

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	Con		✓						
		liaise with LPA	Con		✓						
		prepare report	Con			✓					
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				

