

Plan for immediate next steps

What	Who	By when	Where	Cost	Comments
Correct and amend draft questionnaire, create front cover and get it into format for printing	LW	March meeting			
Print questionnaire					Get costings from three printers
Create 'drop boxes' to go in the shop, pub, village hall and church with forms to enable the request for assistance in completing the questionnaire	LW				
Put notices about questionnaires into triangle ...coming soonwatch out for.....	LW				
Distribute the questionnaires with date three weeks later for completion and return.	Project team			Cost of return of questionnaires on completion	Where will they be returned to?
Analyse responses	Project team				
Organise focus sessions	Project team			Cost of banners etc	
Organise 'Needs analysis'	WLDC			Cost of consultant	