



SASIG Meeting: 16th November 2017

Item 2: Minutes of previous meetings/matters arising:

- (a) Full SASIG meeting: 6th July 2017
- (b) CAG meeting: 11th October 2017

Decision:

That SASIG members note the minutes for these meetings (see attached)

SASIG Meeting: 16th November 2017

Item 2a: Note of last Strategic Aviation Special Interest Group meeting

Title:	Strategic Aviation Special Interest Group (AGM)
Date:	Thursday 6th July 2017
Venue:	Chartered Institution of Highways & Transportation (CIHT), 119 Britannia Walk, London N1 7JE

Attendance

An attendance list is attached as **Appendix A** to this note

Item	Decisions and actions
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1	Chairman's welcome, non-attendees and apologies from the floor
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Chairman Cllr Jamie Macrae opened the meeting by welcoming all those present and noting apologies.

2	Constitutional Matters
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(i) Election of Chairman and Vice-Chairmen:

- The Chairman handed over to SASIG's Honorary President, Jackie Cheetham, to discuss nominations for the election of Chairman and Vice-Chairmen. The group were advised that nominations had been received prior to the meeting and that Cllr Jamie Macrae had proposed Cllr Keith Artus as the new Chairman of SASIG. This was seconded by Cllr Hilary Bills and as no further nominations were made, Cllr Artus was duly elected as Chairman.
- Jackie Cheetham gave thanks to Cllr Macrae for the dedication and determination he had shown towards SASIG during his term in office; Cllr Macrae indicated that he would remain involved in the Group for as long as he remains a councillor.
- The following nominations for Vice-Chairmen were proposed:
 - Cllr Jamie Macrae (proposed by Cllr Artus, seconded by Cllr Shaw)
 - Cllr Hilary Bills (proposed by Cllr Macrae, seconded by Cllr Artus)
 - Cllr Nigel Shaw (proposed by Cllr Artus, seconded Cllr Macrae)
- No further nominations were received for these positions so the three Vice-Chairmen were elected.

(ii) Review of SASIG Constitution:

The Chairman noted that not much needs changing and he sought the Group's agreement in principle. No further comments were made.

(iii) Review of SASIG policy principles, aims and objectives:

- The Chairman noted that the feeling at the CAG meeting was that the aims and objectives could be reinforced to reflect the fact that SASIG is not simply a forum but a group, which also provides knowledge and advice to local authorities. Members of the group commented that SASIG had a lot of wisdom and experience that could help inform local authorities about airports, and that this fact should be promoted.

3 Minutes of previous meetings/matters arising

a) Full SASIG Meeting: 7th April 2017

This meeting was held at the Chartered Institution for Highways and Transport. A discussion was had about arranging a meeting with the new Aviation Minister, Lord Callanan. Chris Cain noted that he had approached the Department for Transport (DfT) over forthcoming work but much would be affected by the results of the General Election. He noted that there had been no firm decision from DfT regarding the new Aviation Strategy timetable but there could be an opportunity to pick this up before Parliament rises for summer recess. (Post Meeting Note – the Aviation Strategy consultation document was published on 30th July).

Decision:

The minutes for the previous Full SASIG meeting held on 7th April 2017 were agreed as a correct record.

b) CAG Meeting: 7th June 2017

Cllr Macrae noted that there were a few outstanding actions from the previous meeting including clarification of Hampshire's status within SASIG and that there would be an Aviation EU Emissions Trading Scheme (EU ETS) meeting on 10th July 2017.

Decision:

The minutes for the previous CAG meeting held on 7th June 2017 were noted and approved.

4 Extension of contractual arrangements for Secretariat (Northpoint)

The Chairman introduced this item which had been discussed at the CAG meeting and recommended that the contract with Northpoint is extended on the same terms until 31st March 2019. Cllr Macrae noted that an 18 month extension would tie in with the decision to freeze all subscription rates and also ties in with the judicial year. It was also agreed that the service provided by Dudley Metropolitan Borough Council for finance and accounting was proving very satisfactory. A comment was made that there has been a marked improvement in the material SASIG produced and the work of the group since Northpoint took over. Kay Mead wanted her thanks to be recorded.

Decision:

SASIG members agreed to extend Northpoint's contract until 31st March 2019.

5 SASIG Annual Report to LGA Board submitted 9th June 2017

The Chairman introduced this item and explained there was a long version for the LGA website and a shortened version for the LGA leadership board. Cllr Macrae suggested that it would be worth circulating the full version of the report to all authorities in SASIG so the details could be used in their individual outside bodies report.

