

NEIGHBOURHOOD PLAN TEAM

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Stages in Producing Thurston's Neighbourhood Plan

NP stage	Process task	Responsibility	Undertaken
Stage 1	Define the neighbourhood plan area and submit an area application to the Local Planning Authority who will carry out the statutory publication	Parish Council/ Local Planning Authority	June 2013
1a	Local Planning Authority to consider representations.	Mid Suffolk District Council	July – August 2013
1b	Local Planning Authority to designate area.	Mid Suffolk District Council	September 2013
Stage 2	Carry out public meeting for volunteers to form a Steering Committee to take plan forward	Parish Council	May – December 2013
	Prepare an outline process for the initial stages of producing the Neighbourhood Plan	Parish Council Working Group	December 2013 – January 2014
	Carry out first public consultation to ascertain evidence for detailed questionnaire.	Steering Group	April 2014
	Assessment of the results from the first consultation	Steering Group	May 2014
	Village Forum held to discuss the results and gather further comments on evidence gathered	Steering Group	June 2014
2a	Preparation of Questionnaires for individuals, youth (11-16) and businesses within Thurston	NP Steering Group/Parish Council	July – October 2014
	Distribution of Questionnaires	NP Steering Group/Parish Council	By week-end of 2 nd November 2014
	Completion of Questionnaires	Public	3 rd – 14 th November 2014
	Drop-in sessions for those requiring assistance in completing the form or general information on the Neighbourhood Plan Project	NP Steering Group & Public	10am – 8.00pm Tuesday 4 th Friday 7 th and Tuesday 11 th November 2014
	Assessments and justification of results from questionnaires received	NP Steering Group/Parish Council	February 2015
	Public Meeting to provide feedback on questionnaires and draft vision and objectives of the plan	NP Steering Group	February 26 2015
	Assessment of feedback from questionnaires – identification of further information regarding housing needs	NP Steering Group/Navigus Planning	March 2015
	Preparation of Housing Needs Questionnaires	NP Steering Group/MSDC/Navigus Planning	March – April 2015
	Distribution of Housing Needs Questionnaires	NP Steering Group	April 2015

	Sustainability Appraisal/Strategic Environment Assessment Approach/Appropriate Assessment – collation of information for a Draft Scoping Report	Navigus Planning/NP Steering Group	June - August 2015
	Completion of Housing Needs Questionnaires	Public	By May 8 th 2015
	Public Meeting to provide feedback on Housing Need Questionnaire and updated draft vision and objectives of the plan	NP Steering Group & Public	July 9 th 2015
	Series of Newsletter Articles to publish Draft Vision and Objectives of the Plan	NP Steering Group & Public	August, September, October 2015
	Discussing with service providers – identifying constraints	Navigus Planning/NP Steering Group	October - November 2015
	Submission of Draft Scoping Document for a Sustainability Appraisal Scoping Report incorporating Strategic Environment Assessment to Mid Suffolk for appraisal	Navigus/Parish Council	October/ November 2015
	Assessment of comments received in relation to Strategic Environment Assessment from Statutory Bodies	Navigus/Parish Council	January/ February 2016
2b	Call for Expression of Interest in Sites for Development	Parish Council	December – February 2016 closing date: 12.02.16
	Public Meeting to provide feedback on criteria to be used for assessing sites that have been submitted and initial comments on sites that have been submitted	NP Steering Group	17 th March 2016
	Public Consultation to provide feedback on criteria to be used for assessing sites that have been submitted and initial comments on sites submitted	NP Steering Group	2 nd April to 17 th April 2016
	Consideration and assessment of sites for allocation including sustainability assessments	Navigus/Parish Council	April – July 2016
	Site Assessment Consultation – considerations of / consultation on sites coming forth under expression of interest in sites for development.	NP Steering Group	8 th August - 16 th September 2016
	Site Assessment Consultation – liaison with landowners / developers over site assessments on sites coming forth under expression of interest in sites for development	NP Steering Group	8 th August – 16 th September 2016
	Liaison with service providers where constraints have been identified – SCC Educational Department; SCC Highways Department; West Suffolk CCG; Network Rail; Local Health Providers	NP Steering Group / Parish Council/ Navigus Planning	August 2016 – June 2017
	Respond to Planning Applications submitted by Developers on sites within Thurston	NP Steering Group in response to PC / MSDC	September 2016 – June 2017
	Character Assessment work – production of character assessment tables for seven distinct character areas of the main built-up part of the village	NP Steering Group	February – October 2017
	Meetings with the Local Authority over the constraints facing the village of Thurston in the light of the six significant planning applications that have been submitted by Developers on sites within Thurston	NP Steering Group in response to PC / MSDC	March 2017 – October 2017
	Liaison with Local Planning Authority as to its own Local Plan Work and OANs	NP Steering Group / MSDC	November 2016 – July 2017
	Represent the work of the Neighbourhood Plan Team at the Local Authority's Development Committee Meeting to determine the six planning applications	NP Steering Group	July 2017

	Respond to the Local Authority on its Draft Joint Babergh and Mid Suffolk Local Plan	NP Steering Group – Parish Council / MSDC	August – November 2017
	Represent the work of the Neighbourhood Plan Team at the Second Meeting of the Local Authority's Development Committee Meeting to determine the six planning applications	NP Steering Group / Parish Council	November 2017
	Evidence gathering on constraints to growth and impact on existing facilities following the determination in favour of 818 dwellings for Thurston by the Local Planning Authority	NP Steering Group	November – December 2017
	Character Assessment Consultation - public consultation to provide feedback on areas assessed	NP Steering Group & Public	1 st November to 30 th November 2017
	Character Assessment - analysis of comments submitted during the public consultation	NP Steering Group	December 2017
	Meeting with Professional Partner to determine the draft layout of the Thurston Neighbourhood Plan and ascertain evidential gaps	NP Working Group / Navigus Planning	December 2017
	Steering Group working on identification of evidential gaps and finalisation of papers to be inserted into the draft Neighbourhood Plan	NP Steering Group / Navigus Planning	January – April 2018
	Write the Draft Neighbourhood Plan	NP Steering Group/ Navigus Planning	April – May 2018
2c	Form a draft neighbourhood plan and submit to Parish Council	Navigus Planning/NP Steering Group	June 2018
	Parish Council carry out eight weeks consultation on draft plan	Parish Council	July - August 2018
	Submit plan to Local Planning Authority for Strategic Environmental Assessment / Habitats Regulation Assessment Screening check	Parish Council	July 2018
Stage 3	Update the plan from comments received during the consultation	Navigus Planning/NP Steering Group	September – November 2018
	Submit plan to Local Planning Authority	Parish Council	December 2018
	Local Planning Authority to consult (six weeks) on submitted plan before sending it to examination	Local Planning Authority	21 January – 6 March 2019
Stage 4	Independent examination of the plan.	Local Planning Authority	6 March to 12 April 2019
	Local Planning Authority to organise and pay for examination	Local Planning Authority	6 March to 12 April 2019
	Respond to written representations or appear at Examination hearing	Parish Council and Local Planning Authority	6 March to 12 April 2019
Stage 5	Submit the report on the Plan to Local Planning Authority Committee Services	Local Planning Authority	By 30 May 2019
	Submit the Plan to Local Planning Authority Cabinet for approval to go to referendum	Local Planning Authority	12 June 2019
	The community referendum - Local Planning Authority to organise and pay for referendum.	Local Planning Authority	12 September 2019
Stage 6	Putting the final plan or order in force as a legal document.	Local Planning Authority	24 October 2019