Task	Team Member IC	Wk 1	Wk 2	Wk3	WK4	Wk5	Wk5	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12	Wk13	Wk14	Wk15	Wk16	Wk17
Consider having questions from the school children		No																
Distribute Questionnaire to residents		Yes																
Distribute Vision Statent and info on a Neighbourhood Plan to business and stake-holders	PS,SG,JB	In hand																
Building the evidence Base																		
Evaluate results of the Residents Questionnaire	PS	Yes																
HBC Local Development Plans and strategies																		
Consult our Conservation Study for Roecliffe conducted by HBC in Dec 2008																		
Identify trees with TPOs and places of Scientific Interests																		
Writing the Neighbourhood Plan																		
Identify key issues/themes for the plan to address																		
Meet local Planning Authority to identify strategic local policies																		
Develop clear aims for the Neighbourhood Plans																		
Write planning policies and guidance																		
Identify any projects or proposals for the neighbourhood area																		
Consider allocation specific sites for different types of development																		
Submitting the Plan																		
Undertake pre-submission consultation	Formal 6 week consultation and publicity on the draft plan organised by HBC																	
Amend plan if necessary																		
Prepare a consultation statement																		
Prepare supporting statement on how the plan meets the basic conditions																		
Submit the proposed N.P. to HBC																		
Participate in the independent examination																		
HBC receives examiner's report																		
HBC considers examiner's recommendations and a decision is taken																		
Referendum																		
HBC organise referendum (including publicising the referendum																		
Preparation for referendum																		
Referendum takes place																		
Formal making of the Plan																		
If referendum is successful HBC formally make the plan																		