

Completed actions

Meeting date	Who	Action	How completed/progress	By when
10-May-17	Hilary	Circulate the 12 questions	Circulated with minutes of meeting	12/06/17
10-May-17	John	Check that he can be the PC rep	Agreed with Chair of PC	11/05/17
10-May-17	John	Ask PC for some initial funding	I have agreed with Nick for an initial budget of £300 from PC funds	11/05/17
10-May-17	Hilary	Check if application form has been received by the PC		11/05/17
10-May-17	Paul	Circulate answers to the 12 questions	Completed by John	19/05/17
10-May-17	Emma	Contact consultants for more information – LG for technical aspects, Pegasus for community engagement	Information received. LG considered better fit.	12/06/17
10-May-17	Stephanie	Redraft flyer and circulate and finalise	overtaken by revised date for meeting. Now to be in September	19/05/17
10-May-17	Stephanie	Check re availability of hall for meeting in early/mid July	overtaken by revised date for meeting. Now to be in September	12/06/17
10-May-17	Mike	Research MOD disposals	MOD disposals. I have definitive maps to all the disposals at Hullavington to date, which include the airfield, the outlying hangar areas and the small piece that will be retained for a mixture of military and agricultural use. All that remains is the main built complex (i.e. the barracks itself). This currently appears in the MOD paper 'A Better Defence Estate' dated November 2016 but it is subject to re-provision (i.e. finding somewhere else to put 9 Regt) and with a target date of 2029. I think that this is, arguably, outside the timeline of the neighbourhood plan.	12/06/17
10-May-17	John	Clarify situation re airfield with Wilts Council	Considered completed by Mike's research re MoD disposals	12/06/17
12/06/17	John	Ask Hullavington for copy of their application for grant	John has spoken to John Smith who is the treasurer for the Hullavington NP. They are on their second grant but the copies of their Locality applications are corrupted. John has kindly offered to help us with any specific questions on our grant application that give us a problem. They had their Link Officer in place before applying for their Locality grant but not before their first community engagement	10/07/17
12/06/17	John/Emma	consider areas where we could do with consultant support. Circulate for comments	This has been completed by Emma and John and has been circulated to the Parish Council Chair, Nick Greene. Awaits the Link Officer.	19/06/17

Completed actions

12/06/17	Stephanie	check hall availability for 20th September	Stephanie has booked hall from 7pm	10/07/17
12/06/17	George	recruit 2 younger members	George has recruited 3 new members	10/07/17
12/06/17	Stephanie	draft flyer for issue in early July. Include info from John and the Vision statement	Stephanie has redrafted flyer	10/07/17
12/06/17	John	to check with Graeme how he plans to monitor progress	John has progressed this with Graeme	10/07/17
10/05/17	Graeme	Identify early actions on the project plan	transferred to new action	10/07/17
10/05/17	Mike	Obtain 25,000 map	Mike has bought an A3 map showing the Parish boundary this is sufficient for our current purposes	14/08/17
12/06/17	Emma	invite LG to our meeting on 10 July and to 20 September	Link Officer now appointed - Jane Wilkie (was Macey). Emma has liaised with LG and a meeting with them is booked for 23 August	14/08/17
10/07/17	Mike, Graeme, Dave, Richard	Print flyer for 20th September	Completed - thanks to Stephanie	
10/07/17	Stephanie, Graeme, Dave, Mike, Richard, Hilary	Distribute flyer	Copy delivered to each house in SSQ by delivery team	16/07/17
10/07/17	Paul, Mike, Elspeth, Emma, Graeme	form sub committee to develop agenda for public meeting on 20th September	Agenda produced	14/08/17
10/07/17	Graeme	Develop progress monitor from Wiltshire Council process chart	Project plan to be synchronised with the one attached to the Grant application	11/09/17
14/08/17	John	Submit Locality Grant Application	via website	asap
14/08/17	John	submit Neighbourhood Area Application	to Wiltshire Council	asap
14/08/17	all	For Public Meeting on 20th September	provide suggestions for questions on sign in sheet	11/09/17
14/08/17	Mike (and sub cttee)	redraft agenda and agree speakers	Mike to issue new draft to SG members for their agreement and for finalisation of speakers	11/09/17
14/08/17	sub cttee	Logistics for meeting	finalise agenda	11/09/17
	sub cttee		finalise format of signing in sheet	11/09/17

Completed actions

	Mike and Dave		obtain display boards	11/09/17
	Mike and Hilary		organise refreshments	11/09/17
	John		invite Link Officer	11/09/17
	Mike		invite Station Officer	11/09/17
14/08/17	Graeme and John	synchronise project plans		17/08/17
14/08/17	John	To ask Wiltshire Council if a demographic picture of the village is available to inform our plan	meeting with Jane Wilkie held on 14th September and notes of the meeting were distributed. WC has nothing on demographics so we will need to do our own research.	11/09/17
14/08/17	John	Once the application is approved, there will be a 4 week consultation period. Need to make sure our neighbouring PCs are aware.	Following approval of our neighbourhood Area designation, John will compile a list of the contacts in the adjacent NP areas. Communication will take the form of a regular status report from the SSQ NP team.	when the application is approved.
14/08/17	Richard	obtain list of local businesses	Richard has list of registered businesses. This doesn't include farms, the hotel or the garage or other businesses that are in the village but registered elsewhere..	11/09/17

Completed actions

Complete
Done
Done
Done
Done
Done
Done
to new action
Done
Done
Done
Complete
Complete

Completed actions

Complete
Complete
Complete
Complete
Complete
Complete
Complete
Complete
Complete
completed
Completed and approved
Completed
A/W LG input
Completed
Completed
LG to complete

Completed actions

N/A
sorted
Done but unable to come
issued
Graeme has plan NP5
Complete
Complete