Tavistock Neighbourhood Development Plan - High Level Project Plan

	Stage	Action	Activities	RAG Status	When?																Lead Responsibility	Notes
									2025													
					2021	2022	2023	2024	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		
1. Starting up	Stage 1: Ensuring the community will support the neighbourhood planning process	Communication & Engagement Strategy	Identify key partners and stakeholders including potential developers and landowners																		SG	
			Develop Communication and Engagement Strategy (what/who/how/when/why)																		SG/DCT	
			Ensure that strategy is inclusive and accessible to all																		SG/DCT	
		General Awareness & Defining Key Issues and Opportunities	Information/awareness raising community event/s (based on communication and engagement strategy).																		SG	
			Initial Questionnaire - promote awareness and understanding, gather local views on doing the neighbourhood plan, establish local issues and priorities and ask for volunteers																		SG/DCT	
			Initial Questionnaire - promote awareness through digital social media and local marketing & communications activities																		SG/DCT	
			Analyse questionnaire responses and gauge support and understanding of neighbourhood planning, broadly define key issues and priorities from responses																		DCT	
			Produce survey response analysis evaluation report																		DCT	
			Review events and questionnaire to ensure engagement was inclusive and accessible to all																		DCT	
	Stage 1c: Getting organised - making sure you're ready to prepare the plan	Set up Steering Group/Neighbourhood Planning Team	Set up Steering Group and agree roles (chair, project manager, secretary etc) and Terms of Reference																		SG	
			Agree and Set up process to ensure flow of information between Town Council and Steering Group.																		SG	
			Consider if Steering Group would benefit from other representation e.g. outlying hamlets/villages																		SG	
			Consider Skills/knowledge/interests/representation of Steering Group																		SG	
			Check for inclusivity and diversity in the makeup of the Steering Group																		SG	
			Populate Project Plan (i.e. this document) with time scales (for individual tasks & realistic timeframe for process) & resources (people/funding) etc																		SG/DCT	
			As a result of project planning, it should be feasible to have a good estimate of the costs involved - apply for funding																		SG/DCT	
			Agree and finalise Project Plan																		SG	
			Town Council to formally apply for Neighbourhood Area																		SG	
	Stage 2a: Getting to know your neighbourhood	Key Stakeholder Engagement	Establish what interest there is from potential developers																		SG	No allocations currently identified
			Discussions with landowners																		SG	
			Ongoing liaison with key stakeholders (identified in Communication and Engagement Strategy)																		SG	
		Building the Evidence Base	Gather existing information e.g. demographic and socio-economic information, designated/protected sites, views from the initial questionnaire and community events																		SG	
			Assess evidence gathered to identify gaps																		SG	
			Establish what evidence is still required and where it may be sourced																		SG	
			Source or produce additional evidence if required																		SG	
			Undertake mapping exericise - e.g. infrastructure, trees and environmental elements, leisure/recretion facilities, shops, historical assets etc																		SG	
	Stage 2b: Developing your Plan's Themes	Defining your themes	Feedback to your community the results of Stage 2a																		SG	
			Based on consultation responses and evidence gathered, identify key themes for the Neighbourhood Plan, e.g. Housing Growth, Housing Design, Environment, Heritage, Community Facilities, Economy, Infrastructure, Renewable Energy																		SG	
			Develop sub/task groups for each theme identified in Stage 2a																		SG	
			workshops and further engagement to develop the themes further either on individual themes or all together																		SG	
			Develop draft vision and objectives for the Neighbourhood Plan based on evidence and consultation to date																		SG	

2. Developing the Plan	Stage 2b: Your Vision and Objectives	The scope and content	If an NDO, will it give full permitted development rights or 'in principle'?																	SG	
			Consider how long will the plan stand for and how often should it be refreshed																	SG	
			Review relevent local and national planning policies and guidance																	SG	
	Stage 2c: Writing policies and identifying projects	Drafting the Plan	Based on consultation responses and evidence gathered, identify sites sites for protecting from development e.g. will you draw a development boundary, allocate sites, protect open spaces as Local Green Space?																	SG	
			Examine development options in context of baseline information and public opinion																	SG	
			Consult and agree the preferred direction with landowners																	SG	Decision taken NOT to allocate within the plan December 2023
			Draft planning policies and guidance																	Consultant	
			Consider alternatives																	SG	
			Decide plan layout, format, design etc																	SG	
			Submit draft policies for Strategic Environmental Assessment (SEA) and Habitats Regs Assessment (HRA) Screening.																	SG	
			Carry out a Sustainability Check - consider mitigation measures to alleviate negative impacts and maximise positive outcomes																	SG	
			Finalise draft planning policies																	SG	
			Compile draft Neighbourhood Plan																	Consultant	
			Check conformity with Local Plan																	Consultant	
			Consider in terms of equality and diversity																	SG	
			Proof read draft Neighbourhood Plan																	SG	
			Make any amendments																	SG	
			Finalise draft Neighbourhood Plan and get formal Town Council approval																	Consultant	
	Stage 2d: Testing and approving the Neighbourhood Plan - making sure the plan works and signing it off	Pre-submission Consultation	Formal six week consultation on Neighbourhood Plan as per Neighbourhood Planning Regulations																	WDBC	
			Make any amendments necessary following pre-submission consultation																	SG/Consultant	
		Finalise Plan	Re-check against various assessments as necessary																	SG	
			Re-check general conformity with Local Plan																	WDBC	
			Produce Consultation Statement in line with the Neighbourhood Planning Regs - summarising all consultation and engagement throughout process and detailing the comments received during the pre-submission consulation and your responses																	Chairman	
			Produce Basic Conditions Statement in line with the Neighbourhood Planning Regs																	Consultant	
			Get final approval and sign off from Town Council as Qualifying Body and agreement to submit																	TTC	
		Submission of Plan & Approval	Submit the Neighbourhood Plan. This must include a map and statement identifying the area, Consultation Statement, confirmation that it meets legal obligations (Basic Conditions Statement), any other assessments required such as SEA, EIA etc																	SG	
			If the Neighbourhood Plan has to be modified, details to be publicised																	WDBC	
			Referendum																	WDBC	
			ADOPTION OF PLAN (if all of the above is succesful)																	WDBC	
3. Delivering and Monitoring	Stage 3a: Delivering and monitoring the plan	Delivery	Town Council to develop an Implementation Plan																	TTC	
			Monitoring - decide on how to monitor progress against objectives and reporting back to the community																	TTC	
			Review - Local Plans have to be reviewed every 5 years to remain up to date, there is no statutory requirement for NDPs to be reviewed. NDPs have a specified plan period, but during this plan period policies in an NDP may become out of date and less effective. There are various considerations that may trigger a review.																	TTC	Changes in the Local plan may require earlier review than 5 years.