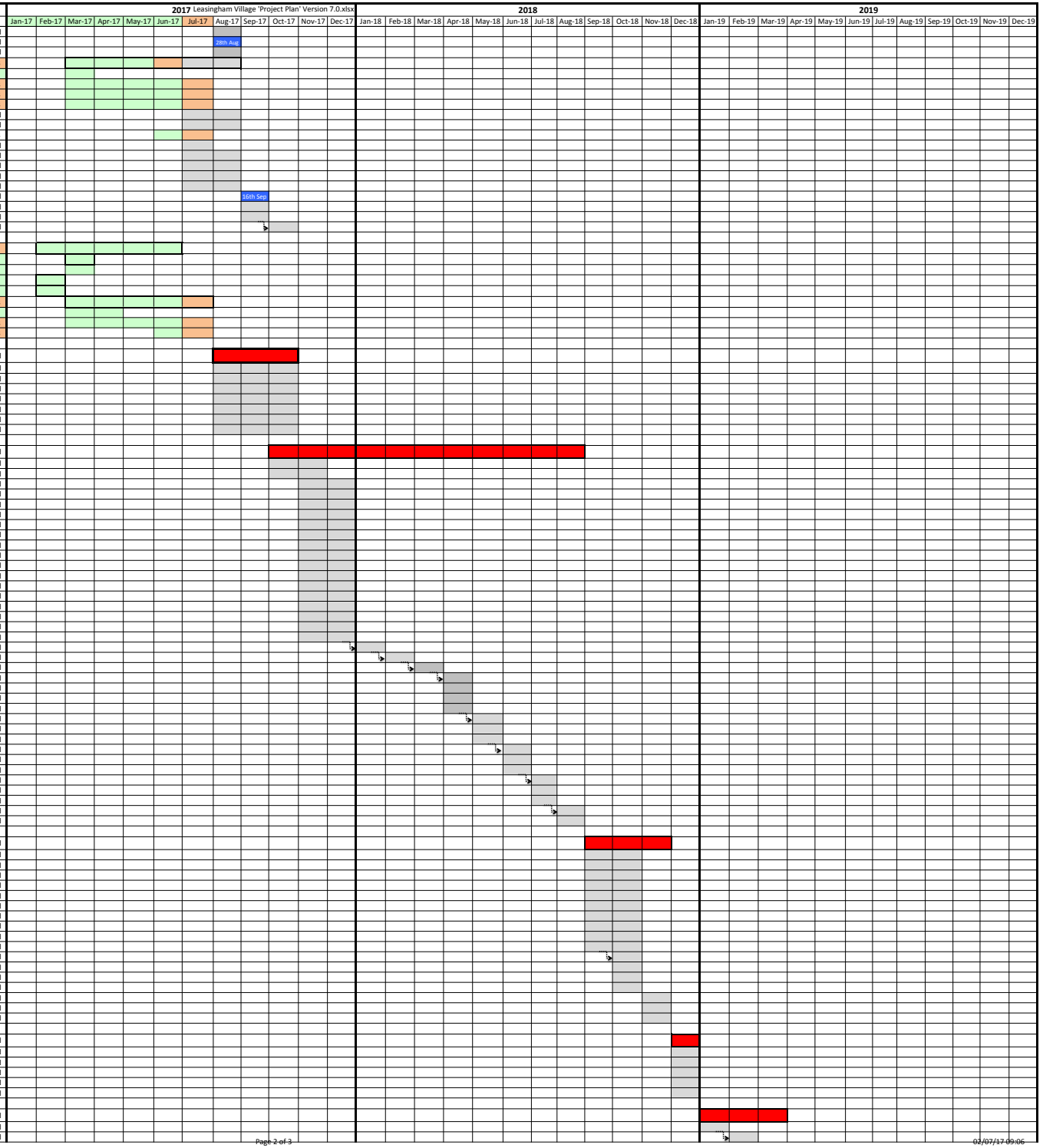
ID No.	Task / Description	Owner	% Complete	2017 Leasingham Village 'Project Plan' Version 7.0.xlsx												2018												2019											
				Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
1	**Getting Started**	AJF	Complete																																		
1.1	**Approach Parish Council to agree go ahead**	AJF	Complete																																		
1.1.1	- Parish Council (ParCo) Issue Neighbourhood Plan Consultation Flyer	ParCo	Complete																																		
1.1.2	- ParCo confirm result and give go ahead to produce NDP.	ParCo	Complete																																		
1.2	**Form small group of volunteers "NDP Steering C'ttee' to decide next steps**	AJF	Complete																																		
1.2.1	Steering C'ttee meets to Agree Constitution etc	AJF	Complete																																		
1.2.2	Agree Chairman and Vice Chairman	AJF	Complete																																		
1.2.3	Agree Structure Chart	SF	Complete																																		
1.2.4	Agree Roles & Reponsibilities i.e. who will do what	SF	Complete																																		
1.2.5	Agree Terms of Reference	SF	Complete																																		
1.2.6	Agree How Steering Group will communicate - e-mail, hard copy, intranet, Facebook etc...	StGr	Complete																																		
1.2.7	Agree how often Steering Group will meet and future dates / times	AJF	Complete																																		
1.2.8	Agree next steps, actions and owners and add to plan	AJF	Complete																																		
1.3	**Approach NKDC Partnership Manager Luisa Mckintosh (LMc) for NDP advice**	AJF	Complete																																		
1.3.1	LMc can refer a consultant to assist in planning, budgets, etc...	AJF	Complete																																		
1.3.2	Agree how long the Plan is to cover, e.g. 10 years, 20 years as is the new Lincs Local Plan.	AJF/SF	Complete																																		
1.4	**Prepare Project Plan**	SF	Complete																																		
1.4.1	Prepare draft Project Plan	SF	Complete																																		
1.4.2	Present draft project plan to Steering Group	SF	Complete																																		
1.4.3	Amend draft project plan with Steering Group comments / suggestions	SF	Complete																																		
1.5	**Budget required**	AF/SF/KP	Complete																																		
1.5.1	Investigate budget available & proposed expenditure	SF	Complete																																		
1.5.2	Calculate budget required (inc discuss with other Neighbourhood Groups) -	KP/AJF/SF	Complete																																		
1.5.3	Agree budget calculation with Parish Council	AJF/SF/ParCo	Complete																																		
1.5.4	Approach mycommunity.org.uk for approval of funds for coming 6 months	SF/KP	Complete																																		
1.5.5	Mycommunity approve & confirm when budget available **(10 days for MyCommunity & 10 days for Groundwork)**	My Community	Complete																																		
1.5.6	ParCo open NP Bank Account	ParCo	Complete																																		
1.5.7	Groundwork Confirm Funds available to spend	Groundwork	Complete																																		
1.5.8	SG Procedures for payments agreed with Parish Council and Treasurer	SF	Complete																																		
2	**Neighbourhood Area**	StGr	Complete																																		
2.1	**Steering Group / Parish Council to determine proposed neighbourhood area**	AJF/SF	Complete																																		
