

Teignmouth Neighbourhood Plan: Draft Project Plan

PROJECT PLAN SUMMARY																						
PHASE	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan 19	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
1. Getting Started			C1																			
2. Identify Issues				C2																		
3. Aims, Vision & Objectives						C3	C3															
4. Options & Preparing Draft Plan											C4	C4	C5	C5								
5. Pre-submission & Submission																C6	C6	C6				S
6. Post submission formal requirements																						↗

Consultation windows:

C1 = Launch and initial awareness raising (meeting / event and publicity)

C2 = Community views sought (method(s) to be determined)

C3 = Community consultation (event / exhibition and publicity) on evidence / survey feedback and emerging themes, draft vision, aims, objectives for comments and endorsement

C4 = Consult on development site options (*if appropriate / necessary – if not required, C5, C6 and S will likely take place earlier than programmed*)

C5 = Share first draft of plan with community only to get comments and endorsement

C6 = Pre-submission consultation (including formal consultation with statutory consultees, but consult widely on content of plan)

S = Submission to local authority

Notes and Assumptions:

- The post submission Phase is largely out of the hands of the NPSG and down to the local authority and appointed Examiner. After submission, the process can take up to 6 months to get the plan made.
- Assumes the Neighbourhood Plan Steering Group (NPSG) will meet regularly to review outputs and monitor progress.
- Key decisions will be taken by Town Council, but Terms of Reference for the NPSG will set out the degree of delegation the NPSG will have.
- The Project Plan should be reviewed and amended if necessary, periodically, i.e. it is not a blueprint.
- Largely avoids August and December for formal consultation events/activities or builds in sufficient time to extend consultation period around these months.
- Any documents or notes produced by the NPSG should be made available on the neighbourhood plan website.

Phase 1 Getting Started:							
Task		Lead?	Complete?	Feb	Mar	Apr	May
1.1	Town Council approves formation of NPSG (minuted)	TC	?				
1.2	Town Council applies to local authority for designation of neighbourhood area	TC	✓				
1.3	Designation of neighbourhood plan area	TDC	✓				
1.4	Form NP steering group (NPSG)	TC	▶				
1.5i	NPSG Terms of reference drafted	CONS	✓				
1.5ii	NPSG Terms of reference approved	TC/SG					
1.6	Budget/resources identified	TC	✓				
1.7	Establish online presence and repository for activities, documents, etc	TC	✓				
1.8	Initial project plan prepared	CONS	✓				
1.9	Initial project plan approved by NPSG (N.B. to be reviewed as necessary during process)	SG					
1.10	Project plan published online	SG					
1.11	MoU with neighbouring town / local authority prepared, approved and published online (if necessary)	TBC					
1.12	Communications and Community Engagement Strategy prepared (template)	CONS	▶				
1.13	Communications and Community Engagement Strategy completed (gaps filled and localised)	SG					
1.14	Communications and Community Engagement Strategy approved by NPSG	SG					
1.15	Communications and Community Engagement Strategy published online	TC					
1.16	Identify local stakeholders (organisation, groups, clubs, etc.)	TC/SG	▶				
1.17	Identify strategic stakeholders (statutory consultees, wider-than-local organisations, service providers, interest groups and Agencies)	SG / CONS					
1.18	Initial launch and raising awareness (publicity, launch event, etc.)	TC				C1	

Notes: ▶ = underway; ✓ = complete; ? = unknown; TC = Town Council; SG = Steering Group; CONS = Consultants; TDC = Teignbridge District Council; TBC = to be confirmed

Phase 2 Identifying Issues:								
Task		Lead?	Complete?	Mar	Apr	May	Jun	Jul
2.1	Understanding the existing strategic and local written evidence: reviewing evidence base and consolidating into written report	CONS						
2.2	Contact local stakeholders to seek initial views (organisation, groups, clubs, businesses, etc.)	TC	?					
2.3	Contact strategic stakeholders to seek initial views (statutory consultees, wider-than-local organisations, service providers, interest groups and Agencies)	TC						
2.4	Summarise initial responses from local and strategic stakeholders	TC/SG						
2.5	Gaps in evidence: identify gaps and key messages from evidence gathered to date to help inform approach to community consultation and content	CONS						
2.6	Determine best approach to consult community (questionnaire / meeting(s) / at aims and objectives stage / other)	SG / CONS						
2.7	Community views sought (questionnaire drafted, , if required)	CONS						
2.8	Community views (questionnaire tested / pilot sample, if required)	SG						
2.9	Community views (questionnaire published / distributed, if required)	TC/SG				C2		
2.10	Questionnaire responses collated (if required)	SG						
2.11	Questionnaire responses analysed and report produced (if required)	CONS						
2.12	Determine best approach to consult business (questionnaire / meeting(s) / at aims and objectives stage / other)	SG / CONS						
2.13	Business views (questionnaire drafted, if required)	CONS						
2.14	Business views (questionnaire tested / pilot sample, if required)	SG						
2.15	Business views (questionnaire published / distributed, if required)	TC/SG				C2		
2.16	Questionnaire responses collated (if required)	SG						
2.17	Questionnaire responses analysed and report produced (if required)	CONS						
2.18	Business meetings (if required)	SG				C2		
2.19	Identify key issues, questions and gaps remaining and messages from above processes	CONS						
2.20	Further gaps in evidence: identify any further or additional specialist or technical studies which may need to be commissioned outside of agreed consultant support (<i>if necessary</i>)	SG / CONS						

