

## **Exhibit 2: Initial public meeting – specimen agenda and process plan**

*(Section 2.2)*

### **Initial Public Meeting: The Future of Housing in East Burton – Specimen Agenda**

#### ***Purpose:***

To agree our vision for the future of housing in East Burton and initial steps

#### ***Programme:***

7.00pm            Drinks and greeting

7.30pm            Welcome, Purpose and Background by Mr/s..., Chair

7.45pm            Questions for Discussion (Facilitator):

- What changes are affecting our community?
- What is affecting housing and land use?
- What are the key issues we need to face when planning for the future?
- What are our current and future housing needs: input eg by Rural Housing Enabler
- Community Land Trusts for Permanently Affordable Housing: Talk and discussion with visiting speaker
- What do we want for East Burton?
- Next steps?

9.30pm            Close

***Meeting organisers:*** The Parish Council Housing and Land Group; Contact no.....

## Sample Process Plan

### The Future of Housing in East Burton

#### Ground rules:

- **All perceptions valid;**
- **Listen and give respect;**
- **Keep time;**
- **Focus on common ground and action, not conflicts;**
- **Key points on flip charts**

7pm	Meeting and Greeting; Registration; Refreshments	
7.30pm	Sponsor: (Parish/Rural Community Council Chair or District Council Lead Councillor)	
	Welcome and Purpose: <ul style="list-style-type: none"><li>● Briefly welcomes people;</li><li>● Outlines purpose of meeting;</li><li>● States when it will close (9.30pm);</li><li>● How it came about.</li></ul>	(3 - 5 minutes)
7.35pm	Facilitator/chair:  Outlines agenda and ground rules-on a flip chart. <i>'A participative event to analyse the current housing situation, what we need in the future, consider solutions including the CLT and decide our next step.'</i>	(5 minutes)
7.40pm	Plenary Brainstorm (recorded on flip charts or mind maps): <ul style="list-style-type: none"><li>● What trends and changes are affecting the village?</li><li>● What is affecting land use and housing?'</li></ul>	(5-10 minutes)
7.50pm	Group work: groups of 4, preferably mixing people who don't know each other well. Instructions: <ul style="list-style-type: none"><li>● Introduce yourselves, what brought you here?</li><li>● Come up with 2 or 3 key issues each on Post-its of things we need to take into account when planning for the future of housing in East Burton;</li><li>● Choose presenter for one-minute presentation of group's discussion.</li></ul>	(10 minutes)
8pm	Plenary presentations and discussions. All post-its / flip chart notes go on wall under <i>Key Issues to Consider</i> . Facilitator prompts plenary to summarise together the 5 or 6 key issues on a flip chart.	(10 minutes)
8.10pm	Response and discussion from speaker such as local housing enabler or district housing manager about local housing needs analysis and the effectiveness of current affordable housing provision	(10 minutes)
8.20pm	Presentation on CLTs by visiting speaker	(15 minutes)
8.30pm	Discussion	(10 minutes)
8.40pm	Small groups: <ul style="list-style-type: none"><li>● Come up with 2 or 3 points on a flip chart that best describe your desired future for housing (including affordable housing for rent and first time purchase), workspace and amenity in East Burton plenary)</li></ul>	

8.50pm Plenary (10 minutes)

- Reports back from small groups

(15 minutes)

- How do we take this further? (eg by commissioning a feasibility study?)

- Which organisations and individuals should be on the planning/steering group?

(25 minutes)

9.30pm Close and Next Steps, including agreed date of Planning/Steering Group follow-up meeting

***Meeting outcomes:***

- **an initial vision for the future of housing and land use;**
- **agreement about next steps;**
- **participants enjoy the event and will be motivated to engage in and spread the word about future events;**
- **new connections between people;**
- **demonstration to partners and sponsors that the community wants and supports action;**
- **a record of names, contact details and organisations attending;**
- **community input into funding proposals;**
- **positive image for the CLT planning group.**

