



**There is a lot of work involved with producing a Neighbourhood Plan and it can seem like a very daunting process! But remember, you don't have to do it all at once; producing a Project Plan will help you organise the work and will be your 'route map' through the process. This Guide Note explains more about Project Planning.**

The development of the Project Plan involves listing all the steps necessary to prepare a Neighbourhood Plan and putting a timeframe to them. The best way to do this is in a simple spread sheet with tasks you have to complete listed down the left margin and the timescale you need to follow in the left margin. The key stages to include in your Project Plan are:

- Stage 1: Starting up – sharing ideas about how useful a Neighbourhood Plan might be
- Stage 2: Ensuring the community will support the Neighbourhood Planning process
- Stage 3: Getting organised – making sure you're ready to prepare the plan
- Stage 4: Information gathering – getting to know your Neighbourhood and its context
- Stage 5: Pulling it all together – what you want the Neighbourhood to be like
- Stage 6: Writing Policies
- Stage 7: Testing and approving the Neighbourhood Plan – formal consultation, examination and referendum
- Stage 8: Delivering and monitoring the plan – turning the plan into actions for change

The Cornwall Neighbourhood Planning Toolkit sets out the steps you will need to follow under each stage and there are guide notes and templates to help you on your way.

Make sure you allow enough time for each stage. In particular make sure that you leave time to properly consult with the community and other parties that you may want to involve in the preparation of the plan.

You must also make sure you leave time to allow for the formal processes involved in preparing and achieving support for a Neighbourhood Plan, these include:

- A six week consultation period for any application to define a Neighbourhood Area;
- A minimum six week pre-submission consultation period to enable people to view and comment on the plan before it is formally submitted to Cornwall Council.
- Once the plan is submitted to Cornwall Council, you should allow a minimum of five months for the plan to proceed to referendum, this includes:,,



- Cornwall Council checks to ensure the plan meets the 'basic conditions'
- Formal six week minimum public consultation on the Neighbourhood Plan by Cornwall Council
- A period to allow an independent examiner to review the plan and report back to Cornwall Council
- The date for referendum, which may need to be timed to coincide with other formal elections.
- A 28 day notification period in advance of the referendum.

A suggested Project Plan has been put together by Cornwall Council which includes all of the statutory elements of the process along with helpful suggested activities and considerations. You will find this in Stage 1 of the toolkit.

If you need assistance with project planning, your Community Regeneration Officer in Cornwall Council's Localism Team will be able to help you.