C:\Users\Breanna.doody\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\MKFJ63F1\Community Planning Logo.tif**Plan the Plan Meeting**

**AGENDA**

**Date, Location, Time**

**Community:**

**Facilitator:**

**Attendees:**

**Apologies:**

|  |  |
| --- | --- |
| **Item** | **Description** |

|  |  |
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| **1.** | **Welcome and Introduction** |
| **2.** | **Review of the Past Plan**   * How it was developed – identify key tasks * What worked well? – strategies that gathered relevant information and reached a broad cross section of the community * What didn’t work well? – actions / strategies that had limited impact on the development of the plan * Suggestions for improvements – learnings from past experience. |
| **3.** | **Developing the New Plan:**   1. Survey  * Development of Survey utilising the “Survey Template” * Develop relevant questions specific to the community * How / where the survey is to be returned to.  1. Dissemination of survey:  * Council mail out * Conduct interview with relevant community groups / businesses * Identify any current / upcoming events to survey community members * Consider specialist needs of demographics of the community e.g. Identify vulnerable / isolated community members / groups who may need targeted /approach.  1. Consider other opportunities to gather information  * Ideas boxes * Face to face meetings / focussed discussions * Public meetings * Social media feedback * Demographic data |
| **4.** | **Promotion of planning process, survey & forum**   * Posters where there is high foot traffic * Promotion on “What’s on signboards” * A story in the local paper or news sheet * Use of social media:   + Websites   + Facebook   + Twitter   + Email lists * Via established community groups and business * Via Council – survey letter drops, through the Gazette, website, Facebook and Twitter. |
| **5.** | **Analysing results:**   * Decide on methods to analyse results |
| **6.** | **Timeframes:**   * When is survey to be disseminated? * Establish date for surveys to be completed by * Establish dates for Consultation Forum and Seed Funding Forum * Set date for next Coordinator meeting to analyse results. |
| **7.** | **Next meeting?**  **Meeting close.** |