

MINUTES OF A MEETING HELD ON TUESDAY 12th September 2017

Subject	Description	Actions
Present:	Geoff Chapman (Chair), Ruth Knight, Wendy Tilley, Emma Turner, Hannah Pearce,	
Apologies:	Peter Waggett, Sue Robinson, Nick Tilley, Adele Stevenson , Pip Hartley	
Minutes of last meeting and matters arising	The minutes of the meeting held on 11 th July had been accepted as an accurate record of the meeting. Other than those itemised on the agenda there were no further matters arising.	
Declarations of interest	None	
Questionnaire results	<p>The closed questions had been collated and circulated to the group.</p> <p>Collation of the map referencing was underway.</p> <p>The open question responses had not yet been collated. RK would draw up a data collation sheet for this and circulate</p>	<p>All outstanding collations of map referencing to be sent to GC.</p> <p>RK</p>
Site appraisal	HP agreed to set up criteria for future site appraisal.	HP
Call for sites	The date of 6 th October had been set for the 'call for sites' and this date together with the necessary paperwork had been widely publicised. A reminder would be issued.	GC
Next Meeting	The next meeting will be on Tuesday 10th October 2017 at 8pm (venue to be confirmed).	