

ACTIONS	NOTES	TIMESCALE	LEAD PERSON	RESOURCES
A1. Agree new NPF member list	Overhaul needed. List some 8 years old. Some serious omissions. To be agreed by Chair/Vice Chairs	9/03	Graeme Bell	Within Existing Resources (W.E.R)
A2. Agree Business Plan for NPF	First draft in circulation. To be discussed and agreed at Autumn 2003 meeting	10/03	Graeme Bell	W.E.R
A3. Establish Task Groups with Leaders	NPF will do most of its work in Task Groups. Leaders and members needed for Task Groups dealing with: <ul style="list-style-type: none"> • Culture Change • Community Engagement • Performance and Delivery • Planning Profile 	10/03	Graeme Bell	W.E.R
A4 Develop a database of local authority chief planning officers	Current databases incomplete. ODPM has difficulties in reaching Head of Profession in combined directorates	10/03	Graeme Bell / icw POS	W.E.R
A5 Input to Kate Barker (Treasury) Review	Seek early meeting to help inform the review. Continue to liase closely through Spring 2004	9/03-4/04	TBC	?
A6. Mapping Planning	Audit of current initiatives and research related to planning	11/03	TBC	?
A7 Identification of category for NPF Award	Arising from discussions, consideration to be given to NPF sponsoring a category in RTPI Awards	11/03	TBC	?
A8. Organise NPF Event/Trade Fair for early New Year 2004 on key issues for the Forum	National Event would have two benefits; advancing the state of knowledge on a key issue and spreading the message. Topic/ programme/sponsorship/venue all to be agreed	Event by 2/04	TBC	?
A9. Establish Website for NPF	A requirement now for any initiative or organisation, linked to ODPM, LGA and key players	12/03	Graeme Bell	?

UPDATED OCTOBER 26 2003