

<b>Neighbourhood Development Plan</b>							
	<b>Date commenced</b>	<b>Progress to Completion</b>	<b>Date for Completion</b>	<b>Risks to completion</b>	<b>Budget allocated</b>	<b>Responsible Officer/Committee</b>	<b>Notes</b>
<b>Action</b>							
<b>Getting Started</b>							
Clarify why Plan is needed							
Publicise intention to produce Plan							
Identify key local partners including critical friends							
Inform WDC Planning							
Produce Project Plan and costings							
<b>Resources</b>							
Determine available resources							
Consider scope for external consultancy							
Prepare external tender specification							
invite expressions of interest							
assess tenders							
award contract							
<b>Neighbourhood Area</b>							
Define the Neighbourhood Area							
Submit Neighbourhood Area for approval							
WDC Planning Consults							
Neighbourhood Planning area approved							
<b>Neighbourhood Forum/Steering Group</b>							
Define constitution/terms of reference							
Invite representation							
Approve calendar of meetings							
Approve budget							
<b>Community Engagement and Involvement</b>							
determine publicity strategy							
Engage with local Partners							
initial community engagement (Broad issues)							
Provide for feedback to Community							
On going engagement on aims and content							

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<b>Building the evidence Base</b>							
Review all existing sources of evidence							
Identify gaps in evidence							
Compile evidence data							
Analyse evidence							
<b>Themes, Aims and Vision</b>							
Identify key issues and themes							
Prioritise issues and themes							
Assess options							
<b>Writing the Plan</b>							
Draft Plan including policies and proposals							
Undertake site assessmnet for specific allocations							
Strategic Environmental Assessment – test impact of the plan on environmental receptors							
Consultation - (6 weeks)							
Publicise draft to all who live, work and own business in area							
<b>Submission</b>							
LPA publicise proposals for 6 weeks and invites comment							
Independent examiner appointed							
Public examination - written representations							
Examiner's Report							
<b>Referendum</b>							
LPA publishes examiners report							
Decision on whether to put the plan to a referendum							
Referendum							
<b>Adoption of Plan</b>							
Publication of decision to adopt Plan							
Final Plan on inspection (6 weeks)							
Formal adoption of Plan by LPA							