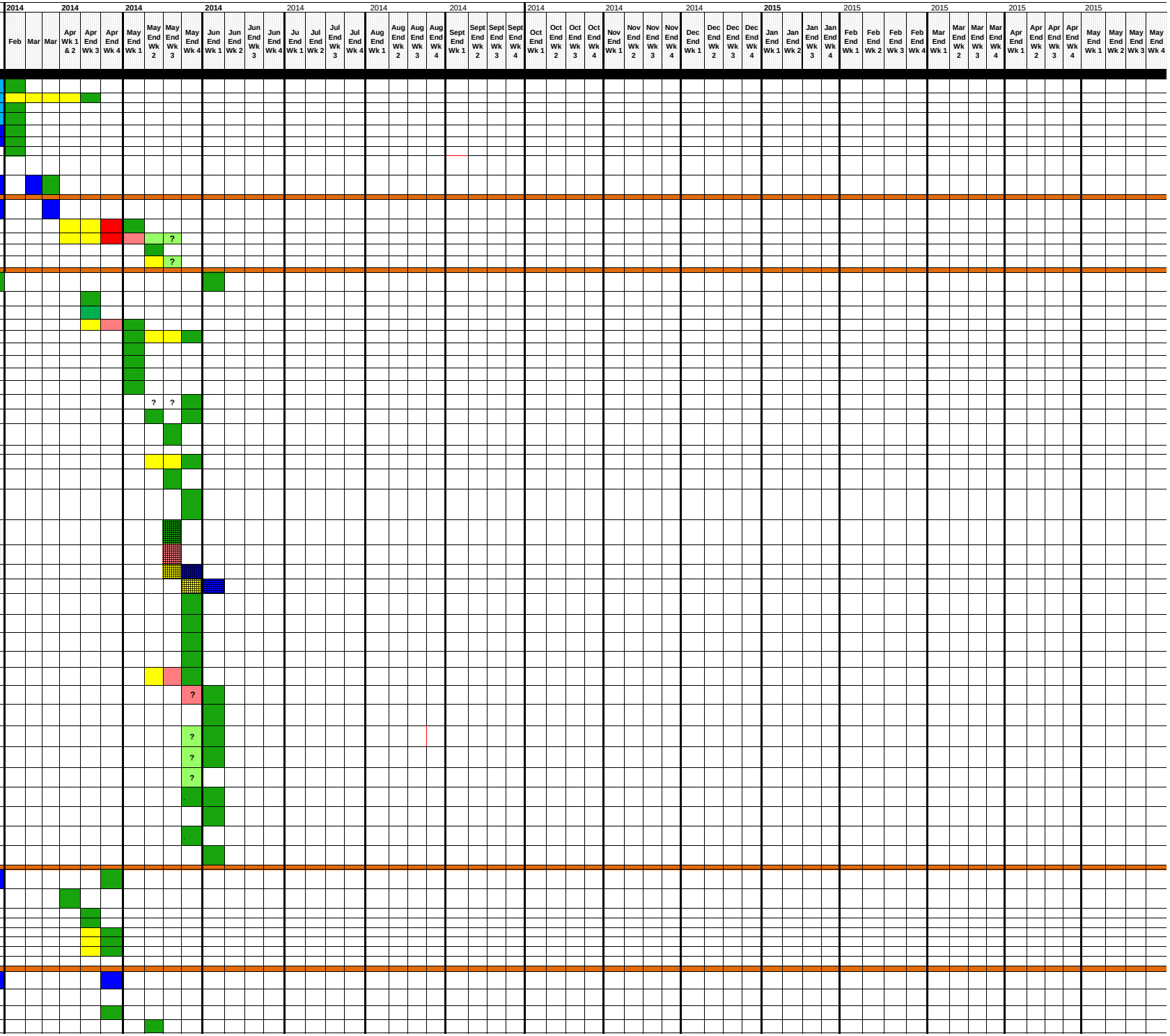
Version Update: 2016 August 26 V08.01

PROJECT PLAN FOR WIVELSFIELD PARISH NEIGHBOURHOOD PLAN 2014 -2015

Phase	Activity	Task No.	Sub Task	Support Tasks and Progress	Tasks and Milestones	Lead
Inception & Community Engagement	NDP Start Up and Formation	1			Designate plan area with LPA	PC
		2			Secure Funding	PC
		3			set up Steering Group	PC
		4			Appoint consultants	PC
	Steering Groups, Sub Committees and Working Groups	5			Set up focus groups	SG
		6			Adopt governnance structure	SG
		7			Prepare Project plan	AirS/SG
		8			Plan communication strategy and channels	AirS/SG
		9			**Prepare initial SWOT analysis of theme areas**	SG
		10			**Identify individuals to be trained on community21**	SG
			10.1		Agree date for Training RF ND DW	RJ
			10.2		Confirm Charlotte Gander to join	RJ ND
			10.3		Confirm Training Completed ND RJ	ND
			10.4		All members to review Comm 21 site	ALL
		11			**Prepare and plan for NDP open day - 7th June - 10.00 to 14.00**	SG
			11.1		Agree venue for Open Day	SG
			11.2		Book School Hall for 7th June	LG
			11.3		Book Refreshments	LG
			11.4		Appoint Lead & Co-ordinator to run up	RF
				11.4.1	Produce 800+ copies Open Day Flyer	LG
				11.4.2	Advise Richard Spncer Middy Column	AJ
				11.4.3	Co-ordinate & deliver Open Day Flyer	AK HN
				11.4.4	Email Action Group Members	GH
				11.4.6	Notes for Book Bags - Primary School	LG
				11.4.7i	Posters designed for Roadside	AJ
				11.4.7ii	How many posters are required for Theobolds/Valebridge	SB
			11.5		Co-ordinate Material for display	RF
				11.5.1	See detailed Background Info from LG for 8th May SG meeting from LG	ALL
				11.5.2	Agree Material to be displayed. Plus information from RF JS Meeting. See 11.5.3	ALL
				11.5.3	(LG advised) JS & RF met 22 May to finalise list of display content	JS RF (LG)
				11.5.4	Allocate production of necessary info to relevant Focus Groups	RF JS
				11.5.5	All Information to be with RF by 30 May	???
				11.5.6	Produce agreed display material	RF
				11.5.7	Confirmation from FB - able to display land put forward for development	LG FB
				11.5.8	Confirmation from PC-display land put forward for development	LG FB
				11.5.9	AirS opinion how to display feedback on sites displayed	FB
				11.5.10	Produce form for feedback	DW GH
			11.6		Agree quantity and book display boards - dependent on 11.5.3 & FG's	~~JH~~ LG
			11.7		Plan Layout of Hall	~~JH~~ JS ??
			11.8		Erecting Display Boards Saturday morning	???
				11.8.1	Advise names of confirmed volunteers for a.m. and p.m. sessions	LG
				11.8.2	Agree preparation of display boards - where and when	JS ALL
				11.8.3	Book school hall if necessary for preparation of display boards	LG
			11.9		Handover Lead Co-odination RF ~~JH~~ JS	RF ~~JH~~ JS
			11.10		Confirm Refreshments Booking	LG
			11.11		Request volunteers to set up AJ's roadside posters - AT volunteered	
			11.12		General Board for NP showing Vision, Project Plan Focus Groups etc	?????
		12			**Stakeholder Letters to be issued by 28 April**	SG/PC
			12.1		Identify key stakeholders (local and statutory)	LG GH
			12.2		Populate names addresses email info.	GH
			12.3		Create Database	RF GH
			12.4		Produce Stakeholder Letter	LG GH
			12.5		Arrange Mail shot for Posted letters	RF
			12.6		Email Letters	GH
		13			**Neighbourhood Plan Website**	SG
			13.1		Parish Council Website	
				13.1.1	Grant access to website for RF	RF
		1		13.1.2	Initial material to go on website	RF


2014
2015
Feb Mar Mar Apr Wk 1 & 2 Apr End Wk 3 Apr End Wk 4 May End Wk 1 May End Wk 2 May End Wk 3 May End Wk 4 Jun End Wk 1 Jun End Wk 2 Jun End Wk 3 Jun End Wk 4 Ju End Wk 1 Jul End Wk 2 Jul End Wk 3 Jul End Wk 4 Aug End Wk 1 Aug End Wk 2 Aug End Wk 3 Aug End Wk 4 Sept End Wk 1 Sept End Wk 2 Sept End Wk 3 Sept End Wk 4 Oct End Wk 1 Oct End Wk 2 Oct End Wk 3 Oct End Wk 4 Nov End Wk 1 Nov End Wk 2 Nov End Wk 3 Nov End Wk 4 Dec End Wk 1 Dec End Wk 2 Dec End Wk 3 Dec End Wk 4 Jan End Wk 1 Jan End Wk 2 Jan End Wk 3 Jan End Wk 4 Feb End Wk 1 Feb End Wk 2 Feb End Wk 3 Feb End Wk 4 Mar End Wk 1 Mar End Wk 2 Mar End Wk 3 Mar End Wk 4 Apr End Wk 1 Apr End Wk 2 Apr End Wk 3 Apr End Wk 4 May End Wk 1 May End Wk 2 May End Wk 3 May End Wk 4
?
?
?

