EWELME NEIGHBOURHOOD PLAN - PROJECT PLAN (As at May 2017)

Task Name	Notes	April	May	June	July	August	September	October	November	December	January	Februay	March	April	May	June	July	August	September	October	November	December	January
							2017								2018								2019
Budget																							
Prepare and review budget and expenditure profile																							
Submit funding application to SODC	£5000 available for 'smaller village'																						
Receive SODC grant																							
Decide on supplementary funding requirements	Possible bids to Locality and Lottery if necessary																						
Approve and monitor expenditire	Review at SG meetings, payments authorised by PC																						
Issue final account	For PC and SODC audit trail																						
Plan Preparation																							
Decide on need for external professional support	May need budget revision																						
Research & engage external support	Only if deemed necessary																						
Submit SEA screeing questionnaire to SODC	Proforma																						
SODC decides on SEA requirement	SODC decision																						
Undertake SEA if required	Only if required																						
Plan initial community engagement	Based on Residents' questionnaire																						
Develop village questionnaire	Includes pre-issue publicity, and online & paper versions																						
Issue village questionnaire	3 - 4 week response window																						
Analyse community engagement	Use Survey Monkey application																						
Develop and analyse evidence base	Consult SODC on available data sources																						
Identify vision for NP area, prioritise issues and develop objectives	Provisional vision and objectives defined for later review																						
Write draft plan (policies, proposals, justification)	Team effort																						
Assess draft plan against the basic conditions	Consult SODC on compliance																						
Agree process for formal pre-submission publicity and consultation																							
Pre-submission Consultation on Draft Plan																							
Arrange consultation publicity																							
Consult those who live / work / do business in the area	6 week period																						
Consult the consultation bodies	Concurrent with residents' consultation																						
Consider Responses to Consultation																							
Review responses to consultation	Identify changes to be appled to draft																						
Amend draft plan in light of responses	Confirm compliance with basic conditions																						
Finalise basic conditions statement	Formal requirement																						
Prepare consultation statement	Formal requirement																						
Submit Plan to SODC for Examination																							
Submit to Ewelme PC for endorsement	Formal submission via PC																						
Submit draft plan and associated documents to SODC for examination	Includes Basic Conditions and Consultation Statements																						
SODC organises formal publicity of the Plan	6 week period for comment																						
Independent Examination																							
Independent examiner is appointed																							
Independent examination																							
SODC receives examiners report																							
SODC considers examiner's recommendations																							
SG and SODC incorporate amendments if necessary																							
SODC issues decision statement on Plan proceeding to referendum																							
Referendum																							
SODC organises referendum (including publicising the referendum)																							
SODC prepares for referendum																							
Referendum takes place																							
Formal Making of the Plan																							
If referendum is successful, SODC formally 'makes' the plan																							
Steering Group Meetings																							
Routine monthly meetings	Generally held on Monday at 8.00pm																						
	Ewelme NP SG Action																						
	SODC Action																						