with Regulation 14🟋 4. Consulting landowners and local organisations affected by NP, landowners and external interested organisations 5. Consulting statutory bodies on draft NP 6. Consulting neighbouring LAs , parish and town councils 7. Drop-in event for parishioners 8. Headline proposals leaflet delivered with invitations to submit comments 9. Website submission goes facility live. 10. Articles published with invitations to access NP and submit views. 11. Record comments and consider changes to NP 12. Redrafting NP and supporting docs in light of consultation outcomes 13. Complete Consultation Statement and Basic Conditions Statement 14. Appointing consultant examiner to conduct dry run before submission ( if required) 15. NPC to formally agree to submit NP |  |  |  |
| **Submitting NP**  April 2017 | 1. Submit NP and accompanying documents to CBC ( Regulation 15🟋) 2. CBC carry out check for conformity 3. CB C invites representations on NP for 6 weeks ( Regulation 16🟋) 4. External examiner appointed 5. Examiner considers report, possible hearing day/meeting with NPC 6. Examiners report published by CBC |  |  |  |
| **Adopting NP**  May –June 2017 | 1. NP amended in light of examiner’s report 2. Referendum conducted by CBC 3. Plan accepted by community 4. Plan becomes adopted ( made) by CBC |  |  |  |

Abbreviations: SG=Steering Group, WGs = Working Groups; TORs=Terms of reference for Steering Group; GIP=Green Infrastructure Plan, NPC=Northill Parish Council, CBC= Central Bedfordshire Council; NP=Neighbourhood Plan, BRCC=Bedfordshire Rural Communities Council

🟋Neighbourhood Plan Regulations 2012 <http://www.legislation.gov.uk/uksi/2012/637/pdfs/uksi> 20120637 en.pdf