

SPNDP Steering Group Outline Project Plan*(First twelve months, with actions)*

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Legend

- Action
- ♣ Public Meeting/Engagement activity
- ♠ Interim Meeting (not public)
- ♦ Training/Preparation meeting (not public)
- ♥ NDP milestone
- * To be decided in advance whether cost of professional resource necessary/justified

Oct-14	Ownership	Resource	Target	Completed
General Meeting (14/10/2014)	SPC			
Establish Steering Group	Steering Group			14/10/2014
Appointment of Planning Consultant	SPC			14/10/2014
Nov-14	Ownership	Resource	Target	Completed
Steering Group Meeting (20/11/2014)	JL			20/11/2014
Draft constitution and submit to SPC	Steering Group			20/11/2014
Appointment of management roles	Steering Group			20/11/2014
Dec-14	Ownership	Resource	Target	Completed
Steering Group Meeting (09/12/2014)	JL			09/12/2014
Agree constitution	Steering Group			09/12/2014
Appointment of Topic Group leaders	Steering Group			09/12/2014
Jan-15	Ownership	Resource	Target	Completed
Steering Group Meeting (20/01/2015)	JL			20/01/2015
Comms Team Meeting (28/01/2015)	JR			
Establish facebook page	JL			10/02/2015
Draft PS News article	JL			10/02/2015
Draft flyer	WP			10/02/2015
Draft questionnaire (long)	JL			10/02/2015
Draft questionnaire (short)	CCJ/JL			10/02/2015
Feb-15	Ownership	Resource	Target	Completed
Comms Team Meeting	JR			03/02/2015
Steering Group Meeting (10/02/15)	JL			
Agree public engagement event (Open Day)	Steering Group			10/02/2015
Agree initial expenditure	Steering Group			10/02/2015
Submit PS News article	JL			10/02/2015
Formulate website structure and commission design	WP/JR/JL	Web Designer		23/02/2015
Draft website content	JL			23/02/2015
Formulate Q&A document	JL			23/02/2015
Submit Neighbourhood Area designation	SPC			28/02/2015
PS News article published/leaflets delivered	PS News		01/03/2015	27/02/2015
Access to SPC noticeboards	JR/DR			27/02/2015
Launch website			01/03/2015	
Mar-15	Ownership	Resource	Target	Completed
Management Team meeting (03/03/2015)	JL			03/03/2015
Communications Team meeting (10/03/2015)	JR			10/03/2015
Steering Group meeting (17/03/2015)	JL	JG; BI	17/03/2015	
Neighbourhood Area statutory consultation commences	EHDC			05/03/2015

Agree 6-month outline project plan	JL		17/03/2015	
Formulate budget	CCJ		17/03/2015	
Prepare/submit grant application	CCJ/BI/JG		17/03/2015	
Develop engagement format for May Day	Comms Team/Steering Group		17/03/2015	
Develop engagement format for Open Day	Comms Team/Steering Group		17/03/2015	

Apr-15	Ownership	Resource	Target	Completed
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Management Meeting (TBA)	JL	JG*; BI		
Communications Team meeting (TBA)	JR			
Steering Group Meeting (14/04/2014)	Steering Group	JG; BI	14/04/2015	
Open day planning/training (TBA)	Steering Group	JG*; BI		

Find venue/fixed date for interim meetings	Not allocated			
Audit of community assets	Not allocated			
Prepare job descriptions	Not allocated			
Identification of other local communication platforms - Parent Mail, Doctors Surgery, Post Office, local shops	Not allocated			
Produce and post posters	Comms team			
Hertfordshire Mercury article	Comms team			
Identify consultation bodies	Not allocated			
Initiate dialogue with consultation bodies/stakeholders	Topic Leaders/Chairman			

Neighbourhood Area designation approval	EHDC	16/04/2015
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Refine engagement format for May Day	Comms Team/Steering Group		14/04/2015	
Refine engagement format for Open Day	Comms Team/Steering Group		14/04/2015	
Develop/research evidence base	Topic leaders		Ongoing	
Build mailing list	Comms team		Ongoing	
Build volunteer consultant database	Not allocated		Ongoing	

