



**Notes on stage: shown in Project Plan:**

Organisation structure	<ul style="list-style-type: none"> <li>1 = NHPC initiate process - identify public support for a Neighbourhood Plan, agree Terms of Reference and set up Steering Group</li> <li>2 = set up Working Groups</li> </ul>
Scoping	<ul style="list-style-type: none"> <li>1 = community engagement to identify local issues and what people like and dislike about living / working in the area, plus decide to proceed with a Neighbourhood Plan</li> <li>2 = produce initial scoping report</li> <li>3 = identify objectives, priorities and draft vision statement</li> </ul>
Neighbourhood Area Designation	<ul style="list-style-type: none"> <li>1 = identify appropriate area for the Neighbourhood Plan</li> <li>2 = submit designation request to VOWHDC for identified area</li> <li>3 = public notification, feedback from consultees and confirmation of designation by VOWHDC</li> </ul>
Obtaining Grant Funding	<ul style="list-style-type: none"> <li>1 = prepare Project Plan and other information required for grant application</li> <li>2 = submit grant funding application to VOWHDC once informed that the funds have been received by them</li> </ul>
Preparing the Plan	<ul style="list-style-type: none"> <li>1 = review existing plans and strategies for the area, identify and collect evidence to support the plan including a full character assessment of the area</li> <li>2 = develop plan options including all reasonable alternatives</li> <li>3 = appraise options and identify preferences (including community feedback)</li> <li>4 = produce draft policies and revise in line with community feedback up to official consultation period</li> <li>5 = prepare final Neighbourhood Plan, submit, and Independent Examination</li> </ul>
SEA / SA	<ul style="list-style-type: none"> <li>1 = complete the Vale's SEA questionnaire and submit to ascertain if a full SEA is required</li> </ul>
Community Engagement	<ul style="list-style-type: none"> <li>1 = initial questionnaire to parishioners and local businesses to ask for indications of support for a Neighbourhood Plan</li> <li>2 = questionnaire to parishioners and businesses in N. Hinksey to identify key issues and likes / dislikes about the area</li> <li>3 = ongoing community engagement events on work to date</li> <li>4 = official 6-week pre-submission public consultation period</li> <li>5 = community referendum</li> </ul>
Consultation Statement	<ul style="list-style-type: none"> <li>1 = production of initial draft Consultation Statement</li> <li>2 = production of final draft Consultation Statement prior to official consultation</li> <li>3 = production of final Consultation Statement including responses to official consultation comments from parishioners</li> </ul>