

**NOTES OF MEETING**

REF: SNNF-COM-MOM-20-01

PAGE: Page 1 of 1

DATE: 10 Jan 2020

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<b>DATE &amp; TIME OF MEETING: -</b>		10 January 2020, 4pm
<b>WRITTEN BY: -</b>		R. Smith
<b>PURPOSE OF MEETING:</b>		Monthly Committee Meeting
<b>ATTENDEES: -</b>		
Committee: - Lynn Heatt, Andrew Whittaker, Fiona Crawford, Hugh Clough, Roger Smith		
ITEM	AGENDA	ACTION
1.0	<b>Planning Applications -</b> a) 3 West View - Comments submitted to City Planning b) 78 Grantchester Meadows – Forum to review c) 50 Owlstone Road – Forum to review d) Discuss revising our web-site guidance on making planning applications at a future meeting.	Complete Committee Committee LH, RS
2.0	<b>Neighbourhood Plan -</b> Andrew gave a summary of his meeting with the Greater Cambridge Shared Planning Service and how it impacts the current draft of the Neighbourhood Plan. He confirms he will follow the format suggested by the Service and was in the early stages of updating the plan and would require assistance from other members later.	AW
3.0	<b>Evidence Base –</b> Roger confirmed he had only received two comments from Forum Members so far. It was agreed he would send a reminder to members asking for comments.	RS
4.0	<b>Consultation Documents</b> Action is ongoing for the two new documents with Hugh, Jean B, Jean G and Lynn.	HC, JB, JG, LH
5.0	<b>Forum Website -</b> Roger circulated pages form a proposed new website for comment.	Committee
6.0	<b>Any Other Business -</b> a) Annual fees for the SNNF website are due - £43.20 – it was confirmed Roger should pay the fee and submit a claim. b) 2020 Committee meeting on the 1st Thursday of each month. c) Next Committee meeting to be held on Thursday 6th February at 4.30pm. Location Champneys Walk.	RS
7.0	<b>Distribution -</b> Committee members + Forum Website	RS