

**Presubmission Draft Linton NP Delivery Plan****CONSULTATION PERIOD Tuesday 10th June to Sunday 27th July (6.5 weeks)**

	Owner	Final Date	Comments	APPENDIX J
<b>The Documents</b>				
<b>Main Document</b>	EC	28th May		
Finalise Amends for PK	EC	27th May		
Appendices	JH/IW	27th May		
Maps and Drawings	JH	27th May		
Photos	JB/EC	27th May		
Foreword		27th May	Andy Broadbent to sign off	
<b>Summary Document</b>				
Finalise	EC	30th May		
<b>Final edit and print ready</b>				
Summary Document	PK	2nd June		
Main document	PK	9th June		
<b>Response Forms</b>				
Summary Document	PK/EC	2nd June		
Main Document	PK	10th June		
<b>Covering letter to Consultees</b>				
	JB	30th May		
<b>Covering letter to residents</b>				
	JB	30th May		
<b>Obtain three print quotes</b>				
			Need to assess print run first	
Summary Document	RL			
Main Document	RL			
<b>Comms: LATEST DATE Sunday 15th June for all documents to be sent to recipients</b>				
Notice on website re Open days	PK			
Assess and identify statutory consultees	JH	2nd June		
Assess which s.c. can be emailed			Assess quantities for print runs	
Assess quantity for summary document		2nd June		

Arrange envelopes, labels, stamps etc		2nd June	
<b>Summary Version to be printed</b>		6th June	
<b>Main Version loaded on website</b>		6th June	Question?
Hand deliver LNP Summary pack to residents - Summary LNP -Response form -return envelope - covering letter	TR	9th June	To give second notice of Open Day on 14th
Mail letter to statutory consultees	TR?	9th June	Stating Presubmission draft on website or can
Email to statutory consultees	PK	10th June	
List which locations LNP needs to be displayed	EC	2nd June	
Delivery of documents to agreed locations	DC	11th June	
Prepare notice for Windmill/Notice Board	?	2nd June	Announce presubmission and Open Days
Prepare announcement for Wetherby News	JB	2nd June	Announce presubmission and Open Days
Inform all Outer North East contacts re LNP	JB	2nd June	
Notice of website and response form	PK	9th June	Ensure all supporting docs on website
Notice to residents re presubmission	JB	29th May	

**Open Consultation events: Saturday 14th June 10-4pm and Thursday, 26th June 6-9pm**

Agree Day or Weekend and Dates	DC	22nd May	Inform all relevant contacts
Agree Venue	DC	22nd May	Inform all relevant contacts

Banner to announce Open Day/weekend	DC	6th June	Decide if need banner to promote events
Invitation to first Open Day Alex Shelbrooke Ward Councillors Parish Councillors LCC contacts Mike Dando	JB	26th May	Anyone else?
Decide on what displays required for event	EC		
Prepare display boards for event	?		
Agree rota for attendance at Open Days	DC		
Organise refreshment team tea/coffee/wine/cakes?	?		

JB.V.3.