

Minutes of a Meeting – 5 June 2018 – The Close, Burcot.

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

Apologies:

Ser	Item	Action	Action By	Due Date
1	<u>Previous Minutes (CN).</u> The previous minutes (1 May 18) were read through and agreed.			
2	<u>Forward Plan (GB).</u> Plan and stages were reviewed		All	

<p>3.</p>	<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>a. Team joined by Venessa Bailey</p> <p>b. Agreed we will join the Community Land Trust Network. Membership also provides Officers Liability Insurance. More work required on Articles of Association (Model Rules) for the company to ensure we have the correct 'powers' to proceed and satisfy statutory bodies.</p> <p>It was agreed the new company would be called: Burcot & Clifton Hampden Development Trust (BACH Dev Trust)</p> <p>c. GP has applied for membership of 'Locality' who can assist in the process. Once approved GB will share details of the resources and how to access them.</p> <p>d. Until the company is formed CRBO applications cannot be made.</p> <p>i. GP to apply for NDP grants using the resources of 'Locality'.</p> <p>ii. JM to produce Financial Spreadsheet of expenditure. Budgets need to be formulated and decisions on resources made.</p>	<p>JM/SR</p> <p>GB</p> <p>JM</p> <p>GP</p> <p>JM</p>	<p>23 Jun 18</p> <p>23 Jun 18</p> <p>23 Jun 18</p> <p>23 Jun 18</p> <p>23 Jun 18</p>
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	e. Tell Community (GB)	e. Community informed at the Annual Village Meeting and received support by a 'Show of Hands'.		
4.	<u>Plan 'Evidence Gathering' Stage (GB)</u>	a. We need to design our evidence plan; what is required, how to obtain it and what resources. VB & LB to lead. b. GB to hold a meeting for a quick exercise on identifying Land Owners	VB/LB GB/GP/CN	23 Jun 18 23 Jun 18
5	<u>Consultation Statement/Engagement Plan GB).</u>	We will need a comprehensive Consultation Statement. This is to include all our evidence of consultations past, present and future. a. GP/DC to produce evidence for NDP (see item 6 below) b. CN to produce a simple Diary to record consultations. c. CN to provide a shared document drive for documents and information.	GP/DC CN CN	 23 Jun 18 23 Jun 18
6	<u>NDP progress Report and Plan (GP).</u>	a. GP to produce a NDP Development Plan similar to the CRBO plan b. Plan to dovetail public consultations with CRBO c. GP/DC to pull together a record of past consultations from the Village Plan.	GP GP GP/DC	23 Jun 18 ongoing

Ser	Item	Action	Action By	Due Date
7	<p><u>AOB.</u></p> <p>a. Community Led Housing event sponsored by Community First Oxford on 13 Jul 2018.</p>	<p>a. Those interested in attending to confirm availability to GB by 9 Jul 18</p>	All	9 Jun 18
8	<p>Next Meetings.</p> <p>a. 25 June 2018</p> <p>b. 23 July 2018</p>			