

Q4 Local Plan Current Live Tasks up to 08.02.21

Unique ID	Task Name	Resource Names	Start	Finish	% Complete	RAG Rating	Progress Notes
0	LP Project Plan 08.02.21		Fri 01/05/20	Tue 10/12/24	39%		
1272	arrange SIDG meeting 2 Climate Change	Simon Payne	Wed 13/01/21	Mon 01/03/21	14%		to be held March 1st speakers to be confirmed.
1274	arrange SIDG meeting 3 Sustainable Transport	Simon Payne	Wed 13/01/21	Fri 30/04/21	0%		speakers to be confirmed, date to be agreed and papers and agenda to be provided
1275	arrange SIDG meeting 4 Rural Issues	Simon Payne	Wed 13/01/21	Wed 30/06/21	0%		speakers to be confirmed, date to be agreed and papers and agenda to be provided
653	Community Stakeholder Forum Programme		Tue 01/09/20	Wed 31/07/24	28%		
676	Theme 2 - Character and Heritage 25.11.20	Paul Sallin	Wed 21/10/20	Wed 30/06/21	51%		coordinator briefed Theme leads
1097	Monitor late consultation responses and summarise in final document	Paul Sallin	Mon 08/02/21	Mon 31/05/21	0%		
1218	Report LPLG feedback to CSF	Elizabeth Moon	Mon 22/02/21	Wed 24/02/21	0%		
1096	Report summary consultation to LPLG	Paul Sallin	Mon 01/02/21	Mon 22/02/21	0%		
710	Theme 3 - Climate Change 09.12.20	Lois Bowser,Luke Mills,Nathan Drover	Mon 26/10/20	Wed 30/06/21	40%		coordinator briefed Theme leads
1101	Analyse and summarise consultation received	Alishba Emanuel	Wed 06/01/21	Thu 25/02/21	3%		
1105	Monitor late consultation responses and summarise in final document	Nathan Drover	Mon 08/02/21	Mon 31/05/21	0%		
1102	Produce Summary of Comments from consultation for CSF	Nathan Drover	Wed 06/01/21	Fri 26/02/21	3%		Based on objective responses
1219	Report LPLG feedback to CSF	Nathan Drover	Wed 10/03/21	Wed 10/03/21	0%		
1104	Report summary consultation to LPLG	Nathan Drover	Mon 08/02/21	Wed 03/03/21	0%		

1103	Take Consultation comments to CSF	Nathan Drover	Fri 29/01/21	Wed 10/02/21	0%		
727	Theme 4 - Transport 13.01.21	Nathan Drover,S Nicholas	Tue 01/12/20	Wed 30/06/21	25%		coordinator briefed Theme leads
1107	4 Week Consultation ends	Nathan Drover,S Nicholas	Wed 13/01/21	Wed 10/02/21	1%		Panel discussion posted online, comments coming in
1109	Analyse and summarise consultations received in 4 week period	Nathan Drover,S Nicholas	Wed 10/02/21	Wed 17/02/21	0%		
1108	Consultation responses received	Nathan Drover,S Nicholas	Wed 13/01/21	Wed 10/02/21	25%		
1113	Monitor late consultation responses and summarise in final document	Nathan Drover,S Nicholas	Tue 23/03/21	Mon 31/05/21	0%		
1112	present 4 week summary consultation to LPLG	Nathan Drover,S Nicholas	Wed 10/03/21	Tue 23/03/21	0%		
1110	Present Summary of Comments from 4 week consultation to CSF	Nathan Drover,S Nicholas	Wed 10/02/21	Wed 17/02/21	17%		Based on objective responses
1220	Report LPLG feedback to CSF	Nathan Drover,S Nicholas	Tue 23/03/21	Wed 24/03/21	0%		
1111	Take Consultation comments to CSF	Nathan Drover,S Nicholas	Mon 22/02/21	Wed 24/02/21	0%		
744	Theme 5 - Leisure, Culture and Healthy Lifestyles 27.01.21	Joanna Hill,Sarah Nicholas,Lois Bowser	Mon 07/12/20	Wed 30/06/21	29%		coordinator briefed Theme leads
1115	4 Week Consultation ends	Joanna Hill,Sarah Nicholas,Lois Bowser	Wed 27/01/21	Wed 24/02/21	1%		Panel discussion posted online, comments coming in
1117	Analyse and summarise consultations received in 4 week period	Joanna Hill,Sarah Nicholas,Lois Bowser	Wed 24/02/21	Wed 03/03/21	0%		
1116	Consultation responses received	Joanna Hill,Sarah Nicholas,Lois Bowser	Wed 27/01/21	Wed 24/02/21	25%		
1268	present 4 week summary consultation to LPLG	Joanna Hill,Sarah Nicholas,Lois Bowser	Wed 27/01/21	Wed 10/03/21	0%		
1269	Present Summary of Comments from 4 week consultation to CSF	Joanna Hill,Sarah Nicholas,Lois Bowser	Wed 27/01/21	Wed 10/03/21	0%		
1120	Report summary consultation to LPLG	Joanna Hill,Sarah Nicholas,Lois Bowser	Wed 10/03/21	Tue 06/04/21	0%		