May-15	Ownership	Resource	Target	Completed
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Steering Group Meeting (TBA)	JL	JG; BI		
Consider analysis of flip-chart preferences				
Agree categories for analysis of Open Day preferences				
Choice of Topics				
Open Day questionnaire preparation				

Comms Meeting (TBA)	JR			
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May Day Event (04/05/2015)	Steering Group	JG; BI	04/05/2015	
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Open day preparation/training (TBA)	Steering Group	JG*; BI		
Rehearsal				
Briefing for NDP questions				

General Meeting (Open Day) (16/05/2015)	Steering Group	JG; BI	16/05/2015	
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Collect preferences and contact details of volunteers and others

Debrief/Analysis of Open Day	Steering Group	JG*; BI		
Carry out analysis of Open Day preferences				
Confirm preferences categories and				
Test against relevant Topics				

Formulate draft statement of vision and objectives	Not allocated		31/05/2015	
Develop/research evidence base	Topic leaders		Ongoing	
Build mailing list	Comms team		Ongoing	
Build volunteer consultant database	Not allocated		Ongoing	

Jun-15	Ownership	Resource	Target	Completed
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Formulate detailed postal questionnaire	Not allocated	Not allocated	02/06/2015	
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Send questionnaire/Housing Needs Survey	Comms team	RM/MH	02/06/2015	
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Management Team meeting (TBA)	JL	JG*; BI		
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Steering Group Meeting (TBA)	JL	JG; BI		
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Settle postal questionnaire (with feedback from O/D)				
Comms Meeting (TBA)	JR			
Postal questionnaire delivered	Mailing house	Mailing house	16/06/2015	
Online questionnaire opened	Comms team	Survey Monkey	16/06/2015	
Processing of questionnaire responses	Not allocated		16/06/2015	16/07/2015
Develop/research evidence base	Topic leaders		Ongoing	
Build mailing list	Comms team		Ongoing	
Build volunteer consultant database	Not allocated		Ongoing	
Jul-15	Ownership	Resource	Target	Completed
Questionnaire closed			16/07/2015	
Steering Group Meeting (TBA)	JL	JG*; BI		
Organise September general meeting				
Survey				
Walkabout				
Management Team meeting (TBA)	JL	JG*; BI		
Comms Meeting (TBA)	JR			
Commission Housing Needs Survey	JG/Mgmt Team	Not allocated	02/06/2015	
Processing of final results	Not allocated		16/07/2015	31/07/2015
Integrate preferences				
Integrate survey				
Integrate walkabout				
Prioritise/distill Topic Groups	Not allocated			
Policy preparatory work	Not allocated			
Neighbourhood Walkabout	Not allocated		30/06/2015	
Develop/research evidence base	Topic leaders		Ongoing	
Build mailing list	Comms team		Ongoing	
Build volunteer consultant database	Not allocated		Ongoing	
Aug-15	Ownership	Resource	Target	Completed
Steering Group Meeting (TBA)	JL	JG; BI		
Management Team meeting (TBA)	JL	JG*; BI		
Comms Meeting (TBA)	JR			
Prepare draft policies	Topic Group Leaders			
Develop/research evidence base	Topic leaders		Ongoing	
Build mailing list	Comms team		Ongoing	
Build volunteer consultant database	Not allocated		Ongoing	
Prepare pre-General meeting mailshot	Not allocated			
Sep-15	Ownership	Resource	Target	Completed
Steering Group Meeting (TBA)	JL	JG; BI		
Management Team meeting (TBA)	JL	JG*; BI		
Comms Meeting (TBA)	JR			
Postal questionnaire delivered	Mailing house	Mailing house	07/09/2015	
Prepare draft policies	Topic Group Leaders			
Develop/research evidence base	Topic leaders		Ongoing	
Build mailing list	Comms team		Ongoing	
Build volunteer consultant database	Not allocated		Ongoing	
General Meeting (AGM)	Steering Group	JG; BI	30/09/2015	
Discuss housing needs survey				
Discuss walkabout				
Discuss questionnaire				

Oct-15 and beyond	<i>Ownership/Resource</i>	<i>Resource</i>	<i>Target</i>	<i>Completed</i>
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Commence statutory pre-submission consultation

Produce first draft of NDP			30/09/2015	
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