Attendees: (14.00 to 15.15 20/05/19)

Julian Barnard (MIM Trustee & Project Manager)

Bill Steadman (Museum Cruator)

Kevin Archard - ColeEasdon (Principle Transport Consultant)

Colin Seabrook - AKS Ward (Head of Heritage & Conservation)

Robin Friend

David Peel

The above met to understand, discuss and confirm the following scope of work:

* Prepare a description of the site location and local highway network, the site’s accessibility by sustainable modes of transport.
* Prepare development proposals including parking provision, analysis of the local road traffic accident history, vehicle trip generation, and any mitigation that might be offered/required.
* Prepare a junction analysis of the proposed access.
* Prepare a site layout with respect to the proposed parking layout and circulation.
* Prepare a vehicle swept path analysis as necessary.
* Complete a continuous 7day (electronic traffic/speed surveys) in 3 agreed location.   
  1.Church End opposite the Church.   
  2.Church End 50yds before School Lane Junction.   
  3.School Lane opposite the Manor House.
* Prepare a general arrangement access drawing, showing vehicle swept paths and appropriate visibility splays.
* At the Council’s request prepare for a new footway connection using existing public highway records from the Council.

The "Guardhouse" (Grade2 listed) building works will be started first before moving onto the existing main building.  An offer of a meeting to discuss this further was made should this be required by Milton Bryan.

An offer of a site visit with access to the buildings existing roof to establish and understand any "overlook" issues was made. Milton Bryan to advise and confirm details back to MIM.