

## Hayle Neighbourhood Plan Project Plan Proposal – vers.1

PROJECT PLAN OVERVIEW															
Stage:	Mar14	Apr14	May14	Jun14	Jul14	Aug14	Sep14	Oct14	Nov14	Dec14	Jan15	Feb15	Mar15	days	fee
1 Getting Started	C1													2.5	1,000
2 Identify & Analyse Issues			C2											28.5	11,400
3 Vision & Objectives					C3									5.5	2,200
4 Generate Options														6	2,400
5 Prepare Draft Plan														10	4,000
6 Consultation & Submission								C4	C4					5	2,000
7 Independent Examination														0	0
8 Referendum & Adoption													C5	0	0

### Notes and Assumptions:

- Target to submit a draft Neighbourhood Plan to the local planning authority by the end of December 2014
- TC will form a NP Sub-Committee that meets approximately once a month to provide guidance and take decisions
- Consultancy work commences early in March 2014
- Local people will manage and deliver the community consultation
- No allowance has been made for cost of specialist studies e.g. wildlife appraisal, archaeology, flood risk, design appraisal etc
- No allowance in costs has been made for attending meetings, progress reporting and monitoring requirements
- Consultants day rate = £400 (incl. of expenses) – consultancy team to be agreed with Client
- Fee quote does not include any associated costs and disbursements such as for mapping, exhibition boards, venue hire, printing, distribution, admin, etc.
- No guarantees can be given as to the speed at which the LPA will progress once the draft plan is submitted

**HTC** = Hayle TC

TC =Town Clerk

CC = Cornwall Council (LPA)

LPA = Local Planning Authority

Hayle = local volunteers & supporters

### Consultation Points:

**C1** - publicise intention, recruit helpers

**C2** - survey of local needs & demands

**C3** - consult on vision & objectives

**C4** - consult on draft plan

**C5** – Referendum circa Mar 15 – NB. This is the responsibility of the LPA

## Organising

Stage 1 Getting Started:									
No.	Process	Method	Lead	Days	£	pre-Mar14	Mar 14	Apr 14	
1.1	Publicise intention	local media & website		0	0	✓			
		NP Website design	Hayle	0	0				
1.2	Consult LPA	discussion with CC		0	0	✓			
		agree working arrangements		0	0	✓			
		Approve working arrangements		0	0	✓			
1.3	Devolve task	agree to form NP Group		0	0	✓			
		prepare terms of reference	Con	0.25	100				
		approve terms of reference	HTC	0	0				
1.4	Form NP group	identify group members	HTC	0	0				
		brief members	Con	0.25	100				
		allocate responsibilities	HTC	0	0				
		skills audit & identify training needs	HTC	0	0				
1.5	Communication proposal	identify stakeholders & targets	Con	0.5	200				
		prepare communications strategy	Con	0.5	200				
		approve communications strategy	HTC	0	0				
1.6	Set plan area	evaluate options		0	0	✓			
		approve NP boundary		0	0	✓			
1.7	Application to LPA	prepare application statement & map		0	0	✓			
		submit application		0	0	✓			
1.8	Designation	publicise application	CC	0	0	✓			
		review comments	CC	0	0	✓			
		approve application	CC	0	0	✓			
1.9	Delivery plan	prepare project plan	Con	0.25	100				
		approve project plan	HTC	0	0				
		prepare community engagement strategy	Con	0.5	200				
		approve community engagement strategy	HTC	0	0				
1.10	Budget/resources	identify resource requirements	Con	0.25	100				
		Make funding applications	TC	0	0				
		approve budget	HTC	0	0				
				<b>Sub-totals:</b>	<b>2.5</b>	<b>1000</b>			

## Survey & Analysis

Stage 2 Identifying the Issues:												
No.	Process	Method	Lead	Days	£	Mar14	Apr14	May14	Jun14	Jul14	Aug14	Sep14
2.1	Strategic context	research/review strategy documents	Con	1	400							
		liaise with LPA	Con	0.5	200							
		prepare report	Con	1	400							
2.2	Community context	research/review local situation/strategies	Con	3	1200							
		prepare report	Con	2	800							
2.3	Local needs	consult local bodies/organisations	Con	1	400							
		advise on consultation method(s)	Con	1	400							
		design & carry out community consultation	Hayle	0	0							
		analyse survey & prepare report	Con	2	800							
2.4	Development potential	planning history & current land uses	Con	1	400							
		development site identification and appraisal	Hayle	0	0							
		analyse and verify development potential	Con	4	1600							
2.5	Future demands	trends & forecasts	Con	1	400							
		specialist studies <i>(if necessary)</i>	Con	0	0							
		report & presentation	Con	2	800							
2.6	Stakeholder views	consult landowners & local stakeholders	Hayle	0	0							
		correspond with statutory bodies and agencies	Con	3	1200							
		prepare report	Con	1	400							
2.7	NP Issues	analyse surveys & consultations	Con	2	800							
		prepare issues & opportunities report	Con	2	800							
2.8	Scope & content	prepare & recommend scope & content	Con	1	400							
		agree NP purpose & focus	HTC	0	0							
				<b>Sub-totals:</b>	<b>28.5</b>	<b>11400</b>						
Stage 3 Vision & Objectives:												
No.	Process	Method	Lead	Days	£	Mar14	Apr14	May14	Jun14	Jul14	Aug14	Sep14
3.1	Draft vision	visioning exercise	Con	1	400							
		prepare vision statement	Con	0.5	200							
		agree draft vision	HTC	0	0							
3.2	Draft objectives	interpret vision & prepare draft objectives	Con	1	400							
		agree draft NP objectives	HTC	0	0							
3.3	Sustainability	set objectives & criteria	Con	0	0							
		agree sustainability framework	Con	0	0							
3.4	Consult	publicise draft vision & objectives	Con	1	400							
		consult widely on vision & objectives	Hayle	0	0							
		analyse and report on consultation	Con	1	400							
3.5	NP vision & objectives	prepare vision & objectives report	Con	1	400							
		approve vision & objectives	HTC	0	0							
				<b>Sub-totals:</b>	<b>5.5</b>	<b>2200</b>						