2.2	**Submit proposed 'Neighbourhood Area' application to NKDC for designation - submitted 13/2/17**	SF	Complete																																		
2.3	**Local Planning Authority holds statutory 4 week consultation period**	NKDC	Complete																																		
2.4	**NKDC confirms decision on Neighbourhood Area**	NKDC	Complete																																		
2.5	**Walk the Parish Boundary (due to finish Wed 19th Apr)**	AJF/IC/MG	Complete																																		
3	**Community Engagement & Involvement**	AA/TF/SF	40%																																		
3.1	**Decide on publicity for engagement e.g. website, leaflet drop, village magazine, meeting(s), etc**	BR/AA/TF/SF	Complete																																		
3.1.1	Agree broad issues for initial communications,	BR/AA/TF/SF	Complete																																		
3.1.2	Agree on types of engagement e.g. monthly update in Parish Magazine, leaflets, talks, etc	BR/AA/TF/SF	Complete																																		
3.1.3	Agree numbers for printing	BR/AA/TF/SF	Complete																																		
3.1.4	Get estimates of cost for printing	BR/AA/TF/SF	Complete																																		
3.1.5	Agree who will print & confirm cost is approved / within budget	SG	Complete																																		
3.1.6	Agree distribution & collation methodology, e.g. insert in Parish magazine, boxes in shops, SAE included etc...	BR/AA/TF/SF	Complete																																		
3.2	**Set up Facebook Page**	DM/SF	Complete																																		
3.2.1	Agree Facebook page name	DM/SF	Complete																																		
3.2.2	Set up Facebook page	DM	Complete																																		
3.2.3	Populate Facebook page, set up members and bring into use	SF	Complete																																		
3.3	**Set up Website**	SF/AF	Complete																																		
3.3.1	Select website company to design website (Jack Fellows t/a Sihouettes Media)	AF	Complete																																		
3.3.2	Select website domain name (www.leasinghamnp.co.uk)	AF/SF/DM	Complete																																		
3.3.3	Design website, headers, drop down menus, pictures, etc., for PC's, tablets, mobile phones	SF	Complete																																		
3.3.4	Take pictures and send to Silhouettes Media	MG/SF	Complete																																		
3.3.5	Populate text, tables, documents, hyperlinks etc, in all pages for initial launch	SF	Complete																																		
3.3.6	User testing - all lnks work, display on PC, tablet & mobile, etc...	SF	Complete																																		
3.3.6	Bring website into use	SF/AF	Complete																																		
3.4	**Carry Out Residential Questionnaires**	SG	In Progress																																		
3.4.1	Compile residential questionnaires - meeting 24th March to finalise amendments	BR/AA/TF/SF	Complete																																		
3.4.2	Design A5 Flyer to announce forthcoming questionnaire	TC/SF	Complete																																		
3.4.3	Print A5 Flyer	TC/AF	Complete																																		
3.4.4	Distribute A5 Flyer announcing residential questionnaire with Parish Newsletter	SG	Complete																																		
3.4.5	Agree Reply Paid Envelope usage - Royal Mail v Duncan & Toplis	KP/SF	Complete																																		
3.4.6	Obtain pre-printed envelopes	KP/SF	Complete																																		
3.4.7	Finalise wording on questionaire when Reply Paid system confirmed	SF/TC	Complete																																		
3.4.8	Print Residential questionnaires & collect from printers	TC/SF	Complete																																		
