Timetable - Bramber Neighbourhood Plan (updated September 2018)

		Each month i	a dividad inte	a chunks of t	
Tasks	Who?	Sep	Oct	Nov	De
Site Assessments					
Housing Needs Assessment to be signed off by Locality and uploaded to the website	Locality				
Write to landowners to ask for any missing information	SG				
Contact Locality to find out if possible to verify site assessments (independent check)	SG				
(Consider any further sites that come forward up to Reg 14)	SG/AE				
Undertake site visits/any additional research to complete any missing information on the site assessment					
forms	SG				
Contact HDC and SDNPA to seek their views on the sites put forward	SG				
Once full information received, SG to consider which sites they think offer opportunities	SG/AE				
Vision and Objectives					
Finalise draft vision and objectives - to agree for next meeting	RP/AE	19th			
Email V&O to the mailing list to ask for views - it might be worth including a very brief online survey					
(surveymonkey) to seek support for each bit	SG				
Policy development					
AE to draft initial set of policies based on draft Plan to date and additional findings	AE				
Focus groups to comment on draft policies	SG				
AE to provide templates to Focus Groups to help collate any missing evidence - e.g. Green Spaces pro forma;					
housing design; heritage asset protection	AE				
Infrastructure Delivery Plan - BPC to consider at meeting on 5 September and share outcomes with the group					
- to explore whether this can be included in the NP	BPC/SG				
Following public meeting, SG to consider community feedback on sites and policies	SG/AE				
Based on feedback discussion, preferred site and policy options to be drafted	AE				
Initial draft of maps produced	AE				
Finalise evidence base	SG/AE				
Submit to HDC (and SDNPA) for healthcheck	SG				
Amend Plan based on Healthcheck findings	SG/AE				
Community engagement					

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Set a date for public presentation event(s) - may be worth selecting an evening and a weekend date.	SG				
Agree logistics - Book room and any presentation materials required; agree SG members attending; agenda					
for the event; feedback form; sign in sheet; camera	SG				
Develop publicity to advertise the event - email list/ flier/ website/ local newsletters/ Facebook etc. Liaise					
with Steyning NP group to ensure that residents from there can attend	SG				
Collate materials for the presentation event - information to include: Vision and Objectives; emerging					
policies; site assessment process and initial findings; General NP process information; timetable and next					
steps	SG				
Hold public presentation event	SG/AE				
(Depending on how the group feels, we may want to go out again to the public once the preferred options					
have been finalised, in December - just prior to submitting to HDC for healthcheck - so that any final					
feedback can be incorporated.					
Regulation 14 Consultation					
Logistics - agree with HDC when to start; plan in local engagement events and promotional matierial; devise					
feedback questionnaire; submit to statutory consultees; include Steyning residents as required	SG/AE				
Run Regulation 14 cconsultation	SG				
Collate feedback from Regulation 14 consultation and indicate how each comment has been addressed in th	ne				
Plan	AE/SG				
Update the Plan to incorprate any changes	AE				
Regulation 16 Consultation					
Agree consultation dates with HDC	SG				
Submit Plan and all supporting documents to HDC	SG				
HDC to run 6-8 week consultation	HDC				
Examination					
Liaise with HDC on the appointment of an Examiner	SG				
Examination	Examiner				
Respond to questions raised by the Eaxminer	AE				
Receive Examiner's report	SG				
Update Plan as necessary in light of Examiner's Report	AE				

Referendum					
Liaise with HDC to schedule date for Referendum	SG				
Undertake promotional activity in lead up to referendum (nature and logisitics to be agreed by SG)	SG				
Hold referendum	HDC				
Regular tasks					
Produce/distribute regular newsletter	SG				
Steering Group meetings	All	19tl	a 3rd		
Formal supporting documents					
SG to apply to Locality to undertake SEA and HRA for the NDP - we can apply asap, and then provide draft					
policies	SG				
Locality to prepare SEA (Scoping Report and full SEA) and HRA -agree timetable with them (HDC will want this					
submitted to them at Reg 16)	Locality				
Prepare Basic Conditions Statement (HDC will want this submitted to them at Reg 16)	AE				
Prepare Consultation Statement (HDC will want this submitted to them at Reg 16)	AE				

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