

WOODMANSEY NEIGHBOURHOOD DEVELOPMENT PLAN – DRAFT PROJECT PLAN

Version 4 – 11th December 2013

Ref	Activity	By who?	By when?	Done?
0	Steering Group/Sub Groups Meeting Dates (June 2013 – September 2014)			
0.1	Steering Group 1	DGluck	5/6/13	✓
0.2	Evidence base meeting1	DGluck	26/6/13	✓
0.3	Comms group meeting1	DGluck	3/7/13	✓
0.4	Steering Group 2	DGluck	17/7/13	✓
0.5	Comms Group 2	DGluck/TMullin	29/7/13	✓
0.6	Evidence group 2	DGluck	19/8/13	✓
0.7	Steering Group 3	DGluck	11/9/13	✓
0.8	Steering Group 4 – planning meeting	DGluck/TMullin	30/9/13	✓
0.9	Steering Group 5	DGluck	11/12/13	✓
0.10	Steering Group 6		February 14	
1	Stage 1 – setting up (April 2013 – July 2013)			
1.1	Public meeting # 1: to raise awareness and endorse the process	Parish Council	15/4/13	✓
1.2	Parish Council decision to undertake the NDP	Parish Council		✓
1.3	Dedicated website set up	Comms Group (P.Cowell)	17/7/13	✓
1.4	Letter to ERYC informing them of decision to proceed & Neighbourhood Area	Clerk		✓
1.5	Consultation period on Neighbourhood Area	ERYC	– 6 weeks	Ongoing
1.6	Volunteers recruited to Steering Group	Parish Council	Mar-May 2013	✓
1.7	Briefing meeting for potential volunteers	Parish Council	13/3/13	✓
1.8	Meeting ERYC planning department to agree extent of assistance	DGluck	5/7/13	✓
1.9	Briefing meeting with Member of Parliament	Chair	August 13	✓
1.10	First meeting of Steering Group – agreement of draft ToR, SCI, membership, secretariat, chair, working groups, scope.	DGluck	5/6/13	✓
1.11	Steering Group Terms of Reference approved	Parish Council	15/7/13	✓
1.12	Statement of Community Involvement drafted and consulted on	DGluck Parish Council	SG 1 – 5/6/13 Parish Council	✓ ✓

Ref	Activity	By who?	By when?	Done?
1.13	Scope of NDP agreed	Steering Group	17/7/13	✓
		Parish Council	August meeting	✓
1.14	Project Plan drafted and circulated	DGluck	5/6/13	✓
1.15	Project Plan agreed with ERYC	DGluck	5/6/13	✓
1.16	Base map agreed with ERYC for production & circulation to Steering Group	DG/Clerk/ERYC	1/6/13	✓
1.17	Funding issues – agreement of budget and funding sourced to cover all costs including retaining external support	Clerk & DGluck	Awards4All and Locality	✓
		DGluck	Costings note – 12/6/13	✓
		Parish Council	June meeting	✓
2	Stage 2 – Research and Options: Communications Group (June 2013 – September 2014)			
2.1	Stakeholders identified	Comms Group	August	✓
2.2	Stakeholders written to	Chair	10 October	✓
2.3	Co-ordination with neighbouring councillors/residents groups/parish councils	Comms group	September-onwards	Ongoing
2.4	Communications Strategy developed and implemented	Comms group	August - ongoing	✓
2.5	Residents and Businesses mapping	Comms group	August-September	✓
2.6	Set up website www.woodmanseyndp.co.uk	Comms Group	July	✓
2.7	Web pages populated with all agreed materials	Comms Group	July-ongoing	✓
2.8	Produce questionnaires for residents and business	Comms Group	September	✓
2.9	Public consultation event - Wonderful Woodmansey	Comms group	October 5th	✓
2.10	Household Questionnaire distributed	Comms group	October	✓
2.11	Business Questionnaire distributed	Comms Group	October	✓
2.12	Analysis of Questionnaires	Comms Group	November 5 th –end Dec	ongoing
2.13	Review of Scope and Drafting of Vision Statement	Comms Group	January 2014	
2.14	Public meeting #2 – presenting the options	Comms + Evidence group	February 2014	
2.15	Public meeting #3 – presenting the draft plan to the community	Comms + evidence group	May 2014	
2.16	Co-ordination of information regarding referendum	Comms group /ERYC	May-September 2014	
2.17	Final presentation of adopted Plan to the community	Comms group	October 2014	
2	Stage 2 – Research and Options: Evidence Group (June 2013 – March 2014)			
2.18	Good practice from Fronrunner NDPs	DGluck	June 2013 ongoing	Ongoing
2.19	Sustainability Audit (what we have, what we haven't, what we need)	Evidence group	August	Ongoing

Ref	Activity	By who?	By when?	Done?
2.20	Scoping of evidence base requirements	Evidence Group	August	✓
2.21	Follow up investigations of all evidence base information, including meetings with stakeholders as necessary e.g. Environment Agency, English Heritage, HCA, etc.	Evidence Group	September/October/Nov	Ongoing
2.22	Review of existing planning documents/materials including site identification	Evidence group	September/October/Nov	Ongoing
2.23	Mapping of all sites, designations	Evidence group	October	✓
2.24	Contacting Landowners, reviewing sites	DGluck	28/11-end Dec	Ongoing
2.25	Review of Questionnaire data provided by Comms group	Evidence group	January 14	
2.26	Assessments of potential thematic policies/options identified in consultations.	Evidence group	January 14	
2.27	Historical overview of the development of the parish	Local Historical society	October	✓
3	Stage 3 – finalising the Plan (January 2014 – October 2014)			
3.1	Develop draft Plan – options, issues, findings, evidence base, etc	Evidence group	Feb-March 2014	
3.2	Consultation period for draft plan	Comms group	March-April 2014	
3.3	Sustainability Appraisal	External specialist	April	
3.4	Submission to ERYC for assessment of general conformity	Clerk	April	
3.5	Drafting of final draft Plan	?	May-June	
3.6	Formal submission of draft Plan for Inspection	Clerk	June	
3.7	Inspection	Inspector	June	
3.8	Local referendum	ERYC	September?	
3.9	Report back to Awards for All/Locality	Clerk	September?	
3.10	Adoption by ERYC and WPC and presentation to the community	ERYC,WPC	October/November	
3.11	Publication and implementation	ERYC,WPC	October /November	

GREEN = COMPLETE

AMBER = IMMINENT TO BE DONE

RED = URGENT TO BE DONE