



<b>Project Name:</b>	HFTC Neighbourhood Plan		
<b>Project code/JN:</b>		<b>Customers:</b>	Higham Ferrers Residents
<b>Project Manager:</b>	Philip Toogood	<b>Project Sponsor:</b>	Higham Ferrers Town Council
<b>Project Description</b>	A 20 year plan for the development of Higham Ferrers		
<b>Authors:</b>	James Wilson/ Philip Toogood		

## Plan Description

The Localism Act was passed by Government in November 2011 and final regulations relating to the Act and regulating the process came into force in April 2012. The Act allows local areas to produce a spatial development plan for their area and, if adopted, future planning applications would have to have regard to the policies within this plan.

Higham Ferrers Town Council has decided that it requires a Neighbourhood Plan and wishes to have one in place as quickly as possible. Realistically, this may take between 12 and 18 months to achieve. The purpose of the Neighbourhood Plan is to:

- To create local planning policies for Higham Ferrers which development proposals need to adhere to;
- To protect against inappropriate and speculative development and to provide greater control over development;
- To bring forward action on facilities and improvements, which are needed by the town.

The project will be guided by a residents-led Steering Group with a structure as follows:

Chairman: Nigel Cheetham

Vice Chairman: Philip Toogood

Town Clerk: Sandra Mitcham, representing the sponsor, HF Town Council

Project Manager: Philip Toogood

Project Teams for specific areas of work:

Development - Project Team (D-PT)

Communications - Project Team (C-PT)

Community Facilities - Project Team (CF-PT)

Highways and Traffic - Project Team (H&T-PT)

Economy, Education and Tourism - Project Team (EE&T-PT)

The Steering Group will include Community Champions, e.g., county, district and town councillors; business and community - including youth - group leaders.

The project will be managed by stage, exception and progress reporting.

Key elements in the process will be:

- Consultation and communications with residents, other stake holders and partners.
- Continual evidencing of proposals and solutions and justifying the business case
- Learning from our and other towns experiences
- Building quality into products and solutions
- Employing SMARTq(Specific, Measurable, Achievable, Relevant and Timely) actions whenever possible
- Assessing and mitigating risk
- Keeping within set budgets

## Plan Prerequisites

- The Steering Group
- Administrative and budgetary support
- Engagement by residents, business and community groups

## External Dependencies

- Cost of the project may escalate due to unforeseen issues or evidence requirements.
- Community engagement may be poor and may not lead to approval of the plan at referendum.
- That the planning process is seen not as a local community plan but one imposed by the Town Council
- Lack of engagement by landowners or developers able to bring forward the most acceptable areas for development.

## Planning Assumptions

- Required housing numbers do not change
- Review of Core Strategy does not impose new planning restrictions

## Lessons Incorporated

From other Town and Neighbourhood Plan projects:

- Employ project management
- Employ consultants where necessary and funds permit
- Listen to residents
- Evidence and test issues and solutions

## Monitoring and Control

A simplified Prince2 methodology employing Project in a Box Personal Edition (PIABpe) software with a single user licence and working in portable mode to provide resilience for the Steering Group.

## Budgets

Neighbourhood Plan project costs limited to local authority funding-currently £51050-unless additional resources can be allocated

Community Plan implementation costs will be totally dependent upon local authority budgetary planning and allocation of resources over a 20 year period

## Tolerances

(Time, cost and scope tolerances for the level of plan (which may also include more specific stage- or team-level risk tolerances)

- Steering Group- because of the voluntary nature of the Steering Group membership time, cost and scope tolerances may be difficult to establish and manage.
- Local planning authority-approvals delay

## Product Descriptions

(Covering the products within the scope of the plan (for the Project Plan this will include the project products; for the Stage Plan this will be the stage products; and for a Team Plan this should be a reference to the Work Package assigned). Quality tolerances will be defined in each Product Description)

### Project level:

1. Neighbourhood Plan
2. Community Plan (land use elements dependent upon adoption of Neighbourhood Plan)

### Stage level:

- 1. Concept/Initiate:**
  - Project Mandate
- 2. Start/plan:**
  - Business case, plan and schedule;
  - Communications, risk and quality strategies.
  - Define products and outcomes
- 3. Manage/execute:**



- Monitor and control
  - Progress, issue and exception reports,
  - Continual business case justification
  - Stage products and tasks (see schedule below)
- 4. Close:**
- To include post project reviews (up to 20 years for Community Plan element) and lessons learned.

