												Dates	i								
Cornwall Council Toolkit Stage	Suggested Action	Suggested Activities	Progress	Duration	2015								2016							Responsibility	Notes
					Jan Fel	b Mar	Apr M	/lay Ju	un Jul Au	g Sep (Oct Nov	Dec Ja	n Feb	Mar Apı	May Jun	Jul	Aug Sep (Oct No	v 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			24														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			24														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				>13													Comms SC	
	on atogy	Ensure that strategy is inclusive and accessible to all	Complete				>13													Comms SC	
		Information/awareness raising community event/s (based on communication and engagement strategy). NB. Tving in with existing community events such as	In Progress	On-going			>	>15 2	2	12										Comms SC	Extended to 22 May
	General Awareness & Defining Key	Initial Questionnaire - promote awareness and understanding, gather local views	Complete				<	<15		11										Comms SC	Target schools & youth groups
	Issues and Opportunities	on doing the neighbourhood plan, establish local issues and priorities and ask for Analyse questionnaire responses and gauge support and understanding of	In Progress	On-going			1	15> 22	2 >31									\top		Data Input Team	
		neighbourhood planning, broadly define key issues and priorities from responses Review events and questionnaire to ensure engagement was inclusive and	Complete	- v				22		++			+			+	+	+	+	Steering Group	Set up a working group to report
		accessible to all Set up Steering Group and agree roles (chair, project manager, secretary etc.) and	Complete				13			++		\vdash	\top			+	\dashv	+	+	N/A	
		Terms of Reference Agree and Set up process to ensure flow of information between Parish/Town	Complete			+	13			++			+			+	+	+	+	N/A	
	Set up Steering Group/Neighbourhood Planning Team	Council and Steering Group. Consider if Steering Group would benefit from other representation e.g. outlying	Complete			-	13			++		\vdash	+		++	+	+	+	+	Steering Group	George Trubody - Chairman Rame NP
		hamlets/villages 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 &	Complete			+	27	+		++			+					+	+	Project Plan SC	Enote to engage an age groups
Stage 3: Getting organised - making		realistic timeframe for process) & resources (people/funding) etc. Agree Project Plan	Complete			+	-	11		++								+	+	Steering Group	Agenda
sure you're ready to prepare the plan		Second application for funding	·							++								+		oteering Group	ngerida
	Submission of letter & map to Cornwall Council	Parish/Town Council to send letter and map to Cornwall Council to formally apply	In Progress Complete			+		+		++	-		+					+	+	Town Council	
		for Neighbourhood Area Cornwall Council decision on request for Neighbourhood Area as submitted by				++	_	+		++			+					+	+		
		Parish/Town Council Parish/Town Council to suggest where CC might advertise Neighbourhood Plan	Complete	8 - 10 week (incl 6 week		+				++								+		Cornwall Council	
		locally (to reach those who live/work/have businesses in area)	Complete	consultation period)		++	_	+		++	-		+					+		Town Council	
		Cornwall Council to formally advertise Neighbourhood Area	Complete	pocu)		++	_	+		++								+	+	Cornwall Council	
		Cornwall Council decision following consultation period	Complete			+		+		++								+		Cornwall Council	
	Key Stakeholder Engagement	Establish what interest there is from potential developers	In Progress	On-going				+		++				>31				\perp		Comms SC	
		Discussions with landowners Ongoing liaison with key stakeholders (identified in Communication and	In Progress	On-going		++		_		++			-	>31				\perp		Comms SC	
		Engagement Strategy)	In Progress	On-going		++		>1		++				>31				_		Comms SC	
	Building the Evidence Base	Tender for, select and appoint town planning consultants Gather existing information e.g. demographic and socio-economic information,	Complete			\perp		20		\perp			\perp					_		Town Council	Steering Group representation
		designated/protected sites, views from the initial questionnaire and community	In Progress	1 month				>1	15											Town Council	
		Assess evidence gathered to identify gaps	In Progress	1 month		$\perp \perp$		>1	15	$\perp \perp$			\perp							Steering Group	
		Establish what evidence is still required and where it may be sourced	In Progress	1 month				>1	15											Steering Group	
Stage 4: Information gathering - getting to know your neighbourhood		Source or produce additional evidence if required	In Progress	1 month				>1	15											Steering Group	
and its context	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					>15									\perp		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						01> <	<31							\perp		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				>1	15											Comms SC	Give three options - select one
		Agree dates (distribution/close), distribution method, consider incentive for completing questionnaire?	Not started	At meeting				11												Steering Group	
		Ensure the questionnaire is inclusive and accessible to all	Not started	1 month					<15	\bot \top						$oxed{\Box}$				Comms SC	Paper and online
		Distribute questionnaires	Not started	1 week					>0	1			\prod							Steering Group	
		Collect completed questionnaires (if by hand)	Not started	6 weeks						<15										Steering Group	
		Analyse questionnaire responses	Not started	1 month						>15										Steering Group	
