**TETSWORTH NEIGHBOURHOOD PLAN SG ACTION CHART (As at 27 Feb 2019)**

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| **Serial** | **Action** | **Responsible** | **Progress** |
| 1-172 | Actions raised during 1st to 34th SG meetings  |  | All COMPLETE or superseded |
| 173 | Reflect SG guidance in draft NP document updates | JG | Ongoing, to circulate revised versions by email to SG |
| 174 | Advise Michelle Bolger of engagement holding position | KH | Advised funding availability dependent - COMPLETE |
| 175 | Draft ‘Significance Conclusions’ in Character Assessment V9  | AL | V10 draft circulated 14 Jan 2019 - COMPLETE |
| 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 | Potential candidates proposed - COMPLETE |
| 180 | Complete Locality grant acceptance  | MS | Funds lodged in PC account - COMPLETE |
| 181 | Investigate potential consultants for possible future tasking | AL JG | Potential candidates identified, initial contact made- COMPLETE |
| 182 | Revise draft Housing Analysis report | JG | V3 circulated 26 Nov - COMPLETE |
| 183 | Progress SEA screening Questionnaire with SODC | JG | Meeting Ricardo Rios held on 6 Dec - COMPLETE |
| 184 | Update NP Project Plan | GS | Revised Plan circulated - COMPLETE |
| 185 | Check end of project grant repayment requirements with SODC | CC | Repayment arrangements clarified - COMPLETE |
| 186 | Negotiate written engagement agreement with O’Neill Homer | JG | Engagement arrangements agreed - COMPLETE |
| 187 | Negotiate Basic Conditions Statement task with O’Neill Homer | JG | Included in overall arrangement with O’Neill Homer - COMPLETE |
| 188 | Request TPC to engage Michelle Bolger on limited views task | GS MS | Engagement arrangement made via TPC - COMPLETE |
| 189 | Request programme change with Locality | MS | Task amendments agreed - COMPLETE |
| 190 | Identify future tasks and costs against available funding | GS | Budget spreadsheet tabled at 9 Jan 19 SG meeting - COMPLETE |
| 191 | Highlight changes in draft NP document in coloured font | JG | Ongoing |
| 192 | Incorporate further SG changes to draft Housing Analysis paper | JG | Versions 4 and 5 circulated 10 Dec 18, 8 Jan 19 - COMPLETE |
| 193 | Incorporate SG changes into draft Sustainability Assessment paper | JG | Version 2 circulated 8 Jan 19 - COMPLETE |
| 194 | Forward further Sustainability Assessment change proposals to JG | All SG | None received - COMPLETE |
| 195 | Submit completed SEA Screening Questionnaire to SODC | JG | Submitted 15 Dec 18 - COMPLETE |
| 196 | Reflect SEA questionnaire statements in daft NP document | JG | Reflected in NP draft V5 circulated 9 Jan 2019 - COMPLETE |
| 197 | Prepare list of draft NP policies | JG | In NP draft V5 circulated 9 Jan 2019 - COMPLETE |
| 198 | Submit draft Evidence Papers to Neil Homer | JG | Sent by email 10 Jan 19 - COMPLETE |
| 199 | Establish key views task point of contact with Michelle Bolger | AL | Established - COMPLETE |
| 200 | Send SG feedback to Neil Homer by 15 Feb | JG | Sent by email 15 Feb - COMPLETE |
| 201 | Circulate Sydenham NP documents to SG | CC |  |
| 202 | Seek Tetsworth housing bedroom data from SODC | CC |  |
| 203 | Improve Tetsworth Green Spaces map | AL |  |
| 204 | Forward draft key Views report to Neil Homer | JG | Sent by email 15 Feb - COMPLETE |
| 205 | Respond to Neil Homer comments on draft NP V5 | JG | Addressed within Action 200 - COMPLETE |
| 206 | Recognise need for Policies map in NP document | JG | Quotation for production from Neil Homer - COMPLETE |
| 207 | Check Swan Gdns tree belt protection arrangements | ?? |  |
| 208 | Provide SG feedback on draft Key Views report to Michelle Bolger | JG | Sent by email 22 Feb - COMPLETE |
| 209 | Advise PC Clerk when Michelle Bolger invoice can be paid | JG | Final report expected week of 4-8 March |
| 210 | Review suggested changes to Character Assessment V10 | AL & JG | Reviewed 25 Feb, circulated as V11 17 Feb - COMPLETE |
| 211 | Advise SODC of way ahead on settlement boundary for SEA opinion | JG | To be discussed at 7 March SG meeting |
| 212 | Seek confirmation of document destruction from Andrea Pellegram | RG | Pellegram Email 18 Jul 2018 indicates acceptance |
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