**Neighbourhood Planning Timeline**

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| Date | Event | Information |
| 9th December 2013 | Parish Council Meeting | First Discussion of Neighbourhood Planning as part of a meeting with Welbeck representatives. |
| 13th march 2013 | Parish Council Meeting | 1.Chairman writes to neighbouring Parishes on Welbeck estate to see if they are interested in joining us in developing a NP  2. Discussion re local housing needs survey to be done on behalf of Welbeck. |
| 30th May 2013 | Representative meeting from B,N,H/W. PC’S; Bassetlaw DC and Welbeck Estates | Informal meeting discussing possibility of making NP. All in agreement to pursue further. Public meeting to be arranged for 6th July. Advertised in villages’ newsletter and notice boards, + door-to-door visits in Holbeck. |
| June 2013 | 2nd Representative meeting from B,N,H/W. PC’S; Bassetlaw DC and Welbeck Estates | Arrangements for structure of community meeting. Arrangements made for a minibus pick-up and home return service for any-one requiring transport. Leaf-let drop to every house in the four villages organized. |
| 8th July 2013 | Open public meeting, Lady Margaret Hall | Over 40 people attended plus reps from Bassetlaw DC and Welbeck Estates. Initial presentations by Chair and Bassetlaw then individual group discussions based on villages followed by a plenary session. Final vote unanimous apart from one person that a steering group be formed to further explore possibilities of producing a NP |
| July | Housing needs survey | Housing needs Survey that had been commissioned by Welbeck Estates received by Parish Council |
| 22nd August 20013 | First Steering Group meeting | Funding sought  Area designation defined  Draft Designation application produced. |
| 12th Sept 2013 | Second Steering Group meeting | Initial grant of £6850 awarded  Professional Advisor appted  Possible development sites identified. |
| 3rd October 2013 | Workshop with steering group and Prof Advisor | See notes on Workshop attached. |
| 23rd October 2013 | 3rd Steering Group Meeting | Draft Designation Application approved by all three Parish’s  Plans made for first Consultation Event. |
| 2nd Nov 2013 | First consultation event | Local people attending a charity event were given information on NP, asked to fill in a questionnaire and to write post-it thoughts on board. |
| 7th Nov 2013 | 2nd Workshop with steering group and Prof Advisor | The group worked through a prepared programme from the professional advisor resulting in the production of the group’s vision statement. |
| 14th Dec 2013 | 2nd Consultation Event | Local people attending a church charity event and “Christmas Tree Celebration” were given information, asked to fill in the short questionnaire, and asked to place a wish for the community, on a Christmas Card and hang it on the tree. |
| 15th Jan 2014 | 4th Steering Group Meeting | Plans made to:  Apply for further funding;  Improve communication by regular newsletter and website;  Continue with professional advice;  Plan further consultation event. |
| 22nd Jan 2014 | Newsletter | Arrangements made to have a regular full page insert in newsletter |
| Feb 2014 | Website | Website design completed and goes live |
| Feb 2014 | Website | All parishioners notified of NP website address via newsletter |
| 26th Feb 2014 | 5th Steering Group meeting | Plans made:  To access further training via Helen;  For running 3rd Consultation event alongside Bassetlaw’s site allocation meeting |
| 3-7th March 2014 | Newsletter | One page insert made for Newsletter advertising 3rd consultation event, and re-advertising Web address. Distributed to every house in the four villages |
| 12th March | Report to Cuckney PC | Chairman of NP group gives written report to Cuckney PC |
| 16-17th March 2014 | Reminder Flyer | Flyer distributed to every house in four parishes reminding them of consultation event on 19th March |
| 17th March 2014 | Area Designation | Approval received from Bassetlaw Council |
| 19th March  2014 | 3rd Consultation event | 45 parishioners came to the Drop-In consultation event, looked at possible sites for development and gave feedback as to whether further investigation of site developments would be a good idea or not |
| 9th April  2014 | Report to Parish Councils | NP Chairman gave an up-date to the four Parishes on progress |
| 23rd April 2014 | 6th Steering group meeting | Results of 3rd Consultation Event analysed and favoured areas in each of the four Parishes developed. |
| 3rd-7th May 2014 | Newsletter | Summary of information from 3rd consultation event given as well as web-site details for full report |
| 14th May 2014 | Report to Parish Councils | Chairman gave an oral and written report to Cuckney PC, and written report sent to Norton and Holbeck |
| 29th May 2014 | 7th Steering group meeting | Focused on looking at rurality, green spaces and footpaths. Also looked at next consultation event to take place at Cuckney Primary School |
