**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.
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| **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
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| **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.
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| **5.** | **Analysing results:*** Decide on methods to analyse results
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| **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.
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| **7.** | **Next meeting?** **Meeting close.** |