

Agenda of a Meeting – 8pm 1 October 2018 – The Close, Burcot.

Invited: Giles Baxter (Chair), Jerry Moscrop, Jaqi Mason, Glenn Pereira, Simon Russell, Laura Buxton,

Apologies: Debbie Croft ; Vanessa Bailey, James Hammond, Chris Neill

Ser	Item	Action	Action By	Due Date
0	<p><u>Welcome (GB)</u></p> <p>Welcomed Neil Homer in absentia. Company details at:</p> <p>http://www.oneillhomer.co.uk/</p>	Interview notes for both candidates to be recorded should there be a challenge to the selection in future.	GB, GP	
1	<p><u>Previous Minutes</u></p> <p>█</p>	Agreed.		
2	<p><u>General Update (GB)</u></p> <p>a. Chair's review</p> <p>b. Ox Brookes Research Student – Estelle Hutchinson</p>	<p>Review discussed. Main area of concern was lack of energy behind drop in events.</p> <p>LB agreed to take the lead, to be supported by NH, VB, and other committee members as needed. LB encouraged to ask for help!</p> <p>Drop In event plan to be finalised at next Meeting 30/10.</p> <p>Interview given by GB. No further action.</p>	LB, VB, All	30 Oct

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3	<u>Forward Plan (GB).</u>	<p>Create one plan from two versions in circulation. Committee used brown paper/post it plan as bases for discussion, to be the main agenda item for the kick off meeting with Neil H on 12 October.</p> <p>'Paper plan' here [REDACTED]</p> <p>Get advice from NH about which technical assessments are needed: Housing Needs Assessment Housing Needs Survey (reviews external material, policies, plans etc) Design Codes Site Assessments Assessments would be delivered by AECOM HN Survey would be delivered by Oxford Rural in Cassington</p>	<p>All</p> <p>GP/NH</p>	<p>12 October</p> <p>12 October</p>
4.	NDP Update and decisions required (GP)	Circulate validation survey and send out asap.	DC	5 Oct
5.	<u>CLT (GM)</u> a. Next stage of registration b. Appoint Secretary and Shareholders c. Vision, Mission and Objectives – approve draft. [REDACTED]	<p>GM still needs agreement from CN to use VH as registered address. 3 x shareholders and secretary appointed. All committee members present signed as trustees. Those present will be invited to be shareholders and/or trustees. Trustees to forward declarations of interest (e.g. company directorships, trusteeships) to GM Approved. Noted that this document will evolve particularly during early stages of the CLT.</p>	<p>GM, CN</p> <p>All</p> <p>All</p>	

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6.	<u>Consultation</u> a. PCC for Burials. b. Surgery c. Village Hall d. Scouts e. Tennis/Cricket Club f. Farmers (Cauldwell, Farrant) g. Village Shop Recording consultation engagements and responses	Complete. 1/10 acre to meet need out to 2050. Surgery requirements to be recorded, with evidence that building is not fit for purpose. Initial response, but GB has asked for opinion on unmet needs Complete. Initial response received. No engagement. Need to be consulted as businesses CN to be asked for statement on need/aspirations GB emphasised need to record consultation communications in the relevant folders in the onedrive.	SR GB GB CN All	
7	<u>Consultation Drop In Events GB).</u> a. Dates/Locations b. What we need out of the drop in events (NH advice) c. Detailed Design – who, when, where.	7 & 10 November, Village Hall LB and team to consult NH about what is needed from the events. LB to take lead, <u>but all hands</u> on deck to support. Drop In Events to be used to launch CLT.	All LB, NH LB	
8	<u>Consultation - Other.</u> a. Call for Sites letter b. As project plan	GB/NH to action	GB/NH	30 October

Ser	Item	Action	Action By	Due Date
9	<p><u>AOB.</u></p> <ul style="list-style-type: none"> a. Invite to David Chapman b. Communications: <ul style="list-style-type: none"> a. Bridge Article b. Website c. Flyer? 	<p>GP to invite David Chapman to talk about Totnes CRBO, once Committee and NH happy with overall plan.</p> <p>Not discussed, but needed!</p> <p>GB to draft Bridge Article</p> <p>CN to set up webpage on village site</p> <p>Flyer needed for Drop In Events. LB and team to design. Suggest Bounce Design to print. Distribute. CN to ask Chris the Post?</p>	<p>GP</p> <p>GB</p> <p>CN</p> <p>LB</p> <p>All</p>	<p>After 12 October</p> <p>8 October</p> <p>1 November</p>
8	<p>Next Meetings</p> <ul style="list-style-type: none"> a. 12 Oct at 10am. Neil Homer to attend his first meeting. b. 30 Oct at 8pm. c. 7 November in the evening: 1st Drop in Event – Village Hall d. 10 November in the afternoon: 2nd drop In event at the VH. 			