

NEIGHBOURHOOD PLAN PROJECT PLANNER

PROJECT/EVENT	FOWEY PARISH NEIGHBOURHOOD PLAN
ORGANISER	RUTH FINLAY



PROJECT PHASE	PROPOSED START DATE	PROPOSED END DATE	ACTUAL START DATE	ACTUAL END DATE	ANY COMMENTS
GETTING STARTED					
Clarify if a plan is needed	08/10/2014	25/11/2015	08/10/2014	25/11/2015	Discussed with Town council
Publicise the intention to produce a plan and contact key local partners	20/11/2014	18/02/2015	10/01/2015	18/02/2015	Awareness raising, newspaper articles
Speak to the Local Planning Authority	[Select Date]	[Select Date]	08/12/2014	[Select Date]	
NEIGHBOURHOOD AREA					
<u>Consult on and determine neighbourhood area</u>	[Select Date]	[Select Date]	[Select Date]	19/11/2014	A NP for Fowey Parish was agreed by Fowey Town Council
Submit Neighbourhood Area application to the Local Planning Authority	[Select Date]	[Select Date]	08/12/2014	18/02/2015	NP Parish boundary publicized in local newspapers etc
Decision on Neighbourhood Area by Local Planning Authority	[Select Date]	[Select Date]	[Select Date]	18/02/2015	Boundary agreed with Cornwall Council
NEIGHBOURHOOD FORUM					
<u>Set up and promote Neighbourhood Forum</u>	[Select Date]	[Select Date]	[Select Date]	[Select Date]	N/A
<u>Develop a forum constitution</u> (RTPI have produced a <u>constitution template</u>)	[Select Date]	[Select Date]	[Select Date]	[Select Date]	N/A
Submit forum proposal to Local Planning Authority	[Select Date]	[Select Date]	[Select Date]	[Select Date]	N/A

Decision on Neighbourhood Forum by Local Planning Authority	[Select Date]	[Select Date]	[Select Date]	[Select Date]	N/A
For parish councils- establish a steering group (if necessary) and associated terms of reference	[Select Date]	[Select Date]	04/01/2015	19/01/2015	Group made up of residents and three Town Councilors. Terms of reference discussed and agreed at Fowey Town Council meeting.
EARLY STAGE PLAN DEVELOPMENT ACTIVITIES					
Initial meetings/discussions with Local Planning Authority to identify scope of their support to the neighbourhood plan group (i.e. establishing remit of duty to support)	[Select Date]	[Select Date]	09/03/2015	04/05/2015	Discussions with Cornwall Council officers and use of their online support.
Develop a community engagement strategy	[Select Date]	[Select Date]	19/01/2015	16/03/2015	Present to Town Council
Engagement ¹	[Select Date]	[Select Date]	05/01/2015	[Select Date]	Information awareness events, tying in with existing events; This section will not be fully completed until the end of the NP process.
Establish plan scope and formulate draft vision and objectives	[Select Date]	[Select Date]	16/03/2015	18/07/2015	
BUILDING THE EVIDENCE BASE					
Meetings/discussions with Local Planning Authority on types of evidence already available and where this can be accessed or contact details of agencies who hold the data.	[Select Date]	[Select Date]	09/05/2016	08/07/2016	Cornwall Council training events on evidence building.

¹ (NB this planner has one engagement row- the reality is more likely to be a continuous and constantly evolving engagement programme.)

Review existing evidence and Identify and develop further evidence required (either because there is no existing up to date evidence or because the data is only available at a much larger geographic level than the local neighbourhood).	[Select Date]	[Select Date]	01/09/2016	01/09/2016	Discussions with CRCC about evidence building
Meetings/discussions with Local Planning Authority to discuss whether Strategic Environmental Assessment or Habitats Regulation Assessments are required for the plan.	[Select Date]	[Select Date]	09/05/2016	08/07/2016	Discussions with Neighbourhood Plan officers and attended Council run training events
WRITING THE PLAN					
Further develop and refine the issues, vision, aims and objectives as result of the ongoing engagement programme and evidence gathering.	[Select Date]	[Select Date]	02/01/2017	11/09/2017	Writing draft policies
Translate the vision and aims in to policies and proposals. See the RTPI toolkit for further guidance on policy writing.	[Select Date]	[Select Date]	25/01/2016	06/03/2017	Refine vision and objectives in discussion with sub groups after summary of main survey.
Check that your neighbourhood plan policies are in general conformity with the strategic policies in the local plan and the National Planning Policy Framework. If not in conformity with the strategic policies in the local plan arrange a meeting to discuss with your local planning authority.	[Select Date]	[Select Date]	02/01/2017	11/09/2017	This is ongoing and also as part of the Basic conditions statement.
If Strategic Environmental Assessment is required- production of associated environmental report (this should be consulted on during the pre-submission consultation of the draft plan). This may need to be updated at a later date if there are substantial changes to the content of the draft plan.	11/09/2017	23/10/2017	[Select Date]	[Select Date]	Cornwall Council will screen our NP to identify if we need an SEA once our draft plans are at an advanced stage; this may be a possibility as the whole parish is an AONB.

Update draft plan if required following the outcomes of the strategic environmental assessment.	23/10/2017	27/11/2017	[Select Date]	[Select Date]	
PRE-SUBMISSION CONSULTATION, MODIFICATIONS & PREPARING THE PLAN FOR SUBMISSION TO LOCAL PLANNING AUTHORITY					
Pre-submission consultation	04/12/2017	29/01/2018	[Select Date]	[Select Date]	Finalise draft NP and get formal Town Council approval. Informal community consultation of 6 weeks.
Consider responses to consultation	29/01/2018	19/02/2018	[Select Date]	[Select Date]	
Make relevant amendments to plan as a result of pre-submission consultation	19/02/2018	12/03/2018	[Select Date]	[Select Date]	Make any amendments necessary.
Prepare basic conditions statement	29/01/2018	12/03/2018	[Select Date]	[Select Date]	To confirm the plan meets legal requirements.
Prepare consultation statement	29/01/2018	12/03/2018	[Select Date]	[Select Date]	While the focus of the consultation document will be on the six week consultation it will also include a summary of our consultation and how issues and concerns have been addressed.
Submit plan and associated documents required to the Local Planning Authority	12/03/2018	[Select Date]	[Select Date]	[Select Date]	
INDEPENDENT EXAMINATION					
Meet with Local Planning Authority to discuss appointment of examiner and timescales for referendum	19/03/2018	[Select Date]	[Select Date]	[Select Date]	Discuss whether our NP meets the basic conditions.
Regulation 16 consultation (minimum 6 weeks	09/04/2018	21/05/2018	[Select Date]	[Select Date]	

and led by the Local Planning Authority)

Examination	21/05/2018	13/08/2018	[Select Date]	[Select Date]	
Examiners report published	03/09/2018	[Select Date]	[Select Date]	[Select Date]	
Meetings/discussions with Local Planning Authority on the suggested recommendations and modifications to the plan (if any) within the examiner's report and next steps	17/09/2018	[Select Date]	[Select Date]	[Select Date]	
REFERENDUM					
Publication of pre-Referendum information and documents	24/09/2018	[Select Date]	[Select Date]	[Select Date]	
Referendum	15/10/2018	[Select Date]	[Select Date]	[Select Date]	
Publication of Referendum decision	29/10/2018	[Select Date]	[Select Date]	[Select Date]	
Neighbourhood plan is 'made'	05/11/2018	[Select Date]	[Select Date]	[Select Date]	