


SAMPLE ONLY

NEIGHBOURHOOD PLANNING: PROJECT PLAN - ANY OLD TOWN

PLAN PREPARATION  = Parish/Town Council/NPF Sign Off

STEPS	Status	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan 2014	Feb	Mar
1. Agreeing why a plan is needed	Complete												
2. Determining the Neighbourhood area	Complete												
3. Local Planning Authority (LPA) consults on area and designated body	Complete												
4. LPA agrees area and designated body	Complete												
5. Building the Evidence base Responsible person(s):	Started					Review baseline evidence							
6. Community Engagement and Involvement ¹ Responsible person(s):		Stage 1 activities				Stage 2 Activities			Stage 3 Activity				
7. Agree key aims issues and proposals proposed for the plan to address whole group													
8. Discussion with LPA based on the results of Stage 1 community engagement activity re conformity with existing planning policies and Sustainable Development and Strategic Environmental Assessment Screening. LPA to provide guidance on requirements of SEA directive including time for consultation. Responsible person(s):													
9. Consider results of discussion with LPA in relation to further work on the evidence													

¹ See programme below.

(From HAPTC website)

STEPS	Status	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan 2014	Feb	Mar
base and meeting the requirements of SEA Directive Responsible person(s):													
10. Write the plan whole group													
11. Complete plan for pre-submission consultation whole group													
12. Consult on the plan MINIMUM 6 weeks see 6 above Stage 3 whole group													
13. Amend the plan whole group													
14. Submit to the LPA whole group													

STEPS Post Plan Submission	Status	March 2014	April	May	June
15. LPA Publicises plan					
16. LPA appoints Independent Examiner					
17. Examination takes place					
18. Examiner produces report					
19. LPA organises Referendum and publicises MINIMUM 25 days					
20. LPA makes plan					

Any Old Town Town Council
Communications and Community Engagement Programme to develop a Neighbourhood Plan

1. Background

A lot of work has been done thinking about the future of Any Old Town. The Health Check and Futures Group work have provided a structure for thinking about the vision and objectives for the plan and some collection of baseline information has been undertaken. This has been led by the Neighbourhood Plan Steering Group.

Key issues have been identified via these processes that have been grouped into eight areas of discussion and action which can keep the neighbourhood and its residents capable of adapting to change, preserving what is good and enabling continuous improvement.

These issues need to be expressed in more detail, confirmed as relevant and adapted if necessary by opening them up for discussion within the whole neighbourhood with the aim of making them a key part of the Neighbourhood Plan where they are relevant to it and informing the future work of the Town Council going forward. They are:

- The economic viability of the High Street and the local economy
- Extending provision for younger and older people
- Influencing land use and development
- Supporting the surrounding areas of xxx
- Enhancing the green space
- Working with the Conservation Area
- Traffic, parking and transport
- Responding to external challenges such as the Western Expansion area

These can be summarised into 6 themes which “fit” with Local planning authority draft “Local Development Framework Core Strategy”– Green Spaces, Employment and Jobs, Shopping, Heritage, Transport, Development and Improvements in the Town.

In addition the Steering Group is aware that there has been limited involvement to date from xx and yy and that any process of wider involvement needs to address this issue specifically by ensuring that any events or activities are run in each of the three areas of the Neighbourhood.

2. Neighbourhood Plan Steering Group

This group consists of 16 people who are residents or from local businesses. Some of them are also elected councillors (Town Council) or associated with community groups, local businesses and so on. They are supported by the Town Clerk, a consultant and a Local planning authority Council Planning Officer.

3. Legal Requirements

The Neighbourhood Plan for the Town must meet the requirements of the Neighbourhood Planning (General) Regulations 2012. These set out some basic requirements in relation to consultation and publicity for the plan –involvement by both individual people and their organisations - in its development and to be consulted on the final draft before it is submitted to the Local Planning Authority (Local planning authority Council).

The Neighbourhood regulations in relation to Community Engagement and Consultation state that:

“15.—(1) Where a qualifying body submits a plan proposal to the local planning authority, it must include—

- (a) a map or statement which identifies the area to which the proposed neighbourhood development plan relates;
- (b) a consultation statement;
- (c) the proposed neighbourhood development plan; and
- (d) a statement explaining how the proposed neighbourhood development plan meets the requirements of paragraph 8 of Schedule 4B to the 1990 Act.²

(2) In this regulation “consultation statement” means a document which—

- (a) contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan;

² Meeting the Basic Conditions

The Basic Conditions for Neighbourhood Plans are specified by law:

- must be appropriate having regard to national policy
- must contribute to the achievement of sustainable development
- must be in general conformity with the strategic policies in the development plan for the local area
- must be compatible with human rights requirements
- must be compatible with EU obligations.

- (b) explains how they were consulted;
- (c) summarises the main issues and concerns raised by the persons consulted; and
- (d) describes how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.”

4. The Proposed Programme

A three stage process is proposed but may change over time as new people join the process, people contribute their views and circumstances change

Stage 1: April – June 2013

“Letting people know about neighbourhood planning and what they think should go into the Plan”

Potential Activities

- **Newsletter and Survey A3 folded to A4** dedicated to the Neighbourhood Plan process and what is going on and asking for people’s ideas and suggestions under the six themes with a map where they can mark the things that they are interested in or ideas they have. To keep the flow of information and communication going there will be round ups of the whole process included in the quarterly **Town Crier** magazine of the Town Council.
- **Town Meeting and Workshops** in community venues in the neighbourhood area at, xx and yy, and Any Old Town. The purpose of the events is to inform the Vision that the Plan should aim to work towards for the area and the objectives that it wants to achieve over the period of the Plan and to gather specific ideas and suggestions from people who live and work in the Town under each of the 6 themes.
- Web based information on a **DEDICATED WEB SITE** (including links to a new Facebook site, the existing hyper local sites and Town Council web site). These will include information on all the engagement and consultation activities, discussions forums on the six themes and a standing invitation to contribute ideas and information.

Stage 2: July – October 2013

“Writing the Draft Neighbourhood Plan Together”

This stage would provide opportunities for people to contribute to the making of the plan. This could include drafting policy, contributing evidence and analysing the results of community engagement activities.

Potential Activities

Debates Based on views/comments and ideas that have emerged from Stage 1 and the kinds of policies and proposals that could be put in the Plan to address them. The purpose of these debates will be to inform the work of the Steering group in taking forward the results of the community involvement activities in Stage 1 and developing them into plans and proposals for the plan.

Design Event (3 hours weekend afternoon) to produce options and collect views about any development sites or other proposals that need design input identified in Stage 1.

Open meetings of the Steering Group to consider the draft plan as it emerges.

Publicity to go to whole neighbourhood plan area

Stage 3: November 2013 - March 2014

“Should we change the Draft Neighbourhood Plan?” Carrying out Community Consultation activities on a draft of the plan. This will enable final feedback on the plan and opportunities to consider changes to it before it is submitted to the Local Planning Authority. This is the most prescribed of all the stages in the Neighbourhood Plan regulations.

Potential Activities

- Production of a hard copy **summary of the plan** for distribution in neighbourhood venues and posted on line for comments in a 6 week period of consultation required by the regulations.
- **Full copies** of the plan sent to the local planning authority, and consultative bodies (these are listed in the regulations) and posted on line for comments
- A “**staffed**” **shop front/community venue** presence on the High Street and local centres in xx and. yy These would be held at weekends during the 6 week consultation period.
- **Publicity** to go the whole neighbourhood summarising main proposals in the plan the plan publicising the availability of the plan and how to comment - also posted on line.