



Step	Objective	Checklist
<p>Step 1 - Getting Started</p>	<p>Establish the Rationale (Need) for the Community-led VDS Project - Three Key Questions to Answer in relation to Policy Fit, Community Skills, Interests and Talents; and Heritage and Design Base in Village.</p>	<p>Q1. Is there a clear planning 'policy fit' for the proposed community-led Village Design Statement at a county/city or local level?</p> <p>Q2. Is there a strong community infrastructure in place - do village groups collaborate and co-operate - what are the existing and potential skills, interests and creative talents within your village - is your community 'Good to Go'?</p> <p>Q3. What is the heritage base within your village - what are the heritage and design assets in the locality - what makes your village unique and distinctive?</p>
<p>Step 2 - Getting Going</p>	<p>Set up effective VDS Project Management and Communication Structures, undertake Stakeholder Mapping, Identify supporting Technical Resources, and Consider and Select Preferred Business/Organisational Structure.</p>	<ol style="list-style-type: none"> 1. Establish a <i>VDS Inter-agency Group</i> and <i>VDS Local Working Group</i> - both groups should be 'Chaired' by the same Community representative; 2. Establish effective <i>Communication Structures (Internal and External)</i>; 3. Identify supporting Technical Resources; and 4. Consider and Select Preferred Business/Organisational Structure.
<p>Step 3 - Getting into your Stride</p>	<p>Scope out the VDS Project - Identify Community Issues and Aspirations (VDS Stakeholder Workshop), Draft and Finalise <i>Stakeholder Workshop Feedback Report</i>, Confirm Management Structure, and Sign VDS Project Charter.</p>	<ol style="list-style-type: none"> 1. Identify Community Issues - VDS Stakeholder Workshop; 2. Write up the Key Issues arising from the Stakeholder Workshop - <i>Workshop Report</i>; 3. Finalise the <i>Stakeholder Workshop Report</i>; 4. Confirm status and make up of <i>VDS Inter-agency Group</i> and <i>VDS Local Working Group</i>; and 5. Agree and Sign <i>Project Charter</i>.
<p>Step 4 - Striding Out</p>	<p>Draft and Agree a Collaborative Village Design Statement (VDS) Brief for Consultants, Advertise for Consultants, Evaluate Tenders and Appoint Preferred Consultant.</p>	<ol style="list-style-type: none"> 1. Project Partners Prepare and Agree Brief for Consultants; 2. Prepare Scoring Matrix; 3. Advertise for Consultants - Public Procurement Process; 4. Short-listing of Consultants - Evaluation of Tender Submissions; 5. Interview Short-listed Consultants; 6. Select Preferred Consultants - <i>Most Economically Advantageous Tender</i>; and 7. Appoint Consultants and Sign Contracts.



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<p>Step 5 - Getting over the Jumps</p>	<p>Formulate the community-led Village Design Statement involving the whole community i.e. Grafting, Drafting and Finalising the community-led Village Design Statement (VDS).</p>	<p>A. Grafting and Drafting the community-led Village Design Statement (VDS):</p> <ol style="list-style-type: none"> 1. Training and Detailed Village Appraisal by Consultants with Community; 2. Community Engagement and Public Participation: <ul style="list-style-type: none"> - Gathering Ideas from the Community - Analysing Community Ideas - Creating a Shared Vision, draft Design Principles and draft VDS Action Plan 3. Testing and Agreement of Shared Vision, Agreed Design Principles and Agreed VDS Action Plan; and 4. Summary of Part A. <p>B. Finalising and Printing the community-led VDS (including poster):</p> <ol style="list-style-type: none"> 1. Writing and Editing the VDS; 2. Finalising the VDS for printing (including VDS poster); 3. Final Sign off by Project Management Team/Project Partners; 4. Adoption by Local Authority ☐ City/County Council; and 5. Printing Arrangements.
<p>Step 6 - A Clear Round</p>	<p>Organise and deliver the Big Launch Night ☐ A Community celebrates its VDS (Take a breather after!).</p>	<ol style="list-style-type: none"> 1. Organise Work Plan; 2. Prepare programme; and 3. Take some time off after launch ☐ at least 2 weeks.
<p>Step 7 - Meanwhile Back at the Ranch</p>	<p>Implement Community-led VDS ☐ Reality Bites!</p>	<ol style="list-style-type: none"> 1. Continuation of the <i>VDS Inter-Agency Group</i> and <i>VDS Local Working Group</i>; 2. Preparation of a summary <i>VDS Implementation Plan</i>; and 3. Preparing Funding Applications.
<p>Step 8 - The Winners☐ Enclosure</p>	<p>Undertake VDS Monitoring and Evaluation: ☐A <i>Continuous Circle of Learning</i>'</p>	<ol style="list-style-type: none"> 1. Project Monitoring; and 2. Project Evaluation ☐ Process and Output.

Source: Heritage Council (2012)