

TASKS FOR LUXULYAN NEIGHBOURHOOD PLAN CONSULTATION SEPTEMBER 2017

TIMESCALE

1. Grant to be received/confirmed by 11 August 2017
2. List of activities to be agreed at meeting on 15th August
3. Questionnaire to be sent out by 7th September
4. Questionnaires to be returned by 30th September
5. Analysis to be undertaken in first 2 weeks of October

ACTIONS REQUIRED

1. Grant application in by 27th July – done (sub - committee)
2. *Granite Towers* update August/September edition (NL)
3. Finalise questionnaire by 4th August (sub - committee)
4. Update draft Neighbourhood Plan by 4th August (sub - committee)
5. Find out date of harvest festival by 4th August (NL)
6. Email to committee members for further suggestions on publicity/information giving during consultation
7. Finalise quote for questionnaire by 11th August (RS)
8. Finalise mailing list by 11th August
9. Produce draft information leaflet by 11th August (NL)
10. Investigate giving out information at LADS auditions by 15th August (SH)
11. Finalise information leaflet on 15th August
12. List of committee members willing to collect completed questionnaires and in which localities – at meeting on 15th August
13. Investigate possible use of *Facebook* through Parish Council by 15th August (SP)
14. Organise displays and equipment etc by 18th August (RSm)
15. Confirm questionnaire and date to Cornwall Council by 22nd August (RS)
16. Confirm with shop that questionnaires can be held there and returned there (RS)
17. Organise publicity by 23rd August for publication in local papers on 30th August (DB)
18. Organise display for plant swap on 2nd September (NL and RSm)
19. Hand out leaflets to parents at school – week commencing 4th September
20. Organise display for *Friends of Luxulyan Valley* event on 9th September (sub – committee and others)