

## FIVE ACRES REDEVELOPMENT PROJECT

### PROGRAMME BOARD MEETING 2 – 06.12.18

#### Present:

Cllr Roger James  
Cllr Richard Leppington  
Peter Williams  
Claire Hughes  
Wendy Jackson

#### ACTION TRACKER

Action	Who	By when	Comments
Meeting a TV/film location company	WJ	On 12 <sup>th</sup> Dec	Meeting arranged
Amend draft consultant brief so ready to commission	WJ	03.01.19	✓
Contact GVA to clarify business rate advice and seek fee proposal	WJ	03.01.19	
Draft asbestos survey brief to be reviewed by H&S Officer.	JO'L	03.01.19	
Risk register to be shared with Claire Locke. Claire to be invited to join Project Team	WJ	03.01.19	
Communications – web page to go live before Christmas	WJ/RM	21.12.18	