

ST WENN NEIGHBOURHOOD PLAN: OUTLINE PROJECT PLAN v2

Stages	Actions	Timetable (Note Months are inclusive)
Stage 1a: Starting up	<ul style="list-style-type: none"> • Getting started: Parish Council Authority • Submission of letter & map to Cornwall Council • Cornwall Council approve designation. 	10th October 2017 Minute reference 17.10.198 11th April 2018 16th April 2018
Stage 1b: Organisation	<ul style="list-style-type: none"> • Set up Neighbourhood Planning Steering Group • Develop and keep under review Project Plan • Agree ToR • Adopt simple 'engagement strategy' to guide next steps • Adopt Equalities Statement • Assess and keep under review the budget requirement • Prepare and submit funding bid to Locality • Set up website/Facebook/press links etc • AECOM Technical Support awarded for Design Code • Grant awarded and due diligence completed • Appoint Project Manager • Set up GIS Mapping 	Discussed at Annual Parish 15th May 2018 Leaflet drop and Public Meeting 26th June 2018 June 2019 June 2019 June 2019 June 2019 July 2019 July 2019 Aug 2019 Sept 2019 Nov 2019 Dec 2019
Stage 2a: Prepare Evidence Base Stage 2b: Discover what aspects of future development the community would like to see addressed as part of the NDP, and community awareness raising.	<ul style="list-style-type: none"> • Building the Evidence Base from research and feedback, covering nature of local demographics, landscape, economy, heritage, biodiversity, planning issues etc etc • Community Engagement prep: Prepare survey material, licenses, printing forms and exhibition etc • 4 week detailed survey with drop-in sessions) use of Facebook and Website 	Nov 2019 to Jan 2020 Jan 2020 Jan 2020
Stage 3: Narrowing down the options	<ul style="list-style-type: none"> • Analysis and feedback - Review of survey results • Define scope and overall purpose of NDP ('visioning session') 	March 2020 Feb 2020 and March 2020
Stage 4: Prepare Consultation Draft and associated documents (Technical writing of draft plan.)	<ul style="list-style-type: none"> • Planning Policy writing training session • Technical writing of NP and Evidence Gap closure • 'Sign off' of NP by Steering Group & Parish Council. • 	Feb 2020 Feb to March 2020 March/April 2020

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Stage 5: Prepare Sustainability Appraisal for Screening Opinion.	<ul style="list-style-type: none"> On basis of agreed draft NDP, write Sustainability Checklist and submit for SEA Screening 	March/April 2020
Stage 6. Design, Prepare and Support Consultation Process. (Pre-submission consultation - Reg14 - 6 weeks)	<ul style="list-style-type: none"> Preparation of consultation materials, drop-in events, formal letters and adverts, press liaison. Setting up consultation response management system. Launch event, social media activity, press releases etc 	May 2020 May 2020
Stage 7 and 8 Analyse Response and Amend NDP. Prepare Submission Draft and supporting documents	<ul style="list-style-type: none"> Review Plan in light of consultation feedback, Prepare Basic Conditions and Consultation Report documents, desk top publishing etc 'Sign off' of NP by Steering Group & Parish Council. Submission of Plan 	July 2020 July 2020 August 2020
Stage 9: Post Submission : Making of the Plan	<ul style="list-style-type: none"> Technical checks and Reg16 Consultation by CC (6 weeks) Independent Assessment Referendum Formal 'Making' as part of the planning policy framework. 	CC Target is 5 months to end of process.