| 1st-3rd June 2014 | Newsletter | Summary of deliberations of 7th Steering Group meeting |
| 11th June 2014 | Report to Parish Councils | Chairman gave an oral and written report to Cuckney PC, and written report sent to Norton and Holbeck |
| 24th June 2014 | 4th Consultation Event | This event was run at Cuckney school to get the views of the children, age 5-11 who live in the Neighbourhood |
| 3rd July 2014 | 8th Steering group meeting | We concluded the piece of work on Green spaces and footpaths and began discussion on developing the consultation document |
| 1st-5th July 2014 | Newsletter | Summary of previous months activity put in Parish newsletter |
| 9th July 2014 | Report to Parish Councils | Chairman gave an oral and written report to Cuckney PC, and written report sent to Norton and Holbeck |
| 21st Aug 2014 | 9th steering group meeting | The meeting:  Agreed on getting a complete Green Infrastructure Survey and report.  Assembling a Draft Consultation Doc.  The structure of the 5th Cons Event  The Village Festivals event |
| 1st to 5th Sept 2014 | Newsletter | This mainly concerned the 5th Consultation Event and the Village Festival |
| 10th Sept 2014 | Report to Parish Councils | Written up-date to both Cuckney and Holbeck PS’s and Norton parish meeting |
| Sept 2014 | 5th Consultation Event | This was an internet survey getting the opinions of young adults aged 12-23 |
| 22nd October 2014 | 10th Steering group meeting | The meeting was led by Helen Metcalfe and began the structuring and information collation, for the first draft of the plan |
| 1st Nov 2014 | Newsletter | This gave information about the 5th consultation event, and consultation around the draft plan |
| 12th Nov 2014 | Report to Parish Councils | Written up-date to both Cuckney and Holbeck PS’s and Norton parish meeting |
| 27th Nov 2014 | 11th Steering group meeting | The meeting was again lead by Helen Metcalfe and focused on Policy development in preparation for the first draft of the Plan |
| 13th Dec 2014 | 6th Consultation Event.  Interactive feedback session with the community | The group had a stand at the Cuckney Church Christmas tree festival, using the session as a way of up-dating the community on work done to date on the Green infrastructure issues and getting feedback |
| 19th Dec 2014 | Site assessment reports received from Bassetlaw | This was a great event for us after a protracted four month wait due to internal problems at Bassetlaw |
| 30th Dec 2014 | Draft plan received | The first working draft sent by Helen for comment and for group to prepare detailed consideration |
| Ist Jan 2015 | Festival Newsletter | This was the first of the special monthly newsletters that were send to all households |
| 7th Jan 2015 | 12th Steering Group meeting | The purpose of the meeting was to discuss the reports on the preferred building sites sent to us from Bassetlaw DC |
| 14th Jan 2015 | Report to Parish Councils | Written up-date to both Cuckney and Holbeck PC’s and Norton parish meeting |
| !st Feb 2015 | Festival and Monthly Newsletter to all households | Progress report sent to all households in NP area. The planned 7th Consultation event was prominently advertised |
| 5th Feb 2015 | NP subgroup meeting wing Helen Metcalfe | This was a working meeting to go through the first draft and add both detail and make corrections |
| 10th Feb 2015 | Final Draft of Green Infrastructure report received | Cliff Andrews presented his final Draft report for comment. Response comments made and returned to Cliff. |
| 11th Feb 2015 | Report to Parish Councils | Written up-date to both Cuckney and Holbeck PC’s and Norton parish meeting |
| 19th to 23rd Feb 2015 | Leaflet drop to every house in neighbourhood | A reminder leaflet, hand-delivered to each home, re the 7th consultation event on the 25th |
| 23rd Feb 2015 | 13th NP steering group meeting | This meeting was mainly to plan the 7th consultation event detail. |
| 25th Feb 2015 | 7th Consultation Event | This was an open, 3-hour drop in session in which all the proposed sites with details of their possible development were displayed. Also maps showing green spaces and footpaths were displayed as well as a number of underpinning policies. Feedback was requested from all attendees |
| 11th March 2015 | Report to Parish Councils | Written up-date to both Cuckney and Holbeck PC’s and Norton parish meeting |
| 13th March 2015 | Up-dated site assessment reports received from Bassetlaw | Following a review all the public comments received at the 7th consultation event, the Bassetlaw Planning unit amended its Assessment Report |
| 23rd March 2015 | Sustainability Scoping report written and agreed | This statutory document was written for, then agreed to, by the Planning Group |
| 26th March 2015 | 14th NP steering group meeting | This meeting was spent look at, and amending the detail of the latest draft of the plan |
| 8th April 2015 | Report to Parish Councils | Written up-date to both Cuckney and Holbeck PC’s and Norton parish meeting |