Version Update: 2016 August 26 V08.01

PROJECT PLAN FOR WIVELSFIELD PARISH NEIGHBOURHOOD PLAN 2014 -2015

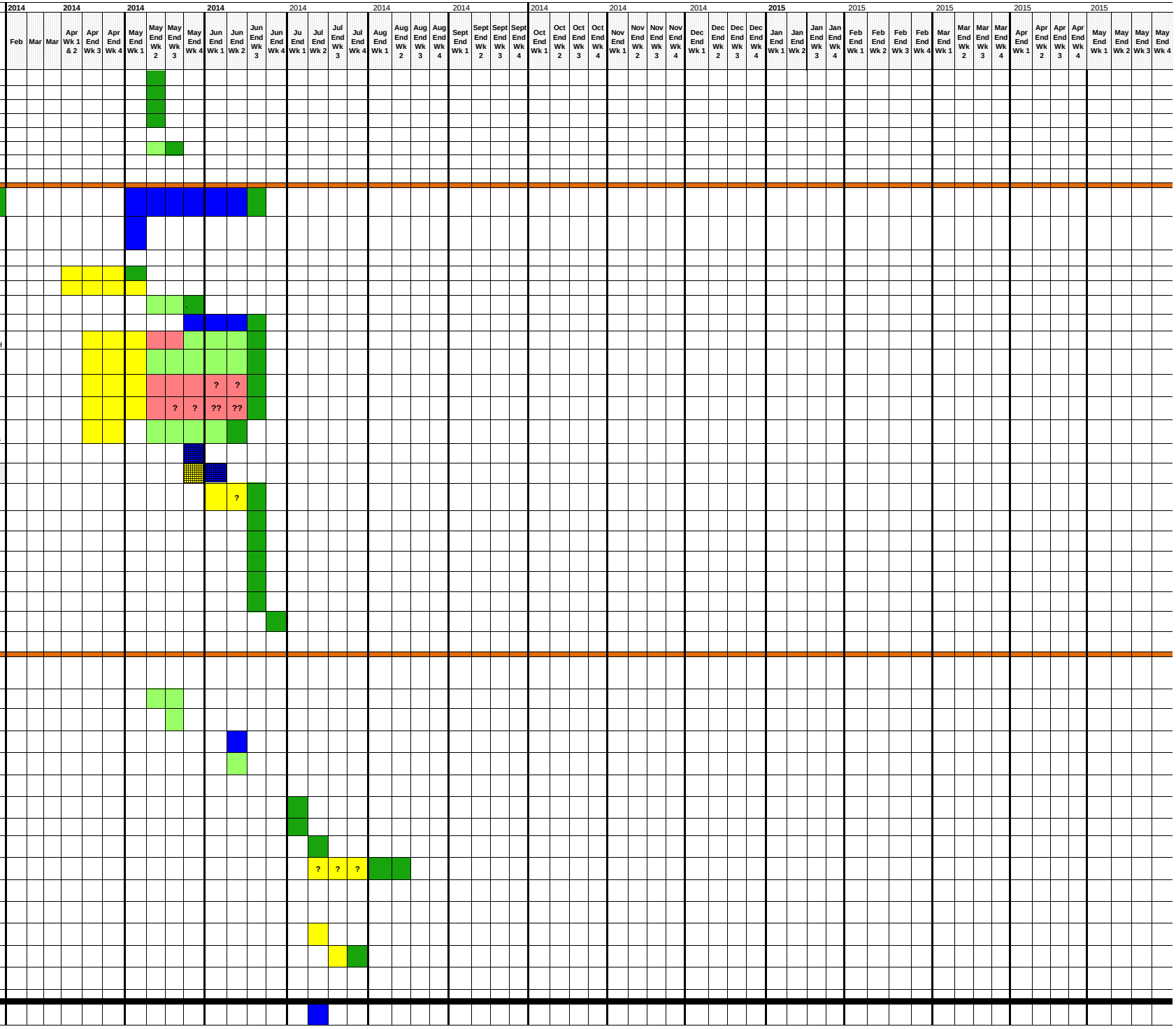
Phase	Activity	Task No.	Sub Task	Support Tasks and Progress	Tasks and Milestones	Lead
Inception & Community	Steering Groups, Sub Committees and Working Groups			13.1.3	Progress	RF
				13.1.4	Update website	RF
				13.1.5	Update website with reformatted documents	RF JH
				13.1.6	Update website with Open Day data	RF JH
				13.1.7.1	Send Selected Open day Material to JH	H & D
				13.1.7.2	Send Selected Open day Material to JH	T & T
				13.1.7.3	Send Selected Open day Material to JH	E &C
				13.1.7.4	Send Selected Open day Material to JH	I F L E
			13.2		AirS Community 21 Website	
				13.2.1	AirS Commity 21 site - recommended following training on Community 21	RJ ND
			13.3		Agree site / sites to be used	ALL
			13.4		Send Open Day Material to FB for loading on to Community 21 website. Please advise ND what has been sent to FB	
				13.4.1	Housing Development FG	GH
				13.4.2	Evironment & Countryside FG	SB
				13.4.3	Travel & Transport FG	AT
				13.4.4	Infras Facilities & Local Economy FG	JW ID
				13.4.5	General Boards & Schools Data	LG
		14			**Call for Sites: Establish interest from potential developers**	**SG/PC**
			14.1		Respond to Developers Contacts	
				14.1.1	Thakenham - Valebridge Road	
				14.1.2	Springfield Industrial Estate	
				14.1.3	Links to Gleeson Appeal	
			14.2		Next Steps	?????
				14.2.1	Display landowner sites offered on Open Day	DW GH
		15			Stakeholder engagements	**SG**
				15.1.1	Progress	**?????**
					THIS TASK MOVED TO WORKSHOP PLANNING	
		16			**Undertake parish wide survey and housing needs survey**	**SG PC**
			16.1		Focus groups to submit agreed set of questions to AirS.	FG
			16.2		Agree General Survey	SG FG
			16.3		Agree Housing Needs Survey	SG FG
			16.4		Issue Surveys 22 April	
			16.5		Surveys returnded to Airs by 20 May	
				16.5.1	Update: Advise number of surveys received to date	FB
				16.5.2	Review Early Feedback on Numbers of Surveys returned	SG FG
			16.6		Airs feedback Survey Analysis June 4	FB
				16.6.1	Progress	FB
				16.6.2	Review Early Feedback AirS Analysis	SG FG
			16.7		Feedback result of events and surveys back to community	**SG/PC**
				16.7.1	Open Day - If Possible	FG's
				16.7.2	Method to feedback to Community ???	????
			16.8		Questionnaire for Teenagers	
				16.8.1	Prepare questionnaire ASAP	RF LG
				16.8.2	Contact Chailey School - kids action	LG
		2	16.9		Survey Reminders	

| Task No. | Sub Task | Support Tasks and Progress | Tasks and Milestones | Lead | 2014 Feb | 2014 Mar | 2014 Mar | 2014 Apr Wk 1 & 2 | 2014 Apr End Wk 3 | 2014 Apr End Wk 4 | 2014 May End Wk 1 | 2014 May End Wk 2 | 2014 May End Wk 3 | 2014 May End Wk 4 | 2014 Jun End Wk 1 | 2014 Jun End Wk 2 | 2014 Jun End Wk 3 | 2014 Jun End Wk 4 | 2014 Ju End Wk 1 | 2014 Jul End Wk 2 | 2014 Jul End Wk 3 | 2014 Jul End Wk 4 | 2014 Aug End Wk 1 | 2014 Aug End Wk 2 | 2014 Aug End Wk 3 | 2014 Aug End Wk 4 | 2014 Sept End Wk 1 | 2014 Sept End Wk 2 | 2014 Sept End Wk 3 | 2014 Sept End Wk 4 | 2014 Oct End Wk 1 | 2014 Oct End Wk 2 | 2014 Oct End Wk 3 | 2014 Oct End Wk 4 | 2014 Nov End Wk 1 | 2014 Nov End Wk 2 | 2014 Nov End Wk 3 | 2014 Nov End Wk 4 | 2014 Dec End Wk 1 | 2014 Dec End Wk 2 | 2014 Dec End Wk 3 | 2014 Dec End Wk 4 | 2015 Jan End Wk 1 | 2015 Jan End Wk 2 | 2015 Jan End Wk 3 | 2015 Jan End Wk 4 | 2015 Feb End Wk 1 | 2015 Feb End Wk 2 | 2015 Feb End Wk 3 | 2015 Feb End Wk 4 | 2015 Mar End Wk 1 | 2015 Mar End Wk 2 | 2015 Mar End Wk 3 | 2015 Mar End Wk 4 | 2015 Apr End Wk 1 | 2015 Apr End Wk 2 | 2015 Apr End Wk 3 | 2015 Apr End Wk 4 | 2015 May End Wk 1 | 2015 May End Wk 2 | 2015 May End Wk 3 | 2015 May End Wk 4 |
|---|---|---|---|---|---|---

