

Annex 2 Inception Meeting template

The table below to be used as the basis of the Council written response to the developer setting out the outcomes of the meeting.

Topic for discussion	Minute	Agreed Actions
Develop structure and content of PPA.		
Agree project vision and objectives.		
A work programme setting out key deliverables (milestones) and responsibilities. Including at what stage a planning application will be submitted; the agreed date will be incorporated into the PPA		
Identifying key issues for consideration to follow through into individual topic area meetings in the PPA.		
Scope the requirements and cost to the developer of external advice		
Decision on whether to pursue the PPA		