

| 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                 | 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.      | 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                     | 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                                      |          |     |     |     | >15 |     |     |     |     | >30 |     |     |      |     |     |     |     |     |                |                | 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, <i>Tying in with existing community events such as</i>       | In Progress  | On-going                                      |          |     |     |     |     | >15 | 22  |     |     |     | 12  |     |      |     |     |     |     |     |                |                |                | 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   |   |          |     |     |     |     | <15 |     |     |     |     |     |     |      |     |     |     |     |     |                |                |                | 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                                      |          |     |     |     |     |     | 15> | 22  |     |     |     | >31 |      |     |     |     |     |     |                |                |                | Data Input Team                  |                                   |     |                |       |
|   | Review events and questionnaire to ensure engagement was inclusive and accessible to all | Complete   |  |   |          |     |     |     |     | 22  |     |     |     |     |     |     |      |     |     |     |     |     |                |                | 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   | 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   |  |  | 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        | In Progress  | 1 month                                       |          |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |                |                | Town Council   |                                  |                                   |     |                |       |
|   |  | Assess evidence gathered to identify gaps  | In Progress  | 1 month                                       |          |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |                |                | Steering Group |                                  |                                   |     |                |       |
|   |  | Establish what evidence is still required and where it may be sourced  | In Progress  | 1 month                                       |          |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |                |                | Steering Group |                                  |                                   |     |                |       |
|   |  | Source or produce additional evidence if required  | In Progress  | 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                              | In Progress  | 6-8 Weeks                                     |          |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |                |                | 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           | 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 |                |                |                                  |                                   |     |                |       |

