

Clare Castle Country Park

Timetable for Consultation and Decision - Agreed at Clare Town Council meeting 19.6.14

Date	Who	Activity
27 June	Town Council /Trustees	Agree and prepare documentation required for: 1. Public view prior to CTC meeting 2. Public consultation: displays, on-line, folders.
27 June	KH	Prepare draft Chevron Newsletter detailing the SCC offer and the consultation process
1 July	Town Council	Publish CTC agenda and make available online and on paper (library?) documentation ahead of CTC meeting
10 July	Town Council	Single agenda item public CTC meeting to decide on proposal and consultation process
11 July	KH	Finalise Chevron to include CTC recommendation
14-15 July	KH	Arrange printing
17-20 July	Delivery team	Chevron and questionnaire to be delivered to all households and placed online
17 July	Town Council	Town Council's recommendation, trustees' proposals and relevant documentation placed online and in library
31 July 4-8pm 1 August 4-8pm 2 August 2-5pm	People of Clare	In Town Hall: Town Council's conclusions, trustees' proposals and relevant documentation to be made publicly available as displays
7 August	People of Clare	Public meeting at 7pm in the Town Hall
8-10 August	KH and RM	Prepare analysis of consultation responses.
13 August	Town Council	Single issue agenda meeting for final decision
15 August	Town Council	Advise SCC of the decision