

**Three Parishes  
Neighbourhood  
Plan: Adderley,  
Norton in Hales and  
Moreton Say**

**Status of this  
document:**

This is a working document	17/07/2018	
This document is a draft for discussion purposes only. It is <b>NOT</b> a working document	29/09/2017	

Version Number	Date	Notes
0.1	29/09/2017	<i>Version 0.1 was prepared as a discussion document in order to consider the early issues in preparing a Neighbourhood Plan for the three Parishes.</i>
1.0	17/07/2018	<i>Updated Section 1. Added procurement exercise and grant application to section 1</i>
1.1	14/08/2018	<i>Added GANT chart. Updated section 1 to include accurate dates. Updates sections 2 &amp; 3 to include revised dates.</i>
1.2	19/11/2018	<i>Updated Outline Task List and GANT chart showing completed tasks. Need to reschedule 32 weeks worth of work for section 2 to reflect later start date. This will take us to the end of July 2019.</i>

Note on version numbers:

*Version numbers for draft documents will begin with the designation 0.x. Working documents will begin with the designation 1.x. Documents subject to major revision will increment the numbers 2.x and so on.*

### Neighbourhood Plan Task and Time Estimates

Number	Stage	Elements	Description	Time Estimate			
<b>1</b>	<b>Designation</b>		The qualifying body submits an application to designate a neighbourhood area to the local planning authority which publicises and consults on the area application for minimum of 6 weeks;				
<b>1.1</b>		Identify Steering Group.		02/01/2018	03/01/2018	1d	Complete
<b>1.2</b>		Initial meetings/discussion with Local Planning Authority to identify scope of their support to the neighbourhood plan group.		08/01/2018	09/01/2018	1d	Complete
<b>1.3</b>		Write terms of reference for steering group		02/01/2018	05/01/2018	5d	Complete
<b>1.4</b>		Develop community engagement strategy		15/01/2018	19/01/2018	5d	In progress
<b>1.5</b>		Hold launch event (s) begin to develop vision and objectives		31/01/2018		1d	Complete
<b>1.6</b>		Establish the plan scope and refine vision and objectives		01/02/2018	28/02/2018	4w	Awaiting Events
<b>1.7</b>		Consultation on area		05/03/2018	13/04/2018	6w	Complete
<b>1.8</b>		Write procurement for phase 1 and 2 prior to grant application		31/06/2018	22/07/2018	3w	Complete
<b>1.9</b>		Write first grant application		23/07/2018	17/08/2018	4w	Complete
<b>2</b>	<b>Production</b>		The qualifying body develops proposals advised by the local planning authority				
<b>2.1</b>		Gather baseline information and evidence - Meetings/discussions with Local Planning Authority on types of evidence already available and where this can be accessed OR contact details of agencies who hold the data.		01/02/2019		8w	

Number	Stage	Elements	Description	Time Estimate			
2.2		Review of existing evidence and identify and develop further evidence required					
2.3		Engage and consult with those living and working in the neighbourhood area and those with an interest in or affected by the proposals (service providers)				8w	
2.4		Talking to land owners and the development industry				8w	
2.5		Identifying and assessing options				4w	
2.6		Determine whether the plan will have a significant environmental effect - meet with Local Planning Authority to discuss whether Strategic Environmental Assessment or Habitats Regulation Assessments are required					
2.7		Begin to prepare proposals documents				4w	
<b>3</b>	<b>Writing the plan</b>						
3.1		Second Procurement Round					
3.2		Further develop and refine the issues, vision, aims and objectives as a result of ongoing engagement programme and evidence gathering				8w	
3.3		Translate vision and aims into policies and proposals.				6w	
3.4		Check that Neighbourhood plan policies are in general conformity with the strategic policies in the local plan and the National Planning Policy Framework				2w	
3.5		If Strategic Environmental Assessment is required - production of associated report. This should be consulted on during the pre-submission consultation of the draft plan. - Update plan if required following assessment.			31/07/2019	7w	

Number	Stage	Elements	Description	Time Estimate			
	<b>4</b>	<b>Pre-submission consultation</b>	The qualifying body invites representations on the draft plan and considers consultation responses and amends it if appropriate. The qualifying body prepared a consultation statement.				
	<b>4.1</b>		Pre-submission consultation				
	<b>4.2</b>		Consider responses to consultation				
	<b>4.3</b>		Make relevant amendments to plan				
	<b>4.4</b>		Prepare basic conditions statement				
	<b>4.5</b>		Prepare consultation statement				
	<b>5</b>	<b>Submission to Local Planning Authority</b>	The qualifying body submits the plan to the local planning authority, which checks that submitted proposal complies with all relevant legislation.				
	<b>5.1</b>		If the local planning authority finds that the plan or order meets the legal requirements it:				
	<b>5.2</b>		Publicises proposals for 6 weeks and invites representations				
	<b>5.3</b>		Notifies consultation bodies referred to in the consultation statement				
	<b>5.4</b>		Appoints an independent examiner (with the agreement of the qualifying body)				

Number	Stage	Elements	Description	Time Estimate			
	<b>6 Independent Examination</b>		The local planning authority sends the draft plan and representations to the independent examiner, who undertakes examination and issues a report to the local planning authority and qualifying body. The local planning authority publishes the report and reaches its own view on whether to send the plan to referendum.				
<b>6.1</b>		Meet with Planning Authority to discuss appointment of examiner and timescales for referendum					
<b>6.2</b>		Regulation 16 consultation led by Local Authority (minimum 6 weeks)					
<b>6.3</b>		Examination					
<b>6.4</b>		Examiners report published					
<b>6.5</b>		Meetings/discussions with Local Planning Authority on suggested recommendations and modifications to the plan and next steps.					
	<b>7 Referendum and Making the neighbourhood plan</b>		Shropshire Council publishes an information statement and a notice of referendum. Polling takes place and the results are declared. Subject to the results, the local planning authority 'makes' the neighbourhood plan, bringing it into force.				
<b>7.1</b>		Publication of pre-Referendum information and documents					
<b>7.2</b>		Referendum					
<b>7.3</b>		Publication of Referendum decision					
<b>7.4</b>		Neighbourhood plan is "made"					