Version Update: 2016 August 26 V08.01

PROJECT PLAN FOR WIVELSFIELD PARISH NEIGHBOURHOOD PLAN 2014 -2015

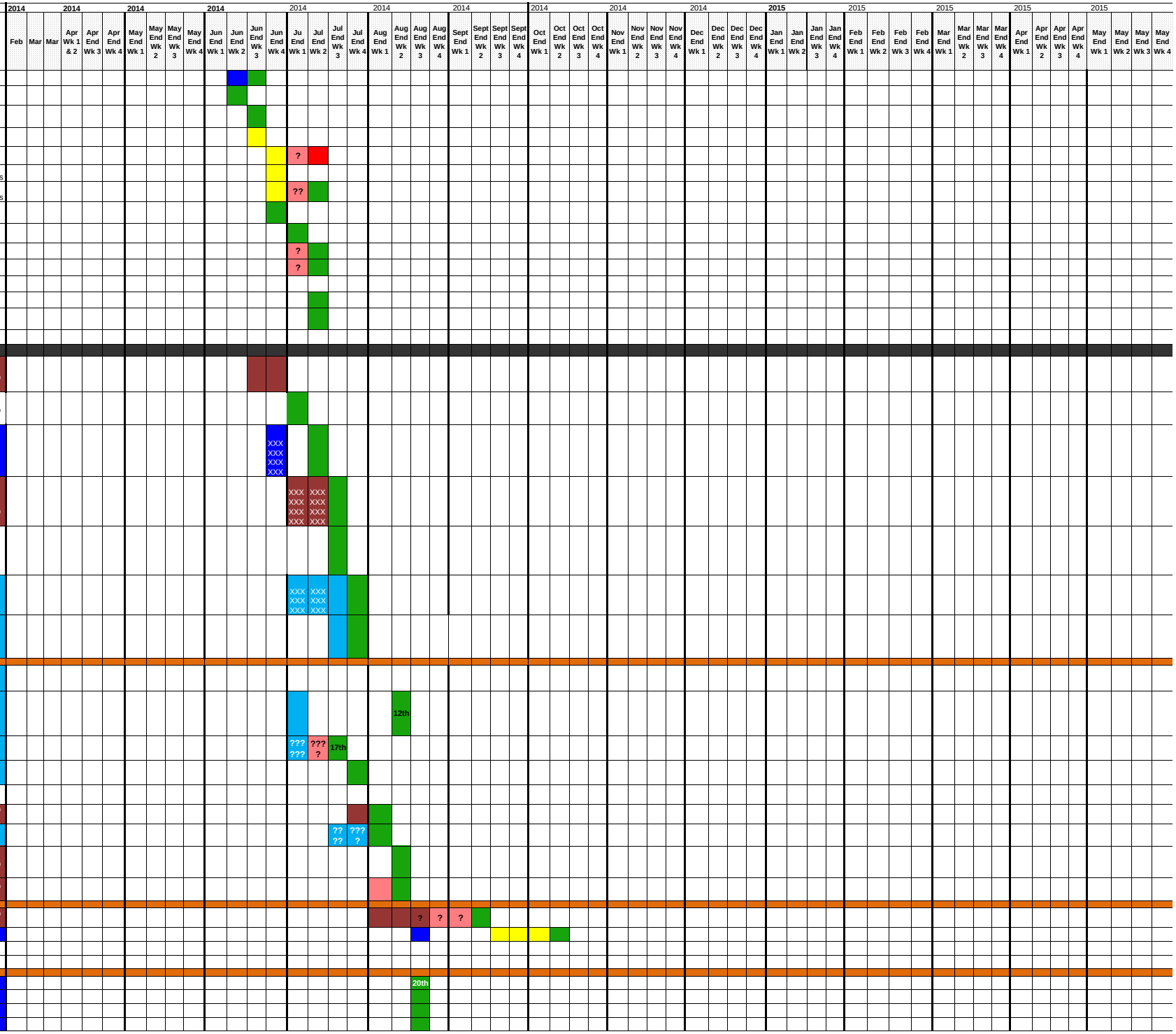
Phase	Activity	Task No.	Sub Task	Support Tasks and Progress	Tasks and Milestones	Lead
Engagement				16.9.1	Produce 800+ copies Reminder Flyer	AK HN
				16.9.2	Advise Richard Spncer Middy Column	AJ
				16.9.3	Co-ordinate & deliver Open Day Flyer	AK HN
				16.9.4	Email Action Group Members	GH
			16.10		Correlation of Post Codes & Roads	DW
Inception & Community Engagement		17			**Complete focus group reports and submit to AirS**	
			17.1		Gather all existing evidence mapping and known studies undertaken by/for community	
				17.1.1	Progress	????
			17.2		Transport Studies Last 2 Years	DW
			17.3		Review Parish Community O're 2012	JH
				17.3.1	DW to produce report on Questionnaire 2012	DW
			17.4		Focus Group Report Progress	
			17.5		Report Progress Housing Development Focus Group	DW - GH
			17.6		Report Progress Evironment & Countryside Focus Group	SB - FG Lead
			17.7		Report Progress Travel & Transport Focus Group	AT - FG Lead
			17.8		Report Progress Infras Facilities & Local Economy Focus Group	JW - FG Lead
			17.9		History of Parish	DW - SB
			17.10		FG's circulate draft report prior to 2 June SG Meeting	
			17.11		Steering Group to Discuss FG Reports	SG
			17.12		**FG's circulate draft report by ~~18~~ 22June latest for discussion at Focus Group Meeting**	FG Lead
			17.13		**FG's to forward finalised Reorts to FB by ~~20~~ 22 June latest**	FG Lead
				17.13.1	Housing & Dev FG confirm to GH report sent to FB by 20/6 Rev 22 /6	FG Lead
				17.13.2	Environ't & Countryside FG confirm to GH report sent to FB by 20/6 Rev 22/6	FG Lead
				17.13.3	Travel & Transpt FG confirm to GH report sent to FB by 20/6 Rev 22/6	FG Lead
				17.13.4	confirm to GH report sent to FB by 20/6	FG Lead
				17.13.5	FB to confirm to GH reports received by 20/6 Rev 23/6	FB
		18			**Strategic Environmental Assessment & Habitats Regulations Assessment**	
			18.1		Contact T Kleiman to confirm if this is required	LG
				18.1.1	TK has advised that PC has not submitted information re Burgess Hill	
				18.1.2	What information does the PC have to submit to T Kleiman to close this Task	LG
				18.1.3	GH emailed TK for clarification for possible Focus Group input	GH
			18.2		Screeing Opinion 100 + 30 Houses	
				18.2.1	Extra-ordinary PC Meeting to discuss options Wednesday 2 July	PC
				18.2.2	Send letter to all households advising LDC Consultation date closure	
				18.2.3	SG & PC Meetings to decide action on 100 additional houses WW location	PC SG
			18.3		Send letter to Landowners in WW via TK/LDC	PC
					For Action of Landowner Presentation go to Task 23	
			18.4	18.4.1	Gleeson Planning Application - decide on action to be taken	PC SG
				18.4.2	Extra-ordinary P C Meeting to discuss action to be taken - 22 July	PC
		19			**Village Day - 12th July**	


2014 Feb Mar Mar Apr Wk 1 & 2 Apr End Wk 3 Apr End Wk 4 May End Wk 1 May End Wk 2 May End Wk 3 May End Wk 4 Jun End Wk 1 Jun End Wk 2 Jun End Wk 3 Jun End Wk 4 Ju End Wk 1 Jul End Wk 2 Jul End Wk 3 Jul End Wk 4 Aug End Wk 1 Aug End Wk 2 Aug End Wk 3 Aug End Wk 4 Sept End Wk 1 Sept End Wk 2 Sept End Wk 3 Sept End Wk 4
2014 Oct End Wk 1 Oct End Wk 2 Oct End Wk 3 Oct End Wk 4 Nov End Wk 1 Nov End Wk 2 Nov End Wk 3 Nov End Wk 4 Dec End Wk 1 Dec End Wk 2 Dec End Wk 3 Dec End Wk 4
2015 Jan End Wk 1 Jan End Wk 2 Jan End Wk 3 Jan End Wk 4 Feb End Wk 1 Feb End Wk 2 Feb End Wk 3 Feb End Wk 4 Mar End Wk 1 Mar End Wk 2 Mar End Wk 3 Mar End Wk 4 Apr End Wk 1 Apr End Wk 2 Apr End Wk 3 Apr End Wk 4 May End Wk 1 May End Wk 2 May End Wk 3 May End Wk 4
? ? ?

Version Update: 2016 August 26 V08.01

PROJECT PLAN FOR WIVELSFIELD PARISH NEIGHBOURHOOD PLAN 2014 -2015

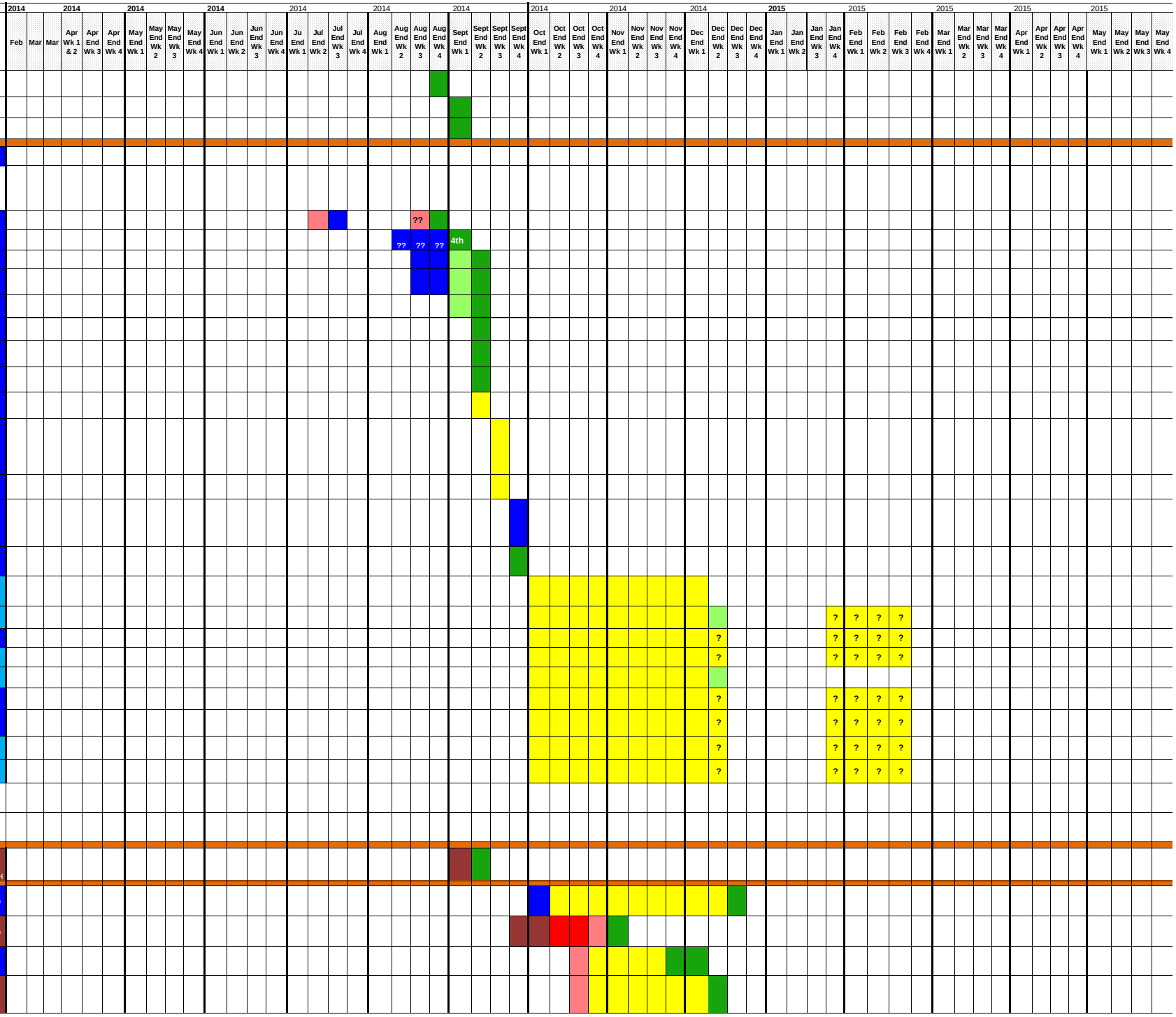
Phase	Activity	Task No.	Sub Task	Support Tasks and Progress	Tasks and Milestones	Lead
Village Day			19.1		Appoint Co-ordinator for NP activity	JS RF
			19.2		Which Stand - Joint with PC stand or separate NP stand	
				19.2.1	If separate stand - book stand for NP Not Separate Marquee	
			19.3		Agree Material to be displayed at FG Meeting 18th June	
				19.3.1	General Surveys Summaries by 27/6	JH ID
				19.3.2	FG Summaries by 27/6	FG Leads
				19.3.3	Submit all data to RF by Monday 30 June	FG Leads
					Housing & Development Summaries Completed - Sent to RF JS JH	GH DW
					Transport & Travel	
					Infrastructure Facilities & Loc Econ.	
					Environment & Countryside	
			19.4		Order Display Boards - not necessary	
			19.5		Volunteers to man the display	
			19.6		Prepare Display Boards - where & when	
	Review evidence and prepare Draft State Report	20			Prepare draft state of parish - to capture key issues for the plan and present to Steering Group for review	AirS/rCOH
			20.1		AirS /rCOH to complete report and present report to Steering Group - Monday 7th July	AirS/rCOH
			20.2		Steering Group to submit comments and recommended changes and or additions to the draft report to AirS/rCOH by ~~Thursday 10 July~~ Monday 14 July	SG
			20.3		AirS/rCOH to amend report with suggested recommendations from SG for approval to be published by SG by ~~Tuesday 15th July Friday 18 July~~ Thursday 31 July	AirS/rCOH/SG
					Steering Group - GH to submit SGcomments and recommended changes and or additions to the draft report V 3 to AirS/rCOH by Monday 28 July	
			20.4		PC to publish final version report and send to statutory consultees ~~Thursday 17th July Wednesday 23 July~~ Friday 1 August ???	PC
			20.5		PC to publish report on Parish website and Commity21 website ~~Wednesday 23 July Thursday 24th Jul~~ 1 August ???	PC
	Planning Workshop	21			**Planning Workshop - Stakeholders**	PC
			21.1		Confirm Date of 30 July for Workshop - date to be revised **~~Now 7th Aug TBC~~ Chairman has confirmed 12th August for Stakeholder Workshop**	PC
			21.2		Issue Stakeholder invitations by	PC
					Book Venue for 12th	PC LG
			21.3		Planning workshop preparation	AirS/rCOH & PC
			21.4		Confirm List of Stakeholder acceptances	PC
			21.5		Facilitate and undertake planning workshop on ~~30 July~~ 12th August	AirS/rCOH
				21.5.1	Issue Agenda a nd table allocations	AirS/rCOH
	Potential Policies, Options and Repots	22	22.1		Potential list of proposed policies	AirS/rCOH
			22.2		SG review list of policies	SG
	Meeting with LDC	23			Meet with LDC to discuss Plan	SG
			23.1		Burgess Hill East Allocation	SG
			23.2		Cross Border SA/SEA	SG
		4	23.3		Screening Opinions	SG



