

## Planning Forum 2 – Record of Decisions and Actions

### Attendees

John Lewis  
Clare Clark  
Paul Bown  
Elaine Bown  
Keith Wright  
Adam Lazaruck  
Fred Crawford  
Joy Payne  
Malcolm Wakeling  
Sharon Sampson  
John Daish  
Sandra Towell  
Andrew Yorke  
Rose Dale  
Laura Skinner  
John Tribe  
Steve Lock  
Ruth Holland  
Phil Holland

### Apologies

Derek Allen  
Paul Persson  
Anne Persson  
Peter Tapping  
Sharon  
Pauline Parkes  
Fenella Tillier  
Anthony Adams  
Anne Adams  
Sarah Jakeman  
Peter Crook  
Nic Brown  
Alan Mitchenor  
Della Mitchenor  
Robert Sparks

### Agenda

1. Welcome and adoption of the agenda
2. Review of the Plan for a Plan
3. Initial thoughts on Plan content
4. Assigning initial roles
5. Next steps

### Decisions

The 'Plan for a Plan' document was adopted as the guiding document. Some changes made at the meeting have been incorporated into v2.

The 'Governance' arrangements outlined in the Plan for a Plan were agreed, in particular the structure involving the Planning Forum, a Steering Group and Topic Groups.

The Plan 'Topics' outlined in the Plan for a Plan adopted.

Membership of the Forum to be on an 'Opt In' basis. We will try several times to contact all Stakeholders and invite 'Registration of Interest' but after that will no longer attempt to contact those that have not responded.

The final 'Adoption' stage will not include a referendum on the overall plan Acceptance

John Lewis was voted as Chairman of the Planning Forum

Next meeting to be Wednesday 29 February when we will try to get a speaker who has experience of developing Parish Plans.