



	<b>Subject</b>	<b>Decision / Action</b>	<b>Who</b>
		<p>that the Group seek to erect a sign on the Three Fields Site indicating it as the site of the proposed Community Station and Community Hub.</p> <p>It was agreed that dialogue with the other projects should be commenced as soon as possible. KW and SR would contact UFC</p>	<b>SR/KW</b>
4.	<b>Feedback from Llanfoist Village Hall visit</b>	<p>PT, SR and MM had visited Llanfoist and shared the learning points with the rest of the group. The points were also compared with the information gathered from the Hartpury visit (previously circulated). The information from both sites would help in specifying the requirements of the building, the site and in putting together a business plan and a proposed method of operation. Rob Ollerton had some information from his visit to Seend Village Hall, Wilts., which he would circulate.</p>	<b>RO</b>
5.	<b>Specifying Requirements</b>	<p>IT was agreed that PT would produce a 'requirements (must have, nice to have) proforma' for each member of the group to complete. RO reminded the group to cross-reference with the original 'residents survey' information carried out by SEWEA.</p> <p>John O'Shaughnessy suggested that we might get input from an architect friend who was prepared to give his services 'pro bono'. This was agreed. It was also agreed that we would meet again in 2 weeks to develop the requirements</p>	<b>ALL</b> <b>JO/ All</b>
6.	<b>Architects and Plans</b>	<p>Selection of a final architect and development of the full business plan would follow on from the options appraisal meeting. This would be the same time to update the project plan.</p>	<b>PT/MM</b>
7.	<b>Any other business</b>	<p>It was agreed that the group would formalise itself after a publicised AGM to be held in July or August. Officers; Chairperson, Treasurer and a Secretary would need to be elected (plus a number of committee members) in line with the 'articles of association' of the Three Fields Community Trust company.</p>	
8.	<b>Date of Next Meeting</b>	<p>Special meeting (developing requirements) – 16<sup>th</sup> March</p> <p>Monthly meeting – 6<sup>th</sup> April?</p>	