

Waddingham and Brandy Wharf Neighbourhood Plan

Project Team Meeting Agenda 16th August 2016 7.00pm Village Hall

Key Objectives

Kick off the Project, Identify key questions to be answered, assign Project Team Roles, identify and action next steps.

Community Time

Opportunity for members of the community to raise questions/issues about The Neighbourhood Plan or items on the agenda. Community members are welcome/encouraged to stay and the agenda order will be reshuffled to accommodate any questions raised if required.

Introductions

Round robin to make sure everyone knows everyone and capture any administrative information (email, phone, time/availability restrictions etc)

Familiarisation - general question and answer session for the project

Role assignment and confirmation

Outline roles needed

Assign/appoint primary and shadow roles within the main project team

Frequency of meetings

Determine a schedule of main project team meetings

Financial update

Status of grant application (if known)

Strategy Workgroups

Overview of purpose and approach of the strategy papers.

Appoint a workgroup leader and teams to develop the Communication Strategy, the Community Engagement Strategy and the Information Appraisal Strategy.

Neighbourhood Plan Scoping Workgroup

Appoint a workgroup leader and team to develop an approach to developing the scope of the Neighbourhood Plan (that incorporates the above strategies)

Information Gathering

Appoint a workgroup leader and team to initiate the evidence base background information gathering

Project Plan elaboration

Review timescales for above activities and any other activities we need to do, etc

Documentation standards

Determine what documentation standards we should use (based on what common tools people are using etc)

Tools Tutorials

Identify initial training requirements and schedule sessions etc (e.g. mediawiki)

Next steps

What else needs to be done (if not covered by above) as a matter of urgency.