

Draft Box Parish Neighbourhood Development Plan – ‘Milestones’ and progress to date (September 2026)

Background

The report to Planning Committee on August 27 2026 included an Appendix setting out a timeline, ‘milestones’ and progress for the preparation of the draft Plan.

Further clarification was sought at the meeting in regard to the content and programme of the necessary work.

The information in the Appendix has formed the basis of the expanded item below which provides further detail on the individual stages of plan preparation including explanation of the tasks, responsibilities and involvement and outcomes.

How to use the schedule

The schedule sets out the key stages in the plan preparation on a sequential basis.

Progress on the draft Plan is currently at item no. 2.

Stage	Activity	What this is	Who is involved	What the outcomes are	When (actual and anticipated)
1	Defining the Neighbourhood Plan Area	Identifying the area to be included in the Plan	Box Parish Council	Neighbourhood Plan Area defined and approved by Wiltshire Council Work to prepare draft Plan can commence	February 2019
2	Preparing the draft plan (and	All the tasks necessary to prepare	Box Parish Council	Various including : Steering Group set up	February 2019

	associated items)	the draft Plan including : • building a robust evidence base • community engagement and involvement • preparing the main document(s) • readying for formal consultation	Lemon Gazelle Place Studio AECOM	• Community engagement (by Lemon Gazelle) • Focus groups for businesses and Rudloe community • Reports on community engagement and issues • Community information and engagement through events and social media (including regular and long-standing annual events by the Parish Council) • Specific engagement and information events in Box and Rudloe • Evidence gathering and preparation of documents • Preparation and adoption of draft Vision and objectives by Parish Council • Preparation of draft planning policies for Part A • Character assessment studies work for Part B • Engagement on proposed non-designated heritage assets • Parish Council agree draft Plan being made available to Wiltshire Council for technical screening assessment • Technical screening assessment by Wiltshire Council	October 2019 October 2019 2019 and on-going 2019 and on-going March 2023 and on-going May 2023 November 2022 and on-going October 2022 and on-going March 2022 and on-going March 2025 June 2025
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				• Procurement to identify specialist resource to undertake Strategic Environmental Assessment (SEA) • Preparation of SEA • Preparation of Consultation Statement and Basic Conditions Statement by Steering Group (On-going) • Prepare consultation material • Secure Parish Council approval for Regulation 14 consultation	November 2025 December 2025 - March 2026 and on-going 2026 and on-going 2026 and on-going
3	Pre-submission consultation (Regulation 14 consultation)	The first stage of formal consultation where the draft Plan will be made available for comments from a wide range of participants	Box Parish Council Stakeholders including the community and businesses Statutory organisations Wiltshire Council	• Supportive and informative comments about the draft Plan • Identification of further work necessary	2026/2027 Regulations require this has to last for 6 weeks (and may be extended if necessary to deal with matters such as holiday periods)
4	Changes and revisions to the		Box Parish Council		Following the Regulation 14

	draft Plan in response to the consultation	Reviewing the comments from the consultation Engaging with stakeholders (if and as necessary) Deciding if the draft Plan needs to be amended Preparing revised documents (as necessary)	Wiltshire Council	Draft Plan (including supporting documents) is prepared for its formal submission to Wiltshire Council Consultation Statement prepared / submitted to set out how engagement and consultation has informed the preparation of the draft Plan Document prepared / submitted to show how the draft Plan satisfies 'Basic conditions' legal requirements	consultation (most likely in 2027/2028) Programme will depend on : • Comments received • Capacity and resources within Steering Group • Securing Parish Council approval
5	The draft Plan is submitted to Wiltshire Council	Submit the draft Plan to Wiltshire Council	Box Parish Council Wiltshire Council	Draft Plan and all supporting documents (including Consultation Statement and 'Basic Conditions' document) formally submitted to Wiltshire Council	2027/2028
6	Submission consultation	Consultation on draft Plan (all documents)	Wiltshire Council	The draft Plan (inc all documents) is subject to 6 week consultation and engagement	2027/2028

	(Regulation 16 consultation)		Box Parish Council	This will be the responsibility of, and undertaken by, Wiltshire Council	
7	Independent examiner reviews the draft Plan	An independent Examiner (appointed by Wiltshire Council) : • considers the draft Plan • assesses it against 'Basic conditions' • reviews the comments made during Regulation 16 consultation	Examiner Wiltshire Council Box Parish Council	The outcome may be: • the draft Plan can proceed to Referendum • modifications recommended by the Examiner before Referendum • the draft Plan is rejected Any modifications recommended will be undertaken by Wiltshire Council The Parish Council will be consulted on the proposed modifications The Plan can be withdrawn if the modifications are not supported The cost of the Examination will be covered by Wiltshire Council	
8	Referendum	Referendum to determine whether the Plan is adopted	Wiltshire Council	Wiltshire Council will arrange a referendum to establish if the Plan should be adopted.	2027/2028

			Box Parish Council Community	The vote will be open to people on the electoral register. More than 50% of the vote needs to support 'yes'.	
9	Legal Force (‘made’ plan		Wiltshire Council Box Parish Council	The Plan comes into ‘force’ subject to outcome from referendum	2027/2028

September 13 2026