

Chelveston-cum-Caldcott Parish Council Neighbourhood Development Plan Working Party NDP Proposal - Action Plan													
Ref	Heading	Actions Required / Content	Information Sources	External Input Required	Lead	Support	Final Draft Complete	Review and Comment	Second Draft Complete	Review and Comment	Final Draft Complete	Notes	
1	Introduction												
1.1	Background to the Neighbourhood Plans	Create a piece of text that describes: - overview of the location and history of the Parish - why it has been developed/what it is expected to achieve - how it has been compiled - its structure, objectives, vision	Other plans Consultation documents Evidence sources Parish website - history	None	AD	AS	14/11/2013 Complete	12-Dec					Base on information already available
1.2	How the plan has been developed				AD	AS	14/11/2013 Complete	12-Dec					
1.3	How the plan is organised				AD	AS	14-Nov	12-Dec					
2	The Neighbourhood Plan Area												
2.1	Historical context of the Parish boundaries	Create a piece of text that describes: - the history of the parish and its boundaries - how the boundaries for this plan were arrived at - the association by boundary with neighbouring parishes - the effect of the CGR review	Parish Council documents	Probably none (other than graphics)	AD	MH	14/11/2013 In progress	12-Dec					Available from Parish website
2.2	Boundaries of the Neighbourhood Development Plan				AD	MH	14/11/2013 In progress	12-Dec					Base on submission to PC/ENC
3	Portrait of the Parish today												
3.1	Location and natural landscape	A detailed description in line with the template document	Parish Council documents	Graphic design?	AD		14/11/2013 In progress	12-Dec					Information available from windfarm submission
3.2	Community profile	Historical data analysis in text/graphic form	Parish Council documents	Graphic design?	AD		14-Nov	12-Dec					Census information
3.3	Housing stock	Historical data analysis in text/graphic form	Parish Council documents	Graphic design?	AD		14/11/2013 In progress	12-Dec					Base on information already available
3.4	Community and leisure facilities	Historical data analysis in text/graphic form	Parish Council documents	Graphic design?	AD		14-Nov	12-Dec					A shop requires a population of 3,000
3.5	Business and employment	Historical data analysis in text/graphic form	Parish Council documents	Graphic design?	MW		14-Nov	12-Dec					
3.6	Land Use	Descriptive text with maps/graphics	Parish Council documents	Graphic design?	AD		14-Nov	12-Dec					Base on information already available
3.7	Roads and way	Descriptive text with maps/graphics	Parish Council documents	Graphic design?	AD		14-Nov	12-Dec					Ascertain information held by John Britten. Is it current?
3.8	Wildlife	Descriptive text with maps/graphics	Parish Council documents	Ecological survey?	AS		14/11/2013 Complete	12-Dec					
3.9	Traffic and transport	Descriptive text with maps/graphics	Parish Council documents	Graphic design?	AS		14/11/2013 Complete	12-Dec					
4	A 20 year vision for the Parish												
	Aspirations for the Parish in 2035	A detailed description in line with the template document	Parish Council documents Questionnaire responses Results from consultations	Probably none (other than graphics)	AS	PMJS	14/11/2013 In progress	12-Dec					Create a framework To be further promoted at the exhibition
5	Planning policies												
5.1	Policies for the environment	Preparation of policy documents	Government/NCC/ENC/PC/other?	Can we manage this ourselves or do we need to obtain advice from a consultant									
5.2	Policies for community and leisure facilities												
5.3	Policies for business and the local economy												
5.4	Policies for traffic and transport												
5.5	Policies for housing												
6	Achievability and sustainability of the plan												
6.1	Phrasing of the plan	Descriptive text with maps/graphics showing implementation timescales	Based on recommendations of the Working Party	Probably none									
6.2	Assessment of the plan against the various national environmental and sustainability criteria	Demonstrate how our plan meets national policy requirements	National Environmental and Sustainability policy documents	Probably none									
6.3	Monitoring of the plan	Descriptive text detailing how the implementation and success of the plan will be monitored/measured. Potential to create Key Performance Indicators (KPIs)		Probably none									
7	Evidence base and references												
7.1	Evidence base	Create a schedule of documents used for the basis of the plan	NCC/ENC/PC/other? documents etc	Probably none									
7.2	References	Create a list of references	Other plans, PC information, ENC, other?	Probably none									
A	Additional Information Requirements												
A1	Front/Back Cover	Obtain village photographs Create a storyline	Photographs - from residents? Storyline - Working Party	Residents									Village photos provided by MW & uploaded to website
A2	Forward	Write a forward introducing the document	Other plans										
A3	Graphics	Maps, graphics	Maps - Parish online Graphics - other plans	Maps - ENC Graphics - graphic designer									
A4	Appendices	Depends on need											
Version: 03 Dated 14 November 2013													Changes since last issue shown in RED
Notes:													
1	Final edit role to be carried out by Caroline Robinson												
2													
3													
Key to initials:													
AD	Adrian Dale												
AS	Andrew Seaman												
CR	Caroline Robinson												
JH	Jenny Harwood												
JK-G	Janette Kightly-Green												
JS	Jane Seaman												
MH	Mark Hunter												
M	Mick Izzard												
MW	Melvyn Wooding												
PM	Pieter Komersteeg												
TB	Tricia Buckman												



