

Action in rural Sussex Project Guidance/Monitoring for

Version 3 (June 2017)

Ref	Task in Detail	Task Group/ Lead	% Completion
TASKS COMPLETE			
C1	SWOT Analysis	BH	90%
C2	Village Lifestyle Analysis	KM, BH, RL	80%
C3	Stakeholder Letters	JB	90%
C4	Focus Group Leaders Identified	NP.AT.RS.WB	100%
C5			
TASKS IN PROGRESS			
P1	Focus Groups Reports	NP.AT.RS.WB	
P2	Scoping Report (consultation)	AirS/SG	50%
P3	Contextual Evidence Report	SG/AirS	50%
P4	Review Design Statement & Character Assessment (VDS)	NP/FG/ JB	50%
P5	Identify Parish Heritage, Assets & Treasures	NP/ JB	30%
P6	Undertake Call for Sites	SG/ JB	50%
P7	Invite additional Questionnaires	SG/Airs	5%
P8	Tourism Survey (local businesses)	LE Group/ RS	0%
P9			
TASKS TO START			
S1	Identify potential Local Green Spaces	Env FG	
S2	Gather evidence for flooding and drainage issues	Env FG	
S3	Undertake a Housing Needs Assessment	JB/FB	
S4	Biodiversity Conservation Designations Study	Env FG/ VDS	
S5	Assess sites and write report	Group	
S6	Prepare Draft Policies	AirS	
S7	Review and comment on Draft Plan	SG	
S8			

West Wittering Neighbourhood Plan	
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Action	
Will be finalised to go into draft plan	
To be finalised to feed into contextual evidence	
Recorded all letters sent,- no further action	
Completed	
Monthly Progress Update (FB to provide FG report template)	
Comments received. To be updated with comments and outcome of HNA then sent to SG for comments.	
Pending. Ongoing working document, to be updated	
CDC has passed on to their conservation team. Awaiting feedback. JB to send to CD Conservance for their input.	
Data and Information being collected	
Call for sites carried out. Sites responded. FB to prepare site assessment template for Housing FG	
Decide if required or not (best done after HNA and completed Focus	
Agree and action group. who? When? What questions?	
Identifying sites to be designated as LGS in the NDP	
Contact Locality to commission AECOM for a HNA	
Based on outcome of FG Findings/outcome	