



An indicative schedule for preparing a neighbourhood plan from inception through to adoption

Step	Qualifying body (Parish Council, Town Council, Neighbourhood Forum)	Local Planning Authority	Timeframe
Pre-Preparation	Consider possibilities of preparing a neighbourhood plan Consider setting up a steering group, Neighbourhood forum, etc.	Support qualifying body	Depends on qualifying body, and scope of the plan
Designation of the Neighbourhood Area	Decide upon the area for the neighbourhood plan Apply to Borough Council for designation of neighbourhood area	Decides if the area is designated as soon as practically possible	Depends upon the qualifying body and the area proposed
Development of visions, aims & objectives	Draft of vision, aims and objectives Consultation of wider community of vision and objectives Data Collection e.g. ONS, local questionnaires		Depends on qualifying body, and scope of the plan
Development of the plan	Develop policies <u>Draft the plan</u> May include Sustainability Appraisal (SA) if seeking to allocated sites, this can be combined with the SEA Consult wider community on draft plan	Support qualifying body	Depends on qualifying body, and scope of the plan
SEA/HRA screening/assessment	Reach a preliminary opinion if a SEA and a HRA are required. If a SEA is required the LPA has prepared a template /guide that can be used by the Qualifying Body to prepare their SEA. (alternatively the Qualifying Body can prepare their own or employ a consultant) If a HRA is required the qualifying body will have to source appropriate consultants to undertake the works.	Reach a preliminary opinion if a SEA and a HRA are required Consult the statutory consultees (NE, HE & EA) with the draft plan and preliminary opinion The Consultee responses will be implemented in the SEA / HRA Screening Report Preparation of SEA/HRA Screening Report If SEA and/or HRA are required check SEA and HRA submitted by qualified body	Depends on the scope of the plan Statutory consultee opinions will usually take between 4-6 weeks

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Independent health check (Optional)	Following the pre-submission consultation, the Plan and all of the supporting documents along with any comments received can be sent to an examiner for a 'Health Check'. The LPA uses NPIERS to refer a suitable examiner. The cost of this depends upon the scope and nature of the Plan, currently the day rate is £375 + VAT. If jointly commissioned by the LPA and the Qualifying Body, the LPA will pay 2/3rds of the cost.	Arrange Health Check	Usually 10 days for the check and 3 weeks for the report. Will also depend upon examiner availability
Revising the draft plan	Following the health check the examiner may recommend further work or refinement of the draft plan, consider this	Support qualifying body	Depends on qualifying body, the scope of the plan, and the examiner's report
Pre-submission consultation	Pre-submission consultation undertaken by the Qualifying Body. The package of documents consulted upon at this stage should include the SA SEA /HRA Screening Report, if these are required. Adjustment of the draft plan due to consultation output, create a consultation statement		At least 6 week consultation
Revising the Pre-submission Plan	Following the Pre-submission consultation, consider making changes to the plan based upon the comments received	Support qualifying body	Depends on qualifying body, the scope of the plan, and the comments received
Submission of the Plan	Submit plan and supporting documents to the Local Planning Authority Should include a map, consultation statement, the plan, and a statement explain how the plan meets the relevant legislation	Check validity of submitted plan Publish plan proposal for comments	6 week consultation
Independent examination	An independent examiner will conduct the examination. this is usually via written representations and site visits Occasionally a hearing session, meeting of understanding, or accompanied site visits may be required Receive examiners report	Consult qualifying body on choice of examiner Organise and pay for examination Receive examiners report	Usually 10 days + 3 weeks for the report. Depends upon availability of examiner

Step	Qualifying body (Parish Council, Town Council, Neighbourhood Forum)	Local Planning Authority	Timeframe
Decision by Local Planning Authority Cabinet if plan proceeds to referendum	Receives decision on whether plan will proceed to referendum, is to be changed, etc.	Cabinet decides on plan Make any (necessary) changes to plan arising from examiner's report	Depends upon the scope of the plan and the examiner's report
Referendum	Receives result of referendum	Hold and pay for and local referendum	At least 28 day notice before the referendum takes place
Adoption	<ul style="list-style-type: none"> - Receives information when plan comes into force - Receives final plan 	Publish plan Implement plan Use plan to guide and support planning applications, etc.	As soon as practically possible