

	Making the Decision	1. Getting Started	2. Identifying Issues and Gathering Evidence	3 Developing Vision and Objectives	4. Generating and examining options and solutions	5. Drafting the NDP	6. Pre submission (Draft NDP) Consultation	7 Submission + Independent Examination	8. Referendum and 'Making' the NDP
Steering Group	Informed decision making about which form of community led plan is most appropriate for the community	Steering group set up (in non-parished area = Neighbourhood Forum) And Application for designation Terms of Reference (TOR), Project Plan and Communications; Strategy development; compose budget and apply for NDP grant funding	On the ground evidence gathering (e.g. audits) Researching planning documents Engagement and early consultation on characteristics, strengths and issues	Identify Vision and Objectives from initial evidence	Theme Group work e.g. relating to economy, housing, infrastructure, heritage, tourism, green infrastructure, design character Set out brief for planning consultant, if used Further engagement with community/ organisations to check evidence, ideas and 'direction of travel'	Check policies against evidence, vision and objectives. Edit document. Further engagement with community and organisations, as appropriate, to check policies and gain further evidence	Organise pre-submission consultation on draft plan ('Regulation 14' consultation) for statutory and local consultees Analysis of responses and amendment of NDP and finalise NDP ready to submit	Compose accompanying documents Submit NDP & accompanying doc's to LPA (Regulation 15 or Submission Stage) Consider Examiner's report	NDP is passed if the majority of those who vote support the statement that the NDP should be used to determine future planning decisions in the NDP's area
Local Planning Authority (LPA) Has a 'duty to support' NDPs		Designation application process including consultation and decision making	Provide information and advice on existing relevant planning documents Make available relevant data and maps	Informal meetings with Steering Group to check vision and objectives	Informal meetings with Steering Group to check emerging policies	Check for conformity Screening for Habitat Regulations Assessment (HRA) and Strategic Environmental Assessment (SEA)	Provide list of statutory consultees	Organise post submission consultation (or Regulation 16) Appoint and pay examiner and publish the Examiner's report	Organise and pay for referendum Dependent on referendum result) LPA 'makes' (adopts) the NDP
GRCC	Presentation / workshop for the community Reality check Enable increased understanding of types and purposes of community led plans	Support with grant application; templates to draw up robust Terms of Reference, Project Plan and Communications Strategy Liaison with Local Planning Authority (LPA) Information on other NDPs (see www.grcc.org.uk and NDPs)	Guidance on evidence gathering Facilitate robust public engagement and consultations Character assessment templates and support; also training if desired. Housing stock audit and/ or Community asset analysis Household and business surveys, data analysis and reports	Support to develop Vision and Objectives e.g. workshop facilitation Advice on aspects relevant to a NDP Support to prioritise and develop themes	Support to explore green infrastructure and evidence collection for Local Green Space designation Support to carry out site assessments Explore relationships between planning and health and wellbeing Check on gaps in evidence gathering and policy matching evidence Community engagement support and facilitation	Community engagement support and facilitation Feedback on NDP document	Regulation 14 consultation advice including templates and publicity advice Facilitate review meeting by steering group to analyse responses and consider changes to the NDP	Support to compose accompanying documents (Basic Conditions Statement and Consultation Statement)	Support for community to deliver projects and use its NDP
Technical/ Planning Consultants			Additional specialist technical reports and research		Technical Planning specialist to consider evidence and compose robust policies	Compose NDP document Soundness audit (e.g. NPIERS Healthcheck)	Technical Planning specialist to amend policies, as appropriate	Advise on changes to policies by Examiner, as appropriate	