

PROJECT PLAN FOR HURST GREEN PARISH NEIGHBOURHOOD PLAN

STAGE	TASK	OWNED BY	STATUS	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19
STAGE 1	Getting Started			Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19
1.1	PC decision taken to proceed with neighbourhood planning	PC	Complete																						
1.2	PC define area and application made to RDC to designate the NP area	PC	Complete																						
1.3	RDC confirm application and designated NP area	RDC	Complete																						
1.4	Initial budget for the NP is agreed	PC	Complete																						
1.5	Neighbourhood Plan steering group (with signed off TOR) established	PC	Complete																						
1.6	Hold SG kick-off meeting	SG	Complete																						
1.7	Promote the intention to produce a NP to residents and invite for further volunteers	SG	Complete																						
1.8	Host kick-off session for volunteers, interested parties, and the public	SG	Complete																						
1.9	Determine Stakeholders (residents, visitors, businesses, community groups, workers, landowners, ESH, HA etc.)	SG	Complete																						
1.10	Determine NP Task Groups (For example, Employment, Retail, Housing, Tourism, Health & Well Being, Parking, Transport, Environment, Education)	SG	Complete																						
1.11	Determine approach to NP and initial project plan	SG	Complete																						
1.12	Terms of reference agreed for steering group and task groups	SG and TGs	Complete																						
1.13	Finalise and publish budget for the NP	SG / Treasurer / PC RFO	In Progress																						
1.14	Develop a draft set of NP aims	SG	In Progress																						
1.15A	Prepare engagement tracker (household level) and set targets	SG	Complete																						
1.15B	Communications plan and/or community engagement plan produced	Comms TG	In Progress																						
1.16	Initial meeting with RDC to discuss NP intentions	SG	Complete																						
1.17	Publicise the intention to produce a plan - Posters etc	Comms TG	Complete																						
1.18	Hold initial NP public meeting/s	Comms TG	Complete																						
1.19	Recruit Street Champions	SG	In Progress																						
1.20	Gather data on our Parish (who lives here, ethnic groups, age groups, types of residents, children)	SG	In Progress																						
1.21	Identify and contact key local partners - community groups, major land owners, developers	Comms TG	Not started																						
1.22	Lessons learnt from Robertsbridge / Cranbrook / Hawkhurst / Sedlescombe / other areas	SG	Ongoing																						
1.23	NP area wide leaflet drop informing residents of what has been done so far and how to get involved	Comms TG and Street Champ TG	Complete																						
1.24	Ensure understanding of technical process (relevant legislation e.g. formal consultation reqs, planning rules, SSSI areas)	SG	Ongoing																						
1.25	Share Project Plan with RDC	SG	Complete																						
STAGE 2	Developing a vision and aims			Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19
2a	NP public meeting/s to discuss the vision, aims and identify themes for NP	SG	In Progress																						
2b	Develop a draft vision statement	SG	In Progress																						
2c	Evolve draft set of NP aims	SG	In Progress																						
2d	Residents/ local business survey - Consult on vision and aims	Comms TG and Street Champ TG	Not started																						
2e	NP public meeting to discuss Resident/ local business survey results	Comms TG	Not started																						
2f	Finalise vision and aims	SG	Not started																						
2g	Feedback to residents - Newsletter/Emails/Website/Leaflets/Street Champions	Comms TG and Street Champ TG	Ongoing																						
STAGE 3	Identifying issues and priorities			Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19
3a	Decide on range of (social, economic, environmental, infrastructure, heritage etc) issues to gather evidence about	Research TG	Not started																						
3b	Review existing evidence (held by parish council/ RDC/ other agencies etc)	Research TG	Not started																						
3c	Identify areas where new evidence is required	Research TG	Not started																						
3d	Review progress of TGs on evidence gathering and issue focus	SG	Not started																						
3e	Carry out new research to gather evidence needed (land surveys/ traffic audits etc)	Research TG	Not started																						
	Task groups carry out research and thinking into areas of focus in their areas																								
	Task groups hold public sessions to gather, test and refine thinking																								
3f	Residents/ local business survey - Gather new evidence and consult on issues and priorities (housing needs etc)	Comms TG and Street Champ TG	Not started																						
3g	NP public meeting to discuss Resident/ local business survey results	Comms TG	Not started																						
3h	Finalise issues to address and priorities for Hurst Green	SG	Not started																						
3i	Feedback to residents - Newsletter/Facebook/Emails/Website/Leaflets/Street Champions	Comms TG and Street Champ TG	Not started																						
STAGE 4	Generate site allocations and community proposals			Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19
4a	Call for sites and community proposals	Housing TG	Complete																						
4b	Identify the long list of options	Housing TG	Complete																						
4c	Assess the options for realism and deliverability (using a criteria and liaising with any statutory bodies and landowners)	Housing TG	In Progress																						

