St. Ives Neighbourhood Plan: Project Plan

28.02.23		OH Days		2023									
Action	**Who**	**Budget**	**Actual**	**M**	**A**	**M**	**J**	**J**	**A**	**S**	**O**	**N**	**Notes**
2.01 Pre Sub: follow up actions	SG/OH	9.0	9.0										completed
2.02 Pre Sub: SG meetings*	SG/OH	3.0	3.0										completed
2.03 Pre Sub: draft policy ideas	OH	2.0	2.0										completed
2.04 Pre Sub: Conversation 2 content*	SG/OH	2.0	2.0										completed
2.05 Pre Sub: Conversation 2	SG	1.0	1.0	X									SG attend Annual Town Meeting
2.06 Pre Sub: Conversation 2 review feedback*	SG/OH	1.0	1.0										completed
2.07 Pre Sub: follow up actions	SG/WP/OH	1.0	1.0										Town Centre Study - 6 additional days below
2.08 Pre Sub: draft policies	OH	2.0	2.0										OH to prepare draft policies/slide pack
2.09 Pre Sub: TC briefing	SG/OH	1.0		1.0									SG/OH to outline draft policies
2.10 Pre Sub: document production	SG/OH	4.0	0.5	2.5	1.0								OH to produce formal NP document inc Policies Map
2.11 Pre Sub: SG final review and TC briefing	SG	-			X	X							SG meeting to sign off docs for SITC
2.12 Pre Sub: SITC approval	SITC	-				X							SITC to approve docs for Reg 14 consultation
2.13 Reg 14: Conversation 3	SG	-											minimum six weeks
2.14 Reg 14: log reps on schedule	SITC	-											logged on speadsheet and sent to OH
2.15 Reg 14: review and summary note	SG/OH	2.0							2.0				OH reviews stat bodies; SG reviews community reps
2.16 Reg 14: SG review*	SG/OH	0.5							0.5				SG consider analysis reports
3.01 Sub Plan: draft final document	OH	1.0								1.0			amended as per 2.16
3.02 Sub Plan: draft Basic Conditions Statement	OH	2.0								2.0			OH drafts once 3.01 completed
3.03 Sub Plan: draft Consultation Statement	SG/OH	1.0								1.0			SG drafts; OH comments/revises
3.04 Sub Plan: SG final review*	SG/OH	-								X			SG recommends to SITC
3.05 Sub Plan: SITC approval	SITC	-									X		SITC approves to submit subject to final changes
3.06 Sub Plan: Submission to HDC	SITC	-									X		SITC sends all relevant docs to HDC to start Reg 15
SEA: contractor management	OH	1.0		1.0									OH manages screening
	Total Days	**41.0**	**29.0**	4.5	1.0	0.0	0.0	0.0	2.5	4.0	0.0	0.0	

Town Centre Study

Review Masterplan	550	3.0	3.0										
Prepare Town Centre Study Report (BON)	650	3.0		3.0									
	Total days	**6.0**	**3.0**										