

Agenda of a Meeting – 25 June 2018 – The Close, Burcot.

Invited: Giles Baxter (Chair), Chris Neill, Jerry Moscrop, Debbie Croft, Simon Russell, Jaqi Mason, Glen Pereira, Laura Buxton, James Hammond

Apologies: Vanessa Bailey, Laura Buxton, James Hammond, Chris Neil, Debbie Croft

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Ser	Item	Action	Action By	Due Date
1	<u>Previous Minutes (CN).</u> Minutes of the previous meeting (5 June) were read and agreed. Actions carried over are covered under the relevant agenda items.			
2	<u>Forward Plan (GB).</u> Updated plan attached. Traffic Light system for noting progress noted by all.			

3.	<p><u>'Groundwork' Stage</u></p> <p>a. Team (GB).</p> <p>b. Form Company (GM)</p> <p>c. Engage with Locality (GB)</p> <p>d. Grant Applications (GB)</p>	<p>Executive assistant to be recruited once company set up and funding in place.</p> <p>GP to recruit someone to help with NDP as DC very busy!</p> <p>GM/SR working together to adapt template rules</p> <p>GB to chase up Locality for access as invoice paid. (JM confirmed). Log in details obtained and start up profile created. Log in details will be circulated separately by email Membership contact details for Locality are: Jo Williams, jo.williams@locality.org.uk</p> <p>GP to make applications for NDP once locality access established.</p> <p>GM to make applications for CRBO once access to Locality and Community Land Trust Networks (CLTN) in place.</p> <p>GM to manage budget and expenditure, initially as a sub ledger of the PC. Expenditure noted so far: CLTN - £60 Locality - £173 VAT excl HM Land Registry Fees - £30 approx reimburse GB</p>	 <p>GP</p> <p>GM/SR</p> <p>GB</p> <p>GP</p> <p>GM</p> <p>GB</p>	 <p>23 July</p> <p>23 Jul</p> <p>29 June</p> <p>23 July</p> <p>23 July</p> <p>Ongoing</p>
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4.	<u>Plan 'Evidence Gathering' Stage (GB)</u>	<p>We need to design our evidence plan; what is required, how to obtain it and what resources. Rolled over. GB met LB on 26 June. LB will circulate written notes.</p> <p>GB presented initial findings using HM Land Registry of exercise to identify Landowners, i.e. those immediately adjacent to the existing built up boundary. Indicated on map held by GB.</p> <p>JM to identify landowners and approximate boundaries to west, e.g. around Fullamoor settlement and north of the A415/East of SSC</p> <p>GB to update map</p>	<p>VB & LB</p> <p>JM</p> <p>GB</p>	<p>29 June</p> <p>16 Jul</p> <p>23 Jul</p>
5	<u>Consultation Statement/Engagement Plan GB).</u>	<p>GB presented Consultation Record template. Saved in onedrive:</p> <p>All to use this template for recording previous consultations, however informal, and planning future ones.</p> <p>Agreed that the Village Plan and accompanying analysis encapsulated all consultation prior to the date of publication, so no further detail needed prior to that event.</p>	All	23 Jul

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6	<u>NDP progress Report and Plan (GP).</u>	GP to write up the plan for developing the NPD and circulate. Also to upload to the BACHDevTrust onedrive site.	GP	29 Jun

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7	<p><u>AOB.</u></p> <p>Working Practice</p>	<p>It was agreed that to make progress the 'work' must be done between meetings, which then become the way we report progress and plan the next stage. Shorter meetings at relatively short intervals (3-4 weeks) is the way to go, and accept that there will be apologies at each meeting.</p> <p>Also agreed that it would be best to work in teams, for each team to create space in the diary to 'do the work' between meetings. If for any reason neither member of a team can attend the next meeting, then a short report/email updating would be appropriate. Even better would be the work uploaded to the onedrive site for all to see!</p> <p>Teams: GB/CN GP/DC/A.N Other GM/SR with JH when needed LB/VB</p> <p>JM not teamed up for now as she has her hands full with the Quarry campaign!</p>	<p>All</p> <p>All</p> <p>All</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

Ser	Item	Action	Action By	Due Date
8	Next Meetings. a. 23 July 2018 (SR apologies noted) b. 20 Aug 2018			

Attachments:

Project plan:

Consultation Record