Version Update: 2016 August 26 V08.01

PROJECT PLAN FOR WIVELSFIELD PARISH NEIGHBOURHOOD PLAN 2014 -2015

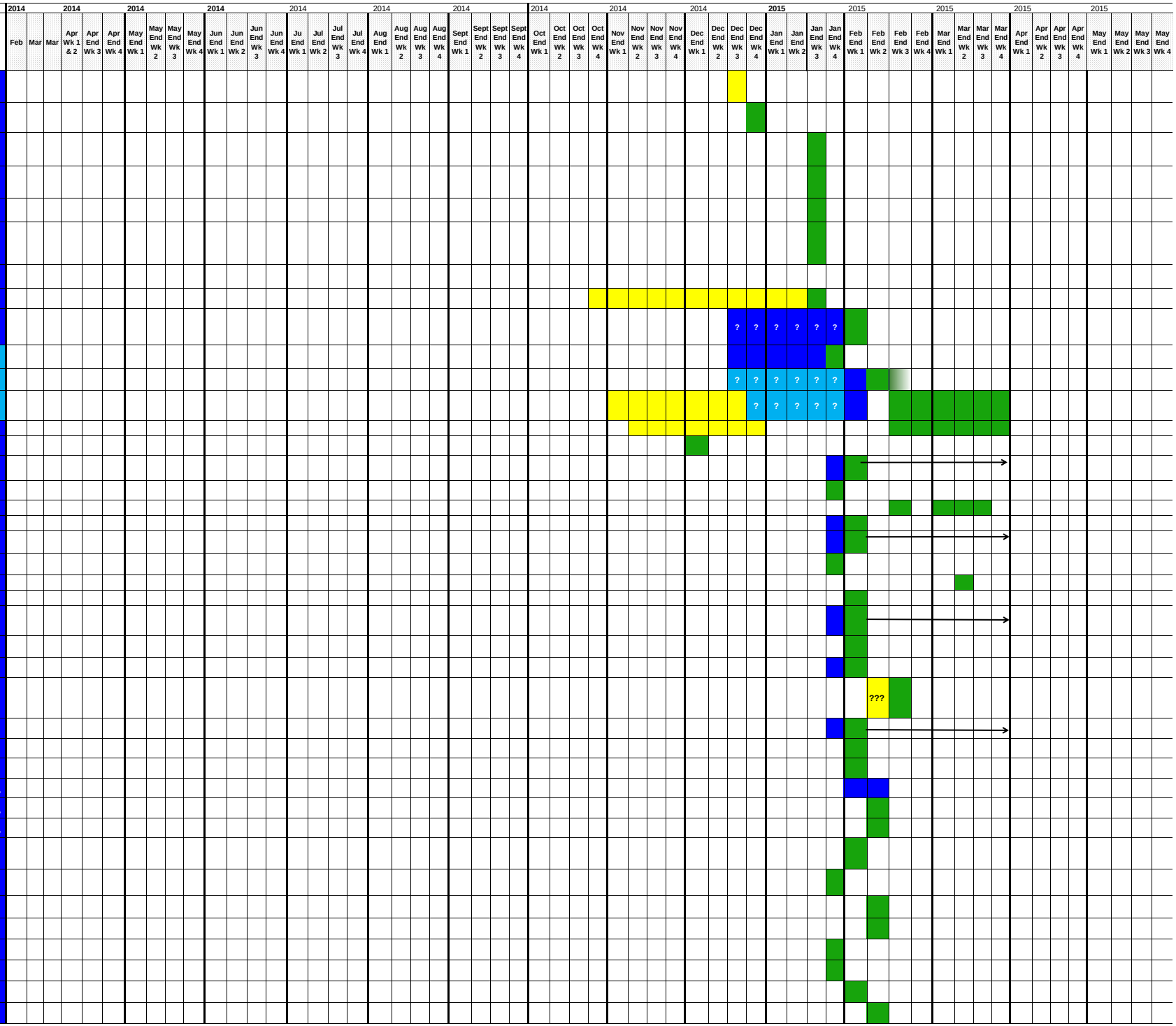
Phase	Activity	Task No.	Sub Task	Support Tasks and Progress	Tasks and Milestones	Lead
	with LDC to discuss Plan		23.4		Steering Group Discuss Options on how to handle allocation of 100 Houses	
			23.5		Parish Council to ratify adoption of Option A - Not to Plan for 100 Houses	
			23.6		Parish Council to advise LDC of decision not to plan for 100 houses	
	Potential Policies, Options and Reports	24	24.1		Set Date for Landowners Presentation	SG
				24.1.1	Chairman asked GH to set date for Landowner Presentations asap after Stakeholder Workshop -- on hold until Chairman returns 3 August	GH
			24.2		Letters to Landowners - issued 26 August	PC
			24.3		Landowners Presentation scheduled for Thursday 4 September	SG
			24.4		Agree Site Selection Criteria	SG
			24.5		SG to examine options and confirm preferred sites for dev't	SG
			24.6		SG to recommend preferred sites to Parish Council to ratify and Minute	SG
			24.7		Prepare a site assessment report	SG
			24.8		Parish Council to ratify and Minute preferred sites recommended by SG	SG
			24.9		Post Site Assessment Report on Comm21 website in public domain	SG
			24.10		Display Site assessment Report on Parish Council Notice Boards	SG
			24.11		Display Site assessment Report on Parish Council Notice Boards and website for 4 week public consultation. LDC JG has advised that this is a non-statutory issue and therefore does not require a consultation period	SG LG
			24.12		Publish details in Richard Spencer's column in the Middy	SG LG
			24.13		Public Event (present proposed list of policies and sites). LDC JG has advised that this is a non-statutory issue and therefore does not require a consultation period	SG
			24.14		Prepare report on local green spaces and ACV(optional) to be proposed for designation	SG
			24.15		Update and Report on Neighbourhood Plan Progress	PC
				24.15.1	Chairman to issue Press Release	PC
				24.15.2	Post Report on Comms21 Website	SG
				24.15.3	Post Report on Parish Website	PC
				24.15.4	Separate 1-page in forthcoming Wivelsfield News	PC
				24.15.5	Report for Richard Spencer's Middy Column	SG
				24.15.6	Summarised version for the Church News	SG
				24.15.7	Flyers to be left at Cock Inn and Village Shop	PC
				24.15.8	Report to be posted on Parish Council Notice Boards	PC
	Site Assesment Report	25			Prepare a site assessment report - This taks is now completed under Task 24.7 above	SG/rCOH
Draft Pla		26	26.1		Meet LPA about draft plan	SG+ AirS/rCOH
			26.2		Prepare Draft Plan,submit to SG	AirS/rCOH
			26.3		SG submit comments on draft plan to AirS/rCOH. SoPR and draft Presubmission Plan integrated	SG
			26.4		Amend draft plan with suggested comments as per Task 26.3. Return version to SG by week ending 11/12 December	rCOH



