

### Agenda

<b>Meeting title</b>	Community Liaison Group – Meeting 3		
<b>Location</b>	Butterwick Village Hall, Butterwick		
<b>Date/ time</b>	21 April 2023 7pm-8.15pm		
<b>Originator</b>	Outer Dowsing Offshore Wind		
<b>Attendees</b>	Chris Jenner – ODOW Graham Meeks – ODOW David Wright – ODOW Roisin Alldis – 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	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
<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 April Responses and comments by XX May	<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