

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

<b>Item</b>	<b>Notes</b>	<b>Action</b>
<b>Diary</b>		
<b>1</b>	Venues for meetings on 21/11/16, 28/11/16 and 13/12/16 at HP's house. Meeting on 5/12/16 at PS's house. Meetings and venues for 2017 to be decided at 13.12.16 meeting  Steering Group meetings as follows 23/11/16 14/12/16 11/1/17 1/2/17 22/2/17 15/3/17 5/4/17	<b>ALL</b>  <b>For information</b>
<b>Standing Items</b>		
<b>2</b>	<b>Actions from last meeting</b> a. Notes for PWG meetings 24 <sup>th</sup> and 31 <sup>st</sup> October to be written up and circulated b. Extension granted until end Dec on Groundworks grant. £836.25 remains to allocate. £165 left in graphics but over on room hire so vire £90 out of 165 leaving £75 in graphics – to be agreed with Groundworks c. Graphic design - HP spoke with Kate and she is aware of the necessity for consistency on front page sets. Needs to be agreed and invoiced before end Dec 2016 to ensure grant monies used. Bring up for 13.12.16 meeting if not before d. Policy template, and jobs done doc sent to PWG but master plan outstanding – PS to distribute latter to PWG. PS to then circulate to SG for information but not as an agenda item e. Draft proof reader for neighbourhood plan – suggestions Don Dodkin, John Crawley from Upper Caldecote and Mark and Mitzi from Northill f. Water report and policy - RC amendments as tabled to PWG agreed. To be sent once sites agreed g. Getting about. HP RC SB to meet this Friday h. Energy report to be completed tonight by PS and proof read by RC then sent to PWG. Agenda item for 21.11.16	<b>HP</b> <b>HP</b> <b>SB/ALL</b> <b>PS</b> <b>PS</b> <b>HP RC SB</b> <b>SB ALL</b>
<b>3</b>	<b>Finance</b> See item 2.2	<b>HP/GH</b>
<b>4</b>	<b>Consultant Visit</b> E mail drafted by SB to AE agreed by HP. Same to be sent	<b>SB</b>
<b>5</b>	<b>Minutes from last SG meeting</b> Draft minutes of last SG meeting – finance wording given to PS by HP. Date of next meeting inserted. Issues around heritage report clarified. Situation has altered and vision, objectives and policies change anticipated because original information tabled to SG was only in draft form. PWG happy to continue discussion under item 7	
<b>6</b>	<b>Requirement for next SG Meeting</b> a. Copy of policy template, master plan and jobs done list for information only. b. Agreed Heritage policies, objectives and vision <b>by Friday 18<sup>th</sup> Nov</b> to give them time to read document c. Agenda (to include as item one a decision on who should chair the meeting) d. Feedback from meeting with Alison e. Finance update f. Website update g. Helen to bring mince pies for December SG meeting.	<b>PS</b> <b>PS</b> <b>PS</b> <b>HP SB</b> <b>HP GH</b> <b>PS</b> <b>HP</b>
<b>7</b>	<b>Reports</b> a. Heritage i. Take out listed and non listed from HP1 ii. Take out “and through appropriate-----aiding” from HP1 iii. Add items suggested by parishioner	<b>PS</b>

	<p>iv. Retain second paragraph of HP1 as separate policy</p> <p>v. Add Helen's suggestions ( reduce projects to 3) - Protection for non listed but important heritage assets will be sought through applications for listing and/or registration as non designated heritage assets or on a local list.</p> <p>vi. Add Heritage policies from CBC 2009 Plan and CBC emerging 2014 plan as appendix to heritage report</p> <p>vii. RC to give PS a sentence for GIP to link to heritage report</p> <p><b>viii. PWG comments on revised heritage report to be received by Phil by Friday 18<sup>th</sup>. All documents to go to steering group asap (should have been today!!)</b></p> <p>b. Business – PS and GH to meet to try to agree suggested policies, objectives and vision to PWG <b>by Friday 18<sup>th</sup> Nov</b> so it can be tabled at SG meeting. If PWG cannot assimilate this by Friday then defer to next PWG and SG meeting</p>	<p><b>RC</b></p> <p><b>ALL</b></p> <p><b>GH PS</b></p>
<b>8</b>	<p><b>Website</b></p> <p>Specialist help for altering site too expensive. Alternative to ask BBC or CBC to assist with the interactive piece around draft plan and consultation using hyperlink to report and questions as we did with Neighbourhood plan questionnaire and obtain database of comments with no analysis done. HP to approach CBC to see if they can do this <b>by Friday 18<sup>th</sup> Nov.</b></p>	<b>HP</b>
<b>9</b>	<p><b>Computer files</b></p> <p>To next meeting</p>	
<b>10</b>	<p><b>AOB</b></p> <p>PS met with Claire Poulter from Greensands Ridge Project. He will write up meeting and circulate to PWG. The project will know on 9/12/16 if they can spend the £3.2 million pledged to them. There are 7 theme areas 4 of which are relevant to our neighbourhood plan and she considers we already have sufficient evidence to fund major projects. Of particular interest is Ickwellbury whose owners have expressed interest in progressing a bid – likely to be as part of a partnership (which will include the Parish Council amongst others). Harpur Trust also has an interest.</p>	

**Items for future ongoing reference**

1. PWG needs to put connections between Getting About and Heritage reports
2. Draft proof reader for neighbourhood plan – suggestions Don Dodkin, John Crawley from Upper Caldecote and Mark and Mitzi from Northill