

1	Preparation & Scoping	Information	Planned completion date	Status	Date Complete
1A	Define the scope, objectives, timeline, and responsibilities:	Clerk to develop business plan 2026-2031 inc. mission, vision, objectives, and priorities	05/11/2025	Complete	30/10/2025
1B	Agree a timeline	Full Council Sign off 03 June 2026	05/11/2025	Complete	30/10/2025
2	Evidence Review				
2A	Review vision, priorities, and objectives (e.g. council, Neighbourhood Plan (2017 and 2025)		28/11/2025	In progress	
2B	Review other documents: Neighbourhood Plan, Local Plan, West Lindsey District Council and Lincolnshire County Council strategic frameworks, previous consultations, feedback from residents.		28/11/2025		
2C	Collect local data: demographics, housing, traffic, green spaces, services, climate goals, etc.		28/11/2025		
2D	Collate existing consultation results, NDP outputs, and local data.		28/11/2025		
2E	Identify key trends, priorities, and emerging issues from the parish.		28/11/2025		
2F	Conduct SWOT or PESTLE analysis (Strengths, Weaknesses, Opportunities, Threats / Political, Economic, Social, Technological, Legal, Environmental)		28/11/2025		
2G	<i>Outputs:</i> “State of the Parish” evidence summary		19/12/2025		
2H	Key challenges and opportunities drafted		19/12/2025		
3	Drafting the Plan				
3A	Update or refine the Council’s vision		30/01/2026		

3B	Develop the Councils mission.		30/01/2026		
3C	Identify strategic objectives, priorities, and projects, including timelines, responsibilities, and resources.		30/01/2026		
3D	Highlight key risks and mitigation measures.		30/01/2026		
4	Review & Approval				
4A	Cllr group reviews draft;		13/02/2026		
4B	Update plan based on feedback		27/02/2026		
4C	Circulate to all councillors for feedback.		27/02/2026		
4D	Share with community and stakeholders for feedback	6 weeks until 10/04/2025.	27/02/2026		
4E	Update plan based on feedback		01/05/2026		
4F	Present final plan to Full Council for formal approval.		01/05/2026		
5	Implementation & Monitoring				
5A	Develop an annual action plan 2026-27 aligned with the business plan, Under each priority, agree SMART objectives.		29/05/2026		
5B	Assign responsibilities, monitor progress, and report regularly.		29/05/2026		
5C	6 month review and update the plan periodically to ensure relevant	6 month review Nov 2026 FC	30/10/2026		
5D	Annual review and update the plan periodically to ensure relevant	Annual review May 2027 FC	30/04/2027		