

Action Plan – Public Consultation 2021

No.	Action Required	By Whom	By When	Complete?
1.	Questions approved	JM	9 th Aug	YES
2.	Create Survey Monkey page	JM	10 th Aug	YES
3.	Artwork sent to printer for tidying	JM	10 th Aug	YES
4.	Create poster for consultation (Include QR Code) Create a poster for schools/colleges – include a potential lesson plan and assembly or ideas for how the school could facilitate it (Ask Dan)	JM	11 th Aug	YES
5.	All councillors briefed on plan	JM	11 th Aug	YES
6.	Create list of panels and groups to engage with and allocate councillors to arrange	All Cllrs	13 th Aug	
7.	Contact Town Forum/Churches Together to see if they will hold meeting	JM	11 th Aug	YES
8.	Create a list of schools and youth organisations Clerk to contact schools to advise them that it's coming and local councillor will be in touch	All Cllrs	13 th Aug	
9.	Post boxes created and placed at chosen locations, with signage.	JM	20 th Aug	YES
10.	Press Release drafted and email to groups drafted.	JM	20 th Aug	YES
11.	Schools contacted for participation	All Cllrs	3 rd Sep	
12.	Paper copies delivered to Royal Mail			
13.	Online promotion begins	JM	6 th Sep	YES
14.	Delivery begins	JM	1 st Sep	YES

No.	Action Required	By Whom	By When	Complete?
15.	Press Releases sent to Observer, BBC, local radio	JM	1 ST Sep	YES
16.	Councillors collect spare paper copies to distribute as necessary	All Cllrs	Ongoing	
17.	Online promotion continues	JM	Ongoing	
18.	Posters and links emailed to known local groups and organisations	All Cllrs	27 th Sep	
19.	Panels and Groups are held	All Cllrs	15 th Oct	
20.	Last call for responses online/press/email to groups	JM	25 th Oct	
21.	Consultation closes	JM	31 st Oct	
22.	Paper results entered into Survey Monkey	External body	12 th Nov	
23.	Results produced in tables/graphs	JM	26 th Nov	
24.	Results discussed at Community Committee and next steps agreed	CC	8 th Dec	