



COMMUNICATION & ENGAGEMENT PLAN

Work to be completed to obtain initial views of the Wool Parish by producing a leaflet including questionnaire:

Work	Method	When	By whom
Produce leaflet	Design A4 folded leaflet	31/07/19	SS & CS
Website	Design & launch Website	Last week August ?	SS
Decide on dates of 6 week consultation	Time factor for Royal Mail distribution	Between last week Aug ? – 31 st Oct	Steering grp
Distribution of leaflet to every BH20 6	Sent out by Royal Mail	Last week August ?	SS
Agree leaflet drop off points	Deliver sealed posting boxes to agreed points (WPC office, EBVH, BCR, ANOBov	By last week August	SS,CY,DW,RT
Drop-In Sessions	Book halls in September Email all asap with dates D'Urberville, East Burton, Bovington Community + 1 Other Bovington agree format of the sessions inc who can attend	D'Urb Fri 06 th 10-12am Sat 14 th 10-12am Wed 25 th 6-8pm EBVH Wed 11 th 6-8pm Tues 17 th 10-12am Bov dates	SS CY DW

		Dates TBC	
Stationary	Purchase of stationary required for Drop-In Sessions	Collection boxes A5 leaflet holders Printable labels Extras TBC	CY
Host Drop-In sessions	Set up and man Drop-In sessions As many members as possible at each session (daytime & evening plus one weekend session)	D'Urb Fri 06 th 10-12am Sat 14 th 10-12am Wed 25 th 6-8pm EBVH Wed 11 th 6-8pm Tues 17 th 10-12am Bov dates Dates TBC	STEERING GROUP
Collection of returned leaflets	Regular visits to agreed points to ensure boxes not too full, replace if necessary	Between 11/09/19 - 31/10/19	STEERING GROUP
Analysis of returns	Have a session/s to collate and analyse returned questionnaires & work out % returned	Dates TBC	STEERING GROUP
Feedback to community	Design format to feedback finding	Dates TBC	STEERING GROUP
Decide on dates of feedback	Time factor for Royal Mail distribution	Dates TBC	STEERING GROUP
Distribution of feedback to every BH20 6	Sent out by Royal Mail as before	Dates TBC	STEERING GROUP

All the above to be completed and paid for before end of March 2020