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| **MARKET DRAYTON NEIGHBOURHOOD DEVELOPMENT PLAN PROJECT ACTIVITIES** | |  | **Completed** | **Partially completed** |
| **VERSION 6 – Sep 26th 2016** |
| **Lead Responsibilities:** *The first initials shown against each activity denote the main activity lead.**Many of these are currently indicative and negotiable.* | | | | |
| **Generic Lead Abbreviations**: TC = Town Council; SG = Steering Group; LA = Local Authority; DO = Data Orchard;  **Individual Lead Abbreviations:** JJ = Julie Jones; RH = Roger Hughes; RP = Richard Priestley; PW = Peter Wilson; HA = Hamish Armytage**;**  **Data Orchard consultants:** CG = Chris Gooding (Project Management and Consultations Advisor); BB = Bill Bloxsome (Planning Advisor)  **Other Contributors:** | | | | |

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| **Plan Stage** | **Activity No.** | **Activity** | **Lead** | **Details** |
| Jan. 15 |  | Designation | LA, SG | *Formal approval of NDP Area* |
| May to Aug. 2015 |  | Governance | SG | *Steering Group terms of reference, plus roles & responsibilities in place* |
|  | Develop a project program for developing the plan | PW, DO | *i.e. this document* |
|  | Develop a Communications Plan | PW, HA, DO | *Main communications activities Incorporated into this Project Programme document but a more detailed version to be worked up as a precursor to the Consultation Statement – See Activity 26 below.* |
|  | Budgets and Grants | JJ, DO | *Grants and other funding secured and budgetary arrangements established.*  *To be reviewed every 3 months.* |
| Sep. to Oct. 2015 |  | Review Local Plan - its implications for your area | SG, DO | *This activity will be ongoing as each emerging policy will need to be considered in the context of the Local Plan (See Activity 27 below)* |
|  | Review available evidence, identify your areas’ strengths and weaknesses, and identify evidence gaps | DO, SG | *This activity will be ongoing, collecting evidence to support emerging policies.* |
|  | Prepare Launch Events | SG, DO | *The purpose of the events was to raise the profile of the project and gather initial thoughts and issues from the public.* |
|  | Public Launch Events | SG, DO | *Promotional Neighbourhood Plan stalls at Markets on the 5th & 9th September*  *Drop in Exhibition at the Festival Drayton Centre on 9th September* |
| Nov. 2015 |  | Collate and analyse feedback from public events | SG | *The information gathered from 9 above was used in the drafting of the Resident’s and Business Surveys. (Activity 11)* |
|  | Designing surveys | DO, SG | *Content and format of surveys agreed. Surveys for adult residents and businesses designed.* |
|  | Survey logistics | DO, SG | *Business Surveys distributed mid-August. The return rate was very low. As a result the Resident’s Survey was amended to incorporate a business section. The resident’s survey was sent out in the ‘Messenger’ newsletter between 16th and 21st November along with a reply-paid envelope for returns and a link to MDTC website where further surveys could be completed on-line. To date 485 paper surveys have been returned and 105 completed on-line. Deadline extended to mid-February to enable more promotional work, especially at Grove School, where a shorter version of the survey is being distributed.* |
| **Plan Stage** | **Activity No.** | **Activity** | **Lead** | **Details** |
| Jan. 16 | 1. 13. | Processing and analysing survey data. | DO,SG | *Early raw data report issued for SG meeting on 20/01/16. Full survey report will be delayed owing to deadline return date being extended to mid-February.*  *SG meeting of 20/01/16 arranged a project planning meeting for 24th Feb to finalise Activity 14 and stages beyond.* |
| Feb. To Mar. 2016 |  | Key Issues Seminars | DO, SG,  Invited others | *Planned Date: 24th March. Possible Participants: Town Councillors and other invited local activists and influencers from business, community and voluntary sector. An interim survey analysis report will be made available to inform the debate on key issues and potential policies.*  *DO can provide BB and CG as Seminar facilitators.* |
|  | Draft your Vision, Objectives and Options | SG, CG, BB | *This exercise will use the evidence gathered at 6,7,10, 13 and 14 above. Themed objectives and options can be assigned to SG sub-groups.* |
|  | Produce Vision, Objectives and Options presentation materials for public events. | DO, SG | *This will take the form of themed display material for the events plus complementary hand-outs, on-line material and headline material for publications (e.g. Messenger)* |
