

Agenda
The Fording Point

1. Welcome and apologies
2. Form project development team.
 - Agree co-ordinator.
 - Introductions and skills / exchange contact details
3. Project Plan and key stages.
 - Project preparation (and identify/estimate costs associated for project preparation, timescale)
 - Chase formal agreement on land including commitment letter with drawing identifying site boundaries.
 - Agree to appoint architect and agree terms and fees
 - Finalise drawings to outline Planning Permission
 - Required permissions and documentation
 - Finalise agreement for land transfer –ground rent, asset transfer
 - Initial cost estimates for project development inc QA fees
 - Business plan for capital and revenue
 - Investigate start up funding / prepare major funding plan
 - Project development (agree parameters)
 - Timescale
 - Project management
 - Implement funding plan
5. Any other business
6. Date of next meeting