

Checklist										
Item Status	Date	Task	Duration	Responsible	Associated Tasks	Publicity and distribution Items	Funding required or Final Cost	Quote detail. Work, cost & provider.	Monies owed to	Account Paid to provider
<b>STAGE 1: DEFINING THE NEIGHBOURHOOD</b>										
Done	August-Sept 2016	Set-up and promote Neighbourhood Forum	6 Weeks	MH						
Done	Sept 20th to 11th November	Preparing Neighbourhood Area Documents. 1. Statement. 2. Map. 3. Authority Doc (P.C minute)	8 weeks	CANPSG						
Done	12th December to 6th February	Neighbourhood Area Consultation	8 weeks	KLWNBC						
Done		Decision on Neighbourhood Area by Local Planning Authority	8 weeks from posting?	KLWNBC	Neighbourhood Area Accepted, Formal notification received					
Done	15th February	Submit information to Nar Valley News for N.P promotion. (March Edition)		MT						
Done	22nd February 2017	Set up Facebook Page.		FM/MT						
Pending, subject to Funding	Date tbc once funding approved	Set up section for N.P on Village webpage also include link to Neighbourhood Plan Facebook Page		MH			£250	Lorenz Design. Create a new page to show information and PDF versions of the survey relating to the proposed Neighbourhood Plan. Total = £250.00		
<b>STAGE 2: PREPARING THE PLAN</b>										
Done	November 29th to 28th Feb	Prepare Support Documents; 1. Basic Conditions Statement, Fiona Morris 2. Consultation Statement, Peter Webber 3. Community Involvement Statement, Sally Hubbard 4. Funding Anne Mason	13 weeks	Steering Group	Circulate to rest of Steering Group by 28th Feb					
Done	February - April	Secure quotes for itemised funded activities. Prepare Funding Application	2-3 months	AM	When quotes procured for 2017 work submit Expression of Interest form.					
Done	12th February	Book Village Hall for Focus Finding Event		MT						
Done	9th March	Inform Stakeholders of Focus Finding Event, Appoint Event recorder. Advertise Event in Nar Valley News (April Edition)	8 wks before Event	MT	Used email & leaflet distribution + posters instead of N.V.N (publication times and distribution do not fit N.P schedule)	1st delivery	£50+ £10+£60. Total =£110.00 Delivery (Parish Council Funding)	SPC Printing 500 off A4 D/S B&W Total £75.00 Paper Klip Printing 500 off A4 D/S B&W Total £50.00 + 20 off posters colour £10.00 Trish Saunders (Cannister Farm) Delivery costs £60 Total = £110.00	£60 owed to M.T £50 owed to M.T £10 owed to M.T	£60 to T.Saunders 19/04/17 (Cash) £60 to Paper Klip. 07/04/17 (Card)
Done	9th March- 20th April	Invite questions/input from those who cannot attend Event	6 weeks	MT	Invitation to comment in leaflet and on emails for those unable to attend					
	April 1st -December 31st	Establish a Neighbourhood Plan Newsletter and distribute as require during the process. For publicity and information purposes	Project Duration		1st delivery FROM FUNDING ON 20TH MAY 2017 (2ND DELIVERY OVERALL)		£50 x 5 printing £60 x 5 delivery Total: £550.00 (See 2nd - 6th in previous column)	Paper Klip Printing £50 x5 = £250.00 Trish Saunders (Cannister Farm) Delivery costs £60x5 = £300.00 Total = £550.00		
		Produce 5 x20 publicity posters for use during N.P development.	Project duration	FM/MT			£120 + VAT Total £144.	SPC Printers		
Pending	Ongoing 1 Start	Building an Evidence Base, inc. Infrastructure, Strategic Environment Issues, Village Demographic, etc		MT to coordinate Steering Group	Establish groups to research specific topics.					
Done	April 2nd	Submit Expression of Interest Form to Locality, My Community for funding Assessment		MT/MH	Expression of interest, can only be done once Neighbourhood Area has been ratified					
Done		Prepare Focus Finding/Consultation Event., Engage Local Partners		MT to coordinate S.G	Preparation covered in March 28th meeting and ongoing planning documents to be produced by M. T. Local Partners invited.		£40 (Parish Council Funding)	Castle Acre Village Hall Booking Village Hall for Event 2nd May. £10 per hour. x 4 hours Total = £40.00		
Done	Tuesday 2nd May	Focus finding event for the Community Questionnaire. Starting to identify the themes of our Plan		Steering Group	Funding for event & publicity by P.C.			Stationary & Materials: Laminator pouches £8.45 Blu Tac £5.58 Sugar paper £26.99 Pencils £6.99 Post its £17.99 Printer ink (Blk) £6.99 Refreshments.....£??????	£72.99 owed to M.T. £?????? owed to M.H	£66 to Amazon 03 & 10/04/17 (Card) £6.99 to ACS 02/05/17 (Card)