3.4.9	Stuff envelopes into questionnaires and village newsletter	SF/TF/PF	Complete																																		
3.4.10	Advertise in Local Lincs Magazine June edition	AF	Complete																																		
3.4.11	Deliver residential questionnaire to villagers in monthly Newsletter	SG	Complete																																		
3.4.12	Deliver residential questionnaire to villagers by hand/post not covered by Newsletter	AF	Complete																																		
3.4.13	Collate responses to residential questionnaire	SG	In Progress																																		
3.4.14	Hold prize draw, select 4 winners of £25 prizes and publish names in Parish newsletter	SG	Not Started																																		
3.4.15	Summarise responses into themes, etc...	SG	Not Started																																		
3.5	**Carry Out Business Questionnaires**	SG	In Progress																																		
3.5.1	Compile business questionnaires - **to Steering Goup 10th March for approval**	BR/AA/TF/SF	Complete																																		
3.5.2	Design A5 Flyer to announce forthcoming questionnaire	TC/KT	Complete																																		
3.5.3	Print A5 Flyer	TC/KT/AF	Complete																																		
3.5.4	Distribute A5 Flyer announcing business questionnaire with Parish newsletter	SG	Complete																																		
3.5.5	Agree Reply Paid Envelope usage - Royal Mail v Duncan & Toplis	KP/SF	Complete																																		
3.5.6	Obtain pre-printed envelopes	KP/SF	Complete																																		
3.5.7	Finalise wording on questionaire when Reply Paid system confirmed	SF/TC	Complete																																		
3.5.8	Print Business questionnaires	TC	Complete																																		
3.5.9	Post / deliver business questionnaires	AF	Complete																																		
3.5.10	Collate responses to business questionnaire	SG	In Progress																																		
3.5.11	Hold prize draw, select 4 winners of £25 prizes and publish names in Parish newsletter	SG	Not Started																																		
3.5.12	Summarise responses into themes, etc...	SG	Not Started																																		
3.6	**Complete School Children Questionnaire**	AF	In Progress																																		
3.6.1	Write to Headmaster asking for involvement of schoolchidren	AF	Complete																																		
3.6.2	Send village icon photos to Headmaster for painting competition	SF	Complete																																		
3.6.2	Compile school children Survey / Competition / Paintings etc... (after Easter)	AF	Complete																																		
3.6.3	Conduct School Children Survey / Competition, Paintings etc...	AF	In Progress																																		
3.6.4	Collate paintings, select winners and award prizes	AF	Not Started																																		
3.6.5	Summarise what to include in NDP	AF	Not Started																																		
3.7	**Consultation Statement**	SF/AF	Complete																																		
3.7.1	Locate existing Consultation Statements on the internet	SF	Complete																																		
3.7.2	Examine above examples and decide on a template and what will be included in our Consultation Statement	SF/AF	Complete																																		
3.7.3	Draft our Consultation Statement Template	SF	Complete																																		
3.7.4	Start to populate the Draft Consultation Statement (NB See follow on task 7.8 below)	SF	Complete																																		
3.8	**Hold Village Fair - 28th August**	TF	In Progress																																		
