

FALMOUTH NEIGHBOURHOOD PLAN DELIVERY OUTLINE PROJECT PLAN – monitoring report 23/03/2015 2015

DONE	IN ACTION	DELAYED	NOT STARTED
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Phase 1: Laying the Foundations				
Stage	Action	Activities	Progress/Notes	Status
Stage 1: Starting up	Getting started: Town Council Authority	Falmouth Town Council meet to discuss potential Neighbourhood Plan ideas and aspirations.	Stakeholder Group 15/09/2014	
		Town Council authority to proceed given as Qualifying Body		
	Defining the Neighbourhood	INITIAL SCOPING - Ensure that aims and objectives of doing the Neighbourhood Plan are clear/understood.	Stakeholder Group 15/09/2015 Focus on A4D and	
		Discuss the options and implications and a suggested Neighbourhood Plan Area	Stakeholder Group 15/09/2014	
	Submission of letter & map to Cornwall Council	Parish/Town Council send letter and map to Cornwall Council to formally apply for Neighbourhood Area	17th November 2014	

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		Cornwall Council formally advertise Neighbourhood Area		
		Cornwall Council decision following consultation period	16 January 2015	
Stage 2: Ensuring community support for the neighbourhood planning process	Community Awareness Raising	Awareness raising about intention to create Neighbourhood Plan	<p>Press item in Falmouth Packet on 9th April 2014 reported on discussions at the Falmouth Civic Society's AGM. (See: http://tinyurl.com/o48n5vn)</p> <p>Press item in Falmouth Packet 5th March 2014 (http://tinyurl.com/pa7ezwc)</p> <p>Falmouth Bay Residents Association Newsletter (http://tinyurl.com/pgf44sq).</p> <p>Briefing to the Falmouth Town Forum (http://falforum.blogspot.co.uk/)</p> <p>Westcountry News website on 31st December 2014 (http://tinyurl.com/kvrj8a3).</p> <p>Press item on 29th January 2015 in the West Briton (http://tinyurl.com/pnajdee).</p>	
Stage 3: Organisation	Set up Steering Group/ Neighbourhood Planning Team	Agree (or Review) Neighbourhood Plan Team (NPT) Terms of Reference with Town Council as 'Qualifying Body' providing for appropriate authority to act, defining Group status, delegations etc.	Stakeholder Group 21/01/2015, 23/03/2105	

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		Set up Neighbourhood Plan Team (NPT) and agree roles (chair etc.)	Stakeholder Group 15/09/2014	
		Consider Skills / knowledge of Neighbourhood Plan Team and recruit additional members to strengthen if appropriate	Ongoing task	
		Consider if Neighbourhood Plan Team would benefit from other representation e.g. adjoining parishes or particular interest groups	Ongoing task	
		Check for inclusivity and diversity in the makeup of the Steering Group and recruit additional members to strengthen if appropriate	Ongoing task	
		Schedule NP Team Meetings for year ahead	Immediate task Stakeholder Group 23/03/2015	
		Agree and set up process to ensure flow of information and budget management between Town Clerk and Neighbourhood Plan Team		
		Set up initial 'working parties if required – e.g. (1) Project Planning (2) Engagement & Communications		
		Commission additional WPs as required.		

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		Set up pool of volunteers and support with volunteer evenings etc.	Ongoing task Volunteering opportunities are referred to in Leaflet and website.	
	Develop and keep under review Project Plan	Populate Action Plan with time scales (for individual tasks & realistic timeframe for process) & resources (people/funding) etc.	Now lined up with A4D timetable	
		Agree Project Plan		
	Assess and keep under review the budget requirement	Realistic assessment of budget needs, will need to be reviewed as plan content emerges and further studies required etc.		
	Secure funding	Apply for DCLG/Locality support	Ongoing task Tranche 1 – Done Tranche 1 Claim – In hand Tranche 2 – To be done	
		Apply for Town Council budget allocation if not already agreed		
		Apply for CC Community Chest Funding		
		Set up and maintain budget management process.		
	Identify and contact help sources	Contact bodies such as CRCC, Locality, etc to identify how they can be of support.		

Phase 2: From Capacity to Action

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Stage	Action	Activities	Progress/Notes	Status
Stage 4: Develop communication and engagement strategy	Understand nature of area, demographic, key stakeholders, accessibility needs etc.	DEVELOP COMMUNICATION AND ENGAGEMENT STRATEGY (what/who/how/when/why)	Keep under review.	
		Check consultation results from Falmouth & Penryn Community Plan process.	Previous engagement activity can be used as input to NP providing its collection was robust and fit for purpose of supporting a planning policy document.	
		Ensure that strategy is inclusive and accessible to all, includes provision for CIA, and covers entire Plan development process.		
		Establish 'brand and visual identity' if required.	Use Fathom visual style, fonts etc.	
		Set up website, Twitter and Facebook accounts.	Website can host online survey, reference library, etc	
		Identify key partners and stakeholders including potential developers and landowners.		

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Stage 5: Raising community awareness and engagement in Neighbourhood Plan process; identifying community priorities.	Community Engagement Activity (based on communication and engagement strategy)	Information/awareness raising community events and publicity, leafleting etc. ('FRONT LOADING'): Write leaflet Design Survey Design posters Create website Social Media Printing Distribution Create exhibition Hold Open Days Prep letters to stakeholders Send letters to stakeholders	Engagement period launch 23 rd March 2015	
		Analyse questionnaire responses and gauge support and understanding of neighbourhood planning, broadly define key issues and priorities from responses		
		Update Engagement Strategy; begin compiling consultation statement		
		Publicise early feedback results from the initial questionnaire/engagement to keep interest going		
		Report on engagement results and community priorities to Town Council		
	Key Stakeholder engagement	Discussions with community interest groups, potential developers/landowners		
		Summarise stakeholder positions		

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		Ongoing liaison with key stakeholders		
Stage 6: Information gathering	Building the Evidence Base	Identify Town Council policies, proposals and 'interventions' that need land-use support.	Research local need for A4D controlling HMOs Research use of A4Ds on HMOs nationally	
		Identify previous strategies and policy documents (e.g. Falmouth & Penryn Community Plan) and assess what research and land-use policy directions should be carried forward from these.		
		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		
		Identify and review current and emerging local and national planning policies and guidance and other policy documents: summarise the policy requirements within those documents for Falmouth and the implications of them for the Neighbourhood Plan;		

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		Identify and review existing policies that would be 'lost' on the Adoption of the Cornwall Local Plan so as to identify what policies may need to be safeguarded through the NP;		
		Identify what are considered to be Local Plan 'strategic policies' and those that are appropriate for local interpretation, identifying which of those might be insufficiently robust and need local interpretation		
		Undertake mapping exercises as required - e.g. infrastructure, trees and environmental elements, leisure facilities, shops, historical assets etc. (THIS MAY BE DONE BY WORKING GROUPS)		
		Analysis of evidence and prepare report of findings - Report to Town Council on findings.		
		NEXT STEPS WORKSHOP – Identify methodology to be used for next steps – Producing the Plan		