**TETSWORTH NEIGHBOURHOOD PLAN SG ACTION CHART (As at 5 Nov 2018)**

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| **Serial** | **Action** | **Responsible** | **Progress** |
| 1-149 | Actions raised during 1st to 30th SG meetings |  | All COMPLETE or superseded |
| 159 | Consider conducting supplementary business survey | AL | Still under consideration |
| 160 | Revise and reissue draft 9 May meeting notes | JG | Circulated 17 July |
| 161 | Appoint SG member to take notes at each SG meeting | JG | Standing Agenda Item |
| 162 | Draft conclusions for Character Assessment | AL | Superseded by Action 175 |
| 163 | Investigate housing data in 2011 census and SODC Local Plan | GC | Data reviewed - COMPLETE |
| 164 | Contact Michelle Bulger ref possible engagement | KH | Meeting planned - COMPLETE |
| 165 | Review funding sources at next meeting | JG | Agenda item for 5 Sep SG meeting - COMPLETE |
| 166 | Incorporate revisions into draft NP document | JG | Ongoing |
| 167 | Review Little Milton NP documentation for applicability | JG | ‘Tetsworthised’ NP circulated 22 Aug - COMPLETE |
| 168 | Coordinate evidence for smaller new housing | JG | Draft Housing Analysis report circulated 17 Oct - COMPLETE |
| 169 | Discuss funding experience with Sydenham NP SG | JG | Information gathered for 5 Sep SG meeting - COMPLETE |
| 170 | Respond to out-of-committee-meeting proposals as required | All SG | Need for timely response to avoid ‘silent approval’ - COMPLETE |
| 171 | Sound out Parish Clerk for taking SG meeting notes | KH | Clare Devey appointed as Minutes Secretary 10 Oct - COMPLETE |
| 172 | Prepare revised notes of 1 Aug SG meeting | JG | Circulated 8 Sep as REV1 - COMPLETE |
| 173 | Reflect SG guidance in draft NP document updates | JG | Ongoing |
| 174 | Advise Michelle Bolger of engagement holding position | KH | Advised funding availability dependent - COMPLETE |
| 175 | Adopt LM ‘Significance Conclusions’ format in Character Assessment | AL |  |
| 176 | Submit Biodiversity note for Oct Tetsworth Newsletter | AL | Article appeared in Sep/Oct issue - COMPLETE |
| 177 | Revise SG ToRs to reduce quorate attendance from 6 to 5 members | JG | V3 issued 10 Oct - COMPLETE |
| 178 | Complete and submit locality funding application | GS, MS | Grant offer for £8340 received 2 Nov - COMPLETE |
| 179 | Canvass and share local opinion on candidate consultants | All SG |  |
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