

Sawston Village Neighbourhood Plan
Action Plan and Community Engagement Plan
2017 - 2019

Ref.	Task	Sub task	Progress	Start	Finish
	Scoping work	Establish Working Party Terms of Reference Meetings 2017 Pampisford position Babraham position SCDC support and advice Cambs ACRE consultancy Meetings 2018 Community representative	Done Feb 2017 03-Feb-17 Held and minutes available Established 14/12/17 Established 14/12/17 Attended meetings Attended meeting 14/12/17 Doodle poll set up Identified		
	Community engagement 2017	Plan to identify support Survey designed Stand at three events Summary of issues Identify helpers Report to PC	Apr-17 May-17 May/June 2017 Done 30 identified 49 people supported NP		
	Boundary designation	Area designation Submission of application Consultation Revision Responses to consultation NP Area designation complete	Issues identified		
	Community engagement 2018	Outline plan for community engagement Agreed by P&E Committee Report to PC Leaflet drafted Leaflet distribution Public meeting	Google drive set up TBD 23 January 2018 09-Jan-18		

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	Drop in sessions	
	Stands at summer events	
	Dialogue with local groups	
	Report on findings	
	Website link	
	Video	
	Newsletter	
	Press releases	
NP Working Party	Setting up	
	Membership	
	Terms of reference	
	Meetings at variable times	
	Administration and minutes	
	Other Parish observers	
Funding	Initial budget	To be agreed by PC
	Grant application process	Support from ACRE TBA
	Costings and budget	Average cost £13000.00
Pre NP drafting work	Village facilities audit	TBD by W/P
	Evidence gathering	Support from ACRE TBA
	Identify information and forecasting needs	Support from ACRE TBA
	Resolution of issues	
	Contents list	
	Policies list	
	Areas for development and housing needs	
Design statement	Identify specific village features	
	Design features for new housing	
	Recreation facilities	
	Infrastructure needs	
	Supporting youth, elder and disabled care	

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Ending loneliness 2017 - 2019 Event attended Dec 2017

NP preparation	Sub groups and drafting Revisions to draft Community involvement PC comments Redrafting
Pre submission consultation	Publicity Timeframes Publishing Responses to queries Revision
Submission of draft to SCDC	Check for legal compliance SCDC community engagement
Independent examination	Check basic conditions met Report issued SCDC consideration and recommendations
Publication of NP	Timeframes
Referendum	Undertaken by SCDC Results declared Check for compatibility
Referendum decision	Publication of decision Publication of NP
Resource	Parish Clerk Assistant PC Other resource identified