**TETSWORTH NEIGHBOURHOOD PLAN SG ACTION CHART (As at 26 March 2018)**

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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| 128 | Prepare and circulate V4 of draft NP document | JG | Overtaken by pause for professional advice, SUPERSEDED |
| 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 | Incorporated into V0.5, COMPLETE |
|  141 | Provide feedback on V0.4 version of Character Assessment | AL | Partly completed, SUPERSEDED |
| 142 | Advise SG of AECOM consultant site visit plans | JG | Visit made by Charlotte Simpson, 4 Jan 18, COMPLETE |
| 143 | Amend draft Character Assessment document and reissue as V0.6 | JG | Reissued 10 Jan, COMPLETE |
| 144 | Review countryside sectors of Character Assessment V0.6 | AL | Reviewed at SG meeting 19 Feb, COMPLETE |
| 145 | Revise Character Assessment Countryside Sector maps for clarity | AL | In hand by Al3d staff |
| 146 | Draft Character Assessment Exec Summary and Conclusions | JG | Exec Summary agreed sufficient, COMPLETE |
| 147 | Prepare SG feedback on draft Site Assessment Report | JG | SG comments forwarded to AECOM, COMPLETE |
| 148 | Negotiate support from CFO | JG |  |
| 149 | Prepare & deliver NP progress report to Parish Annual Meeting | JG |  |
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