

### Agenda

<b>Meeting title</b>	Community Liaison Group – Meeting 2		
<b>Location</b>	Old Leake Community Centre Furlongs Ln, Old Leake, PE22 9NX		
<b>Date/ time</b>	Friday 24 <sup>th</sup> February 7pm-9pm		
<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	Chair 19:00-19:10
	3	Feedback from consultation events	Chair 19.10-19:20
	4	Alternative cable route option and further consultation	Chris Jenner 19.20-19:50
	5	Question and answer session / discussion on future topics	Chris Jenner 19:50-20:00
	6	AOB	Chris Jenner 20.00-20:15
	7	Chair's closing remarks and next steps / next meeting	Chair 20.15-20:20

<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