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Phase 3 Aims, Vision & Objectives								
Task		Lead?	Complete?	Jun	Jul	Aug	Sep	Oct
3.1	Prepare draft aims and vision and interpret to prepare draft objectives (e.g. through steering group workshop)	CONS / SG						
3.2	Decide on appropriate formats for consultation and prepare consultation material	SG / CONS						
3.3	Develop initial policy “intents”	CONS						
3.4	Consult on likely themes / topics of the plan, the draft vision, aims & objectives and policy “intents” and how they have been arrived at (i.e. start by telling the community what Phases 1 and 2 told you about the key issues and messages). Ask key questions for which evidence and consultation to date cannot already answer. Seek comments and endorsement for the draft aims, vision, objectives and policy intents, i.e. the thrust of the plan.	SG			C3	C3		
3.5	Produce report of consultation and amend vision, aims and objectives if necessary.	CONS						
3.6	Approve vision, aims & objectives	SG						
3.7	Report steering group approved vision, aims and objectives to Town Council	SG						

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Phase 4 Generate Options and Prepare Draft Plan												
Task		Lead?	Complete?	Oct	Nov	Dec	Jan 2019	Feb	Mar	Apr	May	Jun
4.1	Refine draft NP Policy intents	CONS										
4.2	Development potential exercise (if the allocation of housing, employment or other types of development is identified as an issue which needs pursuing through the neighbourhood plan). Utilise the local authority SHLAA process and / or own local "call for sites". *	SG										
4.3	Generate development options (if appropriate) *	TBC										
4.4	Sustainability: as part of Strategic Environmental Assessment process, consider sustainability of site options *	TBC										
4.5	Additional 'round' of community consultation focused specifically on development options *	SG				C4	C4					
4.6	Analyse responses to options and finalise preferred option(s)*	TBC										
4.7	Add / amend plan's policies accordingly to take account of allocated sites prior to first community consultation on plan	TBC										
4.8	Draft NP Policy statements and plan text	CONS										
4.9	Sustainability: contact local authority and request formal screening opinion on need or not for a Strategic Environmental Assessment (SEA) and / or Habitat Regulations Assessment (HRA) (likely to be required if proposing development in the neighbourhood plan). The Local Authority has to allow statutory environmental agencies a 6 week period to give their view before responding formally.	SG										
4.10	Sustainability: SEA / HRA Screening opinion issued by local authority and consider how / by whom SA / SEA / HRA will be undertaken	TDC										
4.11	Prepare NP Proposals map(s) (if required)	CONS										
4.12	Compliance: check compliances with national and district planning policy	CONS										
4.13	Prepare for consultation on first version of plan	SG										
4.14	Consultation document: share draft plan <i>with community</i> to get feedback and amend if necessary **	SG						C5	C5			
4.15	Sustainability: sustainability appraisal (consider who/what will	TBC										

Phase 4 Generate Options and Prepare Draft Plan												
Task		Lead?	Complete?	Oct	Nov	Dec	Jan 2019	Feb	Mar	Apr	May	Jun
	be affected and how) and / or strategic environmental assessment report of draft plan prepared and plan amended if necessary											
4.16	Collate and document consultation responses	SG										
4.17	Produce report of proposed responses and suggested changes to draft plan	CONS										
4.18	Discuss and agree proposed response and suggested changes to plan	SG										
4.19	Amend plan	CONS										
4.20	Approve draft plan for pre-submission (phase 5) and prepare for consultation.	SG & TC										

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* Should site allocation be required, additional time may be required and tasks which follow-on could commence later than programmed.

** If sites are not to be allocated in the plan, this and tasks which follow could be brought forward by 2-3 months.

Phase 5 Pre-Submission and Submission (and Phase 6 Post Submission)											
Task		Lead?	Complete?	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
5.1	Pre-submission consultation: consult on pre-submission plan (includes formal consultation request to statutory consultees) (minimum of 6 weeks)	SG		C6	C6	C6					
5.2	Collate and document consultation responses	SG									
5.3	Produce report of proposed responses and suggested changes to draft plan	CONS									
5.4	Discuss and agree proposed response and suggested changes to plan	SG									
5.5	Amend plan	CONS									
5.6	Sustainability: sustainability appraisal (consider who/what will be affected and how) and / or strategic environmental assessment report of draft plan prepared and plan amended if necessary	TBC									
5.7	Submission: Prepare required submission documents (e.g. statement of consultation, report of how the plan meets the 'Basic Conditions', plan itself (as amended as a result of any changes brought about by pre-submission phase). SEA / SA / HRA to be provided via additional commission TBC	CONS									
5.8	Approve submission plan and submission documents (TC)	SG & TC									
5.9	Submit plan and required documents to local authority	TC								S	
6.1	Post submission Phase: out of the hands of the NPSG and process now becomes the responsibility of the local authority and appointed Examiner. It can take around 3 - 6 months to get to the point of getting the plan 'made' (approved / adopted).	TDC								⇒	

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