

**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

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.			

Ser	Item	Action	Action By	Due Date
3.	<u>'Groundwork' Stage</u>			
	a. Team (GB).	Executive assistant to be recruited once company set up and funding in place.		
		GP to recruit someone to help with NDP as DC very busy!	GP	23 July
	b. Form Company (GM)	GM/SR working together to adapt template rules	GM/SR	23 Jul
	c. Engage with Locality (GB)	GB to chase up Locality for access as invoice paid. (JM confirmed). <b>Log in details obtained and start up profile created. Log in details will be circulated separately by email</b> <b>Membership contact details for Locality are: Jo Williams, jo.williams@locality.org.uk</b>	GB	29 June
	d. Grant Applications (GB)	GP to make applications for NDP once locality access established.	GP	23 July
		GM to make applications for CRBO once access to Locality and Community Land Trust Networks (CLTN) in place.	GM	23 July
		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	GB	Ongoing

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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.</p> <p>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 &amp; LB</p> <p>JM</p> <p>GB</p>	<p>29 June</p> <p>16 Jul</p> <p>23 Jul</p>

Ser	Item	Action	Action By	Due Date
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
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

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

Attachments:

Project plan

Consultation Record