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4d	Application for screening opinion as to whether a strategic environmental assessment is required	Housing TG	In Progress																						
4e	Identify viable short list of options (including public meeting)	SG and Housing TG	In Progress																						
4f	NP area wide leaflet drop and public meeting informing residents of the viable options	Comms / Housing / St. Champs TGs	Not started																						
4g	NP public meeting to discuss viable options	Comms / Housing / St. Champs TGs	Not started																						
4h	Hold consultation event/s (exhibitions etc) about viable options	Comms / Housing / St. Champs TGs	Not started																						
4i	Residents/ local business survey on viable options	Comms / Housing / St. Champs TGs	Not started																						
4j	Targeted consultation on viable options with particular groups	Comms / Housing / St. Champs TGs	Not started																						
4k	Finalise site allocations and community proposals	SG	Not started																						
4l	Feedback to residents - Emails/Website/Leaflets/Street Champions	Comms / Housing / St. Champs TGs	Not started																						
4m	Draft Equalities Impact Assessment?	SG	Not started																						
4n	Sustainability Appraisal Scoping Report?	SG	Not started																						
STAGE 5	Draft Neighbourhood Plan			Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19
5a	Decide on an outline structure for the Neighbourhood Plan document	SG	In progress																						
	Decide on the time 5,10,20 years for plan		In progress																						
5b	Write the draft Neighbourhood Plan document		Not started																						
5c	Write the draft background document (including evidence base)		Not started																						
5d	Prepare Maps		In progress																						
5e	Review Drafts documents with RDC		Not started																						
5g	Complete a full draft of the Neighbourhood Plan		Not started																						
5h	Formally present Draft NDP to Parish Council	SG	Not started																						
STEP 6	Pre Submission Consultation and Submission			Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19
6a	Formally consult the community on the draft Neighbourhood Plan (minimum 6 weeks)	Comms TG and Street Champ TG	Not started																						
6b	Formally consult statutory bodies on the draft Neighbourhood Plan (minimum 6 weeks)	Comms TG	Not started																						
6c	Formally consult other interested parties on the draft Neighbourhood Plan e.g. landowners	Comms TG	Not started																						
6d	Formally consult adjoining parish councils on the draft Neighbourhood Plan	Comms TG	Not started																						
6e	RDC consults on the draft Neighbourhood Plan	RDC	Not started																						
6f	RDC formally sign off pre-submission Draft	RDC	TBC																						
6g	Review responses and revise the draft Neighbourhood Plan (to create examination version)	SG	Not started																						
6h	Formally present Examination NDP to Parish Council	SG	Not started																						
STEP 7	Independent examination and modifications			Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19
7a	Write up the 'consultation statement'	RDC	Not started																						
7b	Submit documents (submission NP, proposals maps and consultation statement) to RDC	RDC	Not started																						
7c	RDC publicises and invites comment on NP (minimum 6 weeks)	RDC	Not started																						
7d	Appointment of an Independent Examiner by RDC	RDC	Not started																						
7e	Respond to any information requests from the Examiner	SG	Not started																						
7f	Independent examination takes place	RDC	Not started																						
7g	Examination report is published	RDC	Not started																						
7h	If necessary, agree any final modifications with RDC to the Neighbourhood Plan	SG	Not started																						
STEP 8	Referendum and Adoption			Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19
8a	Referendum date is announced by RDC	RDC	Not started																						
8b	Promote the referendum to all residents - Newsletter/Emails/Website/Leaflets/Street Champions	SG and Comms TG and Street Champ TG	Not started																						
8c	Referendum is held	RDC	Not started																						
8d	RDC adopts Neighbourhood Plan	RDC	Not started																						
Key	Project activity																								
	Key Community Consultation activities																								
	SG Steering Group																								
	TG Task Groups																								
	RDC Rother District Council																								
	NP Neighbourhood Plan																								