**TETSWORTH NEIGHBOURHOOD PLAN SG ACTION CHART (As at 13 December 2017)**

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| **Serial** | **Action** | **Responsible** | **Progress** |
| 1-127 | Actions raised during 1st to 23rd SG meetings |  | All COMPLETE |
| 128 | Prepare and circulate V4 of draft NP document | JG | Deferred to next SG meeting timescale |
| 129 | Issue revised map of Tetsworth settlement areas | AL | Overtaken by alternative, COMPLETE |
| 130 | Make notes of character of settlement and countryside areas of parish | All SG | Overtaken by issue of V0.3 draft document, COMPLETE |
| 131 | Take photographs representative of parish character | JG | Approx 150 images taken, COMPLETE |
| 132 | Submit an EoI to Locality for technical support for Site Assessment | JG | Application submitted and staffed, COMPLETE |
| 133 | Review Project Plan and circulate revised version | GMB | Update confirmed, distribution in hand, COMPLETE |
| 134 | Distribute Word version of Character Assessment V0.3 | JG | Distributed 16 Nov, COMPLETE |
| 135 | Comment to JG on Character Assessment V0.3 by 5 Dec | All SG | Comments as received actioned, COMPLETE |
| 136 | Incorporate change suggestions into Character Assessment V0.4 ahead of 12 Dec SG meeting | JG | V0.4 circulated 10 Dec, COMPLETE |
| 137 | Arrange AECOM consultant site visit for Site Assessment study | JG | In AECOM hands for late Dec 17 or first half Jan 18, COMPLETE |
| 138 | Seek further SODC advice on site allocation inclusion in NP document | JG | Confirmed no obligation for inclusion, COMPLETE |
| 139 | Investigate creation of shared Google Drive facility for storing and accessing NP documents and information | RN | Google Drive facility set up, COMPLETE |
| 140 | Provide upgraded maps for to JG for Character Assessment | AL | Task underway |
| 141 | Provide feedback on V0.4 version of Character Assessment | AL | Input expected at or before next SG meeting |
| 142 | Advise SG of AECOM consultant site visit plans | JG |  |
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