

Torpoint Parish  
Neighbourhood Plan

Last amended: 07/05/2015

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.	Complete																						N/A					
		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				
	Defining the Neighbourhood	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				
		Ensure that aims and objectives of doing the NP are clear/understood and realistic.	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	In Progress	On-going																					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. Timing 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	In Progress	On-going																						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			
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	In Progress																											
	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																							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	In Progress	On-going																					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	Not started	1 month																					Town Council					
		Assess evidence gathered to identify gaps	Not started	1 month																					Steering Group					
		Establish what evidence is still required and where it may be sourced	Not started	1 month																					Steering Group					
		Source or produce additional evidence if required	Not started	1 month																					Steering Group					
	In-depth Community Consultation	Undertake mapping exercise - e.g. infrastructure, trees and environmental elements, leisure/recreation facilities, shops, historical assets etc.	Not started	1 month																					Planners	Allocate to Planner				
		Hold community events to present various development options (ensuring landowners are on board) and feedback results from the initial	Not started	On-going																					Steering Group	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	1 month																					Comms SC	Give three options - select one				
		Agree dates (distribution/close), distribution method, consider incentive for completing questionnaire?	Not started	At meeting																					Steering Group					
		Ensure the questionnaire is inclusive and accessible to all	Not started	1 month																					Comms SC	Paper and online				
		Distribute questionnaires	Not started	1 week																					Steering Group					
Collect completed questionnaires (if by hand)		Not started	6 weeks																					Steering Group						
Analyse questionnaire responses		Not started	1 month																					Steering Group						

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Stage 5: Pulling it all together - what you want the neighbourhood to be like	Scope and content	Develop draft vision and objectives for the Neighbourhood Plan based on evidence and consultation to date If an NDO, will it give full permitted development rights or 'in principle'?	Not started	1 month																						>15													Steering Group	
		How long will the plan stand for? How often should it be refreshed?	N/A	N/A																																			N/A	
		Review relevant local and national planning policies and guidance	Not started	15 years																																			Town Council	2030 - In line with Cornwall Plan
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Stage 6: Writing policies and identifying projects	Drafting the Plan	Based on consultation responses and evidence gathered, identify key themes for the Neighbourhood Plan, e.g. Housing Growth, Housing Design, Environment, Heritage	Not started	3 months																						>15													Planners	
		Based on consultation responses and evidence gathered, identify sites for development and sites for protecting from development e.g. valuable community	Not started	3 months																						>15													Planners	
		Examine development options in context of baseline information and public opinion	Not started	3 months																						>15													Planners	
		Consult and agree the preferred direction with landowners	Not started	3 months																						>15													Planners	
		Decide plan layout, format, design etc.	Not started	3 months																						>15													Planners	
		Draft planning policies and guidance	Not started	3 months																						>15													Planners	
		Consider alternatives	Not started	3 months																						>15													Planners	
		Seek advice from Cornwall Council on other assessments that may be required, e.g. Strategic Environmental Assessment (SEA), Habitats Regulations Assessment	Not started	3 months																						>15													Planners	
		Carry out a Sustainability Check - consider mitigation measures to alleviate negative impacts and maximise positive outcomes	Not started	3 months																						>15													Planners	
		Finalise draft planning policies	Not started	1 week																																		>15	Planners	
		Compile draft Neighbourhood Plan	Not started	1 week																																		>22	Planners	
		Check conformity with Cornwall Council's Local Plan	Not started	3 months																						>15													Planners	Check as developed
		Consider in terms of equality and diversity	Not started	3 months																						>15													Planners	Check as developed
		Proof read draft Neighbourhood Plan	Not started	1 week																																		>31	Steering Group	
		Make any amendments	Not started	2 weeks																						>15												>11	Steering Group	
Finalise draft Neighbourhood Plan and get formal Parish/Town Council approval	Not started	1 month																						>15												>31	Town Council			
Stage 7: Testing and approving the Neighbourhood Plan - making sure the plan works and signing it off	Pre-submission Consultation	Informal community consultation on draft Neighbourhood Plan to ensure it represents what the community want - also feedback on results from detailed Formal six week consultation on Neighbourhood Plan as per Neighbourhood Planning Regulations	Not Started	3 months																					>15	>01	<15												Comms SC	Second questionnaire / outline plan
		Formal six week consultation on Neighbourhood Plan as per Neighbourhood Planning Regulations	Not Started	6 weeks																								11>	<31									Comms SC		
	Finalise Plan	Make any amendments necessary following pre-submission consultation	Not Started	1 week																																	01>	Steering Group		
		Re-check against various assessments as necessary	Not Started	1 week																																11>	Planners			
		Re-check general conformity with Cornwall Council's Local Plan	Not Started	1 week																																11>	Planners			
		Produce Consultation Statement in line with the Neighbourhood Planning Regs - summarising all consultation and engagement throughout process and detailing the Produce Basic Conditions Statement in line with the Neighbourhood Planning Regs	Not Started	1 week																																11>	Planners			
		N.B - You can contact Cornwall Council for guidance on this if required	Not Started	1 week																																11>	Planners			
		Get final approval and sign off from Parish/Town Council as Qualifying Body and agreement to submit to Cornwall Council	Not Started	2 weeks																																>30	Town Council			
	Submission of Plan & Approval	Submit the Neighbourhood Plan to Cornwall Council. This must include a map and statement identifying the area, Consultation Statement, confirmation that it meets Cornwall Council will review the Neighbourhood Plan and if it meets requirements, it will then be publicised for consultation	Not Started	Concurrent																																15	Cornwall Council	Need only re-check any changes		
		Cornwall Council submit for independent examination	Not Started	Concurrent																																15>	Cornwall Council	Need only re-check any changes		
		Modify or not? ( Cornwall Council may make modifications to the Neighbourhood Plan before the referendum to ensure that it complies with the recommendations of	Not Started	8-12 weeks																																>30 >31	Cornwall Council			
If the Neighbourhood Plan has to be modified, details to be publicised		Not Started	8-12 weeks																																>30 >31	Cornwall Council				
Referendum		Not Started	8-12 weeks																																>30 >31	Cornwall Council				
ADOPTION OF PLAN (if all of the above is successful)	Not Started	1 month																																30	Town Council					
Stage 8: Delivering and monitoring the plan	Delivery	Parish/Town Council to develop an Implementation Plan, e.g. working with developers to make it happen	Not Started																																					
		Monitoring - decide on how to monitor progress against objectives and reporting back to the community	Not Started																																					