

**Project Writing Group
Notes 28.11.16**

Item	Notes	Action
Diary		
1	Dates for 2017 in 13.12.16 meeting	SB
Standing Items		
2	<p>Actions from last meeting</p> <p>a. Notes for PWG meetings 24th and 31st Oct to be written and circulated</p> <p>b. Update Kate for invoice date end Dec</p> <p>c. Completed</p> <p>d. Need to keep in touch with Greensands Ridge project and in touch with P3</p> <p>e. Done in SG meeting useful. Approach Alison - Need sample policies for housing and exception site policy. Template about basic conditions statement. Look up Warnham plan and site assessment report if published. We should send Alison text of policies</p> <p>f. Proof read by Richard and incorporated</p> <p>g. Compliance – key 5 things examiner look at – three tests against CBC plan 2009, NPPF 2012 – can't have policies which go against statutory policies, show how policies go beyond statutory policies, how do we ensure all policies are checked against those two criteria.</p> <p>h. Outstanding G&T</p>	<p>HP HP</p> <p style="text-align: right;">SB</p> <p style="text-align: right;">HP</p>
3	<p>Finance</p> <p>Budget reconfigured. Budget sheet explored. £6,600 available £5,500 allocated. HP has suggested to parish clerk that a contingency required for next year. HP suggests SG meetings should include amount available and monies spent for each SG meeting. RH to send PS the figures and out at end of budget sheet</p>	
4	<p>Minutes from last SG meeting</p> <p>PS to shorten minutes</p>	PS
5	<p>Requirement for next SG Meeting</p> <p>Heritage text to go with policies. Phil to bring examples to next PWG meeting</p> <p>Business policies and objectives / vision</p> <p>Energy report plus vision objectives policies</p>	PS
6.	<p>Reports with expected actions</p> <p>Energy report</p> <p>Proof read by Richard. Frequent govt changes in energy requirements need to be in preamble to policy. Report discussed. £20,000 grant available to conduct initial scoping – then work with business partners to progress. Cannot lose anything by doing scoping report. Should we insist that housing must supply 10% reduction in energy.</p>	
7	<p>Website</p> <p>HP reports students get money from parochial charity and one has offered to help us. He has the skills to operate online software and we need . PS to send technical information to Helen to forward. We would need someone to keep the site updated</p>	PS/HP
8	Computer files	
9	AOB	