Version Update: 2016 August 26 V08.01

PROJECT PLAN FOR WIVELSFIELD PARISH NEIGHBOURHOOD PLAN 2014 -2015

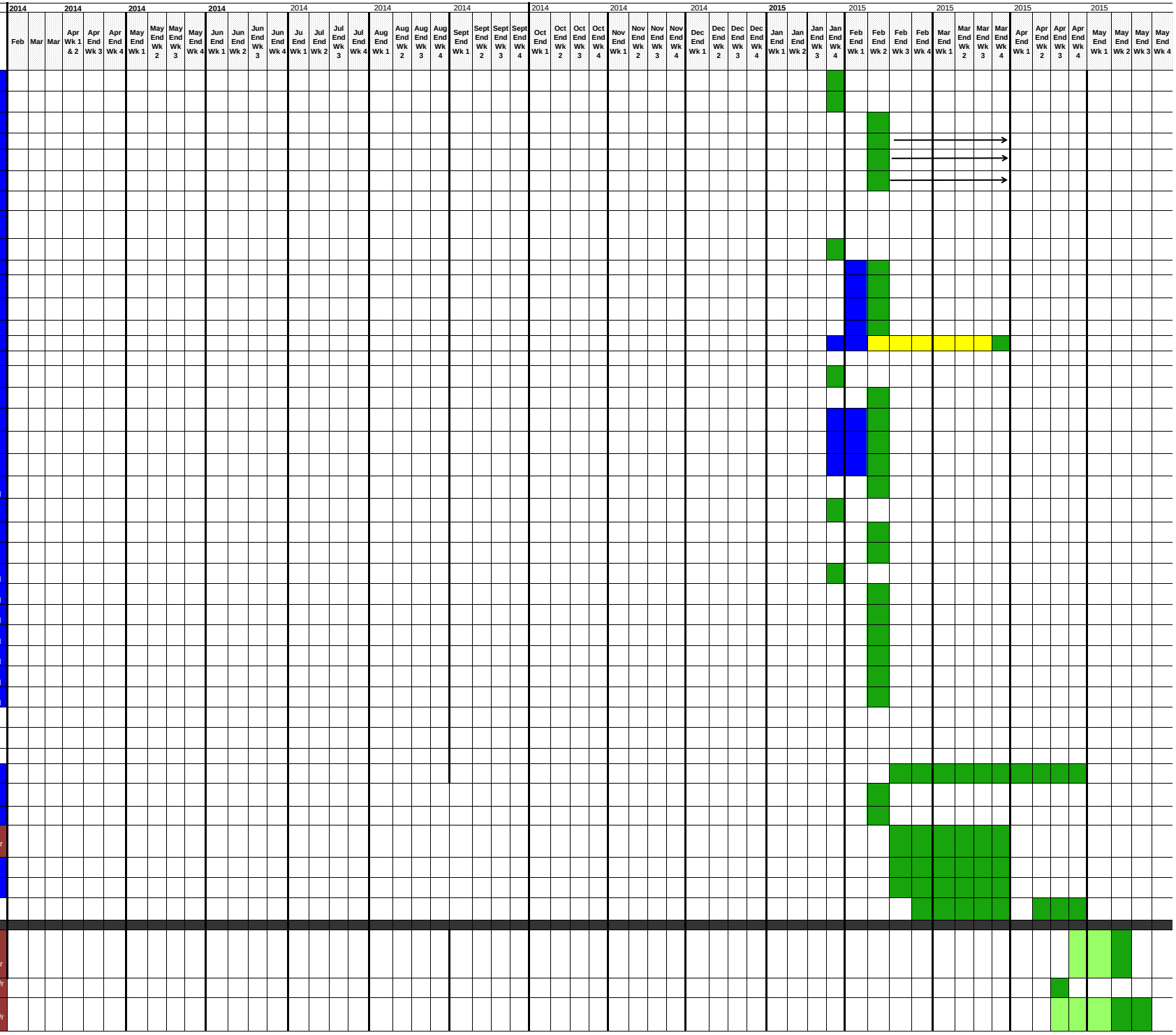
Phase	Activity	Task No.	Sub Task	Support Tasks and Progress	Tasks and Milestones	Lead
Preparation	Prepare Pre Submission Plan			26.4.1	SG to amend draft Plan to incorporate amendments agreed at SG Meeting on 15 December	SG
			26.5		LDC Comments from Task 26.1-Feedback to SG for consideration and further actions	SG
				26.5.1	SG to set up 3 Working Parties to Report to Working Group Meetings by Monday 19 January	SG
				26.5.1.1	Produce Policies Maps including all relevant sites referred to in Presub Plan. Chair GH - DW - ID	SG
				26.5.1.2	Green Policies - Write to landowners, enhance policies etc. Chair SB - JW	SG
				26.5.1.3	Assess SHLAA sites not included in Site Assessment Report plus any other sites brought forward by Landowners. Chair JS - RF - ND - AT	SG
						SG
			26.6.1		Working Groups to recommend plan to SG on 19 Jan.	SG
			26.6.2		SG to recommend to PC to ratify Pre-submission Plan at PC Meeting 2 Feb.	SG
			26.6.3		Obtain Screening Opinion from LDC to add to Plan Document	PC LG
			26.7		PC to publish Pre-submission Plan February 16	PC/SG
			26.8		**Carry out statutory consultation on pre submission plan (draft SEA no longer required)**	PC/SG
			26.9		**Consultation Period Events**	SG
				26.9.1	Set Up New Email Address for Responses	SG
				26.9.2	**Open Sessions - Wivelsfield Green**	**SG**
				26.9.2.1	Propose Dates for sessions	**SG - GH/DW**
				26.9.2.2	Agree Dates of Sessions	**SG**
				26.9.2.3	Book Venues of Sessions	**SG LG**
				26.9.3	**Open Session - Wivelsfield West**	**SG**
				26.9.3.1	Propose Dates for session	**SG - GH/DW**
				26.9.3.2	Agree Dates of Sessions	**SG**
				26.9.3.3	Book Venues of Sessions	**SG LG**
				26.9.4	**Arrange notices in R Spencer's Middy column for each week of the Consultation Period**	**SG**
				26.9.4.1	Draft Announcment	**SG - SB**
				26.9.4.2	Advise R Spencer for w/c to w/e	**SG - SB**
				26.9.4.2.1	Announcement as agreed. Request confirmation that he will ensure all further announcements will be published	**SG - SB**
				26.9.4.3	**Arrange notices in Church e-news**	**SG SB**
				26.9.4.4	Draft Announcement	**SG SB**
				26.9.4.5	Place notices with E-news	**SG SB**
				26.9.4.6	**Arrange Notice in Church Magazing**	**SG LG ?**
					Draft Announcement	**SG LG ?**
					Place notices with Church Magazine	**SG LG ?**
				26.9.5	**Letter to be sent to Statutory Stakeholders Chair to obtain quotes**	**SG JS**
				26.9.5.1	Draft letter for Stat. consultees	**SG - GH/DW**
				26.9.5.2	Print letter to Statutory Stakeholders	**SG -**
				26.9.5.3	Post/email letters to Statutory Stakeholders	**SG -**
				26.9.6	**Mailshot letter to be sent to all residents Chair obtain quotes**	**SG JS**
				29.9.6.1	Draft Letter for Residents etc	**SG - GH/DW**
				26.9.6.2	Produce list of names addresses for mailshot	**SG - LG GH**
				26.9.6.3	Issue Mailshot to residents	**SG**



