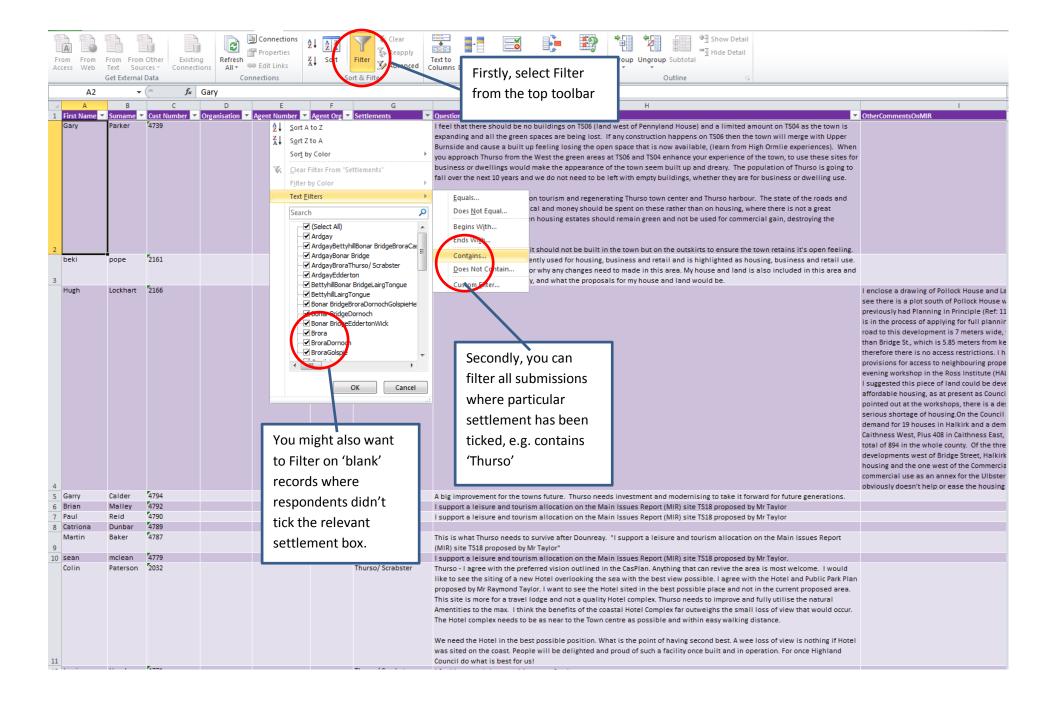
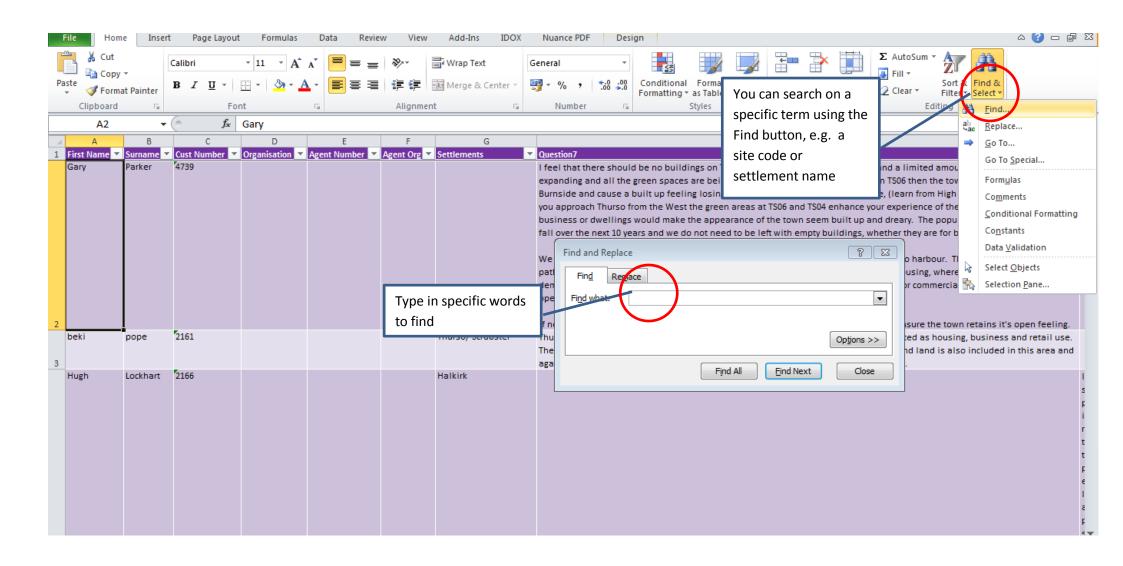
Guidance for examining comments submitted during the CaSPlan Main Issues Report consultation

Spreadsheet 1 contains verbatim comments made on Question 7 which related to individual settlements. The best way to find comments on a particular settlement or site is by 'filtering' on the relevant settlement. Firstly select Filter on the top toolbar, then from the dropdown menu select Text Filter and then Contains. Then you can type in the settlement name which you are interested in. Be aware, however, that not everyone who submitted comments filled in the correct settlement tick box so you may need to Search for a particular word, e.g. 'Thurso' or 'TS01'. A guide to how to filter and search is shown below.

Spreadsheet 2 contains verbatim comments made on Questions 1 to 6 which to the wider strategy set out in CaSPlan. The best way to view comments on a particular issue is by identifying the relevant question in the Main Issues Report and then adjusting the format to make it easier to read, e.g. change column width and 'wrap text'. A guide doing this is shown below.

We appreciate this may not be an easy process and we have now invested in new software which will make running a consultation much easier for both members of the public and for us. This will hopefully be up and running for the next stage of the CaSPlan (known as the Proposed Plan) which is due to be published later in the year.





Spreadsheet 2 – Strategy Questions