# Project Plan

## Schedule

The Product/ Task schedule with planned dates is shown below:

Identifier	Product/Task	Duration (Days or Weeks)	Planned Dates	
			Start	Finish
<b>NPS 1</b>	<b>Initiate Project</b>			
NPS1-1	Register Project ENC, produce mandate and secure external funding	2w	1 Nov 12	14 Nov 12
NPS1-2	Review national and local planning policies	6w	1 Nov 12	14 Dec 12
NPS1-3	Establish Steering Group	2w	1 Nov 12	14 Nov 12
<b>NPS2</b>	<b>Plan Project</b>			
NPS2-1	Write strategies, business case, project plan and expand HFTC website	6w	1 Nov 12	14 Dec 12
NPS2-2	Preparation for Workshop 1 event	6w	1 Dec 12	14 Jan 13
<b>NPM1</b>	Milestone Workshop 1- identify issues	1d	28 Jan 12	28 Jan 12
<b>NPS3</b>	<b>Draft Neighbourhood Plan</b>			
NPS3-1	Analysis of issues, existing information on issues and engage with landowners	48w	28 Jan 12	1 Jan 13
NPS3-2	Preparation for Workshop 2 event	6w	1 Jan 13	14 Feb 13
<b>NPM2</b>	Milestone Workshop 2 - consultation on issues and solutions	1d	23 Feb 13	23 Feb 13
NPS3-3	Recruit community champions and project team members	12w	1 July 13	21 Sep 13
NPS3-4	Draft Community Plan (CP)	26w	23 Feb 13	19 Aug 13
NPS3-5	Preparation for Workshop 3 and CP launch events	6w	1 Aug 13	14 Sep 13
NPS3-6	Develop vision, objectives and strategic options (SOs)	10w	1 Jul 13	14 Sep 13
<b>NPM3</b>	Milestone - Community Plan Launch event	1d	21 Sep 13	21 Sep 13
NPS3-8	Commence execution of non- land use elements of the CP	4w	28 Sep 13	28 Oct 13
<b>NPM4</b>	Milestone Workshop 3 - test vision, objectives and SOs	1d	28 Sep 13	28 Sep 13
NPS3-9	Commission technical work, gather evidence and assess viability of SOs	8w	1 Oct 13	1 Dec 13

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Identifier	Product/Task	Duration	Start	Finish
NPS3-10	Test options and produce sustainability appraisal	10w	1 Oct 13	14 Dec 13
NPS3-11	Preparation for Workshop 4	6w	1 Nov 13	14 Dec 13
NPS3-12	Workshop 4. Draft Neighbourhood Plan	1d	14 Dec 13	14 Dec 13
NPS3-13	Draft NP policies, proposals map and implementation plan	6w	14 Dec 13	1 Feb 14
NPS3-14	Set assessment date with LPA	2w	14 Dec 13	1 Jan 14
NPS3-15	Decide on which statutory authorities to consult with	1w	21 Dec 13	1 Jan 14
NPS3-16	Reg14 (Pre Submission) consultation with stakeholders, residents and Statutory Authorities	6w	1 Jan 14	14 Feb 14
NPS3-17	Amendments to NP following Reg 14 consultation	2w	14 Feb 14	1 Mar 14
NPS3-18	Conduct Equalities Impact Assessment	2w	14 Feb 14	1 Mar 14
NPS3-19	Prepare Consultation Statement	2w	7 Mar 14	21 Mar 14
<b>NPS4</b>	<b>Adoption of Neighbourhood Plan</b>			
NPS4-1	Submit Plan to LPA	2w	1 Apr 14	14 Apr 14
NPS4-2	Conformity and legal requirements checks by LPA	4w	1 Apr 14	1 May 14
NPS4-3	Agree examiner chosen by LPA	2w	1 Apr 14	14 Apr 14
NPS4-4	Analysis of plan by examiner	3w	14 May 14	7 Jun 14
NPS4-5	Report from examiner	2w	7 Jun 14	21 Jun 14
NPS4-6	Review of recommendations by LPA	2w	7 Jul 14	21 Jul 14
NPS4-7	Referendum organised by LPA	2w	21 Jul 14	7 Aug 14
NPS4-8	Result of referendum	2w	21 Aug 14	7 Sep 14
<b>NPM5</b>	<b>Neighbourhood Plan adopted</b>	2w	21 Sep 14	7 Oct 14
NPS4-9	Commence execution of land use elements of Community Plan	4w	7 Oct 14	7 Nov 14
<b>NPS5</b>	<b>Close Project</b>			
NPS5-1	Record lessons learned	2w	7 Oct 14	21 Oct 14
NPS5-2	Conduct post project reviews of Community Plan	5 yrs+	7 Oct 14	?