Version Update: 2016 August 26 V08.01

PROJECT PLAN FOR WIVELSFIELD PARISH NEIGHBOURHOOD PLAN 2014 -2015

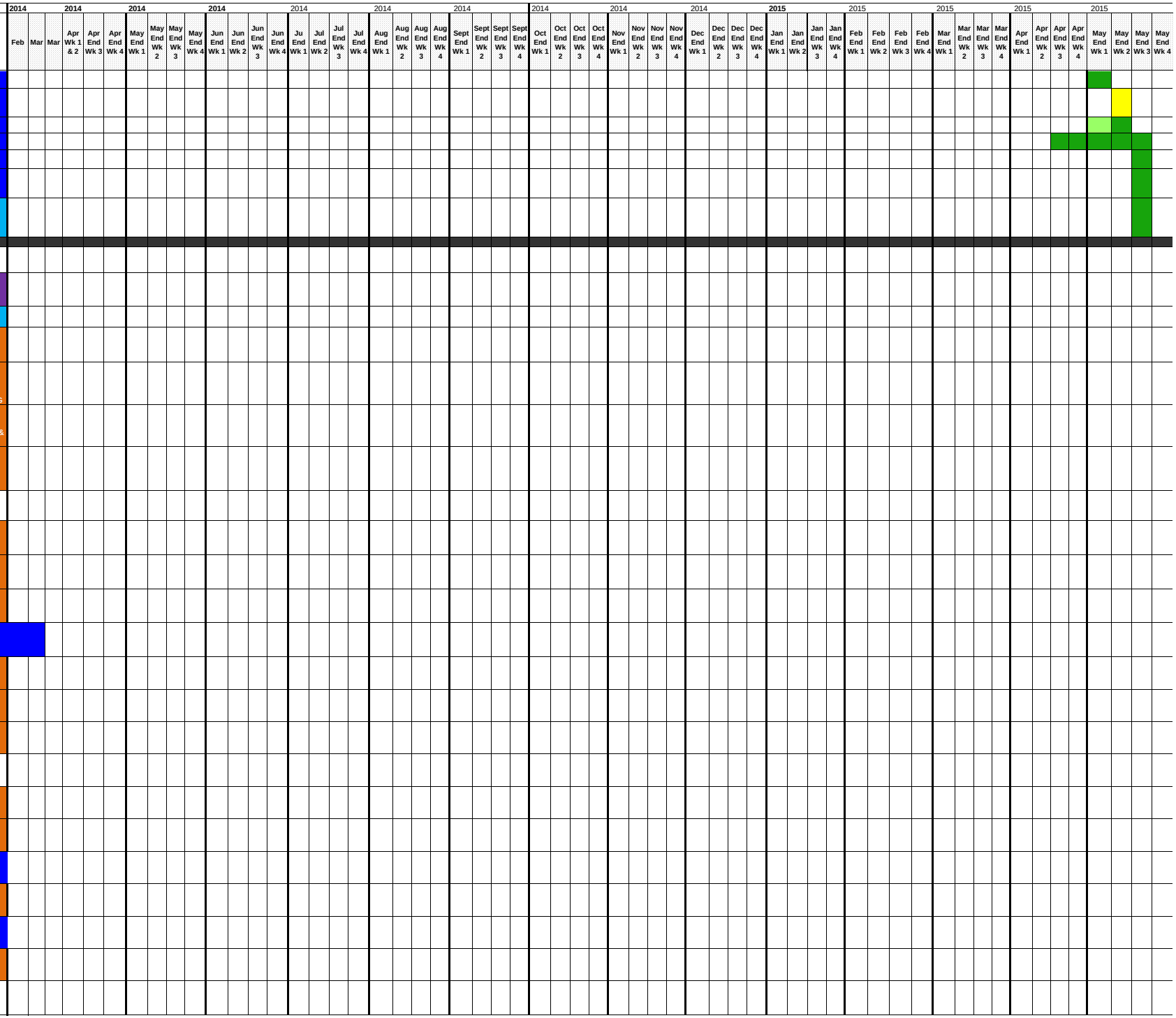
Phase	Activity	Task No.	Sub Task	Support Tasks and Progress	Tasks and Milestones	Lead
				26.9.7	**Fliers advising Consultation Period**	**SG**
				26.9.7.1	Design Fliers advising Consultation Period	**SG - GH/DW**
				26.9.7.2	Update Fliers on A5 and Print	**SG LG**
				26.9.7.3	Inform Residents - Fliers in Pub	**SG - ??**
				26.9.7.4	Inform Residents - Fliers in Village shop	**SG - ??**
				26.9.7.5	Inform Residents - Fliers in Village shop Wivelsfield West ??	**SG - ??**
				26.9.7.6	Fliers in Schoolbags Not Allowed	**SG JW**
				29.9.8	**Posters for Parish Council Notice Boards**	**SG**
				29.9.8.1	Design Posters for Parish Council Notice Boards	**SG - GH/DW**
				29.9.8.2	Print Posters	**SG LG**
				29.9.8.3	Posters in Village Shop, Pub, Wiv West	**SG - ??**
				29.9.8.4	Posters in Wiv West	**SG SB**
				26.9.8.5	Posters on Roadside Boards	**SG - AT**
				26.9.9	**Wivelsfield Newsletter**	**SG - ??**
				26.9.10.	**Response Forms**	**SG - ??**
				26.9.10.1	Draft Form for residents and other responders	**SG - DW/GH**
				26.9.10.2	Form sent to Printer with other documents	**SG GH**
				26.9.11	**Announcement for websites**	**SG LG ND**
				26.9.11.1	Draft Announcements on Websites	**SG LG ND**
				26.9.11.2	Upload to Parish Council and Comm21 Websites	**SG ND**
				26.9.12.1	**LDC to announce Pre-sub Plan Consultation Period**	**SG - GH**
				26.9.12.2	Draft announcement to send to LDC for LDC website	**SG - GH/DW**
				26.9.12.3	Send email to TK - LDC	**SG - GH/DW**
				26.9.13	**Invitation to District Councillors**	**SG**
				26.9.13.1	Draft Invitation to SD JS CS to attend open sessions	**SG - GH**
				26.9.13.2	Send email to SD JS CS on behalf of PC Chair	**SG - GH**
				26.9.13.3	Send copies of Plan and Documents to SD JS CS on behalf of PC Chair	**SG - GH**
				26.9.14	**Invitation to Lewes District Council**	**SG - GH**
					Draft Invitation to TK JG to attend open sessions	**SG - GH**
					Send email to TK JG on behalf of PC Chair	**SG - GH**
					Send copies of Plan and Documents to TK JG on behalf of PC Chair	**SG - GH**
			26.10		**Log representations received during the consultation period**	SG
				26.10.1.1	Design Data base for interpreting Results	SG DW GH
				26.10.1.2	Log for Stautory Consultees Ref: SC nn	SG
				26.10.1.3	Send representations to Neil Homer immediately on receipt. NH will advise how to answer Consultees	rCOH/AirS
				26.10.1.4	Respond to Consultees Representations	SG
				26.10.2	Log for Residents Agents Organiations	SG
				26.10.3	Review weekly the Responses receievd	
	Prepare Schedule of Representation		27.1		Review representations and propose to Steering Group appropriate response	rCOH/AirS/SG
			27.2		Meet with LPA officers discuss key representations	SG/AirS/rCOH
		7	27.3.1		Prepare submission with amendments, ~~SEA~~, Basic Conditions Statement and submit to SG	SG/AirS/rCOH



Version Update: 2016 August 26 V08.01

PROJECT PLAN FOR WIVELSFIELD PARISH NEIGHBOURHOOD PLAN 2014 -2015

Phase	Activity	Task No.	Sub Task	Support Tasks and Progress	Tasks and Milestones	Lead
Submission Plan and ~~SEA~~			27.3.2		Resubmit Draft Plan to LPA	SG
			27.3.3		Obtain LPA assessment of Revised draft plan	
			27.4		Complete Consultation Statement	SG/AirS
			27.5		Weekly Working Group Meetings	SG
			27.6		Submit Plan, BCS and CS to Steering Group 18th May	SG
			27.7		SG to approve final Plan and associated documents and submit to PC for approval and sign off	SG
			27.8		Submit Final Plan and associated documents to LPA...PLAN DELIVERED TO LDC THURSDAY 21 MAY	PC
Action to Progress Plan			**28.1**		**Progress on Plan submitted to LDC**	
				28.1.1	LPA to acknowledge receipt of Plan. Acknowledgement received Monday 1st June	LPA
				28.1.2	Parish Council to respond and seek a further meeting with LPA	PC/SG
				28.1.3	DC S Davy arranges meeting with LDC - ES & JG; WP JS & GH for 29th June	DC SD LDC & WP SG
				28.1.4	Agreement to produce additional supporting documents and meet the new need for a SA SEA with support from LDC	LDC & WNP SG
				28.1.5	LDC agrees to pend the WNP	LDC-JG SG GH & DW
				28.1.6	LDC will make available resource time of JG -Neighbourhood Plan Officer to guide production of additional documents	LDC-JG
			29		**SA SEA Scoping Report**	
				29.1	Write detailed report	JG GH DW
				29.2	Prepare List of Statutory Consultees	JG GH DW
				29.3	Obtain Sign-off from JG LDC	LDC JG
				29.4	SG to Recommend to PC to Ratify	SG PC
				29.5	Send to Statutory Consultess	JG GH DW
				29.6	SA SEA Scoping Report Consultation Period	JG GH DW
				29.7	Evaluate Statutory Consultees Responses	JG GH DW
			30		**Site Assessment Report**	
				30.1	Draft templates for detailed update of SAR	JG GH DW
				30.2	Produce detailed update of process followed in producing SAR	JG GH DW
				30.3	Discuss with SG and agree	SG
				30.4	Obtain Sign-off from JG LDC	LDC JG
				30.5	SG to Recommend to PC to Ratify	SG PC
				30.6	Keep SAR open to be informed by outcomes of SA SEA Assessments. See Item 33 below	GH DW
			31		**Sustainability Appraisal incorporating a Strategic Environmental Assessment**	



Version Update: 2016 August 26 V08.01

PROJECT PLAN FOR WIVELSFIELD PARISH NEIGHBOURHOOD PLAN 2014 -2015

| Phase | Activity | Task No. | Sub Task | Support Tasks and Progress | Tasks and Milestones | Lead | 2014 Feb | 2014 Mar | 2014 Mar | 2014 Apr Wk 1 & 2 | 2014 Apr End Wk 3 | 2014 Apr End Wk 4 | 2014 May End Wk 1 | 2014 May End Wk 2 | 2014 May End Wk 3 | 2014 May End Wk 4 | 2014 Jun End Wk 1 | 2014 Jun End Wk 2 | 2014 Jun End Wk 3 | 2014 Jun End Wk 4 | 2014 Ju End Wk 1 | 2014 Jul End Wk 2 | 2014 Jul End Wk 3 | 2014 Jul End Wk 4 | 2014 Aug End Wk 1 | 2014 Aug End Wk 2 | 2014 Aug End Wk 3 | 2014 Aug End Wk 4 | 2014 Sept End Wk 1 | 2014 Sept End Wk 2 | 2014 Sept End Wk 3 | 2014 Sept End Wk 4 | 2014 Oct End Wk 1 | 2014 Oct End Wk 2 | 2014 Oct End Wk 3 | 2014 Oct End Wk 4 | 2014 Nov End Wk 1 | 2014 Nov End Wk 2 | 2014 Nov End Wk 3 | 2014 Nov End Wk 4 | 2014 Dec End Wk 1 | 2014 Dec End Wk 2 | 2014 Dec End Wk 3 | 2014 Dec End Wk 4 | 2015 Jan End Wk 1 | 2015 Jan End Wk 2 | 2015 Jan End Wk 3 | 2015 Jan End Wk 4 | 2015 Feb End Wk 1 | 2015 Feb End Wk 2 | 2015 Feb End Wk 3 | 2015 Feb End Wk 4 | 2015 Mar End Wk 1 | 2015 Mar End Wk 2 | 2015 Mar End Wk 3 | 2015 Mar End Wk 4 | 2015 Apr End Wk 1 | 2015 Apr End Wk 2 | 2015 Apr End Wk 3 | 2015 Apr End Wk 4 | 2015 May End Wk 1 | 2015 May End Wk 2 | 2015 May End Wk 3 | 2015 May End Wk 4 |
|---|---|---

