

ST CLEMENT PARISH NEIGHBOURHOOD PLANNING STEERING COMMITTEE

NP SG DETAILED WORK PLAN SEPTEMBER 2016

KEY

 critical issues arising

issues/ targets

PLANNING TIMEFRAME: AUTUMN 2014 - 2018

	Sept- Dec 2014	Jan-April2015	Jul-16	Aug-16	Sep-16	
Initial NDP discussions	Parish Council meeting to discuss potential Neighbourhood Plan and need to liaise with Cornwall Council Regeneration team	public meetings held in Tresillian, Malpas and St Clement	feedback and survey summary reported back to local meetings	ONGOING MONTHLY: SG MEETINGS -Agreement of SC to: 1. apply for grants; 2. Contact other NPSGs. 3. Use Project Plan as Target discussion guide. 4. apply for funding for Baseline Questionnaire delivery. Initiate all before 18 Aug	AUGUST SG MEETING - ITEMS: 1. apply for grants; 2. Contact other NPSGs. 3. Use Project Plan as Target discussion guide. 4. apply for funding for Baseline Questionnaire delivery. Initiate all before 18 Aug	Report back on progress on August targets. Task - delivery of main questionnaire. For delayed items- ensure new targets are set and agreed
	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	questionnaire distributed	SC discussion of questionnaire findings/results	Contact residents willing to help with NP questionnaire delivery		Awareness raising - methods agreed and tasks delegated
Defining the Neighbourhood	Ensure that aims and objectives of doing the Neighbourhood Plan are clear/understood and realistic.		Findings of first survey distributed	CONFIRMED: Meetings held in April updated residents on progress and recorded feedback	clear	DONE previously confirmed
	Parish Council agree at Council meeting to designate the Parish boundary as the Neighbourhood area. Submit designation application and map to Cornwall Council			DESIGNATION AGREED		DONE. DESIGNATION AGREED
Set up Steering Group/Neighbourhood Planning Team	Set up Steering Group and agree roles (chair, project manager, secretary etc) and Terms of Reference	Steering Group set up and roles identified with chair. Vice		DONE		DONE
	Agree and Set up process to ensure flow of information between Parish/Town Council and Steering Group.	town council rep to attend SG meetings		DONE		DONE
	Consider if Steering Group would benefit from other representation e.g. outlying hamlets/villages	SG representative s identified from main areas of Parish			NOTE: DISCUSS AT AUGUST MEETING	Report progress on contacts made in outlying areas
	Consider Skills/knowledge/interests/representation of Steering Group	SG representative of PC, commercial agric, and environment interests			seek expert help in marine, historical, housing, environ etc. Contacts to plan investment in indepth study.	check on expertise areas and contacts. Feedback?
	Check for inclusivity and diversity in the makeup of the Steering Group	SC diversity does not include disability and ethnic mix. Check for appropriate			NOTE: DISCUSS AT AUGUST MEETING	Pencalenick School? -disabled residents/carers. Refugee families reported in Truro area?
	Populate Project Plan (i.e. this document) with time scales (for individual tasks & realistic timeframe for process) & resources (people/funding) etc			SEE Project and Detail Plans		DONE
	Agree Project Plan			Agreed	Agreed	DONE

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Communication & Engagement Strategy	Identify key partners and stakeholders including potential developers and landowners		key focal themes agreed- social/ environment/ commercial	Work of focus groups postponed until after Questionnaire delivered	Work of focus groups postponed until after Questionnaire delivered	Questionnaire delivery agreed as main priority. FG DISCUSSIONS TO FOLLOW Questionnaire delivery
	Develop Communication and Engagement Strategy (what/who/how/when/why)		Communication Strat: key themes/website/ local clubs/leisure	Local radio show? And/or website publicity? Church? Discuss at SG August Meeting	Discuss communication strategy and set targets: SG August Meeting. See also above.	Feedback on publicity strategies/choices