1119	Take Consultation comments to CSF	Joanna Hill,Sarah Nicholas,Lois Bowser	Mon 08/03/21	Wed 10/03/21	0%		
761	Theme 6 - Biodiversity 10.02.21 Lead Officer to be confirmed	Lois Bowser	Mon 04/01/21	Wed 30/06/21	41%		coordinator briefed Theme leads
1131	present 4 week summary consultation to LPLG	Lois Bowser	Wed 24/03/21	Mon 19/04/21	0%		
1129	Present Summary of Comments from 4 week consultation to CSF	Lois Bowser	Wed 10/03/21	Wed 17/03/21	17%		Based on objective responses
1126	4 Week Consultation ends	Lois Bowser	Wed 10/02/21	Wed 10/03/21	1%		Panel discussion posted online, comments coming in
1128	Analyse and summarise consultations received in 4 week period	Lois Bowser	Wed 10/03/21	Wed 17/03/21	0%		
1127	Consultation responses received	Lois Bowser	Wed 10/02/21	Wed 10/03/21	25%		
959	CSF Introduction to Theme	Lois Bowser	Wed 10/02/21	Wed 10/02/21	0%		
1132	Monitor late consultation responses and summarise in final document	Lois Bowser	Wed 24/03/21	Mon 31/05/21	0%		
1050	Review panelists (send invites)	Luke Mills	Mon 08/02/21	Mon 08/02/21	0%		
1048	send agenda and papers to AM	Luke Mills	Mon 08/02/21	Mon 08/02/21	0%		12 pm deadline
771	Social Media 2 (followup)	Anna Mawson	Mon 08/02/21	Mon 08/02/21	0%		
1130	Take Consultation comments to CSF	Lois Bowser	Mon 22/03/21	Wed 24/03/21	0%		
778	Theme 7 - Local Economy 24.02.21	Lois Bowser,Demetria Macdonald,Joanna Hill	Mon 04/01/21	Wed 30/06/21	19%		coordinator briefed Theme leads
780	Circulate Consultation document to Portfolio Holder and LPLG Chair	Lois Bowser,Demetria Macdonald,Joanna Hill	Wed 17/02/21	Wed 17/02/21	50%		
1203	Send Guest panelist details to HR cc LM for invite	Lois Bowser,Demetria Macdonald,Joanna Hill	Fri 19/02/21	Fri 19/02/21	0%		
1134	4 Week Consultation ends	Lois Bowser,Demetria Macdonald,Joanna Hill	Wed 24/02/21	Wed 24/03/21	1%		Panel discussion posted online, comments coming in

