

Steyping Community Plan – Draft Reporting Log

12.09.18

Grant Funding

1. The expression of interest (EOI) - Completed
2. Grant Application - Completed
3. Locality Consultation - Completed
4. 1st Part Grant Award (£9K) - Pending (Instruction of consultant)
5. Grant Application for Site Allocation - Completed
6. Locality Consultation - Completed
7. 2nd Part Grant Award (£8K) - Pending (Suggest to await plan progress to save re-applying)

Technical Support

1. Technical Support Application - Completed
2. Interview with Aecom - Completed
3. Housing Need Assessment Award - Completed
4. Aecom Housing Needs Assessment Works - In Progress
5. Aecom further support packages interview - Awaiting

Consultant (Policy Document)

1. Identify suitable local consultant via Locality recommendations - Completed.
2. Contact full list of recommended consultants (10+) - Completed
3. Identify further suitable local consultants via Horsham recommendations - Completed
4. Contact full list of recommended consultants (3+) - Completed
5. Shortlist 3 no. consultants - Completed
6. Meetings and conferences with 3 no. consultants - Completed
7. Create tender scope of works - Completed
8. Receive and Review Consultant Tender - Completed
9. Final 2no. consultant interviews with SCP Members - Completed
10. Tender Analysis - Completed
11. Recommended Consultant Approval by SCP Members - Completed
12. Recommendation to be approved by full council - Awaiting

Community Engagement

1. Launch Event (Including your Steyping Intro) - Completed
2. Follow up Event - Booked for November (Farmers Market)
3. Formation of focus groups - In progress
4. Introductions with existing local group - In progress
5. Third party hosting and reporting surveys instruction - Actioned/Complete
6. 1st Survey (To inform Draft Vision Statement) - In Progress and Live online
7. 1st Survey Report - Awaiting
8. Mail drop to all households - Actioned
9. Mail drop Pricing and Instruction - In Progress

Call for Sites

1. Your Steyping Advert - Completed
2. Notice board adverts within the Town - Completed
3. 5no. Local Estate agents all notified via email - Completed

4. SCP Members discussions with landowners - In Progress
5. Large Call for Sites banner printing - Actioned/In Progress
6. Position and Installation of banner - TBC

Other Items

1. Scheduled regular public meetings - Actioned
2. Fortnightly workshops for members - Actioned
3. Chair and Clerk regular progress/support meetings - Actioned
4. Logo and branding - Completed
5. Website - In progress
6. Promotional banner for events - Completed
7. Contact information business cards - Completed
8. MOU with Bramber - Agree by SCP Members.
9. Designation Area - Completed
10. Community email address and access point - Completed