

Highgate Wood Consultative Group - Actions

	Date	Action	Responsible Officer/Member	Deadline/Progress
1.	17 Oct 18	Contact the COL Publishing and Communications teams to establish the scope for setting up an online archive of background documents on the City of London Corporation website.	Director of Open Spaces	Update at the April meeting
2.	17 Oct 18	Contact Highgate School regarding potential representation on the HWCG.	Town Clerk	Update at the April meeting
3.	17 Oct 18	Contact the Highgate Society regarding their representation on the HWCG.	Town Clerk	Completed
4.	17 Oct 18	Circulate the correct section of the CMP document in colour for Members to review and provide additional written comments by 10 November 2018.	Town Clerk / All Members	Completed
5.	17 Oct 18	The final CMP document to come to the next meeting.	Superintendent	Completed – on agenda for April meeting
6.	17 Oct 18	Members to provide additional written comments on the tender of the Highgate Wood Pavilion Café by 10 November 2018.	All Members	Completed