

Tavistock Neighbourhood Development Plan - High Level Project Plan

	Stage	Action	Activities	RAG Status	When?																Lead Responsibility	Notes	
					2021/22				2022/23														
					Dec	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March			
1. Starting up	Stage 1: Ensuring the community will support the neighbourhood planning process	Communication & Engagement Strategy	Identify key partners and stakeholders including potential developers and landowners	Orange																	SG		
			Develop Communication and Engagement Strategy (what/who/how/when/why)	Orange																		SG/DCT	
			Ensure that strategy is inclusive and accessible to all	Red																		SG/DCT	
		General Awareness & Defining Key Issues and Opportunities	Information/awareness raising community event/s (based on communication and engagement strategy).	Orange																		SG	
			Initial Questionnaire - promote awareness and understanding, gather local views on doing the neighbourhood plan, establish local issues and priorities and ask for volunteers	Red																		SG/DCT	
			Initial Questionnaire - promote awareness through digital social media and local marketing & communications activities	Red																		SG/DCT	
			Analyse questionnaire responses and gauge support and understanding of neighbourhood planning, broadly define key issues and priorities from responses	Red																		DCT	
			Produce survey response analysis evaluation report	Red																		DCT	
			Review events and questionnaire to ensure engagement was inclusive and accessible to all	Red																		DCT	
	Stage 1c: 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	Green																	SG		
			Agree and Set up process to ensure flow of information between Town Council and Steering Group.	Green																	SG		
			Consider if Steering Group would benefit from other representation e.g. outlying hamlets/villages	Green																	SG		
			Consider Skills/knowledge/interests/representation of Steering Group	Green																	SG		
			Check for inclusivity and diversity in the makeup of the Steering Group	Green																	SG		
			Populate Project Plan (i.e. this document) with time scales (for individual tasks & realistic timeframe for process) & resources (people/funding) etc	Green																	SG/DCT		
As a result of project planning, it should be feasible to have a good estimate of the costs involved - apply for funding			Orange																	SG/DCT			
Agree and finalise Project Plan			Orange																	SG			
Town Council to formally apply for Neighbourhood Area																		SG					
Establish what interest there is from potential developers	Red																	SG					

