

Agenda

Meeting title	Community Liaison Group – Meeting 1		
Location	Anderby Village Hall		
Date/ time	7pm 28 November 2022		
Originator	Outer Dowsing Offshore Wind		
Attendees	Chris Jenner – ODOW Graham Meeks – ODOW Davis Wright – ODOW Roisin Alldis – ODOW Jorge Parra – 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 (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
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 December Responses and comments by XX December	<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