

		Action in rural Sussex Project Plan for West Wittering Neighbourhood Plan for 2016-17																						
		Lead	2016												2017									
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug		
Inception and Community Engagement																								
Inception and Governance	Set up Steering Group and adopt TOR																							
	Identify and contact Key Stakeholders (Local and Statutory)																							
	Agree Project Plan & Communication Strategy																							
	Apply for Locality funding, set up Community 21																							
	Establish Topic Areas and seek volunteers																							
	Establish a SWOT of the Parish																							
Community Consultation & Engagement	Call for Sites: Establish interest from landowners																							
	Community consultation, Gather all existing evidence mapping and known studies undertaken																							
	Plan and undertake Open Day(s)																							
	Engage with local businesses																							
	Engage with Young People																							
	Undertake Visioning exercise (Vision and Objectives)																							
	Undertake NDP & Housing Needs Survey, identify local green spaces and Infrastructure Projects																							
	Topic group findings and recommendations (to contribute to evidence paper)																							
	Assess and identify preferred sites for allocation																							
	Carry out an SA/SEA Scoping report consultation																							
SG approve changes for pre submission plan																								
Pre Submission Plan and Draft SA/SEA																								
Pre Submission Plan	Meet with Local Planning Authority																							
	Prepare draft pre -submission plan and draft SEA report for SG consideration to go to Parish Council																							
	Parish Council to approve and sign off Pre Submission Plan for Regulation 14 Consultation																							
	Regulation 14 Consultation on pre submission plan and draft SA/SEA (including preparation)																							
	Analyse and respond to representations, Steering Group approve modifications																							
Submission Plan and Associated Documents																								
Submission Plan	Meet with Local Planning Authority																							
	Finalise Plan, SA/SEA, Basic Conditions Statement and Consultation Statement																							
	Parish Council to approve and sign off plan for submission to LPA																							
	Parish Council work with LPA to appoint examiner																							

