

AGENDA ITEM 4: LOOE NEIGHBOURHOOD PLAN: OUTLINE PROJECT PLAN v5

Phases	Stages	Actions	Timetable (Note Months are inclusive)
Laying the foundations <i>Capacity building action</i>	Stage 1: Starting up	• Getting started: Town Council Authority • Defining the Neighbourhood • Submission of letter & map to Cornwall Council • Cornwall Council approve designation.	Prior to September 2013 24th October 2012. 25th January 2013 and 8th March 2013 27 th July 2013
	Stage 2: Organisation	• Set up Neighborhood Planning Steering Group • Agree ToR • Develop and keep under review Project Plan • Assess and keep under review the budget requirement	September 2013* October 2013* Not Done* 2012/13 & 13/14 budget* 14/15 & 15/16 budget agreed
	Ensuring community support for the neighbourhood planning process, community awareness raising.	• Presentations, open days and initial questionnaire • Analysis and feedback • Re-establish Neighbourhood Planning Steering Group • Agree ToR • Develop and keep under review Project Plan • Assess and keep under review the budget requirement	March – April 2015 October 2015 October 2015 October 2015 October 2015 October 2015
From capacity to action	Stage 4: Develop communication and engagement strategies	• Understand nature of area, demographics, key stakeholders, accessibility needs etc. • Develop communications methods (website, twitter, Facebook, press releases, etc) • Identify sources of support	Nov/Dec 2015 Dec 2015/ Feb 2016 Jan 2016
	Stage 5: Use initial feedback to 'scope' plan work	• Initial scoping • Key Stakeholder Identification and Engagement	Nov 2015
	Stage 6. In depth Community and stakeholder engagement	• Secure grant funding • Detailed survey, workshops, etc	Jan/March 2016 Feb 2016/June 2016

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	Stage 7: Evidence gathering	Building the Evidence Base from research and feedback	Jan/May 2016 Now continuing across summer 2016
	Stage 8: Pulling community engagement results and evidence together Working Groups activity	- Define scope strategic vision and aims, outline content, thematic objectives and options (one-off workshop) - Agree support level for WG's from CC and need for expert input. - Working Groups develop detailed proposals - In-depth community and stakeholder involvement on sites and policy option - Prepare 'Strategic Narrative' (One-off workshop)	July 2016 July/Oct 2016 July/Oct 2016 Oct/Nov 2016
Producing the Draft Plan	Stage 9: Narrowing down the options and technical writing of draft plan.	- Technical writing of NP 'Sign off' of NP by Town Council.	Nov/Dec 2016 Dec 2016/Jan 2017
Refining and 'Making' the Plan	Stage 10: Testing and approving the Neighbourhood Plan	- Pre-submission Consultation/ Finalise Plan - Submission of Plan for approval - Examination	Dec 2016/Jan 2017 to Feb 2017 May 2017
	Stage 11: Making of the Plan	- Referendum - Formal 'Making' as part of the planning policy framework.	June/July 2017 By end October 2017
Into action...	Stage 12: Delivering and monitoring the plan	Delivery of plan provisions....	Thereafter....
NOTES			* = needed review