Tavistock Neighbourhood Development Plan - High Level Project Plan

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	Stage	Action	Activities	RAG Status		2024														
					2021	2022	2023 Ja	n Fel	Marc	ch April	May	June	July	Aug	Sept	Oct	Nov	Dec		
	Stage 1: Ensuring the community will support the neighbourhood planning process	Communication & Engagement Strategy	Identify key partners and stakeholders including potential developers and landowners																SG	
			Develop Communication and Engagement Strategy (what/who/how/when/why)																SG/DCT	
		General Awareness & Defining Key Issues and Opportunities	Ensure that strategy is inclusive and accessible to all Information/awareness raising community event/s (based on																SG/DCT	
. Starting up			communication and engagement strategy). Initial Questionnaire - promote awareness and understanding, gather local views on doing the neighbourhood plan, establish local issues and priorities and ask for volunteers																SG SG/DCT	
			Initial Questionnaire - promote awareness through digital social media and local marketing & communications activities																SG/DCT	
			Analyse questionnaire responses and gauge support and understanding of neighbourhood planning, broadly define key issues and priorities from responses																DCT	
			Produce survey response analysis evaluation report																DCT	
			Review events and questionnaire to ensure engagement was inclusive and accessible to all																DCT	
		Set up Steering Group/Neighbourhood Planning Team	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.																SG SG	
			Consider if Steering Group would benefit from other representation e.g. outlying hamlets/villages Consider Skills/knowledge/interests/representation of Steering Group																SG	
			Check for inclusivity and diversity in the makeup of the Steering Group Populate Project Plan (i.e. this document) with time scales (for																SG SG	
			individual tasks & realistic timeframe for process) & resources (people/funding) etc As a result of project planning, it should be feasible to have a good																SG/DCT	
			estimate of the costs involved - apply for funding Agree and finalise Project Plan																SG/DCT SG	
			Town Council to formally apply for Neighbourhood Area																SG	
	Stage 2a: Getting to know your neighbourhood	Key Stakeholder Engagement	Establish what interest there is from potential developers Discussions with landowners	-															SG SG	No allocations currently identified
		Building the Evidence Base	Ongoing liaison with key stakeholders (identified in Communication and Engagement Strategy) Gather existing information e.g. demographic and socio-economic information, designated/protected sites, views from the initial																SG	
			questionnaire and community events Assess evidence gathered to identify gaps																SG SG	
			Establish what evidence is still required and where it may be sourced					_											SG	
			Source or produce additional evidence if required 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 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																SG SG	
			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																SG SG	
	Stage 2b: Your Vision and Objectives	The scope and content	Develop draft vision and objectives for the Neighbourhood Plan based on evidence and consultation to date																SG	
			If an NDO, will it give full permitted development rights or 'in principle'? Consider how long will the plan stand for and how often should it be refreshed																SG	
			Review relevent local and national planning policies and guidance																SG	

2. Developing the Plan	Stage 2c: Writing policies and identifying projects	Drafting the Plan	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	Decision taken NOT to allocate within the plan December 2023
			Draft planning policies and guidance					Consultant	
			Consider alternatives					SG	
			Decide plan layout, format, design etc					SG	
			Submit draft policies for Strategic Environmental Assessment (SEA) and Habitats Regs Assessment (HRA) Screening.					SG	
			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					SG	
			Finalise draft Neighbourhood Plan and get formal Town Council approval					Consultant	
	Stage 2d: Testing and approving the Neighbourhood Plan - making sure the plan works and signing it off	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	
		Finalise Plan							
			Re-check against various assessments as necessary					SG	
			Re-check general conformity with Local Plan					WDBC	
			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 consultaion and your responses					SG	
			Produce Basic Conditions Statement in line with the Neighbourhood Planning Regs					Consultant	
			Get final approval and sign off from Town Council as Qualifying Body and agreement to submit					SG	
		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					SG	
			If the Neighbourhood Plan has to be modified, details to be publicised Referendum					WDBC WDBC	
			ADOPTION OF PLAN (if all of the above is succesful)					WDBC	
3. Delivering and Monitoring	Stage 3a: Delivering and monitoring the plan	Delivery	Town Council to develop an Implementation Plan, e.g. working with Monitoring - decide on how to monitor progress against objectives and reporting back to the community					ттс	
			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.					ттс	