

Venue	Shirley School, East Chesterton		
Date	23 May 2016	Time	18:30 – 20:00
Attendees	Ian Bates (County, Chair of E & E Committee), Ed Cearns (County, Vice Chair of E & E Committee), Ian Manning (County, East Chesterton), Noel Kavanagh (County, Coleridge), Zoe Moghdas (County, Romsey), Anna Smith (City, Romsey), Helen Valentine (Anglia Ruskin/CD Assembly), Richard Johnson (City, Abbey), Hazel Smith (District, Milton), Mark England (Milton Parish), Mike Davies & Patrick Joyce (CCC Officers)		
Apologies	Maurice Leeke (County, Milton), Sophie Barnett (City, Romsey) and Joan Whitehead (County, Abbey)		
Project Name	Chisholm Trail & Abbey-Chesterton Bridge		
Purpose of Meeting	Local Liaison Forum (LLF) – Introduction		

	Agenda Item	Key Points discussed	Resolution
1	Introductions		
2	Apologies for absence	See above	
3	Terms of reference and role of LLF	<ul style="list-style-type: none"> - LLF is a platform to exchange information, it is not a decision making body - The LLF will run for the entire course of both projects 	Suggested addition to section 2. Function 'supporting the delivery of the projects'
4	Election of Chair and Vice Chair	<ul style="list-style-type: none"> - NK and IM expressed interest in the role. A vote was undertaken. 	Noel Kavanagh was elected Chair. Ian Manning was elected Vice Chair.
5	Other individuals or groups to join LLF	<ul style="list-style-type: none"> - Fen Ditton is geographically very close and should be represented on the group. - Cambridge Cycling Campaign have actively campaigned for the Chisholm Trail for 20 years so should be represented. - Consultation on both projects has been thorough and inclusive. - Friends Of groups are free to attend the LLF meetings and should be specifically informed. - LLF meetings will be open to the 	Cambridge Cycling Campaign and Fen Ditton Parish Council will be invited to send a representative to sit on the LLF. Chairs of Area Committees to be informed of meeting details.

	Agenda Item	Key Points discussed	Resolution
		public	
6	Frequency of meetings	- As appropriate, but likely to be every 2 or 3 months	
7	Dates, times and venues for next meetings	- 6.30pm is an appropriate start time - Venues need car parking	11 th July at Shirley School. 5 th September at Barnwell Baptist Church.
8	Publicity for meetings	- Chairs of Area Committees to be updated. - Meetings to be well publicised	
9	Project Managers report	- Presentation given by Patrick Joyce	
10	AOB	- Rules on filming will be as per Area Committee meetings	