

**Operational chart, editorial/presentational control, paper identification & version control**

	Decision making	Editorial control	Presentational control	Paper identification	Version identification
Botley Parish Council (BPC)	Overall control of Neighbourhood Plan (NP) process	Overall control of NP process	Overall control of NP process	Topic Paper by subject (TP)	TP subject version number yyyy-mm-dd
Botley Neighbourhood Plan Committee (BNPC)	Cannot vary decisions made by BPC Can over-rule decisions made by the WGs	Cannot vary decisions made by BPC Control of WG Working Papers (WPs)	Control of BNPC papers	Project Paper by subject (PP)	Final BNPC PP draft become TP v1 PP subject version number yyyy-mm-dd Education PP v1 2018.11.03
Communications WG			Control of WG WPs		
Working Groups (WGs)	Can make decisions within WG Cannot vary decisions made by other WGs	Control within WG Cannot vary content of other WG WPs	Control within WG Cannot vary presentation of other WG WPs	Working Paper by subject (WP)	Final WG WP draft become PP v1 WP subject version number yyyy-mm-dd

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