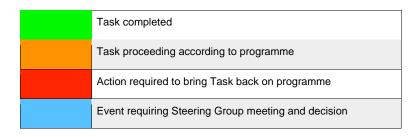
Project Plan (1) - April 18.



Status	Task	Lead	Start	Finish
	Public meeting to gauge support for a Neighbourhood Development Plan (NDP)	Parish Council	June 17	June 17
	Parish Council decide to proceed further with NDP process	Parish Council	July 17	July 17
	Public meeting to publicise NDP and seek volunteers	Parish Council	July 17	July 17
	Management Group formed of Parish Council and volunteers (MG)	Parish Council	July 17	July 17
	Meeting with HBC Planning department to advise them of NDP proposal and seek advice	MG	Aug 17	Aug 17
	Application to HBC for designation of the NDP area	Parish Council	Aug 17	Nov 17
	Steering Group heads of terms	Parish Council + MG	Nov 17	Nov 17
	HBC approve designation of NDP	HBC	Jan 18	Jan 18
	MG meet with HBC to plan way forward and to open support channels	MG	Feb	Feb
	MG expanded to include wider representation building towards establishment of Steering Group (SG)	SG	Feb	Feb
	Draft community engagement strategy to be agreed by Str Grp	PS	March	March
	Email flyer for the 7 April public event to the '100' volunteers	NM	Feb	March

Draft main flyer incl response forms for the 7 April public event	SG	Feb	March
Agree the main flyer incl response forms for the 7 April public event	SG	March	March
Agree format for 7 April public event	SG	March	March
Main flyer and forms to the printers	SK	March	March
Distribute hard copy flyers and response forms to every household and business in the NP area.	SG	w/c 26 March	01 Apr
Prepare Statement of Community Involvement	PS	March	April
Public event in Memorial Hal	SG	7 April	7 April
Review responses from public event - issues and people	SG	8 April	18 April
Review the issues raised in the existing Parish Plan	SG	8 April	18 April
From the responses identify topic groups and people willing to help gather evidence.	SG	18 April	18 April
Public meeting to bring in volunteers and start questionnaire preparation.	SG	18 April	18 April
Draft the questionnaire and a covering leaflet - to be agreed by Steering Group	SG	July 18	To be agreed
Questionnaire and leaflet to the printers	SK	September	September
Distribute hard copy questionnaire and leaflet to every household and business in the NP area	SG	September	September