3.8.1	Decide on date for village fair (August Bank Holiday)	AF	Complete																																		
3.8.2	Obtain Parish Council permission to hold on Playing Fields	AF	Complete																																		
3.8.3	Decide on who will have stalls etc...	TF	In Progress																																		
3.8.4	Obtain Drinks license for fair	TF	In Progress																																		
3.8.5	Confirm Public Liability Insurance for fair	AF	In Progress																																		
3.8.6	Advertise event e.g. Parish Newsletter, Flyers, Website, Posters, Facebook, etc...	TF	In Progress																																		
3.8.7	Complete Risk Assessment	AF/TF/SF	In Progress																																		

ID No.	Task / Description	Owner	% Complete
3.8.7	Prepare site for the event	TF	Not Started
3.8.8	**28th Aug** Hold Village Fair - Bank Holiday Monday	TF	Not Started
3.8.9	Tidy up after Village Fair	TF	Not Started
3.9	**Hold Drop-in Day Briefing - 16th September**	BR/AA/TF/SF	In Progress
3.9.1	Decide on format of initial 'communication day', e.g. village hall,	BR/AA/TF/SF	Complete
3.9.2	Decide date(s), time, people to attend, rota, etc...	BR/AA/TF/SF	In Progress
3.9.3	Decide what communication is required for Drop-in Day	BR/AA/TF/SF	In Progress
3.9.4	Design content for A5 Flyer to announce Drop-in Day at Village Hall	BR/AA/TF/SF	In Progress
3.9.5	Print A5 Flyer	BR/AA/TF/SF	Not Started
3.9.6	Distribute A5 Flyer announcing Drop in day	BR/AA/TF/SF	Not Started
3.9.7	Design & cost the production of banner(s)	BR/AA/TF/SF	In Progress
3.9.8	Obtain banner(s)	BR/AA/TF/SF	Not Started
3.9.9	Put up banner(s)	BR/AA/TF/SF	Not Started
3.9.10	Design Posters for drop in day display boards	BR/AA/TF/SF	Not Started
3.9.11	Design handouts for sections of the NDP	BR/AA/TF/SF	Not Started
3.9.12	Design display boards layout, desking, suggestion boxes etc..., rota's for drop in day	BR/AA/TF/SF	Not Started
3.9.13	**16th Sep** Hold Drop in Day Village Briefing(s) **NB After Questionnaire responses summarised**	BR/AA/TF/SF	Not Started
3.9.14	Remove banners advertising for drop-in day	BR/AA/TF/SF	Not Started
3.9.15	Collate feedback from Communication Day(s) and summarise into themes, etc...	BR/AA/TF/SF	Not Started
3.9.16	Debrief to Steering Group village briefing results/opinions	BR/AA/TF/SF	Not Started
4	**Building The Evidence Base**	SG	40%
4.1	**Research any existing evidence**	AF/SF/SW	Complete
4.1.1	Meet with NKDC to see what evidence already exists and can be used in the Plan - **Meeting 7th March**	AF/SF/SW	Complete
4.2	**Discuss with NKDC if a Strategic Environmental Assessment (SEA) is required - if so amend plan - NOT NEEDED**	IC	Complete
4.3	**Discuss with NKDC if a Habitats Regulation Assessment is required - if so amend plan - NOT NEEDED**	IC	Complete
4.4	**Consultation with Local Partners e.g. Water Board, Environment Agency, Local Parishes, etc...**	SG	In Progress
4.4.1	Steering Group agrees who to contact and who will approach key partners	AF	Complete
4.4.2	Steering Group approach key partners for information and feedback	AF	In Progress
4.4.3	Collate feedback from Local partners	SG	In Progress
5	**Identify Issues, Vision, Aims, Objectives**	SG	Not Started
5.1	**Identify key issues, vision, and objectives from consultation (Questionnaires & Drop in Day)**	TBC	Not Started
5.1.1	Prioritise issues	TBC	Not Started
5.1.2	Develop Key Objectives	TBC	Not Started
5.1.3	Look at Options to include in NDP	TBC	Not Started
5.1.4	Develop Policy Themes e.g. Sustainable Development	TBC	Not Started
5.2	**Translate the Vision and Objectives into Policies and Proposals (see RTPI toolkit)**	TBC	Not Started
