

appendix A Hartest Neighbourhood Plan Timeline of activities for the project.

When	What	How	Desired outcomes	Notes.
February - May 2014	Summary of preliminary questionnaire published via multiple village channels with Terms of Reference for project	Summary edited for public; added to village website, referred to in newsletters and village magazine. Invitation to comment.	To provide feedback for residents; to encourage re-engagement with future activities, invite more feedback. Terms of Reference will clearly state the purpose and intended outcome of the project	
February 2014	Investigate more media channels; possibility of project plan on village website.	Speak to web manager; leaders / co-ordinators of social groups.	Use appropriate channels of communications in order to engage and involve all demographic groups in residence. To facilitate sharing of information/ experience other PCs developing a Plan	
February 14	Submission of Application to Designate a Neighbourhood Area	Formally start the process of creating a Neighbourhood Plan	Submission by Parish Council.	

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February - June 14	Research into historical development of Hartest		<p>to establish the way the village has changed : physically; demographically and economically in the last 30 years to date.</p> <p>to establish a 'base-line of knowledge about how the village is today and how this has happened.</p>	
April - June 2014	Pilot 'Exploring the village' with working party members	Taking advice from planning specialist in working party to test process and guiding information and record templates.	To familiarise a core group in how the process will work and optimise the full exercise involving whole village.	
June - July 2014	Exploring our village exercise	Residents 'walk the village' one or more of the four varying areas which make up the village, completing questionnaire, with one or more of 'core' group experienced in process *	To identify the predominant 'Character" of the village as described in Terms of Reference.	*Noting physical and social features of the village: structural fabric /style of the buildings/ period features; views/ landscapes; hedgerows, trees, wildlife accessibility to areas / pathways for recreational purposes. Service building/ village assets and places of employment.

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July - September 2014	Public meeting to share findings and views of community following the 'village walk'.	June 14	To formulate an agreed description of the way the village is now and to see how it may develop in the future To identify an agreed list of valued village assets; physical; social and economic, which must be preserved to retain valued character of the village.	
February - August 14	Communicate with all groups in the village: service providers; employers recreational groups and the school.		to:share views and stimulate discussion about the future development of the village; inform those groups about the process and purpose of the project; Enable the community to formulate their views on the future development of the village	Records of any meetings will provide evidence for consultation with the community and support the validity of any conclusions that are drawn.
August 14- December 14	Development of the Plan	to be decided	To identify the agreed future needs of the village in terms of development. to identify potential development projects.	