

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

<b>Item</b>	<b>Notes</b>	<b>Action</b>
<b>Diary</b>		
<b>1</b>	Dates for 2017 in 13.12.16 meeting	<b>SB</b>
<b>Standing Items</b>		
<b>2</b>	<p><b>Actions from last meeting</b></p> <p>a. Notes for PWG meetings 24<sup>th</sup> and 31<sup>st</sup> Oct to be written and circulated</p> <p>b. Agreement to vire monies obtained from Groundworks. All the invoices to be dated before the end of December</p> <p>c. HP to update Kate re invoice date</p> <p>d. Completed sent to SG</p> <p>e. Getting about meeting took place – HP and RC to approach identified land owners by end of November. RC to send computer copy of getting about report to SB. Report to be finalised</p> <p>f. Energy report – agenda item 6</p> <p>g. Consultant visit- SB - to e mal Alison to confirm timings and obtain rolls, tea, coffee, chocolate, milk, biscuits, cake, sandwiches. PS – soup, extension lead.</p>	<p><b>HP</b></p> <p><b>HP</b></p> <p><b>RC HP</b></p> <p><b>SB/PS</b></p>
<b>3</b>	<p><b>Finance</b></p> <p>GH needs to incorporate virement into his report for SG before Wed</p>	<b>GH</b>
<b>4</b>	<p><b>Minutes from last SG meeting</b></p> <p>Sent out. Helen to have recorded her belief that no decisions were taken on heritage at the last meeting</p>	
<b>5</b>	<p><b>Requirement for next SG Meeting</b></p> <ul style="list-style-type: none"> <li>• Agenda complete</li> <li>• Housing group update on site assessment report and Alison's meeting</li> <li>• Heritage policies – as an example of how they will be written up for the final NP Plan</li> <li>• Business policies - discussion around suggested policies. PS to make alterations agreed and GH to send them by e mail to SB for records the same. To be tabled at SG as heritage – as an example of how they will be written</li> <li>• List of projects</li> <li>• Website – agenda item 7</li> </ul>	
<b>6.</b>	<p><b>Reports with expected actions</b></p> <ul style="list-style-type: none"> <li>• Energy Report - late information to be added - almost complete</li> </ul>	<b>PS</b>
<b>7</b>	<p><b>Website</b></p> <p>HP to contact CBC re assistance and tell SB if neg answer so BBC can be contacted.</p> <p>Working with NC to get website up to standard outstanding</p>	<p><b>HP/SB</b></p> <p><b>PS</b></p>
<b>8</b>	<p><b>Computer files</b></p> <p>JonP and SB to liaise re headings and file structure</p>	<b>Jon P and SB</b>
<b>9</b>	<p><b>AOB</b></p> <p>a) Compliance</p> <p>Need to revisit definition with someone who knows. Difficulty is how to move beyond compliance and adapt to local circumstances. PS to ask professional advisors in Locality hotline if still functioning. Items to be included</p> <p>– do planning applications passed during 2014 to date count within the 40 required houses for next 15 years. If not, at what point does that 40 start</p>	<b>PS</b>

	<ul style="list-style-type: none"> <li>– G&amp;T is our preferred course of action acceptable regardless of CBC's advice (send letter to CBC call for sites with attachment and ask to give to site owner/ HP to clarify lrgality of not including them with dave chetwin HP to draft leetre and send round PWG)</li>   <li>b) Writing of NP. Who is going to flesh out policies for plan.  Consultation statement – HP and PS  Heritage – Mark and PS</li>   <li>c) Next meeting housing only  Following meeting Electricity generating</li> </ul>	<b>HP</b>
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**Items for future ongoing reference**

1. Draft proof reader for neighbourhood plan – suggestions Don Dodkin, John Crawley from Upper Caldecote and Mark and Mitzi from Northill