5.3	**Check Policies are in conformity with Local Plan, NPPF and other legal requirements**	TBC	Not Started
6	**Writing the Neighbourhood Plan Document**	SG	Not Started
6.1	**Agree format of NDP - Word, Powerpoint, PDF etc ...**	TBC	Not Started
6.2	**Start Basic Conditions Compliance Document -** (Can't be finished until NDP drafted)	TBC	Not Started
6.3	**Agree Aims of Plan / Community Proposals / Develop Policies**	TBC	Not Started
6.4	**Agree section headings (examples below from other village plans)**	TBC	Not Started
6.4.1	Utilise village feedback to agree/confirm each section heading	TBC	Not Started
6.5	**Agree who will produce and draft each section of NDP (NB sections to be confirmed after village consultation)**	TBC	Not Started
6.5.1	Draft Section 1 - e.g. Introduction / What is a Neighbourhood Plan	TBC	Not Started
6.5.2	Draft Section 2 - e.g. Message from Steering Group Chairman	TBC	Not Started
6.5.6	Draft Section 3 - e.g. Housing & Planning, e.g site allocations, affordable housing, urban design, historic environr	TBC	Not Started
6.5.3	Draft Section 4 - e.g. Business & Commerce in Leasingham	TBC	Not Started
6.5.8	Draft Section 5 - e.g. Traffic & Transportation (Sustrans, Speeding, Parking, etc...)	TBC	Not Started
6.5.4	Draft Section 6 - e.g. Environment (footpaths, bridleways, pavements, lights, nature)	TBC	Not Started
6.5.5	Draft Section 7 - e.g. Health & Welfare	TBC	Not Started
6.5.7	Draft Section 8 - e.g. Leisure (open spaces, village hall, playing fields)	TBC	Not Started
6.5.9	Draft Section 9 - e.g. Safety & Security elderly, school children, disabled, general public	TBC	Not Started
6.5.10	Draft Section 10 - e.g. Young People in Leasingham, etc...	TBC	Not Started
6.5.11	Draft Section 11 - e.g. Broadband, Wi-Fi, Internet Access	TBC	Not Started
6.5.12	Draft Section 12 - e.g. Environmental Assessment / Habitat Regulations Assessment	TBC	Not Started
6.6	**Collate all sections into one document**	TBC	Not Started
6.7	**Circulate draft to Steering Committee for comments / improvements**	TBC	Not Started
6.8	**Obtain Steering Committee comments**	TBC	Not Started
6.9	**Incorporate Steering Committee Comments into document**	TBC	Not Started
6.9.1	Meeting 1 to agree amendments to be included / excluded	TBC	Not Started
6.9.1.1	Document amended to incorporate changes	TBC	Not Started
6.9.1.2	Document redistributed for comments / agreement	TBC	Not Started
6.9.2	Meeting 2 to agree amendments to be included / excluded	TBC	Not Started
6.9.2.1	Document amended to incorporate changes	TBC	Not Started
6.9.2.2	Document redistributed for comments / agreement	TBC	Not Started
6.9.3	Meeting 3 to agree amendments to be included / excluded	TBC	Not Started
6.9.3.1	Document amended to incorporate changes	TBC	Not Started
6.9.3.2	Document redistributed for comments / agreement	TBC	Not Started
6.9.4	Meeting 4 to agree amendments to be included / excluded	TBC	Not Started
6.9.4.1	Document amended to incorporate changes	TBC	Not Started
6.9.4.2	Document redistributed for comments / agreement	TBC	Not Started
6.10	**Finalise all amendments and issue revised document for Steering Group Approval**	TBC	Not Started
6.11	**Arrange hard copies of draft NDP for distribution to various locations / people / Parish Council etc...**	TBC	Not Started
7	**Consultation (NB Regulation 16 states a minimum of 6 weeks consultation before submission of plan to NKDC)**	SG	Not Started
7.1	**Consult Members of the public in Leasingham and Roxholm**	TBC	Not Started
7.2	**Consult Neighbouring Parish / Town Councils**	TBC	Not Started
7.3	**Consult Significant Land Owners**	TBC	Not Started