1055	Agenda Publication (2 clear working days from meeting)	Anna Mawson	Mon 01/02/21	Mon 22/02/21	0%		
1136	Analyse and summarise consultation received	Lois Bowser, Demetria Macdonald, Joanna Hill	Wed 24/03/21	Wed 31/03/21	0%		
1053	Circulate consultation document, Speakers presentations and Live polls to SM for sign off	Lois Bowser, Demetria Macdonald, Joanna Hill	Wed 10/02/21	Wed 10/02/21	0%		
1135	Consultation responses received	Lois Bowser, Demetria Macdonald, Joanna Hill	Wed 24/03/21	Wed 24/03/21	0%		
960	CSF Introduction to Theme	Demetria Macdonald, Joanna Hill, Lois Bowser	Wed 24/02/21	Wed 24/02/21	0%		
784	Enewsletter (District – LP Category)	Anna Mawson	Thu 11/02/21	Thu 11/02/21	0%		
785	Members' Bulletin/LP Update	Anna Mawson	Thu 11/02/21	Thu 11/02/21	0%		
786	Parish Update	Anna Mawson	Thu 11/02/21	Thu 11/02/21	0%		
782	Press Release (Tues submission for Thursday publication)	Anna Mawson	Thu 11/02/21	Thu 11/02/21	0%		
1137	Produce Summary of Comments from consultation for CSF	Lois Bowser, Demetria Macdonald, Joanna Hill	Wed 24/03/21	Wed 31/03/21	0%		Based on objective responses
1051	Recruit speaker	Lois Bowser, Demetria Macdonald, Joanna Hill	Mon 04/01/21	Wed 10/02/21	50%		awaiting confirmation
779	Rehearsal	Lois Bowser, Demetria Macdonald, Joanna Hill	Wed 10/02/21	Wed 17/02/21	0%		
1056	Review panelists (send invites)	Luke Mills	Mon 08/02/21	Mon 22/02/21	0%		
1054	send agenda and papers to AM	Luke Mills	Mon 22/02/21	Mon 22/02/21	0%		12 pm deadline
1202	Send final consultation document to LM for agenda	Lois Bowser, Demetria Macdonald, Joanna Hill	Fri 19/02/21	Fri 19/02/21	0%		
1201	Send Guest panelist details to HR cc LM for invite	Lois Bowser, Demetria Macdonald, Joanna Hill	Wed 10/02/21	Wed 10/02/21	0%		
787	Social Media 1	Anna Mawson	Thu 11/02/21	Thu 11/02/21	0%		

788	Social Media 2 (followup)	Anna Mawson	Mon 22/02/21	Mon 22/02/21	0%		
1212	Upload consultation document to Keystone Objective and comments for website	Lois Bowser, Demetria Macdonald, Joanna Hill	Wed 24/02/21	Wed 24/02/21	0%		
783	Website (To align with newspaper publication date – Thursdays, AND with papers release)	Anna Mawson	Thu 11/02/21	Thu 11/02/21	0%		
795	Theme 8 - Homes 10.03.21	Sarah Nicholas	Fri 08/01/21	Wed 30/06/21	2%		coordinator briefed Theme leads
1217	Circulate Consultation document to Portfolio Holder and LPLG Chair	Sarah Nicholas	Wed 03/03/21	Wed 03/03/21	0%		
1206	Send Guest panelist details to HR cc LM for invite	Sarah Nicholas	Fri 05/03/21	Fri 05/03/21	0%		
1142	4 Week Consultation ends	Sarah Nicholas	Wed 10/03/21	Wed 07/04/21	0%		Panel discussion posted online, comments coming in
1061	Agenda Publication (2 clear working days from meeting)	Anna Mawson	Fri 08/01/21	Mon 08/03/21	0%		
1059	Circulate consultation document to SM (cc GG) for sign off	Sarah Nicholas	Wed 24/02/21	Wed 24/02/21	0%		
1058	Circulate Draft Consultation Document to Team for Comment	Sarah Nicholas	Mon 01/02/21	Wed 24/02/21	0%		
1143	Consultation responses received	Sarah Nicholas	Wed 10/03/21	Wed 07/04/21	25%		
961	CSF Introduction to Theme	Sarah Nicholas	Wed 10/03/21	Wed 10/03/21	0%		
801	Enewsletter (District – LP Category)	Anna Mawson	Thu 18/02/21	Thu 18/02/21	0%		
802	Members' Bulletin/LP Update	Anna Mawson	Thu 25/02/21	Thu 25/02/21	0%		
803	Parish Update	Anna Mawson	Thu 25/02/21	Thu 25/02/21	0%		
799	Press Release (Tues submission for Thursday publication)	Anna Mawson	Mon 22/02/21	Wed 24/02/21	0%		
1057	Recruit speaker	Sarah Nicholas	Mon 01/02/21	Wed 24/02/21	0%		

