

## **NEIGHBOURHOOD PLAN REVIEW MEETING**

**WHEN:** Monday 12<sup>th</sup> February 2024, 7pm

**WHERE:** Morton's Tea Rooms,  
Main Street,  
PAPPLEWICK.

### **AGENDA**

#### **1) INTRODUCTIONS [All]**

Starting with the Parish Councillors, a brief overview of who you are, how long you have lived in the parish and what your focus area is?

#### **2) RESPONSES FROM THE QUESTIONNAIRE [SW]**

Stephen to give the meeting an overview of the responses from October's questionnaire

#### **3) RULES OF ENGAGEMENT [RS]**

- Aim: This is a working party to provide recommendations to the Parish Council on how we can make the parish better
- Votes: Should it be needed, if it were to come to a vote on recommendation priorities, the Parish Council has the casting vote
- Working parties for two main areas of concern:
  - Road & traffic [with a sub-set for flooding issues]
  - Facilities such as the playing field and park

#### **4) ROLES AND RESPONSIBILITIES [RS]**

Each working party shall consist of the following team structure:

##### Project Sponsor [from the Parish Council]

- Chairs their respective Working Party meeting
- Is accountable for (owns) the project's success by supporting the Project Manager and Delivery Team
- They will facilitate problem solving, ensuring the solution can be sustainable, and exercise strategic control to achieve Council objectives

##### Project Manager

- Creates the project plan and schedule
- Resources project staff and logistics planning [eg location for meetings etc]
- Manages [inc reporting] the project schedule
- Delegates project tasks to team members along with the Project Sponsor
- Manages all project deliverables
- Communicating with the Parish Council and other stakeholders

Project Delivery Team

- Contributes to the project goals and objectives
- Completes individual assigned tasks within the expected time frame
- Collaborates with other team members
- Communicates with the project manager about barriers to success

**5) WORKING PARTY TEAM ALLOCATIONS [RS]**

	<b>ROADS &amp; INFRASTRUCTURE</b>	<b>PC FACILITIES</b>
<b>ROLE</b>	<b>NAME</b>	<b>NAME</b>
PROJECT SPONSOR		
PROJECT MANAGER		
DELIVERY TEAM MEMBER		
DELIVERY TEAM MEMBER		
DELIVERY TEAM MEMBER		
DELIVERY TEAM MEMBER		
DELIVERY TEAM MEMBER		

**6) NEXT STEPS [RS]**

- Workshops – when and where?

**7) ANY OTHER BUSINESS [All]**