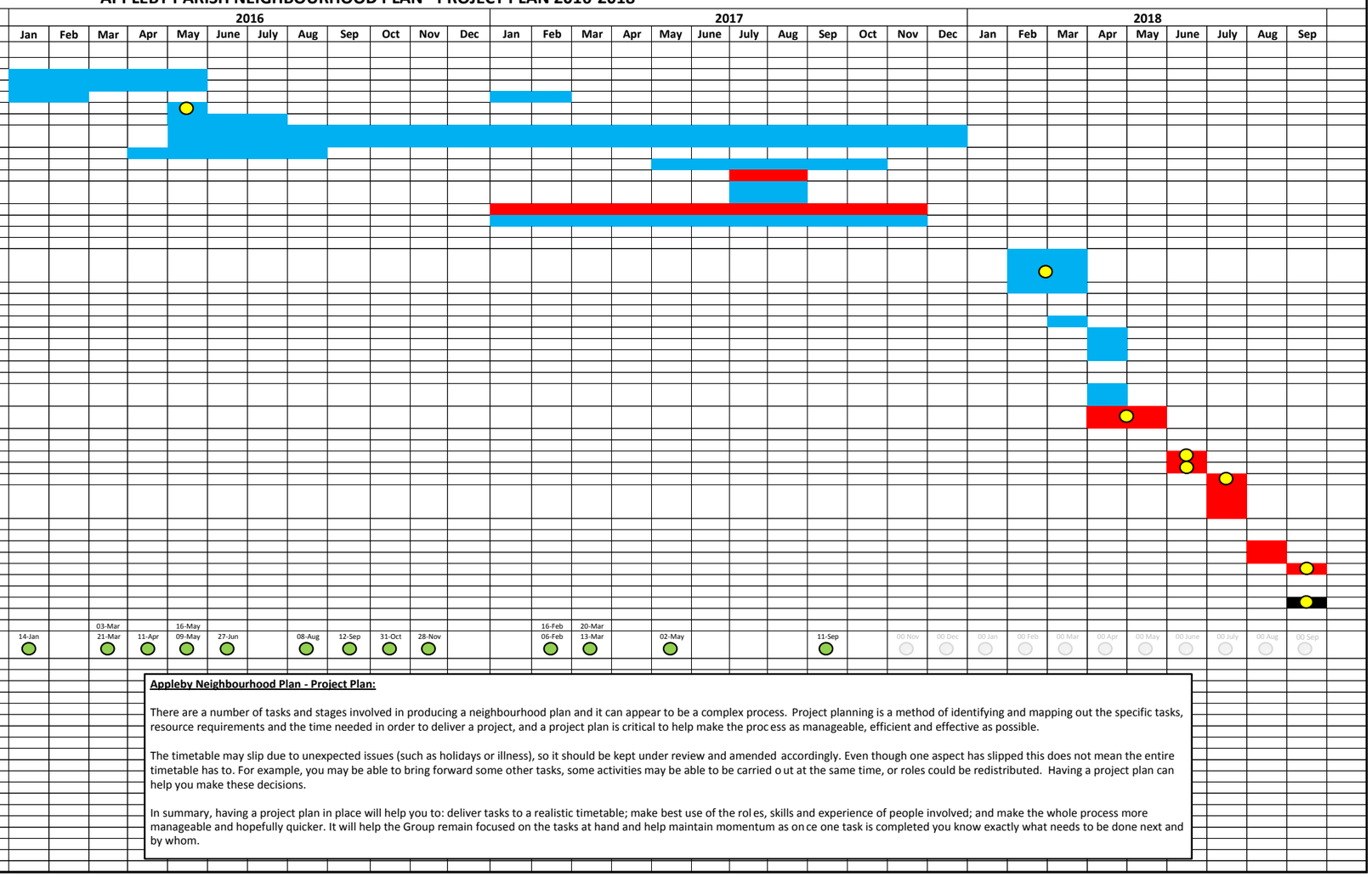
APPLEBY PARISH NEIGHBOURHOOD PLAN - PROJECT PLAN 2016-2018

Task name	Notes	Lead
Plan preparation		
Ongoing community engagement		
Analyse community engagement		
Prepare Funding Bid for Central Government financial support		
Visioning' Day community engagement (including peparation). 21 May 2016		APC
Analyse community engagement		
Develop and analyse evidence base (review existing evidence base, identify gaps, compile new evidence). Prepare Policy Intentions Report		
Identify vision for the neighbourhood area, prioritise issues and develop objectives		
Prepare draft plan (policies, proposals, justification)		
Assess draft plan against the basic conditions		
Agree process for formal pre-submission publicity and consultation - consultation and engagement strategy		
Undertake Strategic Environmental Assessment 'Screening' / 'Scoping' of emerging Plan		
Prepare *(ongoing)* Sustainability Appraisal of Appleby NP		
Pre-submission consultation and publicity (formal consultation on draft plan)		
Consult those who live / work / do business in the area. Prepare for consultation event(s). Facilitate consultation event(s).	***Formal 6 week consultation and publicity on the draft plan organised by the Neighbourhood Plan Group (qualifying body)***	APC
Consult the consultation bodies		APC
Consider responses to consultation		
Review responses to consultation		
Amend draft plan in light of responses (where considered appropriate to do so)		
Finalise basic conditions statement		
Prepare consultation statement		
Submit plan to local planning authority for examination		
Submit draft plan and associated documents to local planning authority for examination (including basic conditions statement and consultation statement)		
Local planning authority organises formal publicity of the Plan	***Formal 6 week publicity organised by the local planning authority***	NLC
Independent examination		
Independent examiner is appointed		NLC
Independent examination		NLC
Local planning authority receive examiners report		NLC
Local planning authority consider examiners recommendations, if appropriate the Plan is modified and a decision statement is issued by the local planning authority stating whether plan can or cannot proceed to referendum		NLC
Referendum		
Responsible authority organise referendum (including publicising the referendum)		NLC
Preparation for referendum		NLC
Referendum takes place		NLC
Formal making of the plan		
If referendum is successful the local planning authority formally 'make' the plan		NLC
APPLEBY NP Steering Group Meetings		



Key:

- Milestone
- Steering Group Meeting
- Task to be carried out by Neighbourhood Plan Steering Group
- Task to be Carried Out by Local Planning Authority
- Plan is 'Made' (Adopted)

Appleby Neighbourhood Plan - Project Plan:

There are a number of tasks and stages involved in producing a neighbourhood plan and it can appear to be a complex process. Project planning is a method of identifying and mapping out the specific tasks, resource requirements and the time needed in order to deliver a project, and a project plan is critical to help make the process as manageable, efficient and effective as possible.

The timetable may slip due to unexpected issues (such as holidays or illness), so it should be kept under review and amended accordingly. Even though one aspect has slipped this does not mean the entire timetable has to. For example, you may be able to bring forward some other tasks, some activities may be able to be carried out at the same time, or roles could be redistributed. Having a project plan can help you make these decisions.

In summary, having a project plan in place will help you to: deliver tasks to a realistic timetable; make best use of the roles, skills and experience of people involved; and make the whole process more manageable and hopefully quicker. It will help the Group remain focused on the tasks at hand and help maintain momentum as once one task is completed you know exactly what needs to be done next and by whom.