Dawlish Neighbourhood Plan Project Plan Proposal

				[DAWLIS	H NP P	ROJECT	PLAN (OVERV	IEW									
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											<i>C3</i>							
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	e 1 Getting Started:								
No.	Process	Method	Lead	£	Nov14	Dec14	Jan15	Feb15	Mar15
1.1	Publicise intention	newsletter & website		£					
1.1	Publicise intention	NP Website design		£					
		discussion with TDC							
1.2	Consult LPA	agree working arrangements							
		approve working arrangements						5 Feb15	
		agree to form NP Group	DTC						
1.3	Devolve task	prepare terms of reference	Con						
		approve terms of reference	DTC						
		identify group members	DTC						
1 1	Form ND group	brief members	Con						
1.4	Form NP group	allocate responsibilities	NPSG						
		Identify training needs	NPSG						
		identify stakeholders & targets							
1.5	Communication proposal	prepare communications strategy	Con						
		approve communications strategy	NPSG						
1.6	Cat plan area	consider options	DTC						
1.0	Set plan area	approve NP boundary	DTC						
17	Application to LDA	prepare application statement & map	DTC						
1.7	Application to LPA	submit application	DTC						
		publicise application	TDC						
1.8	Designation	review comments	TDC						
1.4 For 1.5 Co 1.6 Set 1.7 Ap		approve application	TDC						
		prepare project plan	Con						
4.0	D !!	approve project plan	DTC						
	Delivery plan	prepare community engagement strategy	Con						
		approve community engagement strategy	NPSG						
		identify resource requirements							
1.10	Budget/resources	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

Stag	e 2 Identifying the Issue	s:									
No.	Process	Method	Lead	£	Feb15	Mar15	Apr15	May15	Jun15	Jul15	Aug15
		research/review strategy documents									
2.1	Strategic context	liaise with LPA									
		prepare report									
2.2	Community context	research/review local situation/strategies									
2.2	Community context	prepare report									
		consult local bodies/organisations									
		design community survey									
2.3	2.3 Local needs2.4 Development potential	approve community survey	NPSG								
		carry out community survey					C2	C2			
		analyse survey & prepare report									
2.4	Dovolonment notantial	planning history & current land uses									
2.4	Development potential	assess development potential & constraints									
		trends & forecasts									
2.5	Future demands	specialist studies (if necessary)									
		report & mapping									
		consult landowners									
2.6	Stakeholder views	consult statutory bodies and agencies									
		prepare report									
2.7	NP Issues	analyse surveys & consultations									
2.7	INF ISSUES	prepare issues & opportunities report									
2.8	Scope & content	prepare & recommend scope & content									
2.0	Scope & content	agree NP purpose & focus	DTC								

Stag	e 3 Vision & Objectives:						
No.	Process	Method	Lead	£	Jul15	Aug15	Sep15
		visioning exercise/workshop					
3.1	Draft vision	prepare vision statement					
		agree draft vision	NPSG				
2.2	Draft objectives	interpret vision & prepare draft objectives					
3.2	3.2 Draft objectives	agree draft NP objectives	NPSG				
3.3	Sustainability	set objectives & criteria					
3.3	Sustainability	agree sustainability framework					
		publicise draft vision & objectives					
3.4	Consult	consult on vision & objectives					С3
		analyse and report on consultation					
3.5	ND vision & objectives	prepare vision & objectives report					
3.5	NP vision & objectives	approve vision & objectives	DTC				

Plan Making

Stage	4 Generate Options:											
No.	Process	Method	Lead	£	Oct15	Nov15	Dec15	Jan16	Feb16	Mar16	Apr16	
4.1	Options	generate development options										
4.2	Impacts	consider who/what will be affected and how										
4.3	Sustainability	sustainability appraisal										
4.4	Options Appraisal	options appraisal										
Stage	5 Prepare Draft Plan											
No.	Process	Method	Lead	£	Oct15	Nov15	Dec15	Jan16	Feb16	Mar16	Apr16	
5.1	Policies	draft NP Policy statements										
5.2	Proposals	prepare NP Proposals map										
5.3	Compliance	check compliances										
5.4	Implementation	prepare implementation strategy	NPSG									
5.5	Consultation document	approve draft plan	DTC									
Stage	6 Consultation & Subm	ission										
No.	Process	Method	Lead	£	Oct15	Nov15	Dec15	Jan16	Feb16	Mar16	Apr16	
6.1	Statutory consultees	consult formally	TC									
6.2	Community	apply consultation strategy	NPSG					C4	C4			
6.3	Stakeholders	consult formally	TC									
6.4	Consultation	prepare consultation statement	NPSG									
6.5	Amendments	consider comments & amend if necessary	NPSG									
6.6	Submission documents	approve submission documents	DTC									
6.7	Publicity	publicise intention to submit	TC									
6.8	Submission	prepare and submit required documents	TC									