

Date: 18 July 2019
Project Ref: 0002
Project Name: Steyning Community Plan



UPDATE: TIMELINE & RESPONSIBILITIES

Further to the meeting held on Monday 15th July 2019 after the Full Parish Council Meeting the timetable for the production of the Neighbourhood Plan for Steyning (known as the Steyning Community Plan) has been updated to reflect the need for the plan to be submitted to Horsham District Council under Regulation 15 of The Neighbourhood Planning (General) Regulations 2012 (as amended) by 30th November.

An updated timeline is attached to this update note which was discussed at the Neighbourhood Plan Workshop on 17 July 2019. In short, the key dates and milestones over the next few weeks are:

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| Wednesday 31st July | Steering Group Workshop (all volunteers requested to attend)
<i>For the Steering Group to receive a short presentation from the authors of each evidence document, suggest final alterations/tweaks and provide an indication to the consultant team as to what they would like to see included in the plan.</i> |
| Friday 2nd August | All evidence documents completed.
<i>Final evidence documents placed on dropbox for consultant team.</i> |
| Wednesday 14th August | Steering Group Workshop
<i>For the Steering Group to discuss and review the draft plan document, suggesting alterations etc.</i> |
| Tuesday 20th August | Steering Group Committee
<i>For the Steering Group to approve the draft plan and associated evidence base for Reg.14 Consultation.</i> |
| Monday 2nd September | Full Parish Council Meeting
<i>For Full Parish Council to approve the draft plan and associated evidence base for Reg.14 Consultation</i> |

This means that the priority for all members of the Steering Group and volunteers working on the plan is to have their respective evidence documents in a final draft format by Tuesday 30th July ready for the Steering Group meeting the following day.

Please note that should an evidence document not be completed by 2nd August 2019 that topic may have to be excluded from the plan moving forward.

The following documents are in progress, alongside those who are responsible for drafting the document:

Document	Responsible
Infrastructure	Murray van de Pol Cllr Trevor Cree
Youth Survey (review and email consultant team)	Cllr Georgia Saunders
Economy (review of existing evidence to support the plan)	Consultant team
Local Green Space	Jo Gordon Russell Barnes Cllr Christine Young Steve Fuggles
Character Appraisal	Cllr Christine Young Cllr Michael Bissett Powell Gill Muncey Cllr Tim Young
Climate Change	Geoff Barnard
Tree Planting Scheme	Jo Gordon
Biodiversity	Paul Maidment Ryan Maidment
Consultation Statement	Russell Barnes Paul Cotton

Please ensure that your documents are drafted with an eye on the desired outcome and policy in the plan. Given the time constraints work needs to be focussed and concise. Each document should include a conclusion which clearly sets out the findings of the report and makes a recommendation as to what should be included in the plan relating to the topic being considered.

If anyone is not sure what they need to be doing to progress and complete their document over the next two weeks, please email the consultant team. The consultant team is, as it has been up to this point, available to support the preparation of the evidence documents.

When communicating with others or the consultant team about your project please ensure that you include in the circulation:

- the others working on the document (as listed above)
- The consultant team (Andrew Metcalfe - andrew@squiresplanning.co.uk & Allison Keech - keechplanning@gmail.com)
- Chair & Vice Chair of the Steering Group (Richard Bell - rjbell80@gmail.com & Murray van der Poll - murray.vanderpoll@gmail.com)

Please can everyone involved ensure they enter their phone number and email address in the contact directory on Dropbox ASAP to enable easy communication between those working on the plan.

