

Venue	The Performance Hall, Comberton Sports and Arts, Comberton Village College, West Street, Comberton, Cambs. CB23 7DU		
Date	07 March 2016	Time	18:30 – 20:30
Attendees	Bob Branch (Haslingfield Parish), Kevin Cuffley, David Bard (Sawston Parish), Charlie Nightingale (Gt Shelford Parish), Tony Gill (Hardwick Parish), Mandy Smith (Papworth and Swavesey), Tony Orgee (Sawston), Bev Edwards, Patrick De Backer (Barton Parish), Joop Tanis (Knapwell Parish), Nick Wright (Papworth and Elsworth), Edward Byam-Cook (Madingley Parish), Mark Abbott (Coton Parish), Francis Burkitt (Barton), Tim FitzJohn (Kingston Parish), Ashley Heller (CCC)		
Apologies			
Project Name	A428-A1303 Project Western Orbital Project		
Purpose of Meeting	Local Liaison Forum (LLF) – Introduction		

	Agenda Item	Key Points	Resolutions
1	Attendance and apologies (CCC)	N/A	N/A
2	LLF Terms of Reference (CCC)	Available here. (hyperlink)	N/A
3	Understanding Scope (CCC)	<ul style="list-style-type: none"> - LLF is a platform to exchange information, it is not a decision making body - The forum will evolve over time - The LLF will run for the entire course of both the A428 and Western Orbital projects 	1a) LLF will be structured around a topic or issue within the project scope
4	Conducting the Business of the LLF (CCC)	<ul style="list-style-type: none"> - Residents associations are free to attend the LLF meetings as are the public - LLF meetings will be open to the public 	2a) Residents associations cannot be members of this LLF
5	Election of Chair and Vice Chair (CCC)	<ul style="list-style-type: none"> - Only elected members can join the LLF 	3a) Cllr Helen Bradbury, from Coton Parish Council, was elected as Chair

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			<p>3b) Edward Byam-Cook, from Madingley Parish Council, as Vice-Chair</p> <p>3c) Members of the Executive Board and Joint Assembly are not able to run for chair or vice chair of this LLF</p> <p>3d) Chair and Vice Chair to be rotated after 3 meetings (initial suggestions) not including this meeting</p>
6	Introduction to Major Scheme development approach (Alan Brett, WS Atkins Ltd)	<ul style="list-style-type: none"> - Process - WebTAG 	N/A
7	The A428-A1303 Project – Next Steps (CCC)	N/A	N/A
8	Western Orbital Project – Next Steps (CCC)	N/A	N/A
9	Any other Business (CCC)	N/A	N/A
10	Date of Next Meeting (CCC)	<ul style="list-style-type: none"> - Agenda of future meetings to be decided by the chair - The chair will create an agenda that reflects local issues - Local issues have to be within the scope of the project 	<p>4a) Next LLF meeting will be in May/June</p> <p>4b) Chair and Project officer to meet and discuss agenda for next meeting (pre agenda meeting)</p>