| Apr. to Jul. 2016 |  | Public events to show key survey results, draft Vision, Objectives, & Policy Options | SG, DO | *Drop-in style events based on themed stations manned by SG members to generate ‘conversations’ and record feedback.* ***Delivered 5th &7th May*** |
|  | Collate and analyse feedback from public events | SG, DO | *Feedback will inform revisions to the vision, objectives and options in preparation for first draft of plan at 21 below.* |
|  | Site Assessments | BB, SG | *A tour of potential sites suitable for any of the emerging policy options. BB will assist the SG to assess sites against a set of planning criteria. In some instances this may require input from landowners.* ***Delivered 27th May*** |
| Aug. to Sep. 2016 |  | Strategic Environmental Assessment and Habitat Regulations Assessments, if required | LA, DO | *The amount of work required will be determined by the nature and complexity of any emerging policy options, and the information already available at county and local level.* ***SEA delivered 16th Sep.*** |
|  | Prepare first draft of Neighbourhood Development Plan | BB, SG, TC | *Best undertaken by a SG sub-group facilitated by BB.* ***Plan delivered 18th Sep.*** |
|  | Further consultation with targeted groups | JJ, RH, PW | *Use key ideas from previous consultation (Activity 17 above) and revise to include latest thinking.* |
|  | Present draft Plan to Town Council | JJ, RH, RP | *Also brief other PCs in designated area.* |
|  | Write draft plan for Reg 14 formal consultation stage. | BB | *Will need approval of full SG and TC before final draft is released for Stage 23 (REG 14) commences..* |
| Sep. to Oct. 2016 |  | Reg 14 six week consultation | TC, SG | *This is the first formal publication of the draft plan for public and stakeholder feedback. It will require a formal public declaration of the consultation period and how the public and other stakeholders can make formal representations.* |
|  | Review Reg 14 formal representations | BB, SG | *Formal representations will be considered by the SG with the assistance of BB, and either incorporated, partially incorporated or rejected, with reasons given – all responses will be shown as part of the Consultation Statement at 26 below.* |
| **Plan Stage** | **Activity No.** | **Activity** | **Data Orchard** | **Details** |
| Nov 2016 to Dec. 2016 |  | Revise draft plan | TC, SG, BB | *Best undertaken by a SG sub-group facilitated by BB. Again, will need to be approved by the full SG and TC.* |
|  | Preparation of Consultation Statement | CG, SG | *The Consultation Statement will accompany the Second Draft of the Plan at Reg 16 stage (see 30 below). It is a list of all communications, consultations and engagement activity undertaken as part of the NDP process so far. It includes details of the methods, the input/feedback received and how that influenced the plan. It also includes formal responses to the representations made during the Reg 14 stage at 23 and 24 above.* |
|  | Preparation of Basic Condition Statement | BB, SG | *The BCS assesses the plan and its policies against conformity to the National Planning Policy Framework (NPPF), the Local Plan, and certain EU obligations.* |
|  | Prepare second draft of plan | BB, SG | *Final formatting of the plan for publication.* |
|  | Report to Town Council | TC, SG | *SG to report to TC. TC to consider representations and forward to LA under Reg. 15.* |
| Jan. to Fb. 2017 |  | Reg 16 six week consultation (Start January) | LA, TC | *Final formal consultation period. The Plan is submitted to the LA, along with appropriate maps, a Consultation Statement, and a Basic Condition Statement. Where relevant the submissions will include a Strategic Environmental Assessment and Habitat Regulation Assessment. The LA will then scrutinise and determine whether it is suitable to be submitted for independent inspection (See 31 below).* |
|  | Arranging independent examination | LA | *The LA will pay for the independent examiner. They will offer a list of independent examiners for the SG to consider and select. The Examiner may consider the Plan as a written submission, but if deemed appropriate, may call for a hearing or public examination.* |
|  | Modifications resulting from examination | LA, TC, BB | *Making any final adjustments to satisfy the feedback from the independent examiner.* |
| Mar. to Apr. 2017 |  | Referendum | LA | *The LA is responsible for advertising and organising the referendum which is open to anyone on the electoral register in the designated NDP area. The result is determined by a simple majority for or against.* |
|  | Final Plan ‘made’ | LA | *If successful at referendum stage, the LA will then adopt the Plan as part of their Local Plan.* |