

NDP Project Timeline – (milestones in red)

STAGE	WHAT/TASKS	DURATION	WHEN	Other
1. Set up Working Groups	a) Agree on Topics/areas of responsibility (see below) b) Membership of Groups		At NDP working Group meeting 13/05	
2. Working Groups	a) Set timetable of meetings and programme of work b) Identify other potential members c) Identify and engage with key stakeholder groups d) Review existing evidence base and identify need for new research e) Identify and engage professional help needed and source the funding f) Consult with HCC Neighbourhood Team where necessary g) Develop proposals	2 ½ months	13/05 – 31/07	Report back to monthly NDP Working Group meetings and Town Council. Consult with HCC Keep website up to date.
3. Settlement Boundary Option Development	a) Use outcomes from working groups to draw up settlement boundary options (2) b) Consult with HCC Neighbourhood Team c) Cross check with adopted NDP for conflicts/contradictions	1 month	Beginning of August 01/08 – 01/09	Press releases/publicity/engagement events (presence at community events)
4. Public Consultation on Options	a) Publicity from 2 weeks before consultation and throughout consultation period b) Preparation of publicity materials (10 days) c) 14 day consultation – web and events	1 month	Publicity from 26/08- 24/09 Consultation materials 01/09 – 11/09 Consultation from 11/09 – 24/09	
5. Draft NDP	a) Analysis of consultation responses b) Drafting policies and revising adopted NDP c) cross check adopted NDP for conflicts/contradictions d) Consult with HCC Neighbourhood Team	1 month	24/09 – 24/10	
6. Regulation 14 Consultation	a) Publicity from 2 weeks before consultation and throughout consultation period b) preparation of Materials (10 days) c) 6 week Public Consultation	2 months	Publicity 21/10– 14/12 Consultation materials 24/10 – 04/11 Consultation 04/11- 14/12	
7. Final Draft of NDP	a) Analysis of consultation responses b) Drafting policies and revising adopted NDP c) cross check adopted NDP for conflicts/contradictions d) Consult with HCC Neighbourhood Team e) Production of final document	5 weeks	14/12/20 – 17/01/20	
8. Final Draft to HCC for Reg 16 Consultation	HCC Publicise and run consultation	6 weeks	17/01/20 – 29/02/20	

Suggested Working Group Topics (groups may take responsibility for more than one topic)

- Design Guide
- Landscape Capacity Assessment
- Employment Sites
- Housing Sites
- Sport and Recreation
- Green Infrastructure
- Other Essential Infrastructure
- Community Engagement/Communication strategy/publicity
- Fundraising

Assumptions

The timeline makes assumptions about the length of time needed for each stage – others who have already been through the process will have more knowledge about:

- how long it takes to prepare materials for exhibition/publication.
- how long it takes to prepare the various drafts of the document

Consultation periods

I have assumed that 2 weeks will be enough for the Options Consultation the other two consultations are statutorily set at 6 weeks. The timeline has been set assuming an end date of the Regulation 16 Consultation as 29 February 2020.