

**TWENTY SEVENTH MEETING OF THE MIRFIELD NEIGHBOURHOOD PLAN GROUP AT
THE MIRFIELD CONSTITUTIONAL CLUB ST PAUL'S ROAD MIRFIELD
13TH JANUARY 2020 @ 19:00 HOURS**

PRESENT

Ian Catherall, David Gluck (Consultant), Christine Sykes (Note Taker), Cheryl Tyler (Facilitator)

APOLOGIES

Martyn Bolt,

**MEETING CONVENED SPECIFICALLY TO ORGANISE THE PUBLIC CONSULTATION
EVENT**

**To be held at Trinity Methodist Church Community Rooms Trinity Street Mirfield WF14 8AD
On Saturday 18th January 2020 from 13:30-17:00 hours**

ACTIONS

Notify Press	CS	✓
Publicise via SM members	CT	✓
Print large map (1)	IC	✓
Print large map (2)	IC	
Collect from IC	CT	
Obtain Invoice for room hire	CS	
Prepare display materials	DG	✓
Provide explanatory notes for visitors	DG	✓
Supply display Boards	DG & Trinity	✓
Provide Refreshments	CS	✓
Make a powerpoint presentation on a loop	CS	✓
Add music	DG	
Provide laptop	DG	✓
Provide sign-in register	DG	✓
Provide post-its & pens	DG	✓
Provide screen & projector	Trinity	✓
Open Building	CS	
Set up six tables for displays	All	
Put large map on wall	All	
Place similar on table for writing on etc	All	
Erect displays	All	
Set up 7 th table for sign in	All	
Place explanatory notes	DG	
Set up refreshment station	CS	
Set up seating & viewing area	All	