



Date: 13 August 2019

Project Ref: 0002

Project Name: Steyning Community Plan

PROJECT TIMESHEET

The following timesheet for the month of July 2019 for the above project was extracted on 13/08/2019.

Date	User	Task	Invoice No.	Hours:Mins	Notes
11-Jul-19	AM	3. Preparing the evidence base and draft policies	18	0:15	Phone call
12-Jul-19	AM	3. Preparing the evidence base and draft policies	18	2:15	Preparation of Open Space Mapping & template document
17-Jul-19	AM	3. Preparing the evidence base and draft policies	18	1:15	Update timeline and project plan
22-Jul-19	AK	3. Preparing the evidence base and draft policies	18	3:00	Review/comment/amend Character Appraisal report
02-Jul-19	AM	3. Preparing the evidence base and draft policies	29	1:53	
08-Jul-19	AM	3. Preparing the evidence base and draft policies	29	0:55	Review of emails. Liaison with J.Fullbrook.
08-Jul-19	AM	3. Preparing the evidence base and draft policies	29	3:23	Review Climate Change draft report
10-Jul-19	AM	3. Preparing the evidence base and draft policies	29	3:55	Preparation of note regarding the future of the plan.
11-Jul-19	AM	3. Preparing the evidence base and draft policies	29	0:48	Phone calls with HDC & John Fullbrook
12-Jul-19	AM	3. Preparing the evidence base and draft policies	29	0:59	Review of evidence base documents as they stand. Tracked changes where appropriate

Date	User	Task	Invoice No.	Hours:Mins	Notes
15-Jul-19	AM	3. Preparing the evidence base and draft policies	29	2:09	Review timeline in light of SG questions and liaise with HDC
15-Jul-19	AM	4. Prepare Pre-Submission Plan & consultation	29	0:23	phone call
15-Jul-19	AM	4. Prepare Pre-Submission Plan & consultation	29	4:15	Pre-meet with N.Kwan (HDC) then full Parish Council Meeting at Steyning Centre
16-Jul-19	AM	3. Preparing the evidence base and draft policies	29	0:40	Review evidence prepared to date.
17-Jul-19	AM	3. Preparing the evidence base and draft policies	29	4:47	Attendance at SG meeting and preparation of note afterwards. (6pm-10:47pm)
17-Jul-19	AK	3. Preparing the evidence base and draft policies	29	1:00	Attend first bit of SG meeting
18-Jul-19	AM	3. Preparing the evidence base and draft policies	29	0:47	Circulate note and respond to John.F. email
22-Jul-19	AM	3. Preparing the evidence base and draft policies	29	4:31	Review emails and update/comment on evidence base so far, review briefing note for full parish council
23-Jul-19	AM	3. Preparing the evidence base and draft policies	29	4:35	Review of P.Campbell note to Parish Council and SG note to Parish Council.
23-Jul-19	AM	3. Preparing the evidence base and draft policies	29	1:15	Respond to P.Campbell email
24-Jul-19	AM	3. Preparing the evidence base and draft policies	29	3:20	Respond to P.Campbell email, read latest briefing note and prepare summary note for Full Parish Council.
25-Jul-19	AM	3. Preparing the evidence base and draft policies	29	1:17	Review Local Green Space document
26-Jul-19	AM	3. Preparing the evidence base and draft policies	29	3:47	Assisting various members of the community progress their evidence base documents.
27-Jul-19	AM	3. Preparing the evidence base and draft policies	29	0:25	Liaise with re work to be undertaken
27-Jul-19	AK	3. Preparing the evidence base and draft policies	29	6:00	Review/comment/amend Character Appraisal report
29-Jul-19	AM	3. Preparing the evidence base and draft policies	29	4:09	Review of draft evidence base documents prepared by volunteers
29-Jul-19	AM	3. Preparing the evidence base and draft policies	29	2:38	Merge and format infrastructure evidence

Date	User	Task	Invoice No.	Hours:Mins	Notes
29-Jul-19	AK	3. Preparing the evidence base and draft policies	29	2:30	Review/comment/amend Character Appraisal report
30-Jul-19	AM	3. Preparing the evidence base and draft policies	29	1:23	Responding to emails and reviewing reports as necessary
30-Jul-19	AM	3. Preparing the evidence base and draft policies	29	3:17	Review & Format Character Appraisal
30-Jul-19	AM	3. Preparing the evidence base and draft policies	29	1:42	Review Consultation statement, Biodiversity Report, HDC Meeting notes
30-Jul-19	AM	3. Preparing the evidence base and draft policies	29	0:14	Email all re meeting tomorrow evening
31-Jul-19	AM	3. Preparing the evidence base and draft policies	29	3:27	Go through LGS report, amending assessments as appropriate and completing report.
31-Jul-19	AM	3. Preparing the evidence base and draft policies	29	4:44	Attendance at SG workshop. 6pm-10.44pm
31-Jul-19	AM	3. Preparing the evidence base and draft policies	29	3:12	Review, restructure, and edit Infrastructure Document

Total: 85:05