

**Minutes of a Meeting – 1 May 2018 – The Close, Burcot.**

Attendees: Giles Baxter (Chair), Chris Neill, Jerry Moscrop, Debbie Croft, Simon Russell, Jaqi Mason

Apologies: Glen Periera, Laura Buxton

Ser	Item	Action	Action By	Due Date
1	<p><u>Previous Minutes.</u> A quick run through the last meeting minutes</p> <p>a. Having reviewed the work completed on the NDP so far, it was decided that Glenn and Debbie would form a sub-group to complete the NDP in parallel with the CRBO.</p>	<p>a. Continue the NDP work</p> <p>b. Produce a document detailing the consultations to produce the Village Plan and the NDP.</p> <p>c. Future consultations to be held jointly with CRBO consultations</p>	<p>GP &amp; DC</p> <p>GP &amp; DC</p>	
2	<p><u>Committee.</u> Having reviewed the flow chart produced at our last meeting and realised the amount of work required, it was decided we need to recruit additional active members to the committee.</p> <p>a. Before we proceed we need to ensure the residents support our goals and the reason we need the CRBO. We would discuss this at the Annual Village Meeting (AVM) on 16 May 2018</p> <p>b. It was decided we would use the AVM to invite new members.</p>	<p>a. Possible 'show of hands' at the Annual Village Meeting (AVM)</p> <p>b. GB to provide Sides for the AVM</p> <p>c. Call for volunteers/target individuals</p>	<p>GB</p> <p>GB</p> <p>GB</p>	<p>16 May 2018</p> <p>15 May 2018</p> <p>16 May 2018</p>

Ser	Item	Action	Action By	Due Date
3	<p><u>CRBO Company</u><sup>1</sup>. Jerry outlined his research regarding our options for the company type.</p> <p>a. It would appear that a Community Benefit Company is our best option.</p> <p>b. There is a support organisation for these types of companies at an annual cost of £50.</p> <p>c. We will need to recruit an Executive Assistant/Secretary to help with the admin and organisation of the company.</p>	<p>a. Further research the company rules and review for our needs</p> <p>b. Join the organisation</p> <p>c. Approach a possible candidate and/or advertise.</p>	<p>JM &amp; SR</p> <p>JM</p> <p>GB</p>	<p>5 June 2018</p> <p>5 June 2018</p> <p>5 June 2018</p>
4	<p><u>Other Support Organisations.</u></p> <p>a. GB and JM attended a planning event in London on 30 April 2018 and gave a brief outline.</p> <p>b. There is a Community Led Housing event sponsored by Community First Oxford on 13 June 2018.</p> <p>c. Locality Organisation</p>	<p>a. JM to brief GP &amp; DC regarding inclusions required in the NDP</p> <p>b. GB/JM/SR all expressed an interest in going. TBC at next meeting</p> <p>c. GB to contact them and they may be able to help with a consultant for the Housing Needs Assessment</p>	<p>GB/JM/SR</p> <p>GB</p>	<p>5 June 2018</p> <p>5 June 2018</p>

<sup>1</sup> Subject to getting support at the Annual Village Meeting

Ser	Item	Action	Action By	Due Date
5	Next Meetings.  a. Next meeting – 5 June 2018 b. Following dates: 25 June & 23 July 2018			