

Cornwall Council Toolkit Stage	Suggested Action	Suggested Activities	Progress	How long? E.g. one day, a week etc	When?												Responsibility	Notes			
					2013				2014												
					Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb			Mar	Apr	May
Stage 1: Starting up - sharing ideas about how useful a Neighbourhood Plan might be	Getting started: Parish Council & Community Approval	Parish/Town Council meeting to discuss potential Neighbourhood Plan e.g. process, ideas, aspirations																			
		Do pre-publicity/awareness raising with Parish residents - ensuring they know what is being discussed																			
	Defining the Neighbourhood	Discuss the options and implications and a suggested Neighbourhood Area (i.e. area the the Neighbourhood Development Plan or Neighbourhood Development Order will cover)																			
		Ensure that aims and objectives of doing the Neighbourhood Plan are clear/understood.																			
Stage 2: Ensuring the community will support the neighbourhood planning process	Communication & Engagement Strategy	Identify key partners and stakeholders including potential developers and landowners																			
		Develop communication and engagement strategy (what/who/how/when/why)																			
		Ensure that strategy is inclusive and accessible to all																			
	General Awareness & Defining Key Issues and Opportunities	Information/awareness raising community event/s (based on communication and engagement strategy)																			
		Engage with local groups and people to gain their views on doing the neighbourhood plan, area, local issues and priorities e.g. short questionnaire																			
		Analyse questionnaire responses and gauge support and understanding of neighbourhood planning, broadly define key issues and priorities from responses																			
	Ensure events and questionnaire are inclusive																				
Stage 3: 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 etc) and Terms of Reference																			
		Agree and Set up process to ensure flow of information between Parish/Town Council and Steering Group.																			
		Consider if Steering Group would benefit from other representation e.g. outlying hamlets/ villages																			
		Consider Skills/knowledge/interests/ representation of Steering Group																			
		Check for inclusivity and diversity in the makeup of the Steering Group																			
		Populate Action Plan with time scales (for individual tasks & realistic timeframe for process) & resources (people/funding) etc																			
		Agree Action Plan																			

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(Stage 3 continued)	Submission of letter & map to Cornwall Council	Parish/Town Council to send letter and map to Cornwall Council to formally apply for Neighbourhood Area		8 - 10 weeks (as 6 week consultation period)																					
		Cornwall Council decision on request for Neighbourhood Area as submitted by Parish/Town Council																							
		Parish/Town Council to suggest where CC might advertise Neighbourhood Plan locally (to reach those who live/work/have businesses in area)																							
		Cornwall Council to formally advertise Neighbourhood Area																							
		Cornwall Council decision following consultation period																							
Stage 4: Information gathering - getting to know your neighbourhood and its context	Key Stakeholder Engagement	Establish what interest there is from potential developers																							
		Discussions with landowners																							
		Ongoing liaison with key stakeholders																							
	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																							
		Assess evidence gathered to identify gaps																							
		Establish what evidence is still required and where it may be sourced																							
		Source or produce additional evidence if required																							
		Undertake mapping exercise - e.g. infrastructure, trees and environmental elements, leisure facilities, shops, historical assets etc																							
	In-depth Community Consultation	Undertake analysis of evidence																							
		SWOT analysis																							
		Hold community events to present various development options (ensuring landowners are on board) and feedback results from the initial questionnaire/engagement																							
		Draft survey questions, this should be informed by the previous evidence gathering carried out through building the evidence base and the initial questionnaire																							
		Agree dates (distribution/close), distribution method, consider incentive for completing questionnaire?																							
		Ensure the questionnaire is inclusive and accessible to all																							
		Distribute questionnaires																							
		Collect completed questionnaires (if by hand)																							
Analyse questionnaire responses																									

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Stage 5: Pulling it all together - what you want the neighbourhood to be like	Scope and content	Develop draft vision and aims for the Neighbourhood Plan																					
		If an NDO, will it give full permitted development rights or 'in principle'?																					
		How long will the plan stand for? How often should it be refreshed?																					
		Review relevant local and national planning policies and guidance																					
Stage 6: Writing policies and identifying projects	Drafting the Plan	Identify key themes and issues for the Neighbourhood Plan																					
		Examine development options in context of baseline information and public opinion																					
		Identify sites for protecting/blocking development e.g. valuable community spaces																					
		Consult and agree the preferred direction with landowners																					
		Seek advice from Cornwall Council on other assessments that may be required, e.g. Strategic Environmental Assessment (SEA), Habitats Regulations Assessment, Environmental Impact Assessment, flood risk assessment etc																					
		Decide plan layout, format, design etc																					
		Draft planning policies and guidance																					
		Consider alternatives																					
		Carry out a Sustainability Check																					
		Consider mitigation measures to alleviate negative impacts and maximise positive outcomes																					
		Finalise draft planning policies																					
		Compile draft Neighbourhood Plan																					
		Check conformity with Cornwall Council's Local Plan																					
		Consider in terms of equality and diversity																					
		Proofread draft Neighbourhood Plan																					
		Make any amendments																					
Finalise draft Neighbourhood Plan																							

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Stage 7: Testing and approving the Neighbourhood Plan - making sure the plan works and signing it off	Pre-submission Consultation Finalise Plan Submission of Plan & Approval	Consult on draft Neighbourhood Plan to ensure it represents what the community want - also feedback on results from detailed questionnaire and demonstrate how the Neighbourhood Plan tackles the issues raised.																				
		Make any amendments necessary following pre-submission consultation																				
		Re-check against various assessments as necessary																				
		Re-check general conformity with Cornwall Council's Local Plan																				
		Submit the Neighbourhood Plan to Cornwall Council. This must include a map and statement identifying the area, consultation statement, confirmation that it meets legal obligations, any other assessments required such as SA, EIA etc		Approximately 26 - 40 weeks (due to 6 week consultation period on draft, 8 - 12 weeks for independent examination and 8 - 12 weeks to organise and hold referendum)																		
		Cornwall Council will review the Neighbourhood Plan and if it meets requirements, it will then be publicised for consultation																				
		Cornwall Council submit for independent examination																				
		Modify or not? (Cornwall Council may make modifications to the Neighbourhood Plan before the referendum to ensure that it complies with the recommendations of the examiner's report)																				
		If the Neighbourhood Plan has to be modified, details to be publicised																				
		Referendum																				
ADOPTION OF PLAN (if all of the above is succesful)																						
Stage 8: Delivering and monitoring the plan	Delivery	Parish/Town Council to develop an Implementation Plan, e.g. working with developers to make it happen																				
		Monitoring - decide on how to monitor progress against objectives and repirting back to the community																				

Key: Not Started In Progress Completed