Version Update: 2016 August 26 V08.01

PROJECT PLAN FOR WIVELSFIELD PARISH NEIGHBOURHOOD PLAN 2014 -2015

| Phase | Activity | Task No. | Sub Task | Support Tasks and Progress | Tasks and Milestones | Lead | 2014 Feb | 2014 Mar | 2014 Mar | 2014 Apr Wk 1 & 2 | 2014 Apr End Wk 3 | 2014 Apr End Wk 4 | 2014 May End Wk 1 | 2014 May End Wk 2 | 2014 May End Wk 3 | 2014 May End Wk 4 | 2014 Jun End Wk 1 | 2014 Jun End Wk 2 | 2014 Jun End Wk 3 | 2014 Jun End Wk 4 | 2014 Ju End Wk 1 | 2014 Jul End Wk 2 | 2014 Jul End Wk 3 | 2014 Jul End Wk 4 | 2014 Aug End Wk 1 | 2014 Aug End Wk 2 | 2014 Aug End Wk 3 | 2014 Aug End Wk 4 | 2014 Sept End Wk 1 | 2014 Sept End Wk 2 | 2014 Sept End Wk 3 | 2014 Sept End Wk 4 | 2014 Oct End Wk 1 | 2014 Oct End Wk 2 | 2014 Oct End Wk 3 | 2014 Oct End Wk 4 | 2014 Nov End Wk 1 | 2014 Nov End Wk 2 | 2014 Nov End Wk 3 | 2014 Nov End Wk 4 | 2014 Dec End Wk 1 | 2014 Dec End Wk 2 | 2014 Dec End Wk 3 | 2014 Dec End Wk 4 | 2015 Jan End Wk 1 | 2015 Jan End Wk 2 | 2015 Jan End Wk 3 | 2015 Jan End Wk 4 | 2015 Feb End Wk 1 | 2015 Feb End Wk 2 | 2015 Feb End Wk 3 | 2015 Feb End Wk 4 | 2015 Mar End Wk 1 | 2015 Mar End Wk 2 | 2015 Mar End Wk 3 | 2015 Mar End Wk 4 | 2015 Apr End Wk 1 | 2015 Apr End Wk 2 | 2015 Apr End Wk 3 | 2015 Apr End Wk 4 | 2015 May End Wk 1 | 2015 May End Wk 2 | 2015 May End Wk 3 | 2015 May End Wk 4 |
|---|---|---

Version Update: 2016 August 26 V08.01

PROJECT PLAN FOR WIVELSFIELD PARISH NEIGHBOURHOOD PLAN 2014 -2015

| Phase | Activity | Task No. | Sub Task | Support Tasks and Progress | Tasks and Milestones | Lead | 2014 Feb | 2014 Mar | 2014 Mar | 2014 Apr Wk 1 & 2 | 2014 Apr End Wk 3 | 2014 Apr End Wk 4 | 2014 May End Wk 1 | 2014 May End Wk 2 | 2014 May End Wk 3 | 2014 May End Wk 4 | 2014 Jun End Wk 1 | 2014 Jun End Wk 2 | 2014 Jun End Wk 3 | 2014 Jun End Wk 4 | 2014 Ju End Wk 1 | 2014 Jul End Wk 2 | 2014 Jul End Wk 3 | 2014 Jul End Wk 4 | 2014 Aug End Wk 1 | 2014 Aug End Wk 2 | 2014 Aug End Wk 3 | 2014 Aug End Wk 4 | 2014 Sept End Wk 1 | 2014 Sept End Wk 2 | 2014 Sept End Wk 3 | 2014 Sept End Wk 4 | 2014 Oct End Wk 1 | 2014 Oct End Wk 2 | 2014 Oct End Wk 3 | 2014 Oct End Wk 4 | 2014 Nov End Wk 1 | 2014 Nov End Wk 2 | 2014 Nov End Wk 3 | 2014 Nov End Wk 4 | 2014 Dec End Wk 1 | 2014 Dec End Wk 2 | 2014 Dec End Wk 3 | 2014 Dec End Wk 4 | 2015 Jan End Wk 1 | 2015 Jan End Wk 2 | 2015 Jan End Wk 3 | 2015 Jan End Wk 4 | 2015 Feb End Wk 1 | 2015 Feb End Wk 2 | 2015 Feb End Wk 3 | 2015 Feb End Wk 4 | 2015 Mar End Wk 1 | 2015 Mar End Wk 2 | 2015 Mar End Wk 3 | 2015 Mar End Wk 4 | 2015 Apr End Wk 1 | 2015 Apr End Wk 2 | 2015 Apr End Wk 3 | 2015 Apr End Wk 4 | 2015 May End Wk 1 | 2015 May End Wk 2 | 2015 May End Wk 3 | 2015 May End Wk 4 |
|---|---|---

2015				2015				2015				2015				2015				2015				2015				20
Jun End Wk 1	Jun End Wk 2	Jun End Wk 3	Jun End Wk 4	Jul End Wk 1	Jul End Wk 2	Jul End Wk 3	Jul End Wk 4	Aug End Wk 1	Aug End Wk 2	Aug End Wk 3	Aug End Wk 4	Sep End Wk 1	Sep End Wk 3	Sep End Wk 3	Sep End Wk 4	Oct End Wk 1	Oct End Wk 2	Oct End Wk 3	Oct End Wk 4	Nov End Wk 1	Nov End Wk 2	Nov End Wk 3	Nov End Wk 4	Dec End Wk 1	Dec End Wk 2	Dec End Wk 3	Dec End Wk 4	Jan End Wk 1

2015				2015				2015				2015				2015				2015				2015				20
Jun End Wk 1	Jun End Wk 2	Jun End Wk 3	Jun End Wk 4	Jul End Wk 1	Jul End Wk 2	Jul End Wk 3	Jul End Wk 4	Aug End Wk 1	Aug End Wk 2	Aug End Wk 3	Aug End Wk 4	Sep End Wk 1	Sep End Wk 3	Sep End Wk 3	Sep End Wk 4	Oct End Wk 1	Oct End Wk 2	Oct End Wk 3	Oct End Wk 4	Nov End Wk 1	Nov End Wk 2	Nov End Wk 3	Nov End Wk 4	Dec End Wk 1	Dec End Wk 2	Dec End Wk 3	Dec End Wk 4	Jan End Wk 1

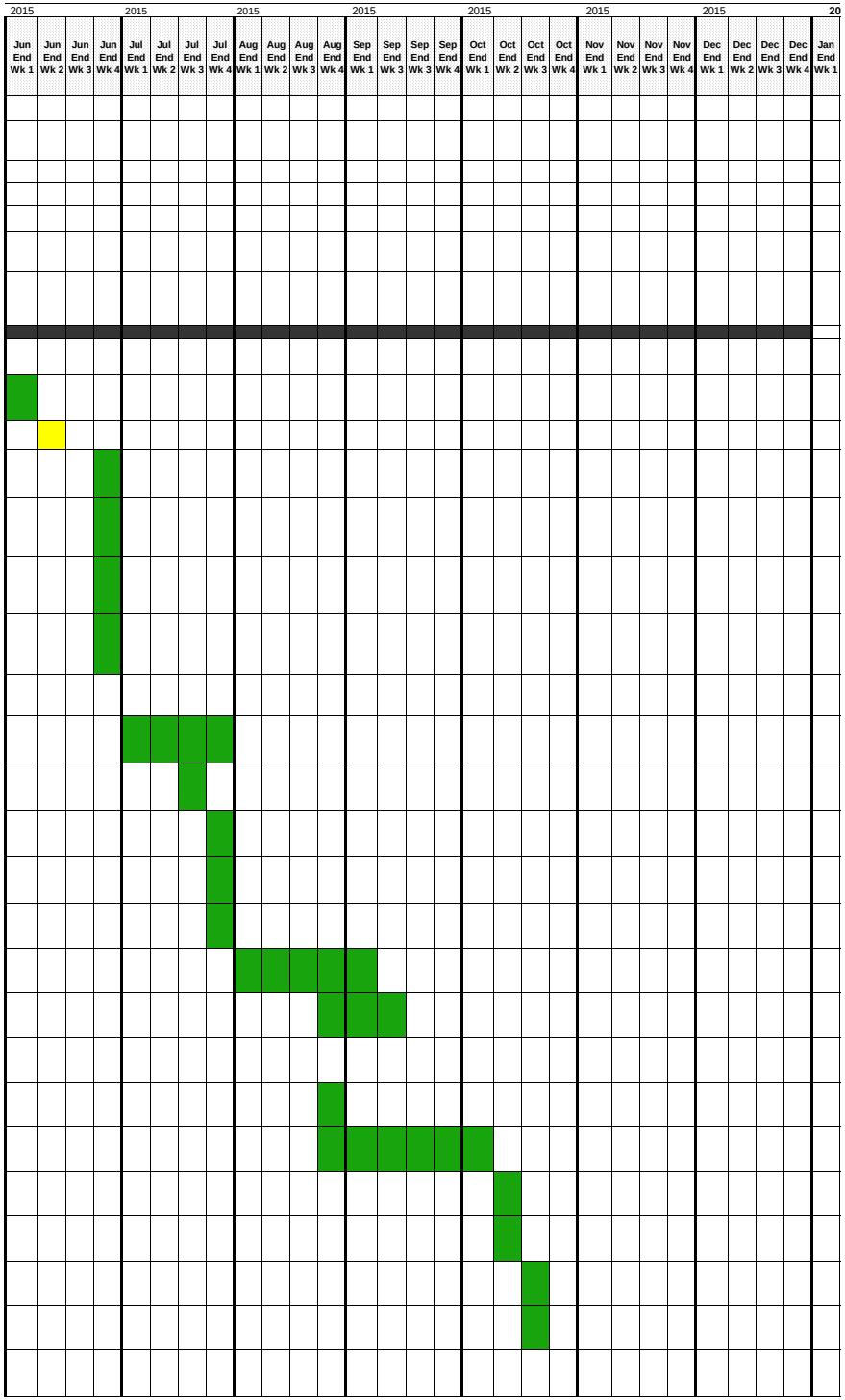
2015				2015				2015				2015				2015				2015				2015				20
Jun End Wk 1	Jun End Wk 2	Jun End Wk 3	Jun End Wk 4	Jul End Wk 1	Jul End Wk 2	Jul End Wk 3	Jul End Wk 4	Aug End Wk 1	Aug End Wk 2	Aug End Wk 3	Aug End Wk 4	Sep End Wk 1	Sep End Wk 3	Sep End Wk 3	Sep End Wk 4	Oct End Wk 1	Oct End Wk 2	Oct End Wk 3	Oct End Wk 4	Nov End Wk 1	Nov End Wk 2	Nov End Wk 3	Nov End Wk 4	Dec End Wk 1	Dec End Wk 2	Dec End Wk 3	Dec End Wk 4	Jan End Wk 1

