

Parish Council Housing Needs Survey – Key Events

No.	Action	Timeline*	Comment
1	AirS Quote	15 th April 2021	
2	Funding confirmation	27 th May 2021	Email agreement to proceed
3	Address list obtained	7 th June 2021	List requested from District Council 1 st June 2021
4	Address list Forwarded to the Parish Council to check	7 th June 2021	List to be checked and signed off by the Parish Council
5	Parish Council Communications Plan Agreed	By 3 rd August	A draft needs to be agreed as soon as possible
6	Housing Needs Survey Form sign off by the Parish Council	By 3 rd August	A draft will be issued for comment / formal agreement before printing
7	Survey print request	10 th August	AirS will instruct the printer
8	Surveys Printed	September	AirS will monitor progress
9	Parish Communication Plan implementation	6 th September - 25 th October	Parish publicity before and during the survey period will be critical to encourage a good response
10	Surveys and SAE Envelopes delivered to the Parish Council directly	By 1 st October	AirS will monitor progress
11	Surveys delivered to every household	9 th , 10 th and 11 th October	Surveys will need to be delivered to every household - ideally on the same day
12	Survey Completion - Published Date	25 th October	Allowed 2 weeks after all surveys are delivered
13	Survey Completion - Cut Off Date	8 th November	We usually allow two weeks after the published deadline
14	Analysis	8 th – 22 nd November	Allowed 2 weeks after the cut-off date. This may take longer – depending on workload
15	Survey headlines to PC / MSDC	23 rd November	We can usually issue some broad headlines on the response when we complete the analysis
16	Draft Report	7 th December	The draft report will be issued for Parish Council comment / agreement – we usually allow two weeks for feedback before a final version is published
16	Report issue + two page summary	21 st December	