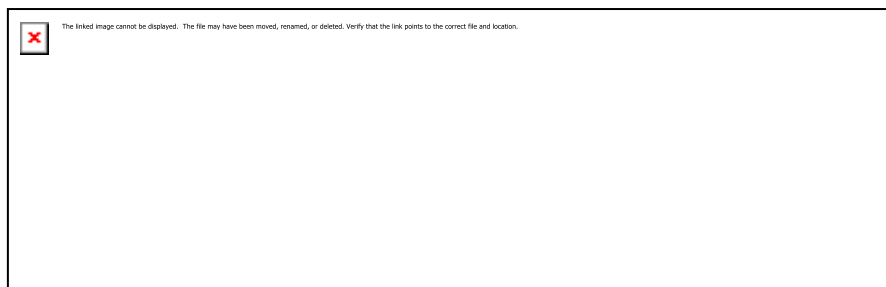


### **COMMUNICATION & ENGAGEMENT PLAN (SHORT TERM)**

<b>Work</b>	<b>Method</b>	<b>When</b>	<b>By whom</b>
Steering group divide choose topic groups	Members link to topic groups and liaise to produce reports and then all share	May – Nov 2020	STEERING GROUP
Produce Reports/Policies	Liaise to read, help each group to complete reports	May – Nov 2020	STEERING GROUP
Produce Neighbourhood Plan Liaise with Councillors and then go to public consultation	Complete all tasks needed to produce 'PLAN"	May – Nov 2020 Completed by Jan/ Feb 2021	STEERING GROUP



## **COMMUNICATION & ENGAGEMENT PLAN (Completed)**

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

<b>Work</b>	<b>Method</b>	<b>When</b>	<b>By whom</b>
Produce leaflet	Design A4 folded leaflet	31/07/19	SS & CS
Website	Design & launch Website	2 <sup>nd</sup> – 6 <sup>th</sup> September	SS
Decide on dates of 6 week consultation	Time factor for Royal Mail distribution	Between 2 <sup>nd</sup> September – 31 <sup>st</sup> October	Steering grp
Distribution of leaflet to every BH20 6	Sent out by Royal Mail	2 <sup>nd</sup> – 6 <sup>th</sup> September	SS
Agree leaflet drop off points	Deliver sealed posting boxes to agreed points (WPC office, EBVH, BCR, ANOBov	2 <sup>nd</sup> – 6 <sup>th</sup> September	SS,CY,DW,RT
Drop-In Sessions	Book halls in September Email all asap with dates	D'Urb	SS

	D'Urberville, East Burton, Bovington Community + 1 Other Bovington	Fri 06 <sup>th</sup> 10-12am Sat 14 <sup>th</sup> 10-12am Wed 25 <sup>th</sup> 6-8pm EBVH Wed 11 <sup>th</sup> 6-8pm Tues 17 <sup>th</sup> 10-12am Bovington British Legion Tues 24 <sup>th</sup> 10-12am Tues 24 <sup>th</sup> 6-8pm Bovington Community Room Fri 20 <sup>th</sup> 10-12am Fri 20 <sup>th</sup> 6-8pm	CY  DW
Stationary	Purchase of stationary required for Drop-In Sessions	Collection boxes A5 leaflet holders Printable labels Pens, paper, sticky notes, stapler & staples	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 <sup>th</sup> 10-12am Sat 14 <sup>th</sup> 10-12am Wed 25 <sup>th</sup> 6-8pm EBVH Wed 11 <sup>th</sup> 6-8pm Tues 17 <sup>th</sup> 10-12am	STEERING GROUP

		Bovington British Legion Tues 24 <sup>th</sup> 10-12am Tues 24 <sup>th</sup> 6-8pm Bovington Community Room Fri 20 <sup>th</sup> 10-12am Fri 20 <sup>th</sup> 6-8pm	
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

<b>Work</b>	<b>Method</b>	<b>When</b>	<b>By whom</b>
Decision of how to feed back	Initial meeting for all to decide how to collate and analyse returns	27/11/19	STEERING GROUP
Produce spreadsheet & Update Website	Produce spreadsheet showing all returns and update website	By December 3rd	SS & TH
Analysis of returns	Have a session/s to collate and analyse returned questionnaires & work out % returned	1 <sup>st</sup> week in February	STEERING GROUP
Feedback to Parish Council	Arrange session at a Parish Council meeting to go through and discuss questionnaire results	Unable due to lockdown but completed by other means	WPC & Steering Gp
Feedback to community	Design format to feedback findings Include information of organisations non Neighbourhood Plan feedback will be passed onto.	By end of March Fliers ready to go 'lockdown' lifted	STEERING GROUP

Non Neighbourhood Plan info	Start to produce report/plan and pass communities view on to relevant organisations	By 31 <sup>st</sup> March	STEERING GROUP
Decide on dates & distribution of feedback	Look into all ways to feedback to the Parish inc Royal Mail distribution	As soon as lockdown allows	STEERING GROUP
Walk around Bovington	Choose a date suitable to most of steering group	As soon as weather improves & lockdown allows	DW & Steering Group
Meet with young and hard to engage groups	Contact & arrange to meet up/visit identified groups	As soon as lockdown allows	STEERING GROUP
Contact stakeholders	Establish contact with Natural England, Historic England, Environment Agency, Landowners/Developers	05/03/20	STEERING GROUP
Savill's Ecological Delivery Report	Receive, read & digest Report when available	As soon as available	FS & STEERINGGROUP