Torpoint Parish
Neighbourhood Plan

Last amended: 04/08/2016

Cornwall Council Toolkit Stage	Suggested Action	Suggested Activities	Progress	Duration	Dates																																																Responsibility	Notes
					2015												2016												2017												2018													
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	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				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 usually	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	Complete						>15				>30																																								Comms SC	Questionnaire to businesses?
		Develop Communication and Engagement Strategy (what/who/how/when/why)	Complete					>13																																													Comms SC	
		Ensure that strategy is inclusive and accessible to all	Complete					>13							21																																						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					>15	22			12		21						>31																																Comms SC	Extended to May 16
		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	Complete						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					13																																													N/A	
		Agree and Set up process to ensure flow of information between Parish/Town Council and Steering Group.	Complete					13																																													N/A	
		Consider if Steering Group would benefit from other representation e.g. outlying hamlets/villages	Complete					13																																													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					27																																													Project Plan SC	
		Agree Project Plan	Complete						11																																												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	8 - 10 week (incl 6 week consultation period)																																																	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															>31																																		Comms SC	
		Discussions with landowners	Complete																>31																																		Comms SC	
		Ongoing liaison with key stakeholders (identified in Communication and Engagement Strategy)	In Progress	On-going															>31																																		Comms SC	
	Building the Evidence Base	Tender for, select and appoint town planning consultants	Complete							20																																											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	Complete														>31																																				Steering Group	
		Source or produce additional evidence if required	Complete														>31																																				Steering Group	
	In-depth Community Consultation	Undertake mapping exercise - e.g. infrastructure, trees and environmental elements, leisure/recreation facilities, shops, historical assets etc.	Complete														>31																																				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													>31																																				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	N/A	N/A																																																	N/A	
		Agree dates (distribution/close), distribution method, consider incentive for completing questionnaire?	N/A	N/A																																																	N/A	
		Ensure the questionnaire is inclusive and accessible to all	N/A	N/A																																																	N/A	
		Distribute questionnaires	N/A	N/A																																																	N/A	
		Collect completed questionnaires (if by hand)	N/A	N/A																																																	N/A	
		Analyse questionnaire responses	N/A	N/A																																																	N/A	

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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	Complete											>15																																							Steering Group	
		If an NDO, will it give full permitted development rights or 'in principle'?	N/A	N/A																																																	N/A	
		How long will the plan stand for? How often should it be refreshed?	Complete																																																			Town Council	2030 - In line with Cornwall Plan
		Review relevant local and national planning policies and guidance	In Progress	3 months																																																	Planners	2030 - In line with Cornwall Plan

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,	In Progress	5 months																						>31																											Planners	
		Based on consultation responses and evidence gathered, identify sites for development and sites for protecting from development e.g. valuable community	In Progress	3 months																						>31																											Planners	
		Examine development options in context of baseline information and public opinion	In Progress	3 months																						>31																											Planners	
		Consult and agree the preferred direction with landowners	In Progress	3 months																						31>	<15																										Planners	
		Decide plan layout, format, design etc.	Not started	3 months																						31>	<15																										Planners	
		Draft planning policies and guidance	Not started	3 months																						31>	<15																										Planners	
		Consider alternatives	Not started	3 months																						31>	<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																									01>																								Planners	
		Carry out a Sustainability Check - consider mitigation measures to alleviate negative impacts and maximise positive outcomes	Not started	3 months																									01>																								Planners	
		Finalise draft planning policies	Not started	1 week																									01>																								Planners	
		Compile draft Neighbourhood Plan	Not started	1 week																									01>																								Planners	
		Check conformity with Cornwall Council's Local Plan	Not started	3 months																									01>																								Planners	Check as developed
		Consider in terms of equality and diversity	Not started	3 months																									01>																								Planners	Check as developed
		Proof read draft Neighbourhood Plan	Not started	1 week																									01>																								Steering Group	
		Make any amendments	Not started	2 weeks																									01>																								Steering Group	
		Finalise draft Neighbourhood Plan and get formal Parish/Town Council approval	Not started	6 weeks																									01>	<28																							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	Not Started	6 weeks																											01>	<30																				Comms SC	
		Formal six week consultation on Neighbourhood Plan as per Neighbourhood Planning Regulations	Not Started																												01>	<30																				Comms SC	
	Finalise Plan	Make any amendments necessary following pre-submission consultation	Not Started	8 weeks																												01>	<31																			Steering Group	Decided by focus groups
		Re-check against various assessments as necessary	Not Started																													01>	<31																			Planners	
		Re-check general conformity with Cornwall Council's Local Plan	Not Started																													01>	<31																			Planners	
		Produce Consultation Statement in line with the Neighbourhood Planning Regs - summarising all consultation and engagement throughout process and detailing the	Not Started																													01>	<31																			Planners	
		Produce Basic Conditions Statement in line with the Neighbourhood Planning Regs *N.B - You can contact Cornwall Council for guidance on this if required*	Not Started																													01>	<31																			Planners	
		Get final approval and sign off from Parish/Town Council as Qualifying Body and agreement to submit to Cornwall Council	Not Started																													01>	<31																			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	Not Started	6 weeks																															01>	<31																	Cornwall Council	Need only re-check any changes
		Cornwall Council will review the Neighbourhood Plan and if it meets requirements, it will then be publicised for consultation	Not Started	6 weeks																															01>	<31																	Cornwall Council	Need only re-check any changes
		Cornwall Council submit for independent examination	Not Started	8-12 weeks																																			01>															Cornwall Council	
		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																																				01>															Cornwall Council	
		If the Neighbourhood Plan has to be modified, details to be publicised	Not Started	8-12 weeks																																																		Cornwall Council	
		Referendum	Not Started																																							<31												Cornwall Council	
		ADOPTION OF PLAN (if all of the above is successful)	Not Started	1 month																																							<28											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																																																			