

Neighbourhood Plan – Planning Day – 25th July 2013

From 9.30am at the Market House

Objectives:

- Development of a fuller understanding of the process of producing a Neighbourhood Plan for Ledbury
- Development of a framework plan (Overall Plan) for the whole process with target dates
- Development of detailed plan activities (Phase Plan) for the first phase of the process with estimated timescales
- Production of data to enable development of a project budget
- Identification of resource requirements including management and administration
- Identification of issues affecting the plan for further investigation

Programme

Item	Time	Subject	Duration
1	9.30	Introduction and Objectives of day	5m
2	9.35	“Rules of Engagement”	5m
3	9.40	Identify partners and stakeholders	10m
4	9.50	Neighbourhood Planning - Process - Overview	10m
5	10.00	Overall Plan – identify deliverables	
6		Overall Plan – general scope, tasks and timescales	
7		Overall Plan - Dependencies and Constraints	1hr15m
Break	11.15		
8	11.30	Phase Plan – identify activities	
9		Phase Plan – timescales	
10		Phase Plan – Dependencies and Constraints	1hr 15m
Break	12.45		
11	1.15	Resources required to undertake NP <ul style="list-style-type: none">- Professional- Administrative- Managerial	15m
12	1.30	Communication Strategy	20m
13	1.50	Budget	10m
14	2.00	Review of Issues	15m
15	2.15	Agree Actions	15m
16	2.30	Session Closure	

Note that the running time and order may change on the day in the light of the progress we make.

Please take time to read up on the process – the following are helpful:

- How to shape where you live – a guide to Neighbourhood Planning (CPRE booklet) <http://www.cpre.org.uk/resources/housing-and-planning/planning/item/2689-how-to-shape-where-you-live-a-guide-to-neighbourhood-planning>
- Herefordshire Council – Neighbourhood Planning Guidance Notes particularly 4, 6, 7, 8, 10,13 (and 2 and 3 if you haven't read these) <https://www.herefordshire.gov.uk/planning-and-building-control/neighbourhood-planning/neighbourhood-development-plan-guidance/>

Neighbourhood Plan - Project Phases with timescales where known

The table below has been prepared to help consideration of the overall project plan and how the various activities fit together. We need to fill this out during our meeting particularly in respect of the activities within Phase 2.

Note: Timescale will extend if a phase fails to pass the set criteria

Phase	Content	Timescale
1	Defining the neighbourhood area – defined as the parish of Ledbury	Completed
1a	Establish NP Project Team	Working Party established Other Resource?
2	Preparing the Neighbourhood Development Plan (Phase)	
2a	Research – Identify the key economic social and environmental issues	
2b	Development of a vision and objectives	
2c	Development of options – and appraise them	
2d	Research and Development of technical specifications	
2e	Consultation – first stage	
2f	Development of written Draft Plan	
2g	Informal consultation of Draft Plan with consultation bodies, residents etc	6 weeks consultation
3	Submission of Final Plan for review to consultation bodies and residents, and to HC – arranged by HC	Published for 6 weeks for representations Allow min. 2 months
3A	Review of comments from 3 by HC and LNP	Allow - 1 month
4	Independent Examination of Final Plan – arranged and paid by HC	Allow - 2 months
5	Referendum – arranged and paid by HC	Allow - 2 months
6	Adoption of NP by HC following approval by Cabinet	Allow 1 to 2 months