

Dawlish Neighbourhood Plan Project Plan Proposal

| DAWLISH NP PROJECT PLAN OVERVIEW | | | | | | | | | | | | | | | | | | |
|----------------------------------|---------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| STAGE: | Nov14 | Dec14 | Jan15 | Feb15 | Mar15 | Apr15 | May15 | Jun15 | Jul15 | Aug15 | Sep15 | Oct15 | Nov15 | Dec15 | Jan16 | Feb16 | Mar16 | Apr16 |
| 1 | Getting Started | | | C1 | | | | | | | | | | | | | | |
| 2 | Identify Issues | | | | | C2 | C2 | | | | | | | | | | | |
| 3 | Vision & Objectives | | | | | | | | | | C3 | | | | | | | |
| 4 | Generate Options | | | | | | | | | | | | | | | | | |
| 5 | Prepare Draft Plan | | | | | | | | | | | | | | | | | |
| 6 | Consultation & Submission | | | | | | | | | | | | | | C4 | C4 | | |
| 7 | Independent Examination | | | | | | | | | | | | | | | | | |
| 8 | Referendum & Adoption | | | | | | | | | | | | | | | | | |

Notes and Assumptions:

- Assumes the NPSG will meet regularly to review outputs and monitor progress
- Key decisions will be taken by Town Council and this must be reflected in Project Plan and timetable
- The Project Plan will be reviewed regularly and amended every six months
- Task Groups, with defined roles and targets will be set up as required (each will normally be led by a member of the NPSG)
- There will be a need to recruit willing community volunteers to assist as members of task groups
- Avoids August and December for formal consultation events/activities

Consultation Points:

C1 - publicise intention and purpose, recruit helpers

C2 - survey of local needs & aspirations

C3 - consult on vision & objectives

C4 - consult on draft plan

C5 – Referendum – 2016 NB. This is the responsibility of the local planning authority

Organising

| Stage 1 Getting Started: | | | | | | | | | |
|--------------------------|------------------------|---------------------------------------|------|---|-------|-------|-------|-------|-------|
| No. | Process | Method | Lead | £ | Nov14 | Dec14 | Jan15 | Feb15 | Mar15 |
| 1.1 | Publicise intention | newsletter & website | | £ | | | | | |
| | | NP Website design | | £ | | | | | |
| 1.2 | Consult LPA | discussion with TDC | | | | | | | |
| | | agree working arrangements | | | | | | | |
| | | approve working arrangements | | | | | | | |
| 1.3 | Devolve task | agree to form NP Group | DTC | | | | | | |
| | | prepare terms of reference | Con | | | | | | |
| | | approve terms of reference | DTC | | | | | | |
| 1.4 | Form NP group | identify group members | DTC | | | | | | |
| | | brief members | Con | | | | | | |
| | | allocate responsibilities | NPSG | | | | | | |
| | | Identify training needs | NPSG | | | | | | |
| 1.5 | Communication proposal | identify stakeholders & targets | | | | | | | |
| | | prepare communications strategy | Con | | | | | | |
| | | approve communications strategy | NPSG | | | | | | |
| 1.6 | Set plan area | consider options | DTC | | | | | | |
| | | approve NP boundary | DTC | | | | | | |
| 1.7 | Application to LPA | prepare application statement & map | DTC | | | | | | |
| | | submit application | DTC | | | | | | |
| 1.8 | Designation | publicise application | TDC | | | | | | |
| | | review comments | TDC | | | | | | |
| | | approve application | TDC | | | | | | |
| 1.9 | Delivery plan | prepare project plan | Con | | | | | | |
| | | approve project plan | DTC | | | | | | |
| | | prepare community engagement strategy | Con | | | | | | |
| | | approve community engagement strategy | NPSG | | | | | | |
| 1.10 | Budget/resources | identify resource requirements | | | | | | | |
| | | Make funding applications | | | | | | | |
| | | approve budget | DTC | | | | | | |

DTC = Dawlish Town Council

TC = Town Clerk

TDC = Teignbridge DC (local planning authority)

NPSG = Neighbourhood Plan Steering Group

Con = Consultant

Survey & Analysis

| Stage 2 Identifying the Issues: | | | | | | | | | | | |
|---------------------------------|-----------------------|--|-------------|---|-------|-------|-----------|-----------|-------|-------|-------|
| No. | Process | Method | Lead | £ | Feb15 | Mar15 | Apr15 | May15 | Jun15 | Jul15 | Aug15 |
| 2.1 | Strategic context | research/review strategy documents | | | | | | | | | |
| | | liaise with LPA | | | | | | | | | |
| | | prepare report | | | | | | | | | |
| 2.2 | Community context | research/review local situation/strategies | | | | | | | | | |
| | | prepare report | | | | | | | | | |
| 2.3 | Local needs | consult local bodies/organisations | | | | | | | | | |
| | | design community survey | | | | | | | | | |
| | | approve community survey | NPSG | | | | | | | | |
| | | carry out community survey | | | | | C2 | C2 | | | |
| | | analyse survey & prepare report | | | | | | | | | |
| 2.4 | Development potential | planning history & current land uses | | | | | | | | | |
| | | assess development potential & constraints | | | | | | | | | |
| 2.5 | Future demands | trends & forecasts | | | | | | | | | |
| | | specialist studies <i>(if necessary)</i> | | | | | | | | | |
| | | report & mapping | | | | | | | | | |
| 2.6 | Stakeholder views | consult landowners | | | | | | | | | |
| | | consult statutory bodies and agencies | | | | | | | | | |
| | | prepare report | | | | | | | | | |
| 2.7 | NP Issues | analyse surveys & consultations | | | | | | | | | |
| | | prepare issues & opportunities report | | | | | | | | | |
| 2.8 | Scope & content | prepare & recommend scope & content | | | | | | | | | |
| | | agree NP purpose & focus | DTC | | | | | | | | |

| Stage 3 Vision & Objectives: | | | | | | | |
|------------------------------|------------------------|---|-------------|---|-------|-------|-----------|
| No. | Process | Method | Lead | £ | Jul15 | Aug15 | Sep15 |
| 3.1 | Draft vision | visioning exercise/workshop | | | | | |
| | | prepare vision statement | | | | | |
| | | agree draft vision | NPSG | | | | |
| 3.2 | Draft objectives | interpret vision & prepare draft objectives | | | | | |
| | | agree draft NP objectives | NPSG | | | | |
| 3.3 | Sustainability | set objectives & criteria | | | | | |
| | | agree sustainability framework | | | | | |
| 3.4 | Consult | publicise draft vision & objectives | | | | | |
| | | consult on vision & objectives | | | | | C3 |
| | | analyse and report on consultation | | | | | |
| 3.5 | NP vision & objectives | prepare vision & objectives report | | | | | |
| | | approve vision & objectives | DTC | | | | |

