

Wells Neighbourhood Plan: Draft Project Plan

PROJECT PLAN SUMMARY														
PHASE	Feb 20	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan 21	Feb	Mar
5. Pre-submission				C	C									
6. Submission											S			

Consultation windows:

C = Consultation period (pre-submission).

S = Submission to local authority

Notes and Assumptions:

- The post submission Phase is largely out of the hands of the SG and down to the local authority and appointed Examiner. After submission, the process can take up to 6 months to get the plan made.
- Assumes the Neighbourhood Plan Steering Group (SG) will meet regularly to review outputs and monitor progress.
- Key decisions will be taken by City Council, but Terms of Reference for the SG will set out the degree of delegation the SG will have.
- The Project Plan should be reviewed and amended if necessary, periodically, i.e. it is not a blueprint.
- Largely avoids August and December for formal consultation events/activities or builds in sufficient time to extend consultation period around these months.
- Any documents or notes produced by the SG should be made available on the neighbourhood plan website.

*Version 1.0
Date: 10-02-20*

Phase 5 Pre-Submission												
Task		Lead?	Complete?	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
5.1	Project plan produced	CONS	✓									
5.2	Steering group members to consider existing evidence base and plan to inform themselves of progress to date (principally those members who were not involved in the previous Plan's development)	SG	▶									
5.3	Steering group members to develop of Character Assessment and Design Guide	SG										
5.4	Review the Regulation 14 Pre-submission draft of the neighbourhood plan to help restart the process and prepare for a re-run of Regulation 14 consultation. Revise the Plan. To include our own suggested changes to policy wording, taking into account comments from Mendip District Council, amending in light of the revised National Planning Policy Framework (February 2019), amending in light of the emerging Mendip Local Plan Part II to ensure compliance with its strategic policies (on the basis that it is likely to be adopted as the revised Wells Neighbourhood Plan is produced.	CONS	▶									
5.5	Undertake a review and gap analysis of the evidence base sources to, having reviewed the last version of the Plan, identify any key gaps for the steering group to fill in order for policies produced to date are robust in their justification.	CONS										
5.6	Steering group to collate any evidence base material identified as missing from the revision of the Plan and evidence base review.	SG										
5.7	Review the steering group's draft Character Assessment and Design Guide.	CONS										
5.8	Share the revised version of the plan with officers at Mendip District Council and meet with them to discuss their comments.	CONS										
5.9	Sustainability: contact local authority and request formal screening opinion on need or not for a Strategic Environmental Assessment (SEA) and / or Habitat Regulations Assessment (HRA) (likely to be required if proposing	SG										

Phase 5 Pre-Submission												
Task		Lead?	Complete?	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
	development in the neighbourhood plan). The Local Authority has to allow statutory environmental agencies a 6 week period to give their view before responding formally.											
4.13	Prepare for consultation on revised pre-submission plan. Decide on appropriate formats for consultation and prepare consultation material	SG										
5.1	Pre-submission consultation: consult on pre-submission plan (includes formal consultation request to statutory consultees) (minimum of 6 weeks)	SG					C	C				
4.10	Sustainability: SEA / HRA Screening opinion issued by local authority and consider how / by whom SA / SEA / HRA will be undertaken if required. If required, the timetable for Plan completion is likely to need to be extended.	MDC / SG										
4.16	Collate and document consultation responses. steering group will analyse the consultation responses, produce report and recommend changes to the plan as a result. We have set-aside some time to help the group with this process and act as critical friend to review the group's responses and suggested changes to the plan. We suggest that the group documents comments in a structured way to minimise the time required to analyse the responses.	SG										
4.19	Amend plan. We can revise the plan in line with the agreed changes to make the plan ready for submission. We have allowed what is likely to be sufficient time to do this, although at the current time the volume and content of responses is not known.	CONS										

Notes: ► = underway; ✓ = complete; ? = unknown; C = Consult; CC = City Council; SG = Steering Group; CONS = Consultants; MDC = Mendip District Council; TBC = to be confirmed

Phase 6 Submission											
Task		Lead?	Complete?	Aug	Sep	Oct	Nov	Dec	Jan 2021	Feb	Mar
6.1	Submission: Prepare required submission documents (e.g. Basic Conditions Statement , Consultation Statement, plan itself (as amended as a result of any changes brought about by pre-submission phase). SEA / HRA if required or statement of reasons for not needing an SEA / HRA.	SG									
6.2	Review steering group draft Basic Conditions Statement and Consultation Statement reports	CONS									
6.3	Steering group to make changes to Basic Conditions Statement and Consultation Statement reports if required as a result of above review.	SG									
6.4	Approve submission plan and submission documents.	SG & CC									
6.5	Submit plan and required documents to local authority	CC						S			
6.6	Post submission Phase: out of the hands of the NPSG and process now becomes the responsibility of the local authority and appointed Examiner. It can take around 3 - 6 months to get to the point of getting the plan 'made' (approved / adopted).	MDC									

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