



Initial Meeting Agenda

September 2009

- Introductions and £1000 cheque handover
- Project Update Discussion – any changes or amends from the original brief, funding, consultation, zoning, design, construction, maintenance etc
- Walk round the area to be developed taking key photographs
- Project timings and potential press release dates
- Any requested support needed from the advisor – what do you need from me?
- LtL website resources and project folder handover
- Next Steps in the project development
- Date of Next Meeting

This meeting should take between 30 mins to 1 hour depending on our discussions. I will be available via phone or email from this point on until we meet up again in January 2010.

Feel free to add anything to this agenda to be discussed on the day of our meeting.

I look forward to meeting your grounds development team,

Paula

paula@gardens123.co.uk

0161 881 9855