796	Rehearsal	Sarah Nicholas	Wed 24/02/21	Wed 03/03/21	0%		
1062	Review panelists (send invites)	Luke Mills	Mon 08/02/21	Mon 08/03/21	0%		
1060	send agenda and papers to AM	Luke Mills	Mon 08/03/21	Mon 08/03/21	0%		12 pm deadline
1205	Send final consultation document to LM for agenda	Sarah Nicholas	Fri 05/03/21	Fri 05/03/21	0%		
804	Social Media 1	Anna Mawson	Thu 25/02/21	Thu 25/02/21	0%		
805	Social Media 2 (followup)	Anna Mawson	Mon 08/03/21	Mon 08/03/21	0%		
1211	Upload consultation document to Keystone Objective and comments for website	Sarah Nicholas	Wed 10/03/21	Wed 10/03/21	0%		
800	Website(To align with newspaper publication date – Thursdays, AND with papers release)	Anna Mawson	Thu 25/02/21	Thu 25/02/21	0%		
812	Theme 9 - Creating New Places and Communities 24.03.21	Luke Mills	Fri 08/01/21	Wed 30/06/21	0%		coordinator briefed Theme leads
1150	4 Week Consultation ends	Luke Mills	Wed 24/03/21	Wed 21/04/21	1%		Panel discussion posted online, comments coming in
1067	Agenda Publication (2 clear working days from meeting)	Anna Mawson	Fri 08/01/21	Mon 22/03/21	0%		
814	Circulate Consultation document to Portfolio Holder and LPLG Chair	Luke Mills	Wed 17/03/21	Wed 17/03/21	0%		
1065	Circulate consultation document, Speakers presentations and Live polls to SM for sign off	Luke Mills	Wed 10/03/21	Wed 10/03/21	0%		
1064	Circulate Draft Consultation Document to Team for Comment	Luke Mills	Mon 25/01/21	Wed 10/03/21	0%		
962	CSF Introduction to Theme	Luke Mills	Wed 24/03/21	Wed 24/03/21	0%		
818	Enewsletter (District – LP Category)	Anna Mawson	Thu 11/03/21	Thu 11/03/21	0%		
819	Members' Bulletin/LP Update	Anna Mawson	Thu 11/03/21	Thu 11/03/21	0%		

820	Parish Update	Anna Mawson	Thu 11/03/21	Thu 11/03/21	0%		
816	Press Release (Tues submission for Thursday publication)	Anna Mawson	Mon 08/03/21	Wed 10/03/21	0%		
1063	Recruit speaker	Luke Mills	Mon 25/01/21	Wed 10/03/21	0%		
813	Rehearsal	Luke Mills	Wed 10/03/21	Wed 17/03/21	0%		
1068	Review panelists (send invites)	Luke Mills	Mon 08/02/21	Mon 22/03/21	0%		
1066	send agenda and papers to AM	Luke Mills	Mon 22/03/21	Mon 22/03/21	0%		12 pm deadline
1208	Send final consultation document to LM for agenda	Luke Mills	Wed 17/03/21	Fri 19/03/21	0%		
1209	Send Guest panelist details to HR cc LM for invite	Luke Mills	Fri 19/03/21	Fri 19/03/21	0%		
1207	Send speaker details to HR to add invite on Zoom Webinar	Luke Mills	Wed 10/03/21	Wed 10/03/21	0%		
821	Social Media 1	Anna Mawson	Thu 11/03/21	Thu 11/03/21	0%		
822	Social Media 2 (followup)	Anna Mawson	Mon 22/03/21	Mon 22/03/21	0%		
1210	Upload consultation document to Keystone Objective and comments for website	Luke Mills	Wed 24/03/21	Wed 24/03/21	0%		
817	Website(To align with newspaper publication date – Thursdays, AND with papers release)	Anna Mawson	Thu 11/03/21	Thu 11/03/21	0%		
889	Duty to Co-operate and Strategic Co-ordination		Fri 01/05/20	Thu 28/09/23	13%		
1261	Arrange 1st Issues and Options round table with all DTC partners	Sarah Nicholas	Mon 01/03/21	Fri 30/04/21	0%		hold a round table video conference with all DTC Partners together. After CSF 24 march when broad spatial options are identified HC to assist in prep
1265	Arrange meeting with Transport Stakeholders	Ben Kennedy	Tue 02/02/21	Wed 31/03/21	0%		Technical meeting with public transport operators and other transport agencies in advance of SIDG session In April HC to assist in organisation
1266	Arrange meeting with Water and Energy Stakeholders	Lois Bowser	Tue 02/02/21	Wed 31/03/21	0%		Technical meeting with water and energy companies and other agencies in advance of SIDG session In April HC to assist in organisation

