

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				

