

BISHOP MONKTON NEIGHBOURHOOD DEVELOPMENT PLAN – OUTLINE PROJECT PLAN

Stage 1 – Getting going		
ACTION	BY WHEN / UNDERTAKEN	BY WHO
1. Parish Council decision to undertake the NDP		BMPC
2. Public meeting to raise awareness and endorse the process		BMPC
3. Funding issues – agreement of budget and funding to cover all costs including retaining external support		BMPC
4. Letter to Local Planning Authority informing them of decision to proceed/requesting approval of the Neighbourhood Area.		BMPC
5. Consultation on proposed Neighbourhood Area		NYC
6. Volunteers recruited to Steering Group		BMPC
7. Statement of Community Involvement drafted and agreed		Consultant /BMPC
8. First meeting of Steering Group – agreement of Terms of Reference, membership, secretariat, chair, working groups		Steering Group / consultant
9. Stakeholders identified and informed		BMPC
10. Project Scope, Project Plan agreed		Steering Group / Consultant
11. Communications plan drafted and agreed – website. Social media, newsletters etc		Steering Group/Clerk
12. Public launch event – data collection from residents through surveys and ideas gathered against key themes. Planning for Real.		Steering group/ Consultant
Stage 2 – Implementation		
1. Key issues defined; draft Vision and Objectives		Steering Group / Consultant
2. Sustainability appraisal of parish and scoping of data requirements.		Consultant
3. Working Groups established to gather data against key themes and site assessments		Steering Group
4. Household survey – housing needs, attitudes to growth, key requirements for a sustainable community		Steering Group / Consultant
5. Develop draft Plan – vision, objectives, options, issues, findings, evidence base, etc		Steering Group / Consultant
6. Draft pre submission Plan		Consultant
7. Parish Council agreement of draft pre submission Plan		BMPC
8. Screening from Local Planning Authority for Strategic Environmental Assessment / Habitats Regulation Assessment = required/not required.		NYC / Consultant
9. Design of Plan for consultation		Designer
10. Regulation 14 consultation – public meeting, household/business/stakeholder survey		Steering Group

ACTION	BY WHEN / UNDERTAKEN	BY WHO
11. Analysis of feedback from Reg 14		Consultant
12. Agreement of modifications to pre sub plan		Steering Group
12. Modifications to pre sub Plan		Consultant
13. Basic Conditions Statement written		Consultant
14. Consultation Statement written		Consultant
15. Approval of Submission draft by Parish Council		BMPC
15. Design/print final submission draft		Designer
16. Website populated with all relevant documentation		BMPC
Stage 3 – approval		
1. Submission to Local Planning Authority		BMPC
2. Regulation 16 consultation		NYC
3. Appointment of Examiner		NYC/BMPC
4. Formal submission of draft Plan for Examination		NYC
5. Modifications and final Plan produced		NYC
6. Local referendum		NYC
7. Adoption		NYC
8. Publication and presentation to the community		BMPC