In hand	4th-18th May	Collate Information from Focus Finding Event. Identify Finalise Themes	2 weeks	Steering Group					
Pending	20th May	Information to Community re Consultation Event		TBA	Inform Community re: focusses for plan & questionnaire and invite comment	2nd delivery			
Meeting Business		A. Decide on use of Consultancy for Survey collation and key Findings B. Discuss Planning Consultancy for Building Policies			Item A) Too expensive & felt that familiarity with data & information could be lost. Item B. Decided to go in-house. Recruit / seek out expertise. JM/HB/BW	28th March 2017	£3,937.50 based on highest return figure	Dan Worth, Survey Collation— 1-The development of the data collection systems 2- Data and feedback inputting 3- Evaluation, presentation of key findings. a) return of up to 50% — = £2,062.50 b) return of close to 70% — = £2,687.50 c) return of close to 80% — = £3,937.50	
Pending, subject to Funding	20th May-8th June	Design Questionnaire from collected ideas	3 weeks	MT/LR			£400	Linda Roast Designer. Design & layout of Community Survey/ Questionnaire. 16 pages at £25 per hour. Total £400.00	
Pending, subject to Funding	9th June-6th July	Print & Setup Questionnaire formats	2 weeks	AM/SPC/TS			£640+VAT (£128) £60	SPC Printers Print Questionnaires x 1000 16 pages full colour Total inc. VAT £640+ VAT Trish Saunders (Cannister Farm) Delivery costs £60	
Pending, subject to Funding	Monday 10th July	Distribute Questionnaire. Walk the streets!	12 Days	TS	Distribute questionnaire and further publicity & explanatory information	3rd Delivery	Total = £50	Food Packers (@Amazon) A4 plastic resealable bags x 1000 £5 per 100 Total = £50	
Pending	11th July-21st July	Questionnaire completion and associated support		Community	Recruit helpers for managing the Questionnaire Process. Involve other individuals from launch meeting.				
Pending, subject to Funding	Friday 21st July	Collect Questionnaire returns		T.S /S.G + volunteers		4th Delivery/ Collection			
Pending, subject to Funding	21st July-18th August	Analyse information and Data from Questionnaire	4 weeks	MT/TS	Distribute results of Questionnaire, Precise of collated results	5th Delivery			
Pending	August/Sept	Follow up Consultation Event					£40	Village Hall hire	
Pending	18th August - 15th September.	Community work parties based on findings, Broad community based response to findings.	4 Weeks		Community Mid-stage engagement. Involve other individuals from launch meeting.				
Pending	Ongoing 1 Finish	Produce Plan Policies and Recommendations/ Statements							
Pending		Summary of Community Engagement. Identify/ finalise themes for Plan							
Pending		Prepare Planning Guidance Guidance							
Pending	September/October 2017	Planning consultancy engaged			Use local contacts.		????		
Pending		Define development Areas/Envelopes							
Pending		Prepare Strategic Environment Assessment or a Screening Determination waiving the need for SEA.							
Pending		Infrastructure Proposals							
Pending, subject to Funding	12th October	Finalise/Write Plan. produce Summary Version of Plan	4 weeks		Summary version of Plan available for delivery on November 13th.	6th Delivery	Design: £417 (L.R) Draft Print: £50 (SPC) B.Con £12.00 (SPC) C.State £12.00 (SPC) Comm. I £20.00 Total = £511.00	Linda Roast / SPC Design & layout of Neighbourhood Plan Document 50 pages at £8.34 per page Total £417.00 SPC Printing Draft Doc 50 pages per copy x 10 copies B&W 5£ per copy =£50.00 Colour face £15 per copy =£150.00 Full colour £25 per copy =£250.00 Printing Support Docs B.B/C.S/CI Copies X10 £132.00 (£42 B&W)	
Pending	13th November - 24th December	Pre-submission Consultation	6 Weeks						
Pending	October/November.	Follow up Consultation Event					£40	Village Hall hire	
Pending, subject to Funding		Community pre submission consultation			Distribute a brief synopsis of proposed plan for digestion and comment.				
Pending	24th November - 15th January 2018	Amend Plan as & if necessary. Include in Community Engagement Statement	2 - 5 working weeks		Do not need printing for BC or Scrutineers. If printed for S.G interest only		Yes Printing of Amended Version		

STAGE 3: INDEPENDENT CHECK		Once a neighbourhood plan has been prepared, an independent examiner will check that it meets the right basic standards. If the plan doesn't meet the right standards, the examiner will recommend changes. The planning authority will then need to consider the examiner's views and decide whether to make those changes.							
Pending									
Pending									
Pending	January 15th (poss too late suggest Dec 11th).	Submit Plan to Local Authority for Heathcheck	2 weeks						
Pending, subject to Funding		Amend Plan as & if necessary.					£650 Layout & printing of Final Document/s		
Stage 4: Community referendum		The local council will organise a referendum on any plan that meets the basic standards. If more than 50 per cent of people voting in the referendum support the plan, then the local planning authority must bring it into force							
Pending	2nd February 2018	Publication of Information Statement	6 Weeks						
Pending	6th February 2018	Publication of Notice of Referendum							
Pending	27th February 2018	Last Date for Registration							
Pending	28th February 2018	Receipt of Postal Vote Applications							
Pending	7th March 2018	Publication of Notice of Poll							
Pending	7th March 2018	Receipt of Proxy Vote Applications							
Pending	8th March 2018	Appointment of Poll and Count Agents							
Pending	9th March 2018	First Day to Issue Replacement of Lost Ballot Papers							
Pending	15th March 2018	Receipt of Emergency Proxy Vote Applications							
Pending	15th March 2018	Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers							
Pending	15th March 2018	Day of Poll	1 Month						
Stage 5: LEGAL FORCE		Once a neighbourhood plan is in force, it carries real legal weight. All decision-makers will be obliged, by law, to take what it says into account when they consider proposals for development in the neighbourhood!							
Pending	16th April 2018	Proposed Adoption Date of Neighbourhood Plan	5 Months						
Pending	Sept 18th 2018	Proposed final date for Borough Council to adopt Neighbourhood plan.							
Pending									
Pending									
STAGE 6: IMPLEMENTATION		Now the plan is in place don't let it sit on the shelf.							
Pending									
Pending									
Pending									
Pending									