

Hope under Dinmore Group Neighbourhood Development Plan

Project plan

August 2014

This Project Plan highlights the key areas of work required to progress the Neighbourhood Development Plan (NDP) as far as its submission to Herefordshire Council. The Project Plan will be refreshed over time, to record achievements and provide more detail on future work and timings. It is estimated that in the order of 18 months to 2 years will be needed to prepare the NDP. The latest version of the Project Plan and other information about the Neighbourhood Plan can be seen at <https://sites.google.com/site/hopeunderdinmoreandnewton/neighbourhood-plan>

HC Herefordshire Council

PC Parish Council

SG Steering Group

Action	Activity	Who?	When?
Stage 1: Defining the Neighbourhood Area and forming a Steering Group			
Decision to proceed	Complete		
Define/approve the Neighbourhood Area	Complete	Application by PC/approval by HC following 6 week consultation	Area designated 28 August 2013
Form Steering Group	Complete Terms of Reference Service Level Agreement with HC		
SEA/HRA ¹ initial screening and scoping	Assess local data in the report and respond to HC if necessary	Report issued by HC for consultation	August 2014
Create and agree Project Plan	Project Plan is a live document – this document	SG	Ongoing
	Budget against timeline	SG	Ongoing

¹ Strategic Environmental Assessment and Habitat Regulations Assessment. These are required assessments which will be undertaken for the NDP by Herefordshire Council, designed to determine how the Plan will affect the local environment or sites of European-level ecological significance – in this case, the River Lugg.

Action	Activity	Who?	When?
Stage 2: Consultation , communication and engagement - ongoing through the process			
Develop a basic approach to consultation	Compile a short statement of how this is to be done and reported on in the final Consultation Statement	SG – including named officer to have oversight of consultation activities and responsible for final Consultation Statement	
	Use website as well as traditional approaches to local groups, regular newsletters, open meetings etc	Website development	
	Identify relevant stakeholders including landowners and developers		
Stage 3: Information gathering - compiling information			
Initial community engagement	Open days – complete. To be written up as part of the consultation record.		April 2014
Stakeholders, landowners, developers, businesses	Letter to all these parties to communicate about the NDP.	SG	September 2014
	Landowners, developers and businesses asked for views, especially re land considered suitable for development		
	121 meetings / ongoing liaison		
Evidence base	Determine evidence held by / available from HC – much already available in the SEA/HRA report or online as part of the Core Strategy evidence base. Include the planning history.	SG officer	
	Assess evidence – fit for purpose?		
Strategic context	Review and define the planning policy context for the NDP	Planning consultant	October 2014
	Develop draft vision and aims, to help inform the next stage	SG	
Community consultation	Community events and consultation to seek views, by questionnaire and other methods eg drop in sessions, open meetings.	SG	
	Design of questionnaire, informed by work so far, and undertaking of the questionnaire survey.		
	Analysis of results – write up and put on website.		
Stage 4: Writing the draft plan			

Action	Activity	Who?	When?
Basic approach	Decide on plan structure, layout and design	SG/Consultant	
	Firm up on vision, aims and key issues		
Development	Plan needs to be consistent with the HC Core Strategy. Consider scale of development requirements and how these are to be met.	SG/Consultant	
Environmental protection	Identify areas to be protected/not suitable for development.	SG/Consultant	
Draft the document	Write the plan	SG/Consultant	
	Check conformity with national and local planning policy and undertake a round of SEA and HRA assessments – may lead to mitigation being built into the draft Plan if needed. Finalise the draft plan.	HC Neighbourhood Planning team	
	Finalise the Consultation Statement to show how community views have been reflected in the draft Plan	SG	
Stage 5: Pre-submission consultation (regulation 14, six weeks) and submission to HC (regulation 15)			
Formal consultation stage	Consultation with the community on the draft Plan is required by the regulations	SG	
Review and finalise the Plan	Assess the response and make amendments, rechecking to ensure conformity and against the SEA/HRA assessment	SG/Consultant	
Submission to HC	- The draft Neighbourhood Development Plan - Consultation Statement - Basic Conditions Statement	SG/Consultant	