

### Agenda

<b>Meeting title</b>	Substation South Community Liaison Group – Meeting 1		
<b>Location</b>	Fosdyke Village Hall		
<b>Date/ time</b>	7pm 1 December 2022		
<b>Originator</b>	Outer Dowsing Offshore Wind		
<b>Attendees</b>	Chris Jenner – ODOW Graham Meeks – ODOW Davis Wright – ODOW Roisin Alldis – ODOW Jorge Parra – ODOW Andrew Acum – ODOW		
<b>Apologies</b>	TBC		
<b>Purpose of meeting</b>	To involve key local stakeholders in the design and development of the Outer Dowsing Offshore Wind project (landfall, onshore cable route and substation) through presentations, discussions and planned workshop activities.		
<b>DRAFT Agenda</b>	<u>Item:</u>	<u>Owner</u>	<u>Timing (from-to)</u>
	1 Coffee and tea	ODOW	18.45-19:00
	2 Chair's welcome and introductions	Chair	19:00-19:10
	3 Aims and Terms of Reference	Chair	19.10-19:20
	4 Project Overview	Chris Jenner	19.20-19:50
	5 Issues raised at Project Information Days / webinars	Chris Jenner	19:50-20:00
	4 Question and answer session / discussion on future topics	Chris Jenner	20.00-20:15
	5 AOB	Chair	20:15-20:25

	6	Chair's closing remarks and next steps / next meeting	Chair	20.25-20:30
<b>Inputs to meeting</b>	<u>Input</u>	Agenda Terms of Reference Q&A	<u>From</u>	ODOW ODOW Attendees
<b>Outputs from meeting</b>	<u>Output</u>	Minutes of meeting issued by XX December Responses and comments by XX December	<u>From</u>	ODOW Attendees
<b>Date of next meeting</b>	TBC			

<b>Meeting Protocol</b>	
Distribute agenda before meeting	Fix responsibilities for each item
Start on time	Finish on time
Set out your ground rules	Publish minutes / actions
Stick to the agenda	Continuous improvement