Decision:

The Group noted the report.

6 Update on 2017/18 budget

Cllr Macrae spoke on this item, explaining that the amendment to the budget made earlier in the year maintains a minimum of £20,000 to be rolled over into the next financial year. He noted that the Group continued to incur increased expenditure on booking external venues for meetings while Local Government House is refurbished.

In terms of the research budget, Cllr Macrae noted that not as much had been spent and that the amount remains at £15,000 for the full year. A suggestion was made that some of the research budget (or underspend under other administrative headings) could be reassigned towards updating the website. The budget for the website would be set at around £4,000 for a bespoke design linked to mailshots and a Linked In page.

Decision:

The Group noted the budget.

7 Discussion/review of SASIG responses to draft NPS & Airspace consultations

Chris Cain provided a detailed overview of SASIG's first response to the National Policy Statement (NPS) and noted that they had decided to concentrate on strategic issues, leaving individual authorities to pick up the smaller details directly relevant to their own circumstances in the statement. Key points were: The NPS needs to be a national airport policy for everyone, not just Heathrow. He said that there had been a lack of clarity about the relation of the statement to the forthcoming new Aviation Strategy, which had been delayed for a further few months. He also discussed the concept of secondary impacts, which Cllr Macrae agreed was an issue. Overall it is felt that national infrastructure projects do not seem to tie up with expansion projects. Chris Cain also mentioned that there were two or three issues the response noted about a failure to co-ordinate strategic issues at Government level. The Group supported this approach.

Comments were made about the timetable for implementing the NPS and there was a clear need to keep track of the timeline. Chris Cain said that he would seek an update on this from the Department for Transport (see note above). He also suggested seeking a meeting with the National Infrastructure Commission as it would be beneficial to ensure that the NIC is aware of local authority views on the matter.

On the Civil Aviation Authority's (CAA) Airspace Change consultation, Chris Cain had considered producing a shorter, brief response to the consultation as per the CAA

template but did say that the longer response had been acknowledged.

Action:

- a) The Chairman to arrange a meeting with the new Transport Minister responsible for aviation and also with the National Infrastructure Commission.

Decision:

The responses were noted.

8 Update/discussion on website review and actions

The Chairman explained that the website brief and a list of requirements had been sent to the website designers and that he had a meeting scheduled with the designers in the coming weeks. Members' views were invited on this and any further comments could be sent through via the Secretariat.

Cllr Macrae voiced his support for this project, noting that the current website was moribund. It was suggested that the website needs to be informative, dynamic, accessible and a method by which SASIG could be publicised. Chris Cain said that there could be some value in attracting affiliates from organisations other than local authorities and there was potential to create a small revenue stream from setting up affiliate members who could pay to have access to some, though not all, areas of the website. The Group discussed the need to distinguish between full and part-membership and to ensure that it is clear when new information is posted on the website. A mention was made of an alert system which would encourage users to visit the website for the latest updates on news within the sector.

The Chairman noted that he would be meeting with the website designer sometime in July or early August and that the meeting would be held in Ipswich if anyone wanted to go along. Feedback would be provided to the Group in due course.

Action:

Chairman, Cllr Shaw and Rebecca Crawford (Northpoint) to meet and discuss brief.

9 Forward-look and future planning for development of SASIG and its membership

The Chair introduced this item, referring to the PowerPoint presentation which was distributed to members of the group alongside the meeting agenda papers. Chris Cain said that SASIG's profile within government had risen over the last couple of years and that they were now being invited to significant meetings, and were being approached openly and enthusiastically by officials.

The next two years in aviation terms would be very busy and he felt that this was an opportunity to recruit new full and affiliate members. He sought members' views with a view to produce an action plan to be signed off at the next full meeting. Cllr Macrae said that he would be trying to re-engage with authorities not currently in membership. It was noted that questionnaires would be going out over the summer and that SASIG had representation on the Airspace & Noise Engagement Group (ANEG). The Group felt that all of this emphasised the need for a more useful website.

Action:

Chris Cain to produce a draft action or business plan which members can feed into.

Decision:

Members of the group noted the proposals.

10 Guest speaker from Aviation Environment Federation (AEF)

The Chairman introduced the Director of the Aviation Environment Federation (AEF), Tim Johnson, who thanked the Chairman for the invitation to speak.

