

Dawlish Neighbourhood Plan Project Plan Proposal

DAWLISH NP PROJECT PLAN OVERVIEW																								
		2014		2015										2016										
STAGE:		Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1	Getting Started			C1																				
2	Identify Issues											C2	C2											
3	Vision & Objectives															C3								
4	Generate Options																							
5	Prepare Draft Plan																				C4			
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	AdTC			✓	✓	
		NP Website design	TC			✓		
1.2	Consult LPA	discussion with TDC	TG	✓				
		agree working arrangements	TG	✓				
		approve working arrangements	TG		✓			
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	TG			✓		
		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	TC				✓	
		Make funding applications	TC					
		approve budget	DTC					

DTC = Dawlish Town Council

AdTC = Administrator (on behalf of Town Clerk)

TDC = Teignbridge DC (local planning authority)

NPSG = Neighbourhood Plan Steering Group

TG = Task Group (appointed by NPSG)

Con = Consultant

Survey & Analysis

Stage 2 Identifying the Issues:													
No.	Process	Method	Lead	Feb15	Mar15	Apr15	May15	Jun15	Jul15	Aug15	Sep15	Oct15	
2.1	Strategic context	research/review strategy documents	Con	✓									
		liaise with LPA	Con	✓									
		prepare report	Con		✓								
2.2	Community context	research/review local situation/strategies	Con		✓	✓	✓	✓					
		prepare report	Con		✓								
2.3	Local needs	consult local bodies/organisations	AdTC	✓									
		Review recent community consultation	TG						✓				
		Design community consultation	TG										
		approve community consultation	NPSG										
		carry out community consultation	TG									C2	C2
		analyse response & prepare report	Con										
2.4	Development potential	planning history & current land uses	Con					✓					
		Identify sites	TG										
		assess development potential & constraints	TG										
2.5	Future demands	trends & forecasts	Con										
		specialist studies (<i>if necessary</i>)	Con										
		report & mapping	Con										
2.6	Stakeholder views	consult landowners	AdTC										
		consult statutory bodies and agencies	AdTC		✓	✓			✓	✓			
		prepare report	AdTC										
2.7	NP Issues	analyse surveys & consultations	Con										
		prepare issues & opportunities report	Con										

Stage 3 Vision & Objectives:							
No.	Process	Method	Lead	Nov15	Dec15	Jan16	Feb16
3.1	Draft vision	visioning exercise	Con				
		prepare vision statement	TG				
		agree draft vision	NPSG				
3.2	Draft objectives	Prepare draft aims and objectives	Con				
		agree draft NP aims and objectives	NPSG				
3.3	Consult	publicise draft aims & objectives	AdTC				
		consult on aims & objectives	TG				C3
		analyse and report on consultation	Con				
3.4	NP vision & objectives	prepare vision & objectives report	Con				
		approve vision & objectives	DTC				

Plan Making

Stage 4 Generate Options:							
No.	Process	Method	Lead	Feb16	Mar16	Apr16	May16
4.1	Options	generate development options	Con				
4.2	Opportunities	Specialist studies	Con				
4.3	Impacts	consider who/what will be affected and how	Con				
4.4	Sustainability	set objectives & criteria	TG				
		agree sustainability framework	TG				
		sustainability appraisal	Con				
4.5	Options Appraisal	options appraisal	Con				

Stage 5 Prepare Draft Plan									
No.	Process	Method	Lead	Mar16	Apr16	May16	Jun16	Jul16	
5.1	Policies	draft NP Policy statements	Con						
5.2	Proposals	prepare NP Proposals map	Con						
5.3	Compliance	Consult LPA	Con						
5.4	Implementation	prepare implementation strategy	NPSG						
5.5	Consultation document	approve draft plan	DTC						
5.5	Consult	Informal consultation	AdTC			C4			

Stage 6 Consultation & Submission									
No.	Process	Method	Lead	May16	Jun16	Jul16	Aug16	Sep16	
6.1	Statutory consultees	consult formally	AdTC						
6.2	Community	apply consultation strategy	NPSG		C4	C4			
6.3	Stakeholders	consult formally	AdTC						
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						