

CDS Programme Board

Action Notes

Date: 29 September 2016

Time: 9.30 – 11.30 am

Venue: Somerset County Hall

Chair: Patrick Flaherty

Attendees: Phil Norrey (by telephone), Paula Hewitt, David Hall, Andrew Leadbetter, David Carter, John Williams, John Wilkinson, Martin Jones, Kerry Denton, Phil Roberts, Matt Ballard, Katriona Lovelock.

Apologies: Nick Ames

Item	Title
1	Phase 1 Performance
Actions	Update on progress of programme including FTTP, Exchange Only lines and Priority Areas. Update regarding ongoing assurance. Current view regarding contract end.
Decisions	Prepare for project closure.
2	Phase 2 procurement
Actions	Update on procurement. ITT published 8 July. Closing date for bids 21 October 2016. Indicative timescales: Evaluation by 14 November, Contract finalisation 30 November, Contract Award W/c 12 December. Application made for ERDF funding
3	Broadband Speed Trial
Actions	Speed check supplier identified
Decisions	Investigate further
4	Communications update
Actions	Update on communications; MP briefings, press and social media coverage
5	Demand Stimulation
Actions	Summary of numbers engaged; to date 576 events, 14,500 participants including 9,600 from business.
6	Voucher Scheme
Actions	Ongoing until end November. 1,900 vouchers approved to date. Review position following Phase 2 procurement.
7	Marketing
Actions	Leafleting campaign successful followed by increased take up.
8	Community Engagement
Actions	253 meetings to date with parish, district, constituency and others.