## Minutes of a Meeting – 8pm 30 October 2018 – The Close, Burcot.

Attended: Giles Baxter (Chair), Jerry Moscrop, , Glenn Pereira, Laura Buxton, Chris Neill.

Apologies: Vanessa Bailey who has decided to stand down from the Committee, Jaqi Mason, Simon Russell, Debbie Croft, James Hammond

Ser	Item	Action	Action By	Due Date
1	Welcome (GB)			
	<ul> <li>Main purposes of meeting:</li> <li>Update whole committee on key decisions from 12 Oct meeting.</li> <li>Update on recent consultation activity</li> <li>Agree project plan going forward</li> <li>Finalise design of drop-in events, layout, materials, roles, marketing</li> </ul>			
2	Previous Minutes (GB) At			
3	Key Decisions from 12 October Meeting (GB)  External Factors Overall approach Drop-In Events			

Ser	Item	Action	Action By	Due Date
4	Recent Consultation Activity			
	Survey (DC/GP) Letters to school and surgery (GB)	Write to all businesses within the Parish.		
		GB to draft generic letter.	GB	
		Adapt and send to:	All GB except	
	Letter to SODC requesting screening opinion	Village Stores and Post Office Garage, Petrol Station, Forge Farm Businesses (also call for sites if relevant) Industrial Site at Burcot Farm The Close Pubs: Plough, Chequers	for The Close (GP)	
5.	Project Plan (GB)			
	Discussed, amended, agreed. Here:			

6.	Drop-In Events (GB/LB)		
		Content of Boards reviewed in detail.	
	Purpose	Decisions:	GB/GP
	Layout	Offer one vision only. The alternative is neither	
	Boards	desirable nor deliverable and will only confuse.	
	Tables	<ul> <li>School policy to be generic improvements only,</li> </ul>	
	Beamer	pending response from Governors, as any	
	Availability/Roles	suggestion of relocation may set hares running	
	Response Capture	without being deliverable.	
	Surveys	Suggestion of a Café on the wharf to be	
	Marketing Signs	removed as the site floods regularly and	
		planning permission would/should not be	
		granted.	
		GB and GP to do final review on 31/10 before	
		sending content to Sean at Bounce to put into final	
		branded format and print.	
		Done. Content here:	
		Afternote. New slide 11 to call out options for	
		amenities and elicit views, as survey responses	
		indicate there is still strong support for exploring all	
		options.	GB
		Consultation Sheet. GB to draft.	
		Beamer. Not required.	GP/DC
		·	
		Survey results. Board to be created 'last minute'.	
		Use Flipchart if Bounce unable to turn around in	CN
		time	
			GP
		Refreshments. CN to ask Entertainment	Gr
		Committee to arrange for usual fee.	

Ser	Item	Action	Action By	Due Date
			All	
		Glenn to arrange marketing boards to advertise		
		event for outside VH, Shop, Bus stop in Burcot.		
		Availability:		
		GB – 7 & 10		
		CN – 7 & 10 (has key),		
		GP – 7		
		LB – No		
		Gerry - 7 & 10		
		Others – GB to canvass.	GM	
		Set up – one hour before.		
		Sign Up Sheet for CLT – Gerry to produce.	CN	
			GP	
		Map for attendees to place dots where they live:		
		CN to source digital copy		
		GP to arrange printing	All	
		Layout:		
		Entrance table and display stands with some boards		
		Stations for each policy issue around the room:	GB	
		tables against walls with boards placed on them.		
		Pens. GB to bring.		
7	AOB.			
	CLT Matters	None. Application with FCA.		

Ser	ltem	Action	Action By	Due Date
8	Next Meetings  a. 7 November in the evening: 1 <sup>st</sup> Drop in Event – Village Hall  b. 10 November in the afternoon: 2 <sup>nd</sup> drop In event at the VH.  c. 27 November at 8pm in the Close	Will need to arrange (critical path):  • Analysis of drop-in responses  • Session for spatial site modelling	GB	Due Date