

STAVERTON PLANNING DEVELOPMENT WORKING GROUP - PLAN OF ACTION

Seek formal recognition for the group from the Parish Council

Gain the Parish Council's authority for us to proceed.

Gain agreement that the Parish Council will make payments on behalf of the group for any reasonable costs incurred. Agree this will be administered by the Parish Council Clerk who will put appropriate procedures in place for approving expenditure and making payments.

Gain the Parish Council's agreement that working group members will be covered under the Parish Council's Public Liability Insurance

To ensure transparency the Parish Council to agree the remit of the working group

Develop Goal, aims, and scope of the Working Group

Formally introduce the Working Group to Daventry District Council

Develop Project Plan:-

Create Tasks

Allocate Resources to tasks

Allocate costings to tasks

Apply for funding

Develop spreadsheet for budget

Monitor budget

Communication Event

Arrange date

Book Village Hall

Design Posters and Leaflets

Arrange for Posters and Leaflets to be printed

Develop Communication Event/Presentation:-

Explain Goal and Objectives for the event:-

Goal - e.g. To share information with all stakeholders and gather their views on how our Village should be developed over the coming XX years.

Objectives e.g.

- Communicate background (inc CIL component)
- Communicate aims of the working group
- Introduce members of the working group
- Explain process:-

Communication Event

Design Questionnaire

Distribute Questionnaires

Collect Questionnaires

Analyse data from questionnaires

2nd Communication Event (Share analysed info) and gather further opinions

Draft plan created and posted on VH website

Draft plan copied to other outside Stakeholders e.g Highways

Final plan created incorporating feedback from all Stakeholders

Plan signed off by Parish Council

Plan sent to DDC

Plan agreed

Design Questionnaire

Distribute Questionnaire

Collect Questionnaires

Analyse Data from Questionnaires

Arrange 2nd Communication Event

Analyse information from 2nd Event

Create draft plan and post on website

Send draft plan to outside Stakeholders

Incorporate any relevant feedback from all Stakeholders into draft plan

Produce Final Plan and achieve sign off from Parish Council

Plan sent to DDC for acceptance