

**BISHOP MONKTON NEIGHBOURHOOD DEVELOPMENT PLAN – OUTLINE PROJECT PLAN**

**V2 10/6/26**

<b>Stage 1 – Getting going</b>		
<b>ACTION</b>	<b>BY WHEN / UNDERTAKEN</b>	<b>BY WHO</b>
1. Public meeting to raise awareness and endorse the process	27/11/25	BMPC
2. Parish Council decision to undertake the NDP	16/12/25	BMPC
3. Funding issues – agreement of budget and funding to cover all costs including retaining external support	16/12/25	BMPC
<b>David Gluck confirmed as retained external consultant</b>		
4. Statement of Community Involvement drafted and agreed	20/1/26	Consultant /BMPC
5. Letter to Local Planning Authority informing them of decision to proceed/requesting approval of the Neighbourhood Area.	6/3/26	BMPC
<b>NYC Planning Officer contact?</b>		
6. Consultation on proposed Neighbourhood Area	n/a	NYC
7. Volunteers recruited to Working Group	Jan-Mar 2026	BMPC
8. First/second/third meeting of Working Group – agreement of Terms of Reference, membership, secretariat, chair, sub groups	30/3/26 30/4/26 10/6/26	Working Group / consultant
9. Stakeholders identified and informed	July 26	Working Group/ BMPC
10. Communications plan drafted and agreed – website. Social media, newsletters etc	July 26	Working Group
<b>Stage 2 – Implementation</b>		
1. Key issues defined; draft Vision and Objectives	30/4/26	Working Group / Consultant
2. Sub Groups established to gather data against key themes and site assessments/surveys	30/4/26	Working Group
3. Sub groups provided with guidance and work commences - Housing Provision & Affordability - Heritage & Local Character - Flooding & Utilities Capacity - Transport & Access - Environment, Landscape & Water - Community Facilities & Local Economy	20/6/26	Consultant/Working Groups
4. Recruitment of consultant for drainage and sewerage capacity study		Working Group
5. Household survey – housing needs, attitudes to growth, key requirements for a sustainable community		Sub group/ Consultant
6. All sub groups report back to WG	Sep-Nov 26	Sub Groups
7. Develop draft Plan V1 – vision, objectives, options, issues, findings, evidence base, etc - Consultation (light touch)	Dec 26 Jan 27	Working Group / Consultant

8. Draft pre submission Plan	May 27	Consultant
9. Parish Council agreement of draft pre submission Plan	May 27	BMPC
10. Screening from Local Planning Authority for Strategic Environmental Assessment / Habitats Regulation Assessment = required/not required.	May 27	NYC / Consultant
11. Design of Plan for consultation	May-June 27	Designer
12. Regulation 14 consultation – public meeting, household/business/stakeholder survey	June-July 27	Working Group
13. Analysis of feedback from Reg 14	September 27	Consultant
14. Agreement of modifications to pre sub plan	October 27	Steering Group
15. Modifications to pre submission Plan	November 27	Consultant
16. Basic Conditions Statement written	Sep-Dec 27	Consultant
17. Consultation Statement written	Sep-Dec 27	Consultant
18. Approval of Submission draft by Parish Council	December 27	BMPC
19. Design/print final submission draft	January 28	Designer
20. Website populated with all relevant documentation	January 28	BMPC
<b>Stage 3 – approval</b>		
1. Submission to Local Planning Authority	February 28	BMPC
2. Regulation 16 consultation	March 28	NYC
3. Appointment of Examiner	March 28	NYC/BMPC
4. Formal submission of draft Plan for Examination	May 28	NYC
5. Modifications and final Plan produced	June-August 28	NYC
6. Local referendum	September 28	NYC
7. Adoption	September 28	NYC
8. Publication and presentation to the community	October 28	BMPC