

Outline Timetable & Consultation on the Plan Draft 1.5

| Date | Event | Action needed | Who |
|-------------|--|--|---|
| 18.4 | Deadline for any further comments to Plan Draft 1.4 and associated documents | SG to email HM with comments | HM to co-ordinate |
| 21.4 – 28.4 | Proofreading and design of Plan, feedback forms, posters and covering letter to be circulated to SG only | Final version of all documents to be circulated to SG only | Mike Mead has proofread; Tim Jollands is designing; HM to co-ordinate |
| 1.5 | Steering Group Meeting | Formal sign-off on all documents | SG |
| 2.5 | Final files to printers | Emails files | HM |
| 12.5 | Post draft Plan and consultation documents on village website | Someone to organise posting; moderator | AP |
| 13.5 | Finished copies from printers | Distribute for delivery | HM to collect |
| 13.5 – 17.5 | Distribute one copy per household (inc. all outlying farms) & businesses etc | Co-ordinator; volunteers to deliver | |
| 31.5 | All day event at Village Hall | Set-up and take down; volunteer SG attendance rota | |
| 7.6 | Stall at Music Festival | Set-up and take down; volunteer SG attendance rota | |
| 30.6 | Deadline for all feedback to be received | | |
| 30.6 – 15.7 | Collate all feedback | Volunteers to collate and analyse | |

Publicity for this

- Article in May village magazine – HM has drafted; deadline 12th May
- A4 posters around village re VH meeting; Music Festival & deadline – volunteers needed to do this
- Extra copies in the shop