

Agenda

Meeting title	Community Liaison Group – Meeting 3		
Location	Wainfleet Coronation Hall, Wainfleet All Saints		
Date/ time	18 April 2023 7pm-8.15pm		
Originator	Outer Dowsing Offshore Wind		
Attendees	Chris Jenner – ODOW Graham Meeks – ODOW David Wright – ODOW Roisin Alldis – ODOW Andrew Acum – ODOW		
Apologies	TBC		
Purpose of meeting	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.		
DRAFT Agenda	<u>Item:</u>	<u>Owner</u>	<u>Timing</u> (from-to)
	1	Coffee and tea	ODOW 18.45-19:00
	2	Chair's welcome and introductions	Chris Jenner 19:00-19:10
	3	Project Update	Chris Jenner 19:10-19:15
	3	Presentation of onshore substation design options / Q&A	Chris Jenner / Group 19.15-19:40
	4	Consultation next steps	Chris Jenner 19.40-19:50
	5	Question and answer session / discussion on future topics	Group 19:50-20:00
	6	AOB	Chris Jenner 20.00-20:10

	7	Chair's closing remarks and next steps / next meeting	Chris Jenner	20.10-20:15
Inputs to meeting	<u>Input</u>	Agenda Terms of Reference Q&A	<u>From</u> ODOW ODOW Attendees	
Outputs from meeting	<u>Output</u>	Minutes of meeting issued by XX April Responses and comments by XX May	<u>From</u> ODOW Attendees	
Date of next meeting	TBC			

Meeting Protocol	
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