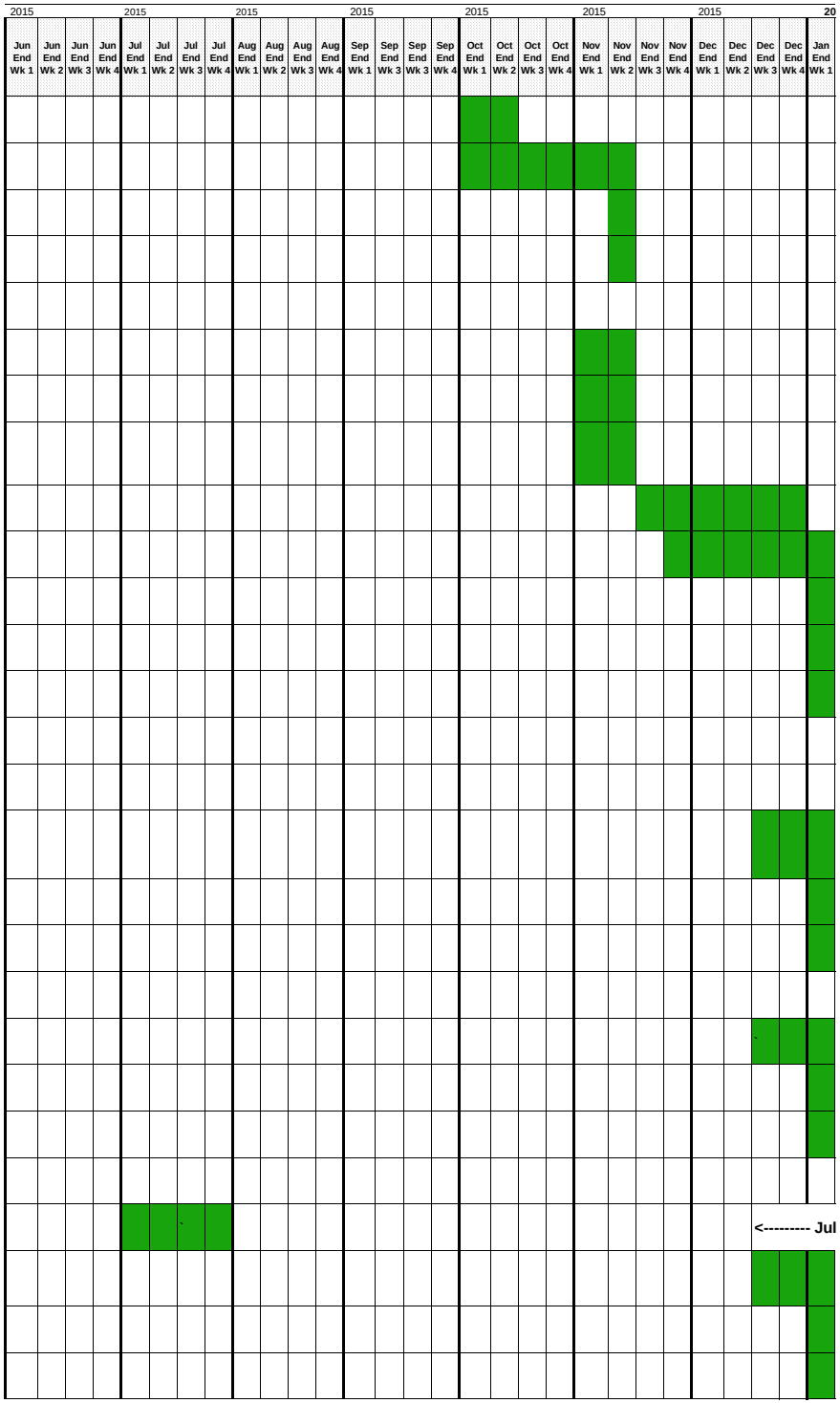
2015				2015				2015				2015				2015				2015				2015				20
Jun End Wk 1	Jun End Wk 2	Jun End Wk 3	Jun End Wk 4	Jul End Wk 1	Jul End Wk 2	Jul End Wk 3	Jul End Wk 4	Aug End Wk 1	Aug End Wk 2	Aug End Wk 3	Aug End Wk 4	Sep End Wk 1	Sep End Wk 3	Sep End Wk 3	Sep End Wk 4	Oct End Wk 1	Oct End Wk 2	Oct End Wk 3	Oct End Wk 4	Nov End Wk 1	Nov End Wk 2	Nov End Wk 3	Nov End Wk 4	Dec End Wk 1	Dec End Wk 2	Dec End Wk 3	Dec End Wk 4	Jan End Wk 1

2015				2015				2015				2015				2015				2015				2015				20
Jun End Wk 1	Jun End Wk 2	Jun End Wk 3	Jun End Wk 4	Jul End Wk 1	Jul End Wk 2	Jul End Wk 3	Jul End Wk 4	Aug End Wk 1	Aug End Wk 2	Aug End Wk 3	Aug End Wk 4	Sep End Wk 1	Sep End Wk 3	Sep End Wk 3	Sep End Wk 4	Oct End Wk 1	Oct End Wk 2	Oct End Wk 3	Oct End Wk 4	Nov End Wk 1	Nov End Wk 2	Nov End Wk 3	Nov End Wk 4	Dec End Wk 1	Dec End Wk 2	Dec End Wk 3	Dec End Wk 4	Jan End Wk 1

2015				2015				2015				2015				2015				2015				2015				20
Jun End Wk 1	Jun End Wk 2	Jun End Wk 3	Jun End Wk 4	Jul End Wk 1	Jul End Wk 2	Jul End Wk 3	Jul End Wk 4	Aug End Wk 1	Aug End Wk 2	Aug End Wk 3	Aug End Wk 4	Sep End Wk 1	Sep End Wk 3	Sep End Wk 3	Sep End Wk 4	Oct End Wk 1	Oct End Wk 2	Oct End Wk 3	Oct End Wk 4	Nov End Wk 1	Nov End Wk 2	Nov End Wk 3	Nov End Wk 4	Dec End Wk 1	Dec End Wk 2	Dec End Wk 3	Dec End Wk 4	Jan End Wk 1

2015				2015				2015				2015				2015				2015				2015				20
Jun End Wk 1	Jun End Wk 2	Jun End Wk 3	Jun End Wk 4	Jul End Wk 1	Jul End Wk 2	Jul End Wk 3	Jul End Wk 4	Aug End Wk 1	Aug End Wk 2	Aug End Wk 3	Aug End Wk 4	Sep End Wk 1	Sep End Wk 3	Sep End Wk 3	Sep End Wk 4	Oct End Wk 1	Oct End Wk 2	Oct End Wk 3	Oct End Wk 4	Nov End Wk 1	Nov End Wk 2	Nov End Wk 3	Nov End Wk 4	Dec End Wk 1	Dec End Wk 2	Dec End Wk 3	Dec End Wk 4	Jan End Wk 1


2015
2015
2015
2015
2015
2015
2015
2015
20
Jun End Wk 1
Jun End Wk 2
Jun End Wk 3
Jun End Wk 4
Jul End Wk 1
Jul End Wk 2
Jul End Wk 3
Jul End Wk 4
Aug End Wk 1
Aug End Wk 2
Aug End Wk 3
Aug End Wk 4
Sep End Wk 1
Sep End Wk 3
Sep End Wk 3
Sep End Wk 4
Oct End Wk 1
Oct End Wk 2
Oct End Wk 3
Oct End Wk 4
Nov End Wk 1
Nov End Wk 2
Nov End Wk 3
Nov End Wk 4
Dec End Wk 1
Dec End Wk 2
Dec End Wk 3
Dec End Wk 4
Jan End Wk 1


2015
2015
2015
2015
2015
2015
2015
2015
20
Jun End Wk 1
Jun End Wk 2
Jun End Wk 3
Jun End Wk 4
Jul End Wk 1
Jul End Wk 2
Jul End Wk 3
Jul End Wk 4
Aug End Wk 1
Aug End Wk 2
Aug End Wk 3
Aug End Wk 4
Sep End Wk 1
Sep End Wk 3
Sep End Wk 3
Sep End Wk 4
Oct End Wk 1
Oct End Wk 2
Oct End Wk 3
Oct End Wk 4
Nov End Wk 1
Nov End Wk 2
Nov End Wk 3
Nov End Wk 4
Dec End Wk 1
Dec End Wk 2
Dec End Wk 3
Dec End Wk 4
Jan End Wk 1
<--------- Jul

2015				2015				2015				2015				2015				2015				2015				20
Jun End Wk 1	Jun End Wk 2	Jun End Wk 3	Jun End Wk 4	Jul End Wk 1	Jul End Wk 2	Jul End Wk 3	Jul End Wk 4	Aug End Wk 1	Aug End Wk 2	Aug End Wk 3	Aug End Wk 4	Sep End Wk 1	Sep End Wk 3	Sep End Wk 3	Sep End Wk 4	Oct End Wk 1	Oct End Wk 2	Oct End Wk 3	Oct End Wk 4	Nov End Wk 1	Nov End Wk 2	Nov End Wk 3	Nov End Wk 4	Dec End Wk 1	Dec End Wk 2	Dec End Wk 3	Dec End Wk 4	Jan End Wk 1

2015				2015				2015				2015				2015				2015				2015				20
Jun End Wk 1	Jun End Wk 2	Jun End Wk 3	Jun End Wk 4	Jul End Wk 1	Jul End Wk 2	Jul End Wk 3	Jul End Wk 4	Aug End Wk 1	Aug End Wk 2	Aug End Wk 3	Aug End Wk 4	Sep End Wk 1	Sep End Wk 3	Sep End Wk 3	Sep End Wk 4	Oct End Wk 1	Oct End Wk 2	Oct End Wk 3	Oct End Wk 4	Nov End Wk 1	Nov End Wk 2	Nov End Wk 3	Nov End Wk 4	Dec End Wk 1	Dec End Wk 2	Dec End Wk 3	Dec End Wk 4	Jan End Wk 1