

Neighbourhood Plan Project Plan

What	Who	From	To	Complete
Step 1 - Designation				
Provide map and justification to Purbeck District Council	NPSG			Yes
Publicise on website (4 weeks if the area is the same as the parish area, 6 weeks if not) and tell people how they can respond and by when	PDC		25/06/2018	Yes
Provide responses and recommendation to Parish Council if needed	PDC		28/06/2018	Yes
Designate neighbourhood area	PDC		29/06/2018	Yes
Write to parish council confirming designation	PDC		29/06/2018	Yes
Publicise designated area on website	PDC		28/08/2018	Yes
Step 2 - Getting started				
Form a neighbourhood plan steering group (NPSG)	NPSG		26/09/18	Yes
Agree service level agreement	PDC		30/07/2018	Yes
Arrange workshop with steering group	PDC		28/11/18	Yes
Produce project plan	PDC			Yes
Update forward plan with two key council dates	PDC		23/08/2018	Yes

Neighbourhood Plan Project Plan

Produce a communications and engagement strategy	NPSG			Yes
Sign up to the Council's mapping protocol	NPSG		March 2018	Yes
Step 3 - Preparing the draft plan				
Gather baseline information and produce supporting evidence *	NPSG	March 2020	Nov 2020	
Carry out necessary assessments (habitats regulations; strategic environmental; sustainability) **	NPSG	March 2020	Nov 2020	
Engage and consult those living and working in the area and those with an interest in proposals	NPSG	Nov 2020	Jan 2021	
Engage with landowners and developers	NPSG	Nov 2020	Jan 2021	
Identify and assess options	NPSG	Nov 2020	Jan 2021	
Draft the plan	NPSG	Nov 2020	Jan 2021	
Ask Purbeck District Council to provide comments on draft plan	NPSG	Nov 2020	Jan 2021	
Seek views from colleagues on draft plan as necessary – always DM but may be others and provide feedback to NPSG	PDC	Nov 2020	Jan 2021	
Prepare letter in response to plan, agree with ward councillors and submit to NPSG	PDC	Nov 2020	Jan 2021	
Prepare final version of plan and finalise evidence base	NPSG	Nov 2020	Jan 2021	
Plan the pre-submission consultation	NPSG	Nov 2020	Jan 2021	
Provide list of statutory consultees to NPSG	PDC	Nov 2020	Jan 2021	
Step 4 - Consultation				
Send copy of plan for consultation to PDC	NPSG	Jan 2021	Feb 2021	

Neighbourhood Plan Project Plan

Publicise consultation on town or parish council website for a minimum of 6 weeks	NPSG	Jan 2021	Feb 2021	
Publicise consultation on PDC website	PDC	Jan 2021	Feb 2021	
Consult statutory consultees for a minimum of 6 weeks	NPSG	Jan 2021	Feb 2021	
Write letter setting out PDC response to the plan in consultation with ward councillors	PDC	Jan 2021	Feb 2021	
Analyse responses and propose amendments to plan, evidence base and assessments	NPSG	Jan 2021	Feb 2021	
Produce final copy of plan, evidence base and assessments	NPSG	Jan 2021	Feb 2021	
Produce consultation statement	NPSG	Jan 2021	Feb 2021	
Produce basic conditions statement	NPSG	Jan 2021	Feb 2021	
Step 5 - Submission				
Send copy of plan and supporting evidence and assessments to PDC	NPSG	March 2021	April 2021	
Provide advice to the NPSG and confirm whether the submitted neighbourhood plan meets the criteria set out in the Neighbourhood Planning (General) Regulations 2012	PDC	March 2021	April 2021	
Check that all documents in place and produce legal compliance check and decision statement	PDC	March 2021	April 2021	
Publish plan for six weeks on PDC website and notify any statutory body that responded to regulation 14 consultation that plan has been received	PDC	March 2021	April 2021	
Appoint examiner	NPSG /PDC	March 2021	April 2021	

Neighbourhood Plan Project Plan

Step 6 – Examination				
After six weeks publication ends submit plan and supporting documents to examiner	PDC	May 2021		
Produce database of all those who have requested to be informed at consultation stage	PDC			
Carry out examination and issue report to PDC and town / parish council	Examiner			
Consider examiner’s report and produce referendum decision statement	PDC			
Take report to Council to recommend whether to send the plan to referendum	PDC			
Publish examiners report, neighbourhood plan (if amended by examiner); referendum decision statement; and summary of representations to the examiner on website	PDC			
Send referendum decision statement to NPSG and all those who have requested to be kept informed at consultation stage	PDC			
Step 7- referendum				
Produce information statement and publish on website	PDC			
Publish notice of referendum	PDC			
Arrange and conduct referendum and count	PDC			
Publish notice of poll	PDC			
Declare and publish results	PDC			
Take report to Council to adopt (make) the neighbourhood plan	PDC			

Neighbourhood Plan Project Plan

Produce adoption decision statement and publish on website. Update website to move the neighbourhood plan page to the completed rather than in progress page	PDC			
Send adoption decision statement to NPSG and all those who have requested to be informed at consultation stage	PDC	Feb 2021	Feb 2021	