859	Evidence base		Mon 03/08/20	Fri 30/06/23	16%		
1285	Analysis of housing requirement	Stephen Miles	Thu 28/01/21	Wed 30/06/21	0%		Lead officer to be identified SN? Need to prepare timetable and methodology. In-house and consultants split.
1284	Assessment of Employment needs	Joanna Hill	Thu 28/01/21	Fri 26/02/21	0%		Need to prepare timetable and methodology. In-house and consultants split.
862	Habitats Regulations Assessment – Commissioning work	Joanna Hill	Fri 01/01/21	Fri 30/04/21	0%		Brief needed and tender documents to be prepared. Need to identify Procurement resource given that this should ideally go out to tender in Feb '21
876	Heritage Study – Settlements	Stephen Miles	Thu 28/01/21	Thu 31/03/22	33%		Need to prepare timetable and methodology. In-house and consultants split and Historic England involvement.
1164	Housing Requirement – Issues & Options	Luke Mills	Mon 11/01/21	Fri 12/03/21	68%		first draft of housing topic paper engaging with standard methodology consultation
873	Landscape Character Assessment	Sarah Nicholas	Thu 28/01/21	Fri 26/02/21	16%		Decision to be made if additional studies required
875	Landscape Character Specific Settlement Assessment	Sarah Nicholas	Fri 01/01/21	Fri 30/04/21	0%		Brief needed and tender documents to be prepared. Need to identify Procurement resource given that ideally it would go out to tender in Mar. '21
953	Review impact of Brexit on economic and growth proposals	Stephen Miles	Mon 01/02/21	Mon 31/05/21	0%		not started
952	Review impact of PD changes on spatial strategy	Stephen Miles	Tue 02/02/21	Fri 30/04/21	0%		not started
951	Review Impact of use classes order on town centers	Stephen Miles	Tue 09/02/21	Tue 08/06/21	0%		not started
632	Governance		Wed 01/07/20	Thu 29/04/21	92%		
1264	2nd Issues and Options All Member Briefing	Sarah Nicholas	Mon 01/03/21	Thu 29/04/21	40%		canvassed second briefing dates to cover CSF topics 6-9 GG to chair. 30.03 or 12.04 tbc
989	Infrastructure Delivery	Roger Harborough	Fri 30/10/20	Fri 01/10/21	27%		
1175	Issue Tender on IDP baseline study	Lois Bowser	Wed 20/01/21	Fri 12/02/21	80%		Final draft being worked on, revised issue date currently targeted for 12th Feb.
1168	Planning agents forum	Stephen Miles	Thu 07/01/21	Wed 31/03/21	10%		
1248	Issues and Options Stage PA Forum	Luke Mills	Thu 07/01/21	Wed 31/03/21	10%		GG to chair. One meeting to be held in Feb '21 date and agenda to be fixed, HR to assist in prep

1003	Strategic Infrastructure Group		Thu 15/10/20	Thu 17/06/21	32%		
1277	Climate Change Meeting	Simon Payne	Wed 13/01/21	Fri 19/03/21	5%		HC to canvas date with CSG end February, beginning March SP to invite guest speaker
1279	Rural Issues Meeting	Simon Payne	Wed 13/01/21	Thu 17/06/21	5%		HC to canvas date with CSG beginning June SP to invite guest speaker
1278	Sustainable Transport Meeting	Simon Payne	Wed 13/01/21	Thu 15/04/21	5%		HC to canvas date with CSG beginning April SP to invite guest speaker
1161	Town and Parish Forums	Stephen Miles	Mon 04/01/21	Mon 05/04/21	54%		Set up and programme to be prepared
1244	Arrange Second TP Forum	Demetria Macdonald	Thu 04/02/21	Mon 05/04/21	30%		arranged 30th March CSF to cover topics 6-9 GG to chair. DM and SN to liaise on content HC to finalise arrangements