

PEWSEY DOWNSAROUND (PDA) - 26TH APRIL 2026

	Activity	Sub-Activity	Lead	Assisted By	Notes	RAG
1.	Cancellations		Clive		I know how to do it, but not the amount to refund.	  
2.	Car Parking		John W	Jo		  
3.	Catering (see separate plan)	Hot food	Janette	Bea & Clare	Janette will need to confirm with Clare but this year the shopping will be delivered to Clare on Saturday and she will bring it in her van on Sunday. Bea is coming to me on Saturday to do the vegetable preparation so we will split the food between us. This means Janette doesn't need access to the Scout Hut on Saturday saving her a couple of hours.	  
		Checkpoint boxes		-	Janette is not to be disturbed whilst preparing the checkpoint boxes	  
4.	Certificates	Design	Clive	-	Completed. The background image is Oare (Tea House) Pavilion designed by I.M. Pei	  
		E-mail to completers				  
5.	Checkpoints	CP1	Sue F	Virginia, Adrian, Caroline & Jacqui	Knap Hill	  
		CP2	Jo W	John W & Angela	Calstone Wellington	  
		CP3	Sue P	Eley, Roger, Jill, Guy & Graham	Avebury Social Centre. £1 coins needed.	  
		CP4	Jon B	Simon & Jo C	Huish	  
			Alan V	Malcolm & David S		
6.	Equipment	Storage	Adrian ?		Kit collection requires negotiation with Adrian . He brings all the filled water containers which fill up his truck (so he says). It's usually a bit of a hodgepodge. I sometimes collect it, sometimes Clare , often Adrian can fit the tables in. We are likely to need an additional table at each checkpoint. We don't have any chairs though. Janette has some kitchen stuff. If someone else can collect it she would be grateful. She can provide a list, the items just need identification!	  
		Transportation	Clare	Clive	Hire a van?	  

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7.	HQ	Check Scout Hut booking	Sue P		Completed.	
		Timings				
		Keys			Janette has the key code. We usually have access the evening before but sometimes the hut is booked in the afternoon so Clive will need to check with Sandy.	
		Floor covering				
		WiFi				
8.	ICE	Mobile phone numbers			Clive's mobile no. plus a back-up.	
9.	Publicity		John F	Simon		
10.	Route Checking		Clive	Jacqui & Sharon	Completed.	
11.	Route Descriptions	GPX	Clive	-	Clive has the 2025 GPX files	
		PDF	Clive	-	Clive has loaded the 2026 route descriptions into the documents area of our website, i.e. https://ldwa.org.uk/lgt/downloads/Wiltshire/2026_PDA/	
		Map	Clive		Scout Hut	
12.	SiEntries		Clive		Clive can download entries	
13.	Stationery				We will need additional stationery, clipboards, clippers etc if we are using paper as all of that has been discarded.	
14.	Timings	Start time	-	-	0800hrs	
		CP1	-	-	1000hr to 1230hrs	
		CP2	-	-	1100hrs to 1400hrs	
		CP3	-	-	1100hrs to 1630hrs	
		CP4	-	-	1100hrs to 1830hrs	
		Close	-	-	2000hrs	

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15.	Tracking	Scanners	John F		John is collecting 6 scanners from Surrey LDWA.	
		Barcode Tags			First4Numbers	
		Training / Instructions	Clive			
16.	Volunteers		Janette		See the PDA Resource Planner. There are at least 2 more volunteers available. Janette will get the volunteers lists out in the next week or so. If we don't do this people forget they have volunteered or think they aren't needed.	
17.	Website	Update	Clive	-	Publish route descriptions and .GPX files on 1 st April.	