Project Plan for Newhaven Neighbourhood Plan

Version 3 - November 2015

Timeline

	Suggested Activities	Done	2014 Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2015 Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	2016 Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec	2017 Jan	Feb	Mar
Stage 1	**Getting Started**																																						
1	Set up Steering Group agree Terms of Reference																																						
2	Identify key partners and stakeholders																																						
3	(what/who/how/when/why)																																						
4	event/s																																						
5	Populate Project Plan with time scales																																						
6	Town Council to formally apply for Neighbourhood																																						
7	Lewes District Council decision on Neighbourhood Area																																						
Stage 2	**Identifying the issues**																																						
1	Ongoing liaison with key stakeholders																																						
2	Gather base line information																																						
3	Review current studies																																						
4	required, maps etc																																						
5	analysis of evidence																																						
6	SWOT analysis																																						
7	Start sustainability appraisal																																						
Stage 3	**Developing a vision and objectives**																																						
1	Identify key themes and issues for the Neighbourhood Plan																																						
2	Develop draft vision and aims for the Neighbourhood Plan																																						
3	higher order plans																																						
4	Identify valuable community spaces																																						
5	Consult community on objectives and vision																																						
6	Consider consultation responses																																						
Stage 4	**participation**																																						
1	Develop policies which will deliver objectives and vision																																						
2	Finalise draft Neighbourhood Plan																																						
3	Consult on draft plan - Regulation 14 Consultation																																						
4	Develop final plan version																																						
5	Submit final plan to LDC																																						
6	LDC carry out Regulation 16 Consultation																																						
Stage 5	**Examination Stage**																																						
1	Agree to appoint examiner																																						
2	Examination Stage																																						
3	Modifications																																						
Stage 6	**Referendum**																																						
1	Campaign for referendum																																						
2	Referendum																																						
Stage 7	**Adoption**																																						
1	Plan adopted if simple majority at referendum																																						
2	Town Council to develop an Implementation Plan																																						
3	Monitoring - decide on how to monitor progress against objectives																																						

Mar Apr May Jun July Aug Sep Oct Nov Dec Jan Feb Ma Apr May Jun July Aug Sept Oct Nov Dec Jan Feb Ma Apr May Jun jul Aug Oct Dec

Allow 6 week consultation period on draft, 8 - 12 weeks for independent examination and 8 - 12 weeks to organise and hold referendum

Key to chart

Action completed

Action current

Action to do