

Item	2015					2016					2017					Comment	NP Lead																		
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S			O	N	D	J	F	M	A	M	J	J	A	S	O	N	D			
1	Clarify why a plan is needed																																		
2	Publicise intention to produce a plan																													Ongoing task to reach all sections of area					
3.1	Set up and promote Neighbourhood Forum																													Group to have statutory number and reflective of community					
3.2	Submit forum proposal to Local Planning Authority																																		
3.3	Decision on Neighbourhood Forum by LPA																																		
4	Identify and engage local partners																													Local groups, shop keepers, Council Members					
5	Arrange meeting with Local Planning Authority (LPA)																													Area discussed, proposed plan and agreement shown for a Forum					
6	Publicity																													1. Webpage set-up 2. Facebook page 3. Parish Mag					
6.1	Publicity events																													Church Fete					
6.2																																		1st Parish Rooms open meeting for displays	
6.3																																		2nd Parish Rooms open meeting for displays	
6.4																																		Community Centre open meeting for displays with comment boxes	
7.1	Consult on and determine Neighbourhood Area																																		
7.2	Submit Neighbourhood Area Application																													LPA has 6 weeks to decide and provide written approval for Plan and Forum					
7.3	Consultation on Neighbourhood Area																																		
7.4	Decision on Neighbourhood Area																																		
7.5	Grant body review																													Grant body has 10 days to review, 10 days for panel					
7.6	Form sent and Grant Form sent																													10 day payment					
8	Treasurer appointed																																		
9	Sub-groups report to Lead Group																													Sub-group reps provide any more ideas to Lead Group for Plan					

