Tavistock Neighbourhood Development Plan - High Level Project Plan

					When?															
Stage	Action	Activities	RAG Status	2021 202	22 Feb	March	April	May		023	Aug S	en Oct	Nov	Dec	Jan	202 Feb		Lead Responsibility		
			Identify key partners and stakeholders including potential developers								,	lug C	БР	1404	Dec	Jai	Len	March		
	Stage 1: Ensuring the community will support the neighbourhood planning process General Awareness and Opportunities		and landowners																sg	
		Communication & Engagement Strategy	Develop Communication and Engagement Strategy (what/who/now/when/why)																SG/DCT	
			Ensure that strategy is inclusive and accessible to all								T									
		General Awareness & Defining Key Issues and Opportunities	Information/awareness raising community event/s (based on communication and engagement strategy).																SG/DCT	
St			Initial Questionnaire - promote awareness and understanding, gather local views on doing the neighbourhood plan, establish local issues and priorities and ask for volunteers																SG	
be			Initial Questionnaire - promote awareness through digital social media and local marketing & communications activities							-	+	_	+	+					SG/DCT	
																			SG/DCT	
			understanding of neighbourhood planning, broadly define key issues and priorities from responses																DCT	
			Produce survey response analysis evaluation report																	
р			Review events and questionnaire to ensure engagement was				-	-	-		+	-	-	-	-				DCT	
8			inclusive and accessible to all Set up Steering Group and agree roles (chair, project manager,				-	_	_		+	_	-						DCT	
			secretary etc) and Terms of Reference Agree and Set up process to ensure flow of information between			_		-	_		_								sg	
		Set up Steering Group/Neighbourhood Planning Team	Town Council and Steering Group. Consider if Steering Group would benefit from other representation					_					1						SG	
9			e.g. outlying hamlets/villages Consider Skills/knowledge/interests/representation of Steering Group																SG	
١.			Check for inclusivity and diversity in the makeup of the Steering																sg	
1			Group																SG	
			Populate Project Plan (i.e. this document) with time scales (for individual tasks & realistic timeframe for process) & resources (people/funding) etc																SG/DCT	
8			As a result of project planning, it should be feasible to have a good estimate of the costs involved - apply for funding Agree and finalise Project Plan																SG/DCT	
			Town Council to formally apply for Neighbourhood Area																sg	
																			SG	
Stage 2a: Getting to know yo neighbourhood			Establish what interest there is from potential developers Discussions with landowners																	No allocations currently identified
	100		Ongoing liaison with key stakeholders (identified in Communication and Engagement Strategy)				-8						100		1-1				SG	
			Gather existing information e.g. demographic and socio-economic information, designated/protected sites, views from the initial										-						sg	
	age 2a: Getting to know your ighbourhood		questionnaire and community events Assess evidence gathered to identify gaps								-	-	-						sg	
		Building the Evidence Base	Establish what evidence is still required and where it may be sourced							TO!									SG	
	11 2 4 5 7		Source or produce additional evidence if required								1								SG	
			Undertake mapping exericise - e.g. infrastructure, trees and environmental elements, leisure/recretion facilities, shops, historical assets etc																SG SG	
	Stage 2b: Developing your Plan's Defining your the		Feedback to your community the results of Stage 2a																SG	
		Defining your themes	Based on consultation responses and evidence gathered, identify key themes for the Neighbourhood Plan, e.g. Housing Growth, Housing Design, Environment, Heritage, Community Facilities, Economy, Infrastructure, Renewable Energy																	
			Develop sub/task groups for each theme identified in Stage 2a workshops and further engagement to develop the themes further either on individual themes or all together	- 74															SG SG	
			Develop draft vision and objectives for the Neighbourhood Plan based on evidence and consultation to date												1				SG	
Sta	age 2b: Your Vision and Objectives		If an NDO, will it give full permitted development rights or 'in principle'?														-		SG	
Stage 2b: Your Vision and Objectives	The scope and content	Consider how long will the plan stand for and how often should it be refreshed					-		_	+	-	-	-		-			sg		

			Ar .			1	10000	1 1	T E		
			Review relevent local and national planning policies and guidance		Total						SG
			Based on consultation responses and evidence gathered, identify sites sites for protecting from development e.g. will you draw a								
			development boundary, allocate sites, protect open spaces as Local Green Space?								sg
			Examine development options in context of baseline information and public opinion								sg
			Consult and agree the preferred direction with landowners								SG
loping			Draft planning policies and guidance								Consultant
1			Consider alternatives								SG
			Decide plan layout, format, design etc							-	SG
	Stage 2c. Writing policies and identifying projects	Drafting the Plan	Submit draft policies for Strategic Environmental Assessment (SEA) and Habitats Regs Assessment (HRA) Screening.								SG
	International brolesis		Carry out a Sustainability Check - consider mitigation measures to alleviate negative impacts and maximise positive outcomes								sg
			Finalise draft planning policies								sg
			Compile draft Neighbourhood Plan								Consultant
			Check conformity with Local Plan								Consultant
			Consider in terms of equality and diversity			+ +					SG
			Proof read draft Neighbourhood Plan							-	SG
			Make any amendments Finalise draft Neighbourhood Plan and get formal Town Council								SG
			approval								Consultant
		Pre-submission Consultation	Formal six week consultation on Neighbourhood Plan as per Neighbourhood Planning Regulations								WDBC
			Make any amendments necessary following pre-submission consultation								SG/Consultant
			Re-check against various assessments as necessary								SG
			Re-check general conformity with Local Plan								WDBC
		Finalise Plan	Produce Consultation Statement in line with the Neighbourhood Planning Regs - summarising all consultation and engagement throughout process and detailing the comments received during the	够擅							
	Annual transmission of the second of the sec		pre-submission consulation and your responses Produce Basic Conditions Statement in line with the Neighbourhood							-	Consultant
	DISTANCE SHEET HISTORY OF ON		Planning Regs								Consultant SG
			Get final approval and sign off from Town Council as Qualifying Body and agreement to submit								sg
			Submit the Neighbourhood Plan. This must include a map and statement identifying the area, Consultation Statement, confirmation that it meets legal obligations (Basic Conditions Statement), any othe assessments required such as SEA, EIA etc								se
		Submission of Plan & Approval	If the Neighbourhood Plan has to be modified, details to be publicised								30
			Referendum ADOPTION OF PLAN (if all of the above is successful)								
			Town Council to develop an Implementation Plan, e.g. working with								
			developers to make it happen	-							
luoring Ct	Stage 3a: Delivering and monitoring the	Delivery	Monitoring - decide on how to monitor progress against objectives and reporting back to the community								
onitoring	an		Review - Local Plans have to be reviewed every 5 years to remain up to date there is no statutory requirement for NIPs to be reviewed								
			NDPs have a specified plan period, but during this plan period policie in an NDP may become out of date and less effective. There are								
			NOP's nave a specimed plan period, but during this plan period policie in an NDP may become out of date and less effective. There are various considerations that may trigger a review.								