| 22nd April 2015 | Sub-group meeting | The sub-group worked with Helen, the professional advisor to work on the detail prior to her completing the 5th Draft and hopefully final Draft |
| 27th April 2015 | Site Assessment Report | The Final Site Assessment report received from Bassetlaw Planning |
| 1st May 2015 | Festival Newsletter to all households | The NP Festival Newsletter was hand delivered to every household in the Community |
| 1st May 2015 | Norton and Cuckney Parish Councils merge | Bassetlaw DC formally merged the two parish councils. |
| 13th May 2015 | Report to Parish Councils | Written up-date to both Norton/Cuckney and Holbeck PC’s and Norton parish meeting |
| 15th May 2015 | The finalised Green Infrastructure report received | This commissioned report itemizes all the significant green structures in our neighbourhood and then presents ideas for improvement |
| 21st May 2015 | 15th NP steering group meeting | The meeting discussed the finalised Green Infrastructure report; further detail of the draft plan; possible projects to go into the plan, and the dates for the 6-week public consultation. |
| 1st June 2015 | Final programme for the Festival published | The final programme for the 2 week festival, timed to coincide with the public consultation dates, was hand distributed to all houses, businesses and parents of school-children |
| 8th June 2015 | 16th Steering Group meeting | This meeting was mainly concerned with the arrangements for the 6 week consultation together with further discussion on the footpath development project |
| 8th June 2015 | Final Draft plan received | Final Draft of Plan received, reviewed and accepted |
| 10th June 2015 | Executive Summary of Final Draft agreed and printed | An executive summary of plan produced, which was to be delivered to all households in the Neighbourhood |
| 12th June 2015 | Summary of Consultation events document finalised | All consultation Events were brought together in one document |
| 12th June 2015 | Feedback Questionnaire on Draft Plan finalised | A feedback questionnaire was produced to aid all local responders to the Neighbourhood Plan |
| 13th to 16th June 2015 | Exec Summary of final draft delivered to every house in the Neighbourhood | A team of volunteer’s hand delivered a copy of the Executive Summary to very house in the Neighbourhood. Full copies of the plan were made available in the village shop as were feedback questionnaires |
| 15th June 20, 2015 | Environmental Screening Assessment completed and published on website | Bassetlaw DC produced a full environmental impact assessment of the effect of the Neighbourhood Plan |
| 16th June to 26th July 2015 | Statutory six week consultation Event | During this period the Neighbourhood Plan was widely circulated both local and all statutory consultee’s |
| 20th June to 5th of July 2015 | Celebrating our Community Festival | A two week festival event was held celebrating many aspects of our community life and using a number of the events to offer information about the Neighbourhood Plan |
| 25th August2015 | 17th Steering group meeting | This meeting discussed the responses received to the Draft Plan particularly those from Bassetlaw and Historic England |
| 9th September 2015 | Report to Parish Councils | Written up-date to both Norton/Cuckney and Holbeck PC’s and Norton parish meeting |
| 15th Sept 2015 | Meeting between group representatives and Historic England (HE) | This meeting had been arranged to directly discuss with HE the differing views on development in the Neighbourhood area |
| 15th September 2015 | Meeting between group representatives and Bassetlaw DC | This meeting had been arranged to directly discuss with Bassetlaw the differing views on development in the Neighbourhood area |
| 14th Oct 2015 | Report to Parish Councils | Written up-date to both Norton/Cuckney and Holbeck |
| 8th November 2015 | Re-write of NP received | Following the consultation on the Draft Plan together with the meetings with Bassetlaw and Historic England, the Draft plan was amended to take into account all comments made |
| 11th November 2015 | Report to Parish Councils | Written up-date to both Norton/Cuckney and Holbeck PC’s |
| 19th November 2015 | 18th Steering group meeting | This meeting focused on discussing and agreeing the latest draft of the Neighbourhood Plan |
| December 2015 | Final Draft of Plan received that will be the document to go to the Examiner | Following the discussions at previous steering group meeting the finalised plan was produced |
| December 2015 | Sustainability Appraisal produced | A Sustainability Appraisal was written based on the previously agreed Scoping report and disseminated for consultation |
| December 2015 | A basic Conditions statement was written | In line with legislation a basic conditions Statement was written to demonstrate the plan was in conformity to EU. National and District Planning policies |