

## LOOE NEIGHBOURHOOD PLAN: OUTLINE PROJECT PLAN

Phases	Stages	Actions	Timetable (Note Months are inclusive)
<b>Laying the foundations</b>	<b>Stage 1: Starting up</b>	<ul style="list-style-type: none"> <li>• <b>Getting started: Town Council Authority</b></li> <li>• <b>Defining the Neighbourhood</b></li> <li>• <b>Submission of letter &amp; map to Cornwall Council</b></li> <li>• <b>Cornwall Council consult residents and stakeholders</b></li> </ul>	<b>Prior to September 2013</b> <b>24th October 2012.</b> <b>25th January 2013 and</b> <b>8th March 2013.</b>  <b>27<sup>th</sup> July 2013</b>
	<b>Stage 2: Organisation</b>	<ul style="list-style-type: none"> <li>• <b>Cornwall Council approve designation.</b></li> <li>• <b>Set up Neighborhood Planning Steering Group</b></li> <li>• <b>Agree ToR</b></li> <li>• <b>Develop and keep under review Project Plan</b></li> <li>• <b>Assess and keep under review the budget requirement</b></li> <li>• </li> <li>• <b>Secure grant funding</b></li> <li>• <b>Identify sources of support</b></li> <li>• </li> </ul>	<b>September 2013*</b> <b>October 2013*</b> <b>Not Done*</b> <b>2012/13 &amp; 13/14 budget*</b> <b>Not Done*</b>
	<b>Ensuring community support for the neighbourhood planning process, community awareness raising.</b>	<ul style="list-style-type: none"> <li>• <b>Presentations, open days and initial questionnaire</b></li> <li>• <b>Analysis and feedback</b></li> </ul>	<b>March – April 2015</b> <b>??*</b>
<b>From capacity to action</b>	<b>Stage 4: Develop communication and engagement strategies</b>	<ul style="list-style-type: none"> <li>• <b>Understand nature of area, demographics, key stakeholders, accessibility needs etc.</b></li> <li>• <b>Develop communications methods (website, twitter, Facebook, press releases, etc)</b></li> </ul>	<b>Nov/Dec 2015</b>
	<b>Stage 5: Use initial feedback to 'scope' plan work</b>	<ul style="list-style-type: none"> <li>• <b>Initial scoping</b></li> <li>• <b>Key Stakeholder Identification and Engagement</b></li> </ul>	<b>Nov 2015</b>
	<b>Stage 6. In depth Community and stakeholder engagement</b>	<ul style="list-style-type: none"> <li>• <b>Detailed survey, workshops, etc</b></li> </ul>	<b>Jan/March 2016</b>

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	<p><b>Stage 7: Evidence gathering</b></p> <p><b>Stage 8: Pulling community engagement results and evidence together</b> <b>Working Groups activity</b></p>	<ul style="list-style-type: none"> <li>• <b>Building the Evidence Base from research and feedback</b></li> <li>•</li> <li>• <b>Define scope strategic vision and aims, outline content, thematic objectives and options (one-off workshop)</b></li> <li>• <b>Working Groups develop detailed proposals</b></li> <li>• <b>In-depth community and stakeholder involvement on sites and policy option</b></li> <li>• <b>Prepare 'Strategic Narrative' (One-off workshop)</b></li> <li>•</li> </ul>	<p><b>Jan/April 2016</b></p> <p><b>April 2016</b></p> <p><b>April/July 2016</b> <b>April/July 2016</b></p> <p><b>Sept 2016</b></p>
<b>Producing the Draft Plan</b>	<b>Stage 8: Narrowing down the options and technical writing of draft plan.</b>	<ul style="list-style-type: none"> <li>• <b>Technical writing of NP</b></li> <li>• <b>'Sign off' of NP by Town Council.</b></li> </ul>	<p><b>Oct/Nov 2016</b> <b>Dec 2016</b></p>
<b>Refining and 'Making' the Plan</b>	<p><b>Stage 9: Testing and approving the Neighbourhood Plan</b></p> <p><b>Stage 10: Making of the Plan</b></p>	<ul style="list-style-type: none"> <li>• <b>Pre-submission Consultation/ Finalise Plan</b></li> <li>• <b>Submission of Plan for approval</b></li> <li>• <b>Examination</b></li> <li>• <b>Referendum</b></li> <li>• <b>Formal 'Making' as part of the planning policy framework.</b></li> <li>•</li> </ul>	<p><b>Jn/Feb 2017</b> <b>Mar 2017</b> <b>May 2017</b></p> <p><b>June/July 2017</b></p> <p><b>By end October 2017</b></p>
<b>Into action...</b>	<b>Stage 11: Delivering and monitoring the plan</b>	<ul style="list-style-type: none"> <li>• <b>Delivery of plan provisions....</b></li> </ul>	<b>Thereafter....</b>
<b>NOTES</b>		<ul style="list-style-type: none"> <li>•</li> </ul>	<b>* = needs review</b>