

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	<u>Welcome (GB)</u> Main purposes of meeting: <ul style="list-style-type: none"> • Update whole committee on key decisions from 12 Oct meeting. • Update on recent consultation activity • Agree project plan going forward • Finalise design of drop-in events, layout, materials, roles, marketing 			
2	<u>Previous Minutes (GB)</u> At █████			
3	<u>Key Decisions from 12 October Meeting (GB)</u> External Factors Overall approach Drop-In Events			

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

Ser	Item	Action	Action By	Due Date
8	<p>Next Meetings</p> <ul style="list-style-type: none"> a. 7 November in the evening: 1st Drop in Event – Village Hall b. 10 November in the afternoon: 2nd drop In event at the VH. c. 27 November at 8pm in the Close 	<p>Will need to arrange (critical path):</p> <ul style="list-style-type: none"> • Analysis of drop-in responses • Session for spatial site modelling 	GB	