

Yourtown Neighbourhood Plan Project Plan - Blank



Task Name	Q3 2012			Q4 2012			Q1 2013			Q2 2013			Q3 2013			Q4 2013			Q1 2014		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
1 Define Neighbourhood Area	↓																				
2 Decide on boundary for the area																					
3 Prepare statement of suitability																					
4 Prepare statement of why group																					
5 Submission of application to Council																					
6 Formal consultation on application																					
7 Decision made (Milestone)																					
8 Apply for Neighbourhood Forum																					
9 Development of Neighbourhood Plan																					
10 Prepare formal application																					
11 Submission of application to Council																					
12 Formal consultation on application																					
13 Decision made (Milestone)																					
14 Plan Preparation																					
15 Initial community engagement																					
16 Analyse community engagement																					
17 Identify vision for a neighbourhood																					
18 Develop an evidence base																					
19 Carry out site assessment																					
20 Write draft plan (policies/proposals)																					
21 Engage with community a second time																					
22 Assess plan against basic conditions																					
23 Agree plan for consultation (Milestone)																					
24 Statutory consultation on draft																					
25 Consult those who live/work/develop in the area																					
26 Consult statutory consultees																					
27 Preparation of consultation statement																					
28 Submission of draft plan to Council																					
29 Submit draft plan (Milestone)																					
30 Submit consultation statement																					
31 Proposals out for inspection																					
32 Independent examination																					
33 Agree examination process with Council																					

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34 Examiner appointed (Milestone																					
35 Agree date of examination (Mil																					
36 Provide draft plan to examiner																					
37 Independent examination take:																					
38 Receive examiner's report (Mile																					
39 Plan for any further changes																					
40 Referendum																					↓
41 Agree date and process with C																					
42 Prepare for referendum																					
43 Referendum takes place																					