

Hi Dan,

I may be working in Nottingham at various points during this week. So in case this happens to fall on Tuesday, please find below, detailed progress report on the Neighbourhood Plan as at end February 2018.

In this respect, as at the end of Feb, Southwick's NDP was **37% complete**. At 5 months into delivering the plan, we would only expect the plan to be between **20-25% complete** to be judged 'on-target'.

Our performance would have been even better but for delays in producing the Site Selection Report. In terms of timing, the production of the SSR has taken longer than we planned for. This was further compounded by additional research required on endangered Bechstein bats in the area.

Nevertheless we have made up some time, and, as shown below, and have consequently slipped against our stretched target by only 1 month. **Overall, this is good progress for an NDP – well above average.**

In summary we have had issues due to:

- Delays with getting documentation/information/ back from Wiltshire Council.
- Additional work required on Site Survey validations.
- Additional work required regarding Ecology research (Endangered Bat species in Southwick).
- Illness to Steering Group Members (Flu epidemic).

But please remember that when we started the plan last October, Southwick were **c10 months behind North Bradley** in terms of NDP delivery.

We are now only 1 month behind Nth Bradley, with both NDP's beginning Site Consultation meetings with respective communities during March
Other Important things to note are:

- All evidence based Scoping Research is complete, with the final report just needing minor amendment.
- The Housing Needs survey has been completed. This only awaits a summary response to Wiltshire Council from SPC. I already have a summary drafted which I will share with the other Members for review and comment.
- The Landscape Report is complete. This is needed as part of our NDP in order to help retain Southwick's identity as a village and not a suburb of Trowbridge. This will be especially true if development at Southwick Court does go ahead.
- The initial round of Site Surveys have been completed and a detailed report produced.
- We are well on track to be at 'Reg 14' stage this summer.

In terms of expenditure we are also at around 37% of consultant fee costs spent so far. David has advised that he has had to allocate more of his time than he originally quoted for. This is mainly due to complexities around Ecology issues (Bats) and Site Survey validations. In total, this comes to c19 hours.

In terms of the ecology issue with Bechstien bats, David is advising that we may need to commission a professional survey on the subject. We understand that WC are in the midst of producing a comprehensive report on the subject, so a lot will depend on how good this report is and if Southwick has sufficient coverage.

However, there is very little risk at this point that the project will exceed its total £23000 budget as we have been making saving against other items budgeted, (new web site, adverting , printing, etc.)

The Steering Group's next challenge will be to run a three week Consultation Period in support of the Site Survey work that has just completed. This will involve producing a Questionnaire in paper and electronic format (done) and distribution these around the village . We are planning to run a series of Consultations Events mid April.

End of Grant Report is also due this month. I should be able to complete this now I have all the figures from you. This should be straight forward, but we may have to re-pay a small balance. My calculation of this is £221, but I will let you know the exact amount so that a cheque can be drawn to Groundworks.

We have also had two new members join the Steering Group and timing could not be better. Representing local businesses, Phil Harcourt has come on-board. In addition, a lead member of the local branch of CPRE, Ken McCall has joined our ranks as a subject matter expert.

Please find a detailed summary of milestones achieved below.

NDP Tasks (Tick ✓ if achieved)	Original Schedule	Not
<p>1. First Steps – ALL COMPLETE</p> <ul style="list-style-type: none"> [if !supportLists]· [endif]Apply for Housing Needs Survey (HNS) ✓ [if !supportLists]· [endif]Qualifying Body resolves to create NDP ✓ [if !supportLists]· [endif](minuted and recorded) ✓ [if !supportLists]· [endif]A Steering Group (SG) is formed ✓ [if !supportLists]· [endif]Terms of Reference agreed ✓ [if !supportLists]· [endif]Apply grant ✓ [if !supportLists]· [endif]Appoint consultant ✓ [if !supportLists]· [endif]Set up website / page ✓ [if !supportLists]· [endif]Obtain maps from Wiltshire Council ✓ [if !supportLists]· [endif]Commission Landscape Architect ✓ 	<p>Start 18th September:</p> <p>Months 1-3 (i.e. by Dec.18, 2017)</p>	<p>ALL</p>

[if !supportLists]· [endif]Set up sub-groups for:		
[if !supportLists]· [endif]Scoping research ✓		
[if !supportLists]· [endif]Community engagement ✓		
[if !supportLists]· [endif]Plan community engagement – should include all sections of community – e.g. business, young and old etc. These may require different approaches. ✓		

NDP Tasks (Tick ✓ if achieved)	Original Schedule	N
<p>2. Scoping and Community Engagement</p> <p>Scoping</p> <p>Begin research using templates provided by consultant ✓</p> <p>Commission Landscape Report (additional cost) ✓</p> <p>Consultant does planning policy and some other elements of research ✓</p> <p>Pass outputs to consultant for incorporation in a Scoping Report (SR) ✓</p> <p>Consultant completes Scoping Report ✓</p> <p>Get HNS report / results 1. ✓</p> <p>Additional and Unscheduled Work</p> <p>Obtain and check Landscape Report (Consultant) ✓</p> <p>Ecology issues – consider report ✓</p> <p>Consider emerging HSAP. Advise on implications / sites ✓</p> <p>Create draft of Sites Selection Report (SSR) ✓</p> <p>Create site survey forms ✓ Create</p> <p>Carry out site survey and feedback into SSR ✓</p> <p>SSR draft to Steering Group for Comments ✓</p> <p>Community engagement draft of SSR to Steering Group ✓</p>	<p>Months 3-6 (i.e. by March 18th, 2018)</p> <p>3-6 (i.e. by March 18th, 2018)</p>	<p>AL</p> <p>1.</p>

NDP Tasks (Tick ✓ if achieved)	Original Schedule
<p>Community Engagement</p> <p>Create questionnaire and standardised forms ✓ Engage community on SR and SSR (3 weeks) 2. questionnaire, events, etc. X Produce written record of events. Photos if possible. Summary to consultant. X Consultant adds to Consultation Statement (CS) X SSR revised and completed – implications to NDP</p> <p>.....</p> <p>Consultant continues to develop Objectives and Vision ✓ Develop policy ideas X Create rough draft NDP ✓ (3) Draft NDP, CS and SR to Steering Group / PC X Comments incorporated X Decide if ecology survey needed X SG requests Screening for SEA and HRA on Neighbourhood Plan by LPA (Local Planning Authority) X</p>	<p>By March 2018</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>.....</p> <p>By March 2018</p>
<p>3. Complete Pre-Submission Draft</p> <p>[if !supportLists]· [endif]Revise plan in light of SEA (if applicable) [if !supportLists]· [endif]Conduct more research or consultation if needed [if !supportLists]· [endif]Finalise draft policies</p>	<p>By 18th July 2018</p>
<p>4. Reg. 14 Consultation (6 weeks)</p>	<p>By 18th September 2018</p>

Overall, I'm really happy with progress and how the NDP is shaping up. But still a long way to go and we still have significant challenges to overcome.

Kind regards
John Eaton, Chairman Southwick Neighbourhood Plan Steering Group.