

# **Kingsland Neighbourhood Plan (KNP)**

## **Steering Group Meeting**

**3 June Corners Inn 7.30 pm**

### **Organising the consultation event**

#### **Agenda**

- 1. Apologies for absence**
- 2. Agree previous Minutes and check actions**
- 3. Organising the community consultation event**

Agreed and prepared:

- a. Objectives, criteria, options
- b. Maps and information posters.
- c. Demographics list to capture data on entry
- d. Volunteer lists for stewards, door greeters/keepers
- e. Comment sheets for stewards and steward/helpers protocol sheets
- f. Catering
- g. Marketing / Banners

To be discussed/approved

- a. Photographer?
- b. Collection of display boards
- c. Clipboards and bits and bobs such as dots and flip charts
- d. Friday set up arrangements with volunteers
- e. Sunday clear up arrangements

- 4. Key Stakeholder event organisation report**
- 5. Post event actions**
  - a. Analyse results and identify key policies
  - b. Gather all required supporting documents and evidence
  - c. Write the plan
- 6. Any other business, individual communications from the community**
- 7. Date and venue of the next meeting 30 June Corners Inn**