**Chelveston-cum Caldecott Parish Council**  
**Neighbourhood Development Plan Working Party**  
**Activity Progress Report**

Ref	Activity	Lead	Support	Planned Start	Planned Complete	% Complete	Status/Comments
<b>1.00</b>	<b>Milestones</b>						
1.01	NDP Working Party Formation	-	-	01-Jul-13	01-Jul-13	100%	
1.02	NDP Boundary approval by ENC	-	-	28-Oct-13	28-Oct-13	100%	
1.03	Call for Aspirational Sites Closing Date	-	-	30-Nov-13	30-Nov-13	0%	
1.04	Draft NDP complete, submitted to PC	-	-	Dates to be agreed		0%	
1.05	Review at Parish Assembly	-	-	Dates to be agreed		0%	
1.06	Consultation Period with residents	-	-	Dates to be agreed		0%	
1.07	PC approval & submission for scrutiny	-	-	End July 2014		0%	
1.08	NDP becomes adopted	-	-	During May 2015		0%	
<b>2.00</b>	<b>Meetings</b>						
2.01	Innaugural NDP Meeting	AD	-	01-Jul-13	01-Jul-13	100%	
2.02	Parish Council	AD	-	Monthly as published		N/A	
2.03	NDP Public	AKS	-	Monthly as published		N/A	
2.04	NDP Round table	AKS	-	Monthly as published		N/A	
2.05	Aspirational Sites Consultation - Group 1	AKS	All	Dates to be agreed		0%	Make-up of groups will be dependent on responses received
2.06	Aspirational Sites Consultation - Group 2	AKS	All	Dates to be agreed		0%	
2.07	Aspirational Sites Consultation - Group 3	AKS	All	Dates to be agreed		0%	
2.08	Aspirational Sites Consultation - Group 4	AKS	All	Dates to be agreed		0%	
2.09	Aspirational Sites Consultation - Group 5	AKS	All	Dates to be agreed		0%	
<b>3.00</b>	<b>NDP Boundary Application</b>						
3.01	Prepare proposal	AD	All	08-Jul-13	15-Sep-13	100%	
3.02	Parish Council approval	AD	AKS	09-Sep-13	09-Sep-13	100%	
3.03	Submission to ENC	AD	-	10-Sep-13	10-Sep-13	100%	
3.04	Planning Policy Committee	AD	AKS	22-Oct-13	22-Oct-13	100%	
3.05	Consultation period	N/A	N/A	22-Oct-13	03-Dec-13	0%	
3.06	Approval by ENC	N/A	N/A	03-Dec-13	03-Dec-13	0%	
<b>4.00</b>	<b>Call for Aspirational Sites</b>						
4.01	Prepare land ownership map	AD	-	05-Aug-13	18-Aug-13	100%	
4.02	Prepare questionnaire	AD	-	19-Aug-13	01-Sep-13	100%	
4.03	Issue to landowners	AD	-	02-Sep-13	02-Sep-13	100%	
4.04	Deadline for return	N/A	N/A	30-Nov-13	30-Nov-13	0%	
4.05	Analysis of results	AKS	TBA	02-Dec-13	22-Dec-13	0%	
4.06	Consultation with landowners	AD	TBA	06-Jan-14	26-Jan-14	0%	
4.07	Finalise aspirational sites	AKS	All	27-Jan-14	27-Jan-14	0%	
<b>5.00</b>	<b>Community Engagement</b>						
5.01	Newsletters	PW	AKS	Bi-monthly		N/A	
5.02	Exhibition	AKS	All	14-Dec-13	15-Dec-13	0%	
5.03	Consultation event	AKS	All	Dates to be agreed		0%	
5.04	[Insert activity]			Dates to be agreed		0%	
5.05	[Insert activity]			Dates to be agreed		0%	
5.06	[Insert activity]			Dates to be agreed		0%	
<b>6.00</b>	<b>NDP Proposal</b>						
6.01	Prepare & issue template	AD	-	09-Sep-13	09-Sep-13	100%	
6.02	Discuss & agree workstreams, inputs, leads	AKS	All	19-Sep-13	19-Sep-13	100%	
6.03	Preparation of proposal	AKS	All	23-Sep-13	09-Feb-14	0%	
6.04	Review, agree & finalise	AKS	All	10-Feb-14	09-Mar-14	0%	
6.05	Submission to PC	AKS	AD	Dates to be agreed		0%	
<b>7.00</b>	<b>Heading</b>						
7.01	[Insert activity]						
7.02	[Insert activity]						
7.03	[Insert activity]						
7.04	[Insert activity]						
7.05	[Insert activity]						

**Key:**

**AD** Adrian Dale  
**AKS** Andrew Seaman  
**PW** Paul Welton

Changes since last issue shown in **RED**