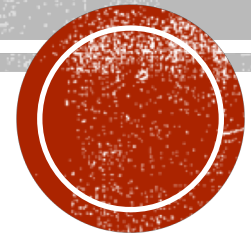


LOOE VISIONING EVENT PROPOSAL



PURPOSE

To:

- Investigate and understand the community engagement response
- Use this to define a broad draft vision/aims statement
- Develop and agree briefs for Working Groups
- Set a timetable for the work
- Identify resource needs to do the work
- Agree some preliminary training provision



SET UP

- Maximum of 3 hours, either afternoon or evening.
- Invitees – The Steering Group, key ‘actors’ in the town, NP Officer from CC, Community Liaison Officer.
- Invitation 2 – 3 weeks before explaining purpose and asking attendees to come prepared – point to key material on websites
- Pre-drafted outline ‘briefs’ for working groups
- Buffet commencing ½ hour before start
- Mini exhibition for viewing during buffet
- Café style layout
- Large maps, plans and photos on walls
- Large maps, post its, pens flipchart sheets etc on tables



AGENDA

- Intro by Chair - 5 minutes
- Session 1 – What is a Neighbourhood Plan and have we been doing? – a very brief recap on what NPs are and the background to Looe’s activity to date – 5 minutes Q&A after - total 15 mins.
- Session 2 – Feedback report on the community engagement results – this will headline the strongest messages emerging, then 5 mins after for general discussion - total 15 minutes
- Session 3 – Task Focus – up to 4 tables to discuss what the broad vision for Looe should be based on the community engagement feedback - Use flipcharts, maps and plans, drawings to record ideas. 20 Minutes
- Session 4 – Briefing the working groups – Each table looks at outline briefs and discusses then agrees what they should cover. 20 Minutes
- Plenary – spokesperson for each table reports back 10 minutes
- Facilitator/Chair summarises and synthesis the material. Attendees asked to ‘sign-up’ right away to a working group. 10 minutes
- Total 95 minutes, leaves 25 minutes leeway.



RESOURCE NEEDS

- Volunteers to serve on the Working Groups
- A 'Convenor' and a note taker for each
- Training
- Meeting places
- A small budget – say £150 each group
- Consumables – paper, flipcharts, post-it notes, pens, printing etc etc



TRAINING

- Session 1 – Tools and models: use of SWOT, PESTLE, stakeholder analysis, programme management, evidence researching, GIS mapping etc.
- Session 2 – Policies, proposals and projects: generating aims, objectives and actions, planning policy writing, etc
- Session 3 – 1 hour for selected volunteers on using Parish Online.

