

Torpoint Parish
Neighbourhood Plan

Last amended: 16/11/2015

Cornwall Council Toolkit Stage	Suggested Action	Suggested Activities	Progress	Duration	Dates																								Responsibility	Notes
					2015												2016													
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Stage 1: Starting up - sharing ideas about how useful a Neighbourhood Plan might be	Getting started: Parish Council & Community Approval	Parish/Town Council meeting to discuss potential Neighbourhood Plan e.g. process, what it can and can't achieve, ideas, aspirations. NB. Community Network Manager. Do pre-publicity/awareness raising with Parish residents - ensuring they know what is being discussed and have the opportunity to input, e.g. Public Meeting, newsletter	Complete																						N/A					
		Discuss the options (NDP or NDO) and implications and a suggested Neighbourhood Area (i.e. area the NDP/NDO will cover - In Cornwall this will usually	Complete																							N/A				
	Defining the Neighbourhood	Ensure that aims and objectives of doing the NP are clear/understood and realistic.	Complete																							N/A				
			Complete																							N/A				
Stage 2: Ensuring the community will support the neighbourhood planning process	Communication & Engagement Strategy	Identify key partners and stakeholders including potential developers and land-owners	Complete																						Comms SC	Questionnaire to businesses?				
		Develop Communication and Engagement Strategy (what/who/how/when/why)	Complete																						Comms SC					
		Ensure that strategy is inclusive and accessible to all	Complete																						Comms SC					
	General Awareness & Defining Key Issues and Opportunities	Information/awareness raising community event/s (based on communication and engagement strategy). NB. Tying in with existing community events such as	In Progress	On-going																					Comms SC	Extended to 22 May				
		Initial Questionnaire - promote awareness and understanding, gather local views on doing the neighbourhood plan, establish local issues and priorities and ask for	Complete																						Comms SC	Target schools & youth groups				
		Analyse questionnaire responses and gauge support and understanding of neighbourhood planning, broadly define key issues and priorities from responses	Complete																						Data Input Team					
		Review events and questionnaire to ensure engagement was inclusive and accessible to all	Complete																						Steering Group	Set up a working group to report				
			Complete																											
Stage 3: Getting organised - making sure you're ready to prepare the plan	Set up Steering Group/Neighbourhood Planning Team	Set up Steering Group and agree roles (chair, project manager, secretary etc.) and Terms of Reference	Complete																					N/A						
		Agree and Set up process to ensure flow of information between Parish/Town Council and Steering Group	Complete																					N/A						
		Consider if Steering Group would benefit from other representation e.g. outlying hamlets/villages	Complete																					Steering Group	George Trubody - Chairman Rame NP					
		Consider Skills/knowledge/interests/representation of Steering Group	Complete																					Steering Group						
		Check for inclusivity and diversity in the makeup of the Steering Group	Complete																					Steering Group	Efforts to engage all age groups					
		Populate Project Plan (i.e. this document) with time scales (for individual tasks & realistic timeframe for process) & resources (people/funding) etc.	Complete																						Project Plan SC					
		Agree Project Plan	Complete																						Steering Group	Agenda				
	Second application for funding	Complete																												
	Submission of letter & map to Cornwall Council	Parish/Town Council to send letter and map to Cornwall Council to formally apply for Neighbourhood Area	Complete																						Town Council					
		Cornwall Council decision on request for Neighbourhood Area as submitted by Parish/Town Council	Complete	8 - 10 week (incl 6 week consultation period)																					Cornwall Council					
		Parish/Town Council to suggest where CC might advertise Neighbourhood Plan locally (to reach those who live/work/have businesses in area)	Complete																						Town Council					
		Cornwall Council to formally advertise Neighbourhood Area	Complete																						Cornwall Council					
		Cornwall Council decision following consultation period	Complete																						Cornwall Council					
	Stage 4: Information gathering - getting to know your neighbourhood and its context	Key Stakeholder Engagement	Establish what interest there is from potential developers	In Progress	On-going																				Comms SC					
Discussions with landowners			Complete																					Comms SC						
Ongoing liaison with key stakeholders (identified in Communication and Engagement Strategy)			In Progress	On-going																				Comms SC						
Building the Evidence Base		Tender for, select and appoint town planning consultants	Complete																					Town Council	Steering Group representation					
		Gather existing information e.g. demographic and socio-economic information, designated/protected sites, views from the initial questionnaire and community	Complete																					Town Council						
		Assess evidence gathered to identify gaps	Complete																					Steering Group						
		Establish what evidence is still required and where it may be sourced	In Progress	On-going																				Steering Group						
		Source or produce additional evidence if required	In Progress	On-going																				Steering Group						
In-depth Community Consultation		Undertake mapping exercise - e.g. infrastructure, trees and environmental elements, leisure/recreation facilities, shops, historical assets etc.	In Progress	On-going																				Planners	Allocate to Planner					
		Hold community events to present various development options (ensuring landowners are on board) and feedback results from the initial	In Progress	On-going																				Comms SC	Public consultation					
		Draft detailed questionnaire - this should be informed by the previous evidence gathering carried out through building the evidence base and the initial questionnaire	Not started	Tbc																				Comms SC	Give three options - select one					
		Agree dates (distribution/close), distribution method, consider incentive for completing questionnaire?	Not started	Tbc																				Steering Group						
		Ensure the questionnaire is inclusive and accessible to all	Not started	Tbc																				Comms SC	Paper and online					
		Distribute questionnaires	Not started	Tbc																				Steering Group						
	Collect completed questionnaires (if by hand)	Not started	Tbc																				Steering Group							
Analyse questionnaire responses	Not started	Tbc																				Steering Group								

