

GNOSALL NEIGHBOURHOOD PLAN TRACKER - FEB 2015 UPDATE - SUBMISSION ACHIEVED					
Task	Comments	NPWG	SBC	Status	Date
Apply for designation of NP Area (Parish)	GPC (legal "Qualifying Body")	N/A			Jul-13
NP Area approved	Approved by SBC	N/A	Approval		Sep-13
Neighbourhood Plan programme	Initial programme and tracker spreadsheet	JR/JC			Through process
Meeting Minutes and Agenda		JC			Through process
Working Group Terms of Reference		JR			Sep-13
Logo		JR/CE			Oct-13
Reviews of other Neighbourhood Plans and legal cases	As published	JR			Through process
GPC website NP updates		JM			Through process
Plan Bulletin template		JR			Oct-13
Position Statement		JR			Oct-13
Gnosall community levy note		JR			Oct-13
GPN articles	As per publication deadlines	JR/JC			Through process
Initial Survey questionnaire drafting		All			Dec-13
Survey distribution		All			Jan-14
Survey results spreadsheet		TL			Feb-14
Survey results data input		JC/JM/JR/PA			Mar-May '14
Initial Survey findings analysis		KA			Jun-July '14
Mail list from survey forms contact details		JM			
Plan Framework		JR			Feb-14
Consultants search and tender invitation		JR			Mar-14
Consultants proposals analysis		JR			Apr-14
Consultant selection and appointment		Parish Council			Apr-14
Grant funding bid	Up to £7K available. Applied 01.07.14, awarded 04.07.14	JC			Received 31.07.14
Questionnaire Survey Feedback Report	Published	HL			Jul-14
Draft Plan preparation	HL initial draft, JR and KB edit and update	HL initial draft	Comments		Sept-Nov '14
NP Public Presentation - progress, issues, next steps, Q&A		JR/KA/HL			16.10.14
Potential sites data collation from SBC SHLAA	Existing SHLAA housing sites data from SBC website plus any new sites from NP area	RG/KA			Oct '14
Call for sites (housing/employment/recreation)	Decision to progress 03.09.14 since SBC Sites exercise only relates to housing and other sites may come forward	JR draft Notice, JC to arrange publicity	SBC Housing sites data from 2013 SHLAA		Sept-Nov '14
Call for sites response analysis	JR to prepare spreadsheet and assessment criteria in liaison with SBC. Will also need to take account of public responses.	X	Advice		Dec '14-Jan'15
Draft Plan publication	Approved by GPC 08.12.14	X	Advice on process		published 10.12.14
Pre-submission Draft Plan consultation (6 weeks)	Legal requirement. Includes statutory consultees as well as local consultation. Assistance from SBC, including feedback form	X	Advice and assistance		10.12.14-22.01.15
Evidence base collation and report	Sources: National databases, SBC, Parish/NP-specific	X	Assistance and data provision		Dec '14-Jan'15
Consultation response analysis		X	Assistance		Jan-Feb '15
Plan amendments		X			Jan-Feb '15
Consultation Statement	Legal requirement	X			Jan '15
"Basic Conditions" report	Legal requirement	X	X		Jan '15
Sustainability appraisal	Included in Basic Conditions Statement		X		Feb '15
Screening Assessment	SBC		X		Feb '15
Submission Plan approval by GPC	Approved at GPC Committee Meeting				9th Feb '15
Neighbourhood Plan submission with supporting documents	Plan + Evidence Base + Consultation Report + Basic Conditions Statement + Screening Assessment	X			9th Feb 2015
Plan passes to SBC					
Public consultation on Plan Proposal (6 weeks)			SBC		TBA
Submission for Examination			SBC		TBA
Examination		Input	Examiner		TBA
Examiner's report and recommendation			Examiner		TBA
Possible plan modifications?		If necessary	If necessary		
Re-consultation?		If necessary	If necessary		
Referendum			SBC		TBA
Public Notice of Plan Decision	Plan adopted and in force ("Made")		SBC		Late summer/early autumn 2015?

Key	
NPWG	Neighbourhood Plan Working Group
SBC	Stafford Borough Council
GPC	Gnosall Parish Council
JC	Jayne Cooper (GPC Clerk)
JM	Jamie McLaren (GPC Asst Clerk)
RG	Roger Greatrex (GPC)
JR	Jeff Rhodes (WG Chairman, local resident)
TL	Tim Lewington (local resident)
KA	Keith Abbot (WG Deputy Chairman, GPC)
SG	Sue Green (GPC)
MC	Mike Corfield (local resident)
CE	Chris Emsley (local resident)
MD	Mike Deegan (GPC)
MB	Mary Booth (as of July '14) (GPC)
HL	Hugh Lufton (support consultant)