	Cornwall Council Toolkit Stage	Suggested Action	Suggested Activities	Guide Notes and other information available in the online toolkit		Progress	How long? E.g. one day, a week etc	When?																Responsibility	Notes
								2014						2015											
								Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
1. Starting up	Stage 1a: 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, what it can and can't achieve, ideas, aspirations. *NB. Community Network Manager, Community Regeneration Officer or Planning Officer from Cornwall Council can attend meeting to advise and answer questions*	Guide note: Clustering	Guide note: Is a neighbourhood plan the tool you need																					
			Do pre-publicity/awareness raising with Parish residents - ensuring they know what is being discussed and have the opportunity to input, e.g Public Meeting, newsletter article	Consultation and Engagement toolkit	Guide note: Community right to build																					
		Defining the Neighbourhood	Discuss the options (NDP or NDO) and implications and a suggested Neighbourhood Area (i.e. area the the NDP/NDO will cover - In Cornwall this will usually be the parish boundary but some parishes have 'clustered').	Guide notes: Defining the boundary & Qualifying body	Guide note: Neighbourhood Development Order																					
			Ensure that aims and objectives of doing the Neighbourhood Plan are clear/understood and realistic.	Guide note: Defining the boundary																						
	Stage 1b: 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)	Consultation and Engagement toolkit	Guide note: Communication and engagement strategy																					
			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). *NB. Tying in with existing community events such as summer carnivals and christmas fairs is often the most successful approach.*	Consultation and Engagement toolkit																						
			Initial Questionnaire - promote awareness and understanding, gather local views on doing the neighbourhood plan, establish local issues and priorities and ask for volunteers	Consultation and Engagement toolkit																						
			Analyse questionnaire responses and gauge support and understanding of neighbourhood planning, broadly define key issues and priorities from responses	Consultation and Engagement toolkit																						
			Review events and questionnaire to ensure engagement was inclusive and accessible to all	Consultation and Engagement toolkit																						
	Stage 3a: 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	Guide note: Constitution and structure																						
			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	Guide note: Buying in services																						
			Check for inclusivity and diversity in the makeup of the Steering Group																							
			Populate Project Plan (i.e. this document) with time scales (for individual tasks & realistic timeframe for process) & resources (people/funding) etc	Guide note: Project planning																						
			Agree Project Plan																							
		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																							
2. Developing the Plan	Stage 2a: Getting to know your neighbourhood	Key Stakeholder Engagement	Establish what interest there is from potential developers																						
			Discussions with landowners																						
			Ongoing liaison with key stakeholders (identified in Communication and Engagement Strategy)																						
		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	Guide notes: a wide range of guide notes are available in the online toolkit	Link to guide notes for Stage 2a Getting to know your neighbourhood																					
			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 exericise - e.g. infrastructure, trees and environmental elements, leisure/recretion facilities, shops, historical assets etc																							
		In-depth Community Consultation	Hold community events to present various development options (ensuring landowners are on board) and feedback results from the initial questionnaire/engagement	Consultation and Engagement toolkit																						
			Draft detailed questionnaire - this should be informed by the previous evidence gathering carried out through building the evidence base and the initial questionnaire	Consultation and Engagement toolkit																						
			Agree dates (distribution/close), distribution method, consider incentive for completing questionnaire?																							
			Ensure the questionnaire is inclusive and accessible to all - carry out a pilot with a small group (5) of people who have not seen the questionnaire before to pick up any problems																							
			Distribute questionnaires																							
			Arrange for drop off points around the community for questionnaires																							
			Analyse questionnaire responses																							
	Stage 2b: Developing your Plan's Themes	Defining your themes	Feedback to your community the results of Stage 2a																							
			Develop sub/task groups for each theme identified in Stage 2a																							
			Write a community questionnaire to develop the themes further either on individual themes or all together																							
			in developing the themes.																							
	Stage 2b: Your Vision and Objectives	The scope and content	Develop draft vision and objectives for the Neighbourhood Plan based on evidence and consultation to date	Guide note: Developing vision and objectives																						
			If an NDO, will it give full permitted development rights or 'in principle'?																							
			Consider how long will the plan stand for and how often should it be refreshed																							

			Review relevent local and national planning policies and guidance																												
	Stage 2c: Writing policies and identifying projects	**Drafting the Plan**	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																												
			Based on consultation responses and evidence gathered, identify sites for development and sites for protecting from development e.g. valuable community spaces																												
			Examine development options in context of baseline information and public opinion																												
			Consult and agree the preferred direction with landowners																												
			Decide plan layout, format, design etc																												
			Draft planning policies and guidance	Guide note: Writing policies																											
			Consider alternatives																												
			Seek advice from Cornwall Council on other assessments that may be required, e.g. Strategic Environmental Assessment (SEA), Habitats Regulations Assessment (HRA), Environmental Impact Assessment (EIA), flood risk assessment etc																												
			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																												
			Proof read draft Neighbourhood Plan																												
			Make any amendments																												
			Finalise draft Neighbourhood Plan and get formal Parish/Town Council approval																												
	Stage 2d: Testing and approving the Neighbourhood Plan - making sure the plan works and signing it off	**Pre-submission Consultation**	Informal community consultation 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.	Consultation and Engagement toolkit																												
			Formal six week consultation on Neighbourhood Plan as per Neighbourhood Planning Regulations				6 weeks																								
		Finalise Plan	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																												
			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 *N.B - You can contact Cornwall Council as your Community Regeneration Officer can offer advice and support with this if required*																												
			Produce Basic Conditions Statement in line with the Neighbourhood Planning Regs *N.B - You can contact Cornwall Council for guidance on this if required*																												
			Get final approval and sign off from Parish/Town Council as Qualifying Body and agreement to submit to Cornwal Council																												
		Submission of Plan & Approval	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 (Basic Conditions Statement), any other assessments required such as SEA, 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)																												
3. Delivering and Monitoring	**Stage 3a: 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