

Tavistock Neighbourhood Development Plan - High Level Project Plan

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	Stage	Action	Activities	RAG Status					2022/23											Lead Responsi bility	Notes					
					Dec	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March						
		Communication &	Identify key partners and stakeholders including potential developers and landowners																		SG					
		Engagement Strategy	Develop Communication and Engagement Strategy (what/who/how/when/why)																		SG/DCT					
			Ensure that strategy is inclusive and accessible to all		ļ																SG/DCT	G/DCT G				
			Information/awareness raising community event/s (based on communication and engagement strategy).																		SG					
	Stage 1: Ensuring the community will support the neighbourhood planning		Initial Questionnaire - promote awareness and understanding, gather local views on doing the neighbourhood plan, establish local issues and priorities and ask for volunteers																		Responsi bility SG SG/DCT					
	process	General Awareness & Defining Key	Initial Questionnaire - promote awareness through digital social media and local marketing & communications activities																							
		Issues and Opportunities	Analyse questionnaire responses and gauge support and understanding of neighbourhood planning, broadly define key issues and priorities from responses																							
1. Starting			Produce survey response analysis evaluation report																							
up			Review events and questionnaire to ensure engagement was inclusive and accessible to all							INE DI																
			Set up Steering Group and agree roles (chair, project manager, secretary etc) and Terms of Reference																							
			Agree and Set up process to ensure flow of information between Town Council and Steering Group.																							
			Consider if Steering Group would benefit from other representation e.g. outlying hamlets/villages	Fil	i de																DCT DCT SG SG SG SG SG SG SG SG/DCT					
		Set up Steering	Consider Skills/knowledge/interests/representation of Steering Group																							
	Stage 1c: Getting organised - making sure you're ready to	Group/Neighbourho od Planning Team	Check for inclusivity and diversity in the makeup of the Steering Group																							
	prepare the plan		Populate Project Plan (i.e. this document) with time scales (for individual tasks & realistic timeframe for process) & resources (people/funding) etc																							
			As a result of project planning, it should be feasible to have a good estimate of the costs involved - apply for funding																		SG/DCT					
			Agree and finalise Project Plan																		sg					
			Town Council to formally apply for Neighbourhood Area																		sg					
			Establish what interest there is from potential developers			, ,						Par			ļ, ,						SG					

	Key Stakeholder Engagement	Discussions with landowners									sg
	294.90	Ongoing liaison with key stakeholders (identified in Communication and Engagement Strategy)									SG/DC1
		Gather existing information e.g. demographic and socio-economic information, designated/protected sites, views from the initial questionnaire and community events									DCT
		Assess evidence gathered to identify gaps Establish what evidence is still required and where it may be			_						DCT
	Building the Evidence Base	sourced									sg
		Source or produce additional evidence if required									sg
Stage 2a: Getting to know		Undertake mapping exericise - e.g. infrastructure, trees and environmental elements, leisure/recretion facilities, shops, historical assets etc									SG
your neighbourhood		Hold community events to present various development options (ensuring landowners are on board) and feedback results from the initial questionnaire/engagement									SG/DCT
		Draft detailed questionnaire - this should be informed by the previous evidence gathering carried out through building the evidence base and the initial questionnaire									SG
	In-depth Community	Agree dates (distribution/close), distribution method, consider incentive for completing questionnaire?									SG
	Consultation	Ensure the questionnaire is inclusive and accessible to all - carry out a pilot with a small group (5) of people who have not seen the questionnaire before to pick up any problems									SG
		Distribute questionnaires									sg
		Arrange for drop off points around the community for questionnaires									SG
	•	Analyse questionnaire responses									DCT
		Feedback to your community the results of Stage 2a									
Stage 2b: Developing your Plan's Themes	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									
		Develop draft vision and objectives for the Neighbourhood Plan based on evidence and consultation to date									
Stage 2b: Your Vision and	The scope and	If an NDO, will it give full permitted development rights or 'in principle'?									
Objectives	content	Consider how long will the plan stand for and how often should it be refreshed									
		Review relevent local and national planning policies and guidance									
ng		Based on consultation responses and evidence gathered, identify sites for development and sites for protecting from development e.g. will you draw a development boundary, allocate sites, protect open spaces as Local Green Space? Examine development options in context of baseline information and public opinion									
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		Consult and agree the preferred direction with landowners									

		Consider alternatives				Ī		ĺ	Ì				ĵ., ,	Î.	
		Decide plan layout, format, design etc													
Stage 2c: Writing policies and identifying projects	Drafting the Plan	Submit draft policies for Strategic Environmental Assessment (SEA) and Habitats Regs Assessment (HRA) Screening. Carry out a Sustainability Check - consider mitigation measures to alleviate negative impacts and maximise positive outcomes													
		Finalise draft planning policies													
		Compile draft Neighbourhood Plan													
		Check conformity with Local Plan												′	
Section 1		Consider in terms of equality and diversity													
The second second		Proof read draft Neighbourhood Plan													
		Make any amendments													
The Total Section		Finalise draft Neighbourhood Plan and get formal Town Council approval													
		Formal six week consultation on Neighbourhood Plan as per Neighbourhood Planning Regulations													
		Make any amendments necessary following pre-submission consultation	1 -												
		Re-check against various assessments as necessary													
		Re-check general conformity with Local Plan												1	
Stage 2d: Testing and approving the		Produce Consultation Statement in line with the Neighbourhood Planning Regs - summarising all consultation and engagement throughout process and detailing the comments received during the pre-submission consulation and your responses													
Neighbourhood Plan - making sure the plan works and signing it off		Produce Basic Conditions Statement in line with the Neighbourhood Planning Regs													
and signing it on		Get final approval and sign off from Town Council as Qualifying Body and agreement to submit													
	Submission of Plan	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 other assessments required such as SEA, EIA etc													
	& Approval	If the Neighbourhood Plan has to be modified, details to be publicised													
		Referendum ADOPTION OF PLAN (if all of the above is successful)										—	<u> </u>	<u> </u>	
		ADDPTION OF PLAN (II all Of the above is successful,			_										
		Town Council to develop an Implementation Plan, e.g. working with developers to make it happen													
ing Stage 3a: Delivering and	Delivery	Monitoring - decide on how to monitor progress against objectives and reporting back to the community													
monitoring the plan	Dunian	Review - Local Plans have to be reviewed every 5 years to remain up to date, there is no statutory requirement for NDPs to be reviewed. NDPs have a specified plan period, but during this plan period policies in an NDP may become out of date and less effective. There are various considerations that may trigger a review.													