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1	PROJECT PLAN FOR ROECLIFFE & WESTWICK NEIGHBOURHOOD PLAN	
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4	Task Name	Notes
5	Scope aims for neighbourhood plan-decide whether producing a N.P. is the right tool	
6	Discuss intentions with the local planning authority	
7	Decision to go ahead with N.P.	
8	Publicise intention to produce a N.P. within the the area, identify & contact key local	M.D. Reed Boardall promised his support, and 4 Cllrs and 5 residents
9	partners	offered to serve on N.P. Team to be led by Cllr Dave Siswick
10	Attend symposium on subject of Neighbourhood Plans	
11	Open Bank Account	
12	Put together Vision Statement	
13	Produce web site for Roecliffe	
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15	Define neighbourhood area	
16	Further meeting to see Gill Ritchie at HBC to discuss N.P. Area	
17	Identify the neighbourhood area to which the N.P. will relate	
18	Prepare formal neighbourhood area application	
19	Submit details of the proposed neighbourhood area to the Local Planning Authority	
20	for designation	
21	Formal publicity on neighbourhood area application	Statutory publicity (organised by Janet Entwistle at HBC
22	HBC issue their decision notice (MILESTONE)	
23	Contact Locality for Grant Support	
24	Open Green Spaces	Dave Sioswick has submitted docs to HBC and we await JE feedback
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26	Define Neighbourhood Forum	
27	Discuss at N.P. team meeting	
28	Form a prospective neighbourhood forum to lead preparation of the N.P.	Parish Council is the obviopus choice
29	designation	
30	Submit details of the proposed neighbourhood forum to HBC for designation	
31	HBC approval of the Parish Council being the designated Neighbourhood Forum	
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33	Community Engagement and Involvement	
34	Council newspapers	
35	HBC and other local newspapers	
36	Develop Questionnaire to find out what residents likes and dis-likes are?	Decided to use Survey Monkey for e-mail users, otherwise print version
37		First edition rejected and formulated second with guidance from HBC
38	Consider having questions for children at the school	
39	Distribute Questionnaire to residents	
40	Distribute Vision Statent and info on a Neighbourhood Plan to business and stake-holders	
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42	Building the evidence Base	
43	Evaluate results of the Residents Questionnaire	
44	HBC Local Development Plans and strategies	

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45	Consult our Conservation Study for Roecliffe conducted by HBC in Dec 2008	
46	Identify trees with TPOs and places of Scientific Interests	
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51	Writing the Neighbourhood Plan	
52	Identify key issues/themes for the plan to address	
53	Meet local Planning Authority to identify strategic local policies	
54	Develop clear aims for the Neighbourhood Plans	
55	Write planning policies and guidance	
56	Identify any projects or proposals for the neighbourhood area	
57	Consider allocation specific sites for different types of development	
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63	Submitting the Plan	
64	Undertake pre-submission consultation	Formal 6 week consultation and publicity on the draft plan organised by HBC
65	Amend plan if necessary	
66	Prepare a consultation statement	
67	Prepare supporting statement on how the plan meets the basic conditions	
68	Submit the proposed N.P. to HBC	
69	Participate in the independent examination	
70	HBC receives examiner's report	
71	HBC considers examiner's recommendations and a decision is taken	
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73	Referendum	
74	HBC organise referendum (including publicising the referendum)	
75	Preparation for referendum	
76	Referendum takes place	
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78	Formal making of the Plan	
79	If referendum is successful HBC formally make the plan	
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