

Stanwick Neighbourhood Plan

Action Plan arising from meeting 18th November 2014

Action	Who	By when
Appointment of consultant: <ul style="list-style-type: none">• Complete funding application to Locality• Appoint consultant once funding is in place	JLH JLH	19/11/14 10/12/14
Business questionnaires <ul style="list-style-type: none">• Meeting to assess level of response & agree how best to collate & evaluate & assign roles	All	9/12/14 between 19.00- 19.30
Service & Facilities Audit <ul style="list-style-type: none">• Prepare first draft of services & facilities audit	AM & JLH	19/12/14
Neighbourhood Plan framework document <ul style="list-style-type: none">• Refine first draft prior to being issued to all• Add footer to draft• Add 'update' record to start of document	NP & JLH	19/12/14
Heritage Audit <ul style="list-style-type: none">• Prepare first draft of the heritage audit as previously agreed	DM	19/12/14
Relevant plans & documents <ul style="list-style-type: none">• Research wider plans referenced in other nearby plans• Forward details of other website to NP	NP JLH	19/12/14 21/11/14

Note: Completion date of 19th December given as a direction to get items done before Christmas. There are no plans to hold a meeting on 19th Dec.

In the New Year we will have a new member on the steering group whose speciality is highway matters

The meeting on the 9th Dec will need to be kept tight as it will be followed at 7.30pm by a meeting with the football club