The below planner is intended to support communities by providing a template to plan all of the major tasks that require consideration throughout the Neighbourhood Development Plan making process. We envisage communities will use this by blocking out how long they believe various tasks will take, as demonstrated below. This should help break down and focus individual tasks and give them an overall view of the number of steps required before a Neighbourhood Plan can be adopted.

For ease of reference and for printing purposes, separate sheets for each stage of the process have been for groups to split down the process further, these can be accessed at the bottom of the document.

This list is by no means comprehensive so if you identify any issues or additional tasks please let us know as soon as possible so we can update it for the benefit of other groups. Please notify us by email at tspurway@eastdevon.gov.uk

Key
Not started
In Progress
Completed

East Devon District Council

Stage	Milestones	Suggested tasks:	How EDDC can help	Action owner
	Getting Started			
1	Initial Discussions and starting the process	Holding a Parish/Town Council meeting to agree whether a Neighbourhood Plan is the right tool for the area.	Guidance on 'Is Neighbourhood Planning the right tool for you?' on EDDC website	Parish Council
			Officers from EDDC can meet with the parish council to provide an introduction to process	
	Decide on the extent of the area the plan will cover			
	Complete and submit neighbourhood area/forum application form	Parish/Town Council to send complete Neighbourhood Area designation form and map to EDDC	EDDC can provide you with map of the proposed neighbourhood area	
	Form a steering/working group	Advertise on the parish newsletter/website the intention to produce a NP and recruit members from the community alongside councillors	Guidance on 'forming the steering group' on EDDC website	
		Agree roles (chair, project manager, secretary etc)		NP group
		Consider skills/experience/interests of steering Group		
		Produce a terms of reference or constitution	EDDC can provide a terms of reference template	IJ
		Populate the project plan (this document) with timescales and assign individual tasks		KW
	Apply for funding to support NP production	Apply for government grants of up to £9,000	EDDC are also providing an additional £2000 to groups who have designated their area (make sure to apply for other funding first)	KW
	Engaging the community and gathering information			
2	Gather baseline info and evidence	Gather existing information e.g. demographic and socio-economic information, designated/protected sites, views from any previous surveys, other relevent plan evidence	Guidance on 'gathering evidence and information' on EDDC website	Catalyst to lead with help from NP group
		Assess evidence gathered to identify gaps		
		Source or produce additional evidence if required		
		trees and environmental elements, leisure/recreation facilities, shops, historical assets etc	EDDC can provide you with maps for various features, please don't hesitate to contact us	
	Engage and informally consult with community	Summarise the existing evidence base and produce a questionnaire based on the themes. You could also couple this with workshops and a launch event.	Review our 'guide to consultation' on EDDC website	IJ, KWo, TC to draft questionnaire
		Analyse questionnaire responses and gauge support and understanding of neighbourhood planning, broadly define key issues and priorities from responses	Questionnaire templates on EDDC website	Catalyst
		Identify and engage with key consultees and stakeholders including potential developers and landowners	Guidance on 'who are the statutory consultees' on EDDC website	NP group guided by Catalyst
	Decide on the scope and content	Based on consultation responses and evidence gathered, identify key themes for the Neighbourhood Plan, e.g. Housing , Design, Environment, Heritage, Community Facilities etc		
		Develop draft vision and objectives for the Neighbourhood Plan based on evidence and consultation to date	guidance on 'producing a vision and ojectives' on EDDC website	
		Decide on the plan length and whether it will need to be refreshed at certain periods, e.g. Every 5 years or to coincide with local plan review		
		check relevent strategic policies in the East Devon Local Plan aimed at your parish e.g. Housing allocations or employment allocations in your parish	EDDC can advise on what policies are relevent	IJ
	Writing the document			
3	Draft the plan	Based on evidence, examine potential sites for development and areas for protection	EDDC can advise on what sites were previously put forward under the SHLAA, we can also provide the sustainability criteria and site assesment process if you want to assess new sites	NP group
		Decide on the basic format and layout of the plan	EDDC can provide sample plans	NP group guided by Catalyst
		Identify and assess various options on how to tackle the issues raised, e.g. This could be done through a sustainability appraisal or SEA if your plan requires it	EDDC can advise on whether certain options are realistic	
		Decide on whether the issues can be addressed through a land-use policy or community action		
		Draft policies and community actions	EDDC officers can offer advice, alongside guidance found on the EDDC website	
		Request a screening opinion from EDDC as to whether your plan will require SEA or HRA	EDDC officers can offer advice on the process	
		Start to prepare basic condition statement and consultation statement	Templates and guidance can be found on EDDC website	
		Check conformity with the East Devon Local Plan	EDDC can advise on any conformity issues	Catalyst to lead with help from NP group
		Compile, draft and proof-read neighbourhood plan		
		Gain Parish or Town council endorsement		KWi, TC
	Statutory consultation and submitting the plan			
4	Pre-submission consultation	Undertake a formal six week consultation on the draft Neighbourhood Plan as per the regulations to ensure that it reflects community aspirations		NP group
		Amend the plan in response to comments received		Catalyst to lead
	Finalise the Plan	Complete and finalise consultation statement and basic conditions statement		Catalyst to lead
		Consider undertaking a 'health check' before you formally submit to EDDC	More information can be found on the NPIERS website by clicking here	NP group
	Submission and adoption of the plan	Submit the plan to EDDC with all of the supporting documentation	If EDDC has any concerns we will advise and work them through with you.	NP group
		EDDC will review the Neighbourhood Plan and if it meets requirements, it will then be publicised for consultation		
		EDDC will appoint independant examiner with approval from the parish or town council		
		Independent examiner will produce a report advising whether the neighbourhood plan should proceed to referendum, subject to any modifications.		
		Parish Council to decide on whether to accept any recommended modifications by the examiner.		
		Publicise any modifications made		
		EDDC to organise a referendum on the final plan		
		Upon successful referendum, **PLAN ADOPTED**		
	Delivering and monitoring the Plan			
5	Delivering the plan actions	Parish/Town Council to develop an Implementation Plan, e.g. working with developers and the community to follow-up any community actions		
	Monitoring progress of actions	Decide on how to monitor progress against objectives and reporting back to the community	Guidance on 'after the plan is made' on EDDC website	