

North Walsham High Street Heritage Action Zone Working Party



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Date Not Specified

A Remote meeting of **The North Walsham High Street Heritage Action Zone Working Party** will be held on **Wednesday, 3 June 2020** at **2.00 pm**.

Emma Denny
Democratic Services Manager

To Councillors: Ms V Gay, Mr R Kershaw and Mr E Seward

Officers: Renata Garfoot, Stuart Quick, Chris Young and Robert Young

For information to: all other Members



If you have any special requirements in order to attend this meeting, please let us know in advance
If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

Chief Executive: Steve Blatch
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A G E N D A

- 1. APOLOGIES FOR ABSENCE**

To receive apologies for absence, if any.
- 2. MINUTES** 1 - 4

To approve the minutes of the meeting held on 19th December 2019.
- 3. DECLARATIONS OF INTEREST**

To receive any declarations of interest.
- 4. REVIEW OF TERMS OF REFERENCE** 5 - 6

To review the current terms of reference of the Working Party and agree to a revised version (attached)
- 5. UPDATE ON THE GRANT APPLICATION**

To receive a verbal update on the status of the grant application.
- 6. INDICATIVE PROJECT BUDGET** 7 - 8

To receive a verbal update on the project budget.
- 7. GOVERNANCE**

To consider the governance of the scheme and associated funding.
- 8. DRAFT PROGRAMME**

To consider a draft programme for the project.
- 9. ISSUES AND RISK LOG**

To consider how to flag any key issues and how to log risks.
- 10. COMMUNICATIONS**

To consider a communications plan for the project.
- 11. NEXT STEPS**

To summarise the project and consider next steps.