

Budbrooke Draft Neighbourhood Plan Formal Consultation and Beyond

Action Plan

Action	Who	When	Done?
Forward copy of Draft NP to LPA for informal comments and SEA	Steering Group	30/9/2015	Yes
Finalise and Agree Draft Plan	Steering Group	09/11/2015	Yes
Amend and finalise Draft NP and forward to Clerk for PC approval	Kirkwells	10/11/2015	Yes
PC Approval for consultation	PC	11/11/2015	Yes
Finalise and Agree Summary Leaflet If required	Steering Group	09/11/2015	Yes
Prepare Response Form and send to Group	Kirkwells	30/9/2015	Yes
Prepare letter to consultees and send to Group	Kirkwells	30/9/2015	Yes
Request Consultation Database of Consultation Bodies including local groups and individuals from WDC	Clerk or Steering Group	05/11/2015	Yes
Update Website Home page Include <ul style="list-style-type: none"> - Draft NP - Summary leaflet - Response Form - Draft EIA Screening report - Dates / times of Drop In events - Consultation Dates 	Clerk/ Chair	12/11/2015	Yes
Ask permission from proposed locations for leaving Draft NP Document for public viewing eg libraries, community centres, post offices, health centres etc	Steering Group	OK – GP, Open door, St Michaels, TBC – school, Vic, St Charles, VH, BCC 12/11/2015	Yes Partly
Prepare letters / emails to <ul style="list-style-type: none"> - Consultation Bodies - Local groups - Businesses - CC 	Clerk/ Chair	12/11/2015	Yes
Send out letters / emails to all on consultation database advising that consultation is taking place	Clerk/ Chair	14/11/2015	
Print off Representation Forms – say 200 to leave in drop in places	Clerk/ Chair	11/11/2015	Yes
Print off Summary Leaflets – say 950?	Clerk/ Chair	To printer 11/11/2015 For 13/11/2015	Yes
Take hard copies of all Documents, Summary Leaflets, Representation Forms to public locations	Steering Group	15/11/2015	

Budbrooke Draft Neighbourhood Plan Formal Consultation and Beyond

Contact local groups and ask to go to meetings, events etc during Consultation Period - If required	Steering Group	Ongoing	
Attend Consultation events	Steering Group	21/11/2015 0/12/2015 12/12/2015	
Set up Consultation Response Database to collect and help analyse responses (see template)	Clerk/Kirkwells	09/11/2015	Yes
Collect Response Forms and Consultation responses and enter onto database	Clerk		
Analyse Responses/recommendation to Group	Kirkwells		
Prepare Consultation Statement	Kirkwells		
Prepare final EIA Report and Habitat Regs Assessment (where required)	LPA		
Prepare Basic Conditions Statement	Kirkwells		
PC Approval for Submission	Steering Group		
Submit to LPA	PC		