7.4	**Consult Local Community Organisations, e.g. WI, etc...**	TBC	Not Started
7.5	**Consult Local Businesses**	TBC	Not Started
7.6	**Consult Statutory Bodies (NKDC will advise who) e.g.**	TBC	Not Started
7.6.1	Environment Agency	TBC	Not Started
7.6.2	Natural England	TBC	Not Started
7.6.3	English Heritage	TBC	Not Started
7.6.4	NKDC	TBC	Not Started
7.7	**Collate comments from Consultation Period**	TBC	Not Started
7.8	**Produce 'Consultation Statement'**	TBC	Not Started
7.9	**Finalise / Produce 'Basic Conditions Statement'**	TBC	Not Started
7.10	**Produce Statement on 'Meeting Legal Requirements'**	TBC	Not Started
7.11	**Respond to Comments Received**	TBC	Not Started
7.12	**Amend NDP for comments received**	TBC	Not Started
7.13	**Steering Committee sign off final version pf NDP**	TBC	Not Started
8	**Submitting the Plan to NKDC**	SG	Not Started
8.1	**Submit the Proposed Neighbourhood Plan**	TBC	Not Started
8.2	**Submit the Map identifying the area to which the plan relates**	TBC	Not Started
8.3	**Submit 'Consultation Statement' to include consultation undertaken in preparing the plan**	TBC	Not Started
8.4	**Submit Statement on 'Meeting Legal Requirements'**	TBC	Not Started
8.5	**Submit 'Basic Conditions Statement' on how the Plan fulfils these requirements**	TBC	Not Started
9	**Independent Examination**	NKDC	Not Started
9.1	**NKDC Appoints Independent expert to examine the plan**	TBC	Not Started
9.2	**Attend any hearings at the request of the Examiner**	TBC	Not Started



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9.3	Respond to queries from the Examiner	TBC	Not Started																																		
9.4	Make any amendments to the Plan at the request of the Examiner & resubmit Plan for Approval	TBC	Not Started																																		
9.5	Examiner issues his final report - hopefully approving the amended plan!	TBC	Not Started																																		
10	Referendum	SG/NKDC	Not Started																																		
10.1	Publication of pre-Referendum information & documents	TBC	Not Started																																		
10.2	Referendum is held	TBC	Not Started																																		
10.3	Publication of referendum decision																																				
11	The Neigbourhood Plan is 'made'	SG	Not Started																																		
12	Reviewing the Plan and Future Updates	SG	Not Started																																		
12.1	Disband NDP Steering Group	TBC	Not Started																																		
12.2	Confirm who maintains the NDP going forward? (NKDC / Parish Council?)	TBC	Not Started																																		
12.3	Confirm who monitors for any changes required? (NKDC / Parish Council?)	TBC	Not Started																																		
12.4	Have a celebration for all the effort	TBC	Not Started																																		
NB	Need to assess, document & assign owners of Risks, Issues and Dependencies, Action Plans etc... see other tabs	SG	Not Started																																		

Index	
Text 1 - 12	High Level Task within the Plan
Text 1.1 etc	Sub Tasks to the High Level Tasks
Text 1.1.1 etc	Minor tasks to the sub tasks
	Total Planned Time for High Level Task
	Planned Time for Sub Tasks
	Task Completed
	Task In Progress
1 2 3 4 5 6	N.B. Groupings can be expanded / contracted by clicking on the numbers to the left of cell A0. 1 = Summary Tasks, 2 = Summary Tasks + Sub Tasks, with 3 giving further detail, etc.... and 6 = All Tasks

DO NOT AMEND FIGURES OPPOSITE AS AUTO-CALCULATED USING FORMULAE	Auto Count of Progress	
	91	Completed
	22	In Progress
	105	Not Started
	218	Total Tasks