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Cornwall Council Toolkit Stage	Suggested Action	Suggested Activities	Progress	Duration					2015								2	2016				Responsibility	Notes
					Jan F	eh Mar	r Anr			Aug	Sen O	Oct No	v Dec	Jan F	eh Mar	Anr	lav Jur	Jul	Aug Se	p Oct N	lov Dec	-	
		Develop draft vision and objectives for the Neighbourhood Plan based on evidence		4	Juli I	ob ma	7 45.	ay oc	un ou	7.09		-	1 200	00	00 11101	749.	.uy ou.	1 00. /	rag o	p 000 in	.01 501		
		and consultation to date	NOT STATEG	1 month							>	•15	-	$\vdash \vdash$	+	++	\perp	++	\perp	++	\perp	Steering Group	
tage 5: Pulling it all together - what	Scope and content	If an NDO, will it give full permitted development rights or 'in principle'?	N/A	N/A																		N/A	
ou want the neighbourhood to be like	Scope and content	How long will the plan stand for? How often should it be refreshed?	Not started	15 years																		Town Council	2030 - In line with Cornwall Plan
		Review relevant local and national planning policies and guidance	Not started	15 years																		Planners	2030 - In line with Cornwall Plan
Stage 6: Writing policies and identifying projects		Based on consultation responses and evidence gathered, identify key themes for the Neighbourhood Plan, e.g. Housing Growth, Housing Design, Environment,	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						1 1				Planners	
		Draft planning policies and guidance	Not started	3 months		+				Н	>	15	+									Planners	
		Consider alternatives	Not started	3 months								15	+			++		++	\dashv	++	+	Planners	
		Seek advice from Cornwall Council on other assessments that may be required,	Not started	3 months						\vdash		15	+	\vdash	+	++	+	++	+	++	+	Planners	
	Drafting the Plan	e.g. Strategic Environmental Assessment (SEA). Habitats Regulations Assessment Carry out a Sustainability Check - consider mitigation measures to alleviate										-	+		+		-	+ +		++			
		negative impacts and maximise positive outcomes	Not started	3 months						\vdash		15	-	\vdash	\perp			1 1	_	++	_	Planners	
		Finalise draft planning policies	Not started	1 week						Н		\perp	1	>15	_							Planners	
		Compile draft Neighbourhood Plan	Not started	1 week						Ш		\perp	1	>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	
	Pre-submission Consultation	Informal community consultation on draft Neighbourhood Plan to ensure it represents what the community want - also feedback on results from detailed	Not Started	3 months							>15	>0	1 <15									Comms SC	Second questionnaire / outline plan
		Formal six week consultation on Neighbourhood Plan as per Neighbourhood Planning Regulations	Not Started	6 weeks										1	1> <31							Comms SC	
	Finalise Plan	Make any amendments necessary following pre-submission consultation	Not Started	1 week												01>				11		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						Н		+	+			11>						Planners	
		Produce Consultation Statement in line with the Neighbourhood Planning Regs -	Not Started	1 week		+				Н		+	+			11>						Planners	
Stage 7: Testing and approving the Neighbourhood Plan - making sure the plan works and signing it off		summarising all consultation and engagement throughout process and detailing the Produce Basic Conditions Statement in line with the Neighbourhood Planning Regs		1 week						\vdash	\vdash	+	+	\vdash	+	11>	+	+	\dashv	++	+	Planners	
		N.B - You can contact Cornwall Council for quidance on this if required Get final approval and sign off from Parish/Town Council as Qualifying Body and	Not Started	2 weeks						\vdash		+	+	\vdash	+	>30		++				Town Council	
	Submission of Plan & Approval	agreement to submit to Cornwall Council Submit the Neighbourhood Plan to Cornwall Council. This must include a map and	Not Started	Concurrent						\vdash		+	+	\vdash	+	+	15	++	+	++	+	Cornwall Council	
		statement identifying the area. Consultation Statement, confirmation that it meets Cornwall Council will review the Neighbourhood Plan and if it meets requirements,	Not Started	Concurrent								+	+			+	5>	++	+	++		Cornwall Council	Need only re-check any changes
		it will then be publicised for consultation Cornwall Council submit for independent examination	Not Started	Concurrent						\vdash		+	+	\vdash	+	++	_) >31	+	++	+	Cornwall Council	Need only re-check any changes
		Modify or not? (Cornwall Council may make modifications to the Neighbourhood		8-12 weeks						\vdash		+	+		+	+	_	+	+	++			
		Plan before the referendum to ensure that it complies with the recommendations of								H		+	+	\vdash	+	++	>30	>31	+	0 . 04	+	Cornwall Council	
		If the Neighbourhood Plan has to be modified, details to be publicised	Not Started	8-12 weeks				+		\vdash		+	+	\vdash	+	++	+	+		0 >31	+	Cornwall Council	
		Referendum ADORTION OF BLAN (if all of the chara is successful)	Not Started									\perp	\perp	\sqcup				$\perp \perp$	>(0 >31	\perp	Cornwall Council	
		ADOPTION OF PLAN (if all of the above is successful)	Not Started	1 month								\perp								3	30	Town Council	
Stage 8: Delivering and monitoring the	Delivery	Parish/Town Council to develop an Implementation Plan, e.g. working with developers to make it happen	Not Started																				
lan	Delivery	Monitoring - decide on how to monitor progress against objectives and reporting back to the community	Not Started																				