Tavistock Neighbourhood Development Plan - High Level Project Plan

AGENDA ITEM 6b

		When?																												
	Stage	Action	Activities	RAG Status	2021	2022		2023 2024																						
					5 Guille 1	2022	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
			Identify key partners and stakeholders including potential developers and landowners																											
		Communication & Engagement Strategy	Develop Communication and Engagement Strategy (what/who/how/when/why)															4												
			Ensure that strategy is inclusive and accessible to all																											
			Information/awareness raising community event/s (based on communication and engagement strategy).																											
	Stage 1: Ensuring the community will support the neighbourhood planning	ā	Initial Questionnaire - promote awareness and understanding, gather local views on doing the neighbourhood plan, establish local issues and priorities and ask for volunteers																											
	process	Goneral Awareness & Defining Key Issuess	Initial Questionnaire - promote awareness through digital social media and local marketing & communications activities																											
		General Awareness & Defining Key Issues and Opportunities	Analyse questionnaire responses and gauge support and understanding of neighbourhood planning, broadly define key issues and priorities from responses																											
			Produce survey response analysis evaluation report							==																				
1. Starting up			Review events and questionnaire to ensure engagement was inclusive and accessible to all																											
	Stage 1c: Getting organised - making sure you're ready to prepare the plan		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										1 1																1	
		Set up Steering Group/Neighbourhood Planning Team	Town Council and Steering Group. Consider if Steering Group would benefit from other representation																										_	
			e.g. outlying hamlets/villages Consider Skills/knowledge/interests/representation of Steering Group																										-	
			Check for inclusivity and diversity in the makeup of the Steering																										-	-
			Group 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																											
			Agree and finalise Project Plan Town Council to formally apply for Neighbourhood Area				\vdash																						\vdash	
		Key Stakeholder Engagement	Establish what interest there is from potential developers																							-	\vdash		-	_
	Stage 2a: Getting to know your neighbourhood		Discussions with landowners Ongoing liaison with key stakeholders (identified in Communication	NotApplicable due to WDBC and JLP																										
		Building the Evidence Base	Gather existing information e.g. demographic and socio-economic information, designated/protected sites, views from the initial	Land supply advice	e																									
			questionnaire and community events Assess evidence gathered to identify gaps				1																							
			Establish what evidence is still required and where it may be sourced																										_	-
			Source or produce additional evidence if required Undertake mapping exericise - e.g. infrastructure, trees and environmental elements, leisure/recretion facilities, shops, historical assets etc																											
		In-depth Community Consultation	Hold community events to present various options and feedback results from the initial questionnaire/engagement																											
	Stage 2b: Developing your Plan's Themes	Defining your themes	Feedback to your community the results of Stage 2a																											
			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 Objectives	The scope and content	Consider how long will the plan stand for and how often should it be refreshed																											

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			Review relevent local and national planning policies and guidance	0151 (D) 514	7	7 P. S.					2002	_	-			+		_	\perp
			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?							F-47									
			Examine development options in context of baseline information and public opinion							1									
			Consult and agree the preferred direction with landowners			T-15													
			Draft planning policies and guidance																
2. Developing the Plan			Consider alternatives						2 42										
			Decide plan layout, format, design etc	6-5-6-12-13				BI N		100									
	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																
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			Finalise draft planning policies Compile draft Neighbourhood Plan		_			_	+										
			Check conformity with Local Plan	100															
	美国共享的		Consider in terms of equality and diversity																
			Proof read draft Neighbourhood Plan																
			Make any amendments																
			Finalise draft Neighbourhood Plan and get formal Town Council approval																
		Pre-submission Consultation	Formal six week consultation on Neighbourhood Plan as per Neighbourhood Planning Regulations																
			Make any amendments necessary following pre-submission consultation																
			Re-check against various assessments as necessary																
			Re-check general conformity with Local Plan																
	Stage 2d: Testing and approving the	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 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																
	"是我是我们		Get final approval and sign off from Town Council as Qualifying Body and agreement to submit																
		Submission of Plan & Approval	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																
		Submission of Flan & Approval	If the Neighbourhood Plan has to be modified, details to be publicised																
			Referendum: The key test for whether the plan is accepted by the community.																
			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																
3. Delivering	Stage 3a: Delivering and monitoring the	Delivery	Monitoring - decide on how to monitor progress against objectives and reporting back to the community																
and Monitoring	plan	Delivery	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.				a												12