

	Joint Histon Road & Milton Road LLF meeting		
Venue	Shirley School, East Chesterton		
Date	5th July 2016	Time	18:00 – 20:30
Attendees	<p>Histon Road Local Liaison Forum Mike Todd-Jones, LLF Chair, City Council, Arbury John Hipkin, City and County Council, Castle</p> <p>Milton Road Local Liaison Forum Jocelyne Scutt, LLF Chairperson, County Council, West Chesterton Ysanne Austin, City Council, West Chesterton Damien Tunnacliffe, City Council, West Chesterton Ian Manning, County Council, East Chesterton Gerri Bird, City Council, East Chesterton Mike Sargent, City Council, West Chesterton Nigel Gawthrop, City Council, Kings Hedges Kevin Price, City Council, Kings Hedges Margery Abbott, City Council East Chesterton Fiona Onasanya, County Council, Kings Hedges Martin Smart, City Council, Kings Hedges Peter Sarris, City Council, East Chesterton</p> <p>Officers Richard Preston, Project Manager Molly Robertson, Note taker.</p>		
Apologies	Cllr Carina O'Reilly, Cllr David Jenkins		

	Agenda Item	Key Points discussed	Decision/Action
1	Welcome and Introduction	Initial part of meeting chaired by Richard Preston who gave an update on scheme progress to date (Presentation available on-line (www.gccitydeal.co.uk/llf)).	
2	Election of Chair & Vice Chair for Histon Road	Cllr Hipkin proposed Cllr Todd-Jones as chair. Election of Vice Chair deferred Question raised over quorum rules for LLFs	Cllr Todd-Jones elected as Chair of Histon Road LLF
3	Election of Chair & Vice Chair for Milton Road	Cllr Manning proposed the election of members of a residents association as Chair & Vice Chair -Cllr Price nominated Cllr Scutt as Chair Cllr Scutt nominated Cllr Bird as Vice Chair	Cllr Scutt elected as Chair of Milton Road LLF Cllr Bird elected as Vice- Chair of Milton Road LLF
Histon Road LLF (Cllr Todd-Jones chairing)			
4	LLF Remit and Terms of Reference	Comments voiced by members of the public over: <ul style="list-style-type: none"> The extent of the remit, and what decision making powers 	Various amendments to be made to clarify remit and operational aspects

		<p>the public have within the LLF</p> <ul style="list-style-type: none"> • Public feedback being ignored • Availability of information • Bias towards residents' associations. <p>The chair put forward modifications to the draft remit</p>	
5	Co-option of members	<p>'The Chair suggested initially co-opting 3 members from residents' associations, noting that further residents' association members could be co-opted. With the various residents' associations being asked to nominate their representatives.</p> <p>A member of the public suggested that Stagecoach be represented on the Forum but this was declined by Stagecoach</p>	Agreed to contact residents associations to seek nominations for co-option
6	Design Workshops	<p>Based on a note tabled by Mr Preston, a discussion took place over who should attend design workshops. Options and issues discussed included:</p> <ul style="list-style-type: none"> • Residents' associations • Disability groups • Local organisations • The number of people likely to attend. 	<p>Invitees to include:</p> <ul style="list-style-type: none"> • Local residents' associations • Local disability groups • Local traders • Local schools • Local police <p>Other residents' associations to be contacted:</p> <ul style="list-style-type: none"> • Bermuda Flats/Benson Rd area/ • Richmond Rd/Oxford Rd/ • Windsor Rd
7	Any Other Business	No other business was discussed.	
8	Date of next meeting	The date of the next meeting was deferred.	
Milton Road LLF (Cllr Scutt chairing)			
9	LLF Remit	Aspects of the remit were discussed within the terms of reference below, and general remit concerns during the Histon Road LLF remit discussion	<p>Various amendments to be made to clarify remit and operational aspects This includes the statement:</p> <p>'2.1 The LLF will not have any decision making powers in relation to the development and delivery of the projects but will act as a conduit through which:</p> <p>(a) Project developments and decisions will be reported.</p> <p>(b) Comments and views will be offered regarding detailed design</p>

			<p>matters; and</p> <p>(c) Local issues, opportunities and concerns relevant to the projects will be discussed and considered and resolutions may be adopted and presented to the City Deal Assembly and Board.’ and the statement:</p> <p>‘6. Agenda and Minutes</p> <p>6.1 [as is]</p> <p>6.2 The Chairperson will sign the minutes of the proceedings at the next suitable meeting. The Chairperson will move that the minutes of the previous meeting be signed as a correct record, with matters arising to be raised.</p> <p>6.3 [as is]’</p>
10	Terms of Reference	<p>The discussion included clarifying the wording of the terms of reference. Any wording to be changed re: Milton Road LLF to apply to Histon Road LLF. Suggestions included:</p> <ul style="list-style-type: none"> • ‘Projects will be discussed’ to be changed to ‘projects will be considered’. • The wording of resolution 2.1: ‘Resolutions within the remit of the Local Liaison Forum may be adopted and presented to the City Deal Assembly and Board.’ 	<p>Text to be included covering filming of meetings consistent with County Council policy vis-à-vis public meetings, publication of agenda papers and reporting, meeting dates and papers to be published a week before meeting. The topic of anonymous contributions will be considered</p> <p>Chair of the LLF to contact FECRA to guarantee all residents’ associations in the affected wards are invited</p>
11	Co-option of members	<p>All residents’ associations known for North Area to be contacted, and contact to be made with FECRA to ensure all residents’ associations asked to nominate 3 representatives to be co-opted to the Milton Road Local Liaison Forum (LLF)</p> <p>Public questions were raised as to why only three nominees (with substitutes) would be co-opted. It was confirmed that more co-options could occur, however, it was important to ensure that the Committee could work effectively.</p> <p>The Chair made the point that once numbers exceed 15 a committee can be less effective.</p> <p>A member of the public said that she participates in meetings of more than 50 dons at one of the colleges and they</p>	<p>Agreed that residents associations and FeCRA would be advised that residents’ associations should agree amongst themselves three nominees and three substitutes.</p>

		work extremely effectively. That point was noted.	
12	Design Workshop	Discussion on who should attend design workshops. Options debated included representatives of pedestrian/pavement users, representatives from the science & business parks, general observers. There was discussion about the need for and importance of local participation	Invites will be sent to both select local organisations, as well as a general invite for anyone interested, asking for an email to confirm attendance by a set date. It was suggested that no limit on how many people attend, although reservations were expressed about the format of workshops and workability of numbers beyond a certain number of people at a certain number of tables to maximise effective participation. It was said 6 positions could be reserved for people from the local community on a 'first come, first served' basis.
13	Any Other Business	Discussion included: <ul style="list-style-type: none"> • Conflict of interests Councillors may have • Specifics on details to be discussed at LLFs and details to be discussed at workshops. • Political aspects of the LLF/ City Deal Board. • Publication of minutes from Assembly & Board meetings. • Union Lane potential closure. • The level of input councillors and the public have had thus far in the designs presented. • Difficulty reading material relating to the consultation published on the website as the PDF on the background consultation is unreadable. • An introduction of the councillors on the LLF 	Cllrs suggested public check Council webpages where all interests of Cllrs are listed
14	Date of next meeting	The date of the next meeting was deferred.	