

# CLOTTON HOOFIELD NEIGHBOURHOOD DEVELOPMENT PLAN



## Revised timeline November 2018

### Stages and timescales

1. Agree the neighbourhood – Cheshire West – 6 weeks
2. Prepare the plan
  - Funding – costs of the examination and referendum borne by CWaC
  - Publicity - program to raise awareness locally of importance and the process involved by articles in local journals, posters, public events, leaflet drops throughout the process
  - Gathering evidence – population trends, housing data, employment, school capacity, shops and services from OCS and census data, information from the Parish Plan and Village Design Statement if you have them, Local Plan policy and views of local residents
  - Community engagement - to establish issues and themes leading onto a Vision and objectives which in turn influence policies. Keep the community engaged and informed throughout the process
  - Policy preparation - deciding on policy areas, justification, evidence and drafting individual policies
  - Draft plan – produce a draft plan for submission to CWaC – two stages Regulation 14 and then Regulation 15. Each of these stages take a statutory 6 weeks.
  - Examination – an independent examiner will decide whether the plan meets basic conditions and objectors can challenge the plan at this stage. The examiner recommends whether the plan can proceed to referendum
  - Referendum – CWaC will decide if the plan, possibly with modifications, is satisfactory to proceed to referendum and it will arrange for a referendum to be held. More than 50% of those voting must vote yes for the plan to be adopted

### Timescales

- 1<sup>st</sup> March 2017 – start date
- March – decide neighbourhood area and forward to CWaC – **6 weeks** (decision end of April/early May)
- July draft leaflets, press releases etc, plan first public event, draft questionnaires to be circulated to every household and all groups within the village including clubs, businesses, youth and other hard to reach groups.
- November/December – issue questionnaires, leaflets, posters and invite the community to a Parish Council meeting to ask any questions about the process and to raise issues of local concern. At the same time, we should be gathering as much evidence as we can from OCS, CWaC, Cheshire Community Action etc. You may also decide to meet with potential developers and landowners to understand what their

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aspirations are in the plan area and whether these can be accommodated in the emerging plan. **3 weeks** for responses.

- January/February – analyse questionnaires and information received together with issues and themes.
- March/April 2018– confirm the Vision and objectives and draft the framework for the plan
- Summer 2018 hold public consultation event/consult the community.
- September/October 2018 – Start to draft policies in response to any comments received from the public consultation
- February 2019 submit the draft plan under Regulation 14 to Cheshire West for the first round of consultations with EA, English Heritage, Sport England, Statutory Undertakers, Neighbouring Parish Councils etc. This is a statutory **6 week period**
- April/May 2019 – following the Reg 14 consultation process revisit the draft plan and include any amendments and revisions resulting from the consultation responses received. We then re-submit the Plan, Statement of Consultation and Basic Conditions Statement to CWaC under Regulation 15 for a further **6 week consultation. At this stage the plan is taken over by Cheshire West and it becomes their plan. (Allow for the Council Elections in May and that the Council will be in ‘purdah’ from mid-March until 3rd May.)**
- July/August 2019 – Cheshire West arrange for an Examiner to be appointed and the Examination takes place most likely by written representation over a period of 4-7 days. The Examiner then reports back to Cheshire West and the Parish Council in writing with a recommendation whether the plan can be adopted or not and may include some suggested revisions and amendments.
- September 2019 – Cheshire West organise a Referendum
- November 2019 the plan is found to be sound and is adopted as a Development Plan by Cheshire West