

Tiverton Neighbourhood Plan

STRATEGY - DRAFT v3

1 Outline

1.1 The purpose of this document is to present the strategy for delivering the Tiverton Neighbourhood Plan (TNP), including the high-level project plan and stakeholder map.

1.2 It covers:

- Background and current position.
- Steering Group and Working Group arrangements.
- The NP process.
- The outcome of the Tiverton Town Council (TTC) meeting of 30 Jul 2018.
- The adjustment of the Plan area.
- Stakeholder Engagement.
- Consultancy support.
- The Local Plan and Tiverton Master Plan context.
- The analysis phase, taking account of the previous attempts at delivering what was the Tiverton and Halberton NP.
- The deliberation phase.
- The production phase.
- Consultation phase.
- Delivery phase.
- Communications and meetings.

1.3 The full **Project Plan** will be published in due course.

2 Background and Current Position

2.1 There were two previous attempts at delivering a Neighbourhood Plan for Tiverton and Halberton. The 2014 attempt involved several working groups, which produced a list of over 120 ideas for inclusion in the Plan, many of which were duplicates. The 2016 attempt made no further progress.

2.2 The 2014 list will be used as the basis for the **Analysis Phase** (see below).

- 2.3 **Assumption 1**: There will be no further attempt at eliciting ideas for TNP topics. If any genuinely new ones emerge, they may be considered for inclusion by the Steering Group.
- 2.4 **Assumption 2**: The aim is to have no more than five topic areas - namely:
- Housing.
 - Highways and Transportation.
 - Tourism.
 - Retail and business.
 - Recreation and open spaces.
- 2.5 Each topic will also have these threads throughout the consideration of them:
- Wellbeing and healthy living.
 - Heritage and Conservation.
 - Environment and Sustainability.
- 2.6 For example, Highways and Transportation must include consideration of the need for cycle ways and accessibility for those with special needs. Housing must include energy sustainability and communal areas.

3 Steering Group and Working Groups

- 3.1 The role of the Steering Group will be clearly defined in the updated Terms of Reference (TORs). This will include the need for a strong executive group of leaders for each topic area, plus the Chairman and Volunteer Clerk. This group will be responsible for creating the draft Plan, on the basis of constructive collaboration without reference back to earlier attempts.
- 3.2 The need for Working Groups will not be prescribed in the TORs. Rather, the plan is that Topic Leads engage with representatives in their topic groups virtually, ideally without the need for meetings.
- 3.3 The TORs will say that no one can be in more than one topic group. The Chairman and Volunteer Clerk will ensure that there is coordination across groups.

4 Neighbourhood Plan Process

4.1 There is a published [Neighbourhood Plan process](#).

4.2 In outline the statutory process is:

- Designate the Plan Area.
- Prepare draft Plan - **Analysis, Deliberation, Consultation** and **Delivery Phases**.
- Pre-submission publicity and consultation.
- Submit Plan to MDDC, as the local planning authority.
- Independent examination.
- Referendum on bringing the Plan into effect.
- If satisfactory outcome to examination, MDDC brings the Plan into effect.

5 TTC Meeting 30 Jul 2018

5.1 At this meeting the TTC had a report with a number of recommendations, and was addressed by Rev Ian Johnson, the appointed Chair of the TNP Steering Group.

5.2 The Council determined that work on the Plan should proceed, by a large majority.

6 Plan Area Adjustment

6.1 The Plan area was originally designated in 2012.

6.2 A consequence of Halberton Parish Council having determined to take no further part in the Plan the Plan Area needs to be adjusted, in accordance with the [published process](#).

6.3 The request for the designation of the new area has now been submitted to MDDC (21 Aug 2018).

7 Stakeholder Engagement

7.1 The current Contact Database (CDB) is poor, as it does not represent enough of the local interest groups to be a meaningful stakeholder engagement resource. Effective stakeholder engagement will be vital in the **Deliberation** and **Production Phases**.

- 7.2 The immediate concern is to improve the CDB and recruit active participants to the Steering Group. There is a need for people with open minds who can help build group participation in each topic area from as wide a spectrum of the population as possible.
- 7.3 It will be a significant task to maintain the CDB. Ideally there should be a dedicated, volunteer resource to do this, working in close liaison with the topic leads.
- 7.4 Existing CDBs will be used wherever appropriate - eg, the Town Centre Partnership run by the Town Centre Manager.
- 7.5 The draft **Stakeholder Map** is published separately.

8 Consultancy Support

- 8.1 Consultancy support was available for the first attempt in 2014. Not all the support procured was used, so this balance is still available.
- 8.2 Following an initial conference call with the consultant there is a need to scope the consultancy support needed, and for the consultant to provide initial advice.

9 Local Plan and Town Centre Master Plan Context

- 9.1 As previously reported, the TNP must take account of both these plans.
- 9.2 Further work on their impact will be undertaken during the **Analysis Phase**.

10 Analysis Phase

- 10.1 This phase is key to the delivery of the TNP. This is where the consultancy support will be vital.
- 10.2 The analysis will take account of:
- The 120 or so topics produced in 2014, suitably de-duplicated, and tested for feasibility, desirability, impact and the likelihood of implementation.
 - The impact of the Local and Town Centre Master Plans on these topics, which may constrain what is delivered.
- 10.3 This analysis will be the main input to the **Deliberation Phase**.
- 10.4 The goal is to complete this phase within weeks, not months, with at least an outline report available to the next public meeting in October 2018.

11 Deliberation Phase

- 11.1 The role of the Topic Leads will be deliberation on what the **Analysis Phase** has produced, with their representative group. These groups will not be expected to originate yet more topics. Instead it will be to sense check the **Analysis Phase** deliverables.
- 11.2 It is anticipated that the bulk of group activity will be by electronic collaboration, rather than through physical meetings. Meetings will be kept to a minimum.
- 11.3 Consultancy support will be useful here, to advise the Groups on what is and what is not possible.

12 Production Phase

- 12.1 This will run in parallel with the prior phases, in order to speed up delivery.
- 12.2 The main deliverable of this Phase will be the draft TNP.

13 Consultation Phase

- 13.1 Part of the consultation will via the Topic Groups and the wider Stakeholder community.
- 13.2 Otherwise this covers the statutory consultation activities.

14 Delivery Phase

- 14.1 This is mainly about the statutory processes.
- 14.2 It will also set the scene for putting the Plan into effect - ie, post adoption monitoring of the effect of the Plan. A process will be required to implement this, once the Steering Group has completed its work and has been disbanded.

15 Communications and Meetings

- 15.1 As indicated above, it is anticipated that the bulk of the collaboration will be electronic, not through meetings.
- 15.2 There will be regular communication with the Stakeholders as work progresses, in order to elicit feedback as the Plan develops.
- 15.3 There will be a separate Stakeholder Engagement Strategy.