

**Project Writing Group
Notes 07/11/16**

Item	Notes	Action
Diary		
1	Meetings continue weekly Monday PM 2-4pm with the following amendments. 16.11.16 2-4pm replaces 12.11.16. 13.12.16 2-4pm replaces 12.12.16.	ALL
2	Steering Group meetings as follows 23/11/16 1/2/17 14/12/16 22/2/17 11/1/17 15/3/17 5/4/17	
Standing Items		
1	Notes of last PWG meetings All meeting notes to be held on computer until new website agreed. Notes for 24 th and 31 st October to be written up and circulated	HP
2	Finance 1. Monies to be vired as required and extension requested. 2. Balance of grant money (£836) to be allocated as a day and a half consultancy, Nov21st and 23rd possible dates. Topics to be: Finalising Site Preferences in light of national criteria, Housing Objectives and Policies, How to present evidence base, appendices and referencing. Other WG reports to be included where appropriate 3. Graphic design budget to be used to design a draft cover for the plan and accompanying documents. HP to talk with Kate about the scope of what might be required. PWG to discuss what might be appropriate before committing to detail. Agenda item next meeting.	HP/GH HP SB/HP HP HP/SB
3	Minutes of last SG meeting Draft minutes agreed with two minor amendments. Include date of next meeting. HP and PS to liaise over financial amendment. Minutes can then go out	HP/PS
4	Requirements for next SG meeting Heritage and Business reports to go to SG members. Only factual inaccuracies can be revised. The reports do not go into the neighbourhood plan (they are appendices). SG to read reports with a view to discussing objectives and policies written by PWG	
5	Reports with expected actions from them a. Refer Heritage report to next meeting b. Alterations made to template for writing and checking policy text. To be circulated.(V2 071116) Mark and Mitzi to be asked to proof read the results. Further proof reader required from Upper Caldecote. Suggestyions required c. Water report – RC to consider if revision required for Policy 6. Preferred housing sites to be submitted to Anglian Water with the addition of developments in	SB PS ALL RC

	<p>Waterlane Upper Caldecote, Bedford Rd Northhill and Woodlands Upper Caldecote as worst case scenario if the latter three sites are passed by CBC</p> <p>d. RC to formulate latter and send to PWG members</p> <p>e. Getting about – RC SB and HP to meet to consider text for report on Fr 18th Nov 10-12md</p> <p>f. Remaining reports – energy report to be table to PWG once complete</p>	<p>RC</p> <p>HP/RC/SB</p> <p>PS</p>
6	<p>Revisit Master Plan</p> <p>Revised timeline agreed with some modifications. Revision to be tables at next meeting</p>	PS
7	<p>Revisit Jobs done</p> <p>Revised list agreed. To be tabled at next meeting</p>	PS
8	<p>Computer files and chronology</p> <p>Agreed to save all files electronically with back up. Jon P to set up file directory with SB</p>	<p>JonP</p> <p>SB</p>
9	<p>Website</p> <p>Deferred to next meeting</p>	SB