

## Project Plan (1) - April 18.

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|  | Task completed                                      |
|  | Task proceeding according to programme              |
|  | Action required to bring Task back on programme     |
|  | Event requiring Steering Group meeting and decision |

| 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<br>+ 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    |