Tim Johnson gave a report about the AEF's views on the National Policy Statement and the CAA's airspace consultations. The AEF's view on the NPS is that there are a number of gaps in the information being presented and that the presentation of this to the public has been poor, creating confusion for a lot of people. Tim suggested that the figures relating to people being overflowed were presented as lower than reality, that the night noise ban referred to in the statement is simply a short extension of current hours, and that the NPS lacks detail on the Government's plan to monitor pollution. He said that the emissions plan had not yet been established and he questioned how a decision could be made on the future of Heathrow without this being in place. The debate is not transparent and it was suggested that judicial reviews could be launched if the gaps in the NPS are not addressed. In addition to these concerns, the AEF is concerned about this contributing towards a London/Heathrow-centric policy which does not place anywhere near enough focus on the other regions of the UK. The strategy needs to look at how all airports fit in together and how each one contributes. Though Tim listed concerns about the NPS, he did also note that there were some aspects of it that the AEF welcomes, including: noise limits, links to health based indicators, the call-in proposal and appeal process.

On the CAA's airspace consultation, the Group was advised that the AEF has spent a considerable amount of time talking to the CAA about this and that the AEF remains focused on representing communities and land owners when considering their response.

Following the presentation, the Group made the following comments:

- The accountability of Heathrow in terms of the Air Quality Plan was questioned and it was suggested that local authorities should be able to introduce their own responses to the plan but that airports could be limited. It is thought that further detail on air quality and congestion will be available in the draft plan.
- The forecast figures outlined in the NPS would need to be revised pending further details in relation to Brexit but the AEF is still waiting for a response from the Government.
- The Group discussed secondary impacts and it was noted that there is insufficient information concerning the effect of concentrating capacity in one airport as opposed to spreading it around a number of other airports across the regions. Should Heathrow be expanded, many places will want to be better connected to the airport but the Group did not feel that enough consideration had been given to the additional traffic that would be going through the area, freight deliveries and the effects on public transport. Many were concerned that all of the money available to spend on accessing airports could be concentrated into one place, despite smaller areas needing resources.
- A point was made about compensation and a growing concern about the impact the expansion of Heathrow could have on public health, particularly as there is a

growing awareness and a greater amount of empirical research proving the effect that poor air quality has on long term health outcomes.

- A discussion was had about rural areas bearing a disproportionate amount of noise and the fact that residents' tolerance levels are dropping all the time as they expect a greater quality of living. A point was also made about ground running and engine testing creating a considerable amount of disruption for some.
- It was suggested that a small group of people is established to meet up on a regular basis, including AEF and the Airport Operators Association (AOA), to establish a clear consensus to Government that people are thinking along the same lines and have the same objectives.

Appendix A - Attendance

Position/Role	Councillor	Authority
Chairman	Cllr Keith Artus	Uttlesford District Council
Vice-Chairman	Cllr Hilary Bills	Dudley Metropolitan Borough Council
	Cllr Nigel Shaw	Broadland District Council
	Cllr Jamie Macrae	Cheshire East Council
Members	Val Beale	London Borough of Hillingdon
	Jackie Cheetham	Honorary President
	John Coates	London Borough of Richmond upon Thames
	Kay Mead	East Hertfordshire District Council
	Jeremy Pine	Uttlesford District Council
	Cllr David Sleight	Wokingham Borough Council
	Zhanine Smith	Essex County Council
	Surinderpal Suri	London Borough of Hounslow
	Darl Sweetland	Buckinghamshire County Council
	Joanna Shum	Spelthorne Borough Council
Apologies	John Walchester	Broadland District Council
	Cllr John Bowden	Royal Borough of Windsor & Maidenhead
	Cllr Mike Steptoe	Essex County Council
	Mark Turner	Luton Borough Council
	Cllr Gary Jones	East Herts District Council
	Cllr Joe Blackham	Doncaster Metropolitan Borough Council
	Cllr Ian Reay	Hertfordshire County Council
Officers	Chris Cain (Head of SASIG Secretariat)	
	Lesley Smith (Secretariat)	
	Felicity Harris (LGA)	
Guest Speaker	Tim Johnson, Director of the Aviation Environment Federation (AEF)	

Item 2b: Minutes of the Chairman's Advisory Group (CAG) held Wednesday 11 October 2017

Date: Wednesday: 11th October 2017

Time: 11:00 – 13:00 hrs

Venue: Frobisher Room, CIHT, 119 Britannia Walk, London N1 7JE

Attendees:

Cllr Keith Artus – SASIG Chairman	(Uttlesford District Council)
Cllr Jamie Macrae – SASIG Vice Chairman	(Cheshire East Council)
Jackie Cheetham	(Honorary President, SASIG)
Cllr Nigel Shaw – Vice Chairman	(Broadland District Council)
Jeremy Pine	(Uttlesford District Council)
Zhanine Smith	(Essex County Council)
Chris Cain	Head of SASIG Secretariat
Lesley Smith	SASIG Secretariat

Apologies Received:

Cllr Hilary Bills - Vice Chairman	(Dudley Met. Borough Council)
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(NB: Cllr Bills informed the Group that Birmingham Airport had a new CEO, the collapse of Monarch Airlines continues to have repercussions for the airport and Dudley MBC will continue to provide the financial support service for SASIG as this is now working extremely satisfactorily and efficiently).

Item 2: Review and Actions from previous CAG/SASIG meetings:

a) Minutes of 7th June 2017 CAG Meeting:

Minutes of the previous CAG meeting were reviewed. The following actions were noted as outstanding:

- To establish the SASIG status of Hampshire County Council. Vice Chairman Jamie Macrae is meeting with the Council Chairman, Cllr Graham Burgess this week. The Group agreed it would be better for Hampshire to rejoin SASIG afresh rather than try and recoup entire outstanding subscriptions from previous years. Head of Secretariat suggested that Eastleigh B.C. should be included within Hampshire.
Action: Cllr Macrae to meet with Hampshire.

The minutes of CAG meeting 7th June 2017 were approved and outstanding action noted.

(b) Minutes of 6th July 2017 SASIG AGM meeting: These were reviewed and the following actions were noted as outstanding:

- *Chairman to arrange meetings with relevant policy officers at LGA to discuss working relationship between LGA and SASIG.* The group agreed it would be good

to give a presentation to senior LGA officers and identify the lead officer for aviation. Cllr Macrae also reminded the Group of the congratulatory letter from Lord Porter of Spalding, LGA Chairman. It was agreed to send a response to him and also enquire whether he would speak at a future SASIG meeting.

Actions:

- **Chairman/Cllr Macrae to arrange meetings with LGA officer(s).**
- **Cllr Macrae to draft a letter for Chairman to send to Lord Porter.**

- *Identify areas for co-operation/collaboration between AOA and SASIG:* Head of Secretariat had spoken with AOA but needed a better idea of what areas of collaboration would be useful.
Action: Secretariat to liaise with Henk van Klaveren, AOA PR to arrange a possible meeting with new AOA CEO.

- *Secretariat to contact Runways UK:* The Group was told that Runways UK do not appear to be active within the industry anymore. No further action.

The minutes of SASIG meeting 6th July 2017 were approved and outstanding actions noted.

Item3: Administration and Finances

a) Update on 2017/18 subscription invoices and forthcoming budget 2018/19.

Cllr Macrae reported that he had received a financial update from Dudley MBC on 3rd October and he could confirm that SASIG is currently on budget with the forecast balance at approximately £21,000. Cllr Macrae would update the finance report and table for the forthcoming full SASIG meeting on November 16th. In the meantime, to note:

- that all subscriptions for 2017/18 had now been paid;
- he had agreed with Charlotte at Dudley MBC who deals with SASIG finances that purchase orders for the consultancy agreement with Northpoint were raised in 6th month blocks i.e. 1st September 2017 to 31st March 2018 and that a separate purchase order would be raised for these;
- the £15,000 budget allocation originally for research would now also include costs for any I.T. issues including the website review/update;
- the LGA have still not indicated when their meeting rooms can be booked following the current refurbishment and this impacted on room hire costs.

Head of Secretariat had previously identified key contacts for Kent and Thanet Councils with a view to either joining or re-joining SASIG.

Actions:

- **Head of Secretariat to contact Paul Messenger at Kent CC who had airport responsibility and also show him our annual LGA report.**

- **Cllr Macrae to contact Ken Gregory at Thanet Council and also provide Head of Secretariat with Mr Gregory's email details.**

b) External meetings held and invitations received.

Thursday: 23rd November: Cllr Artus and Chris Cain will meet with the new Aviation Minister, Lord Callanan. It was agreed that they would meet beforehand (around end October, beginning November) to discuss the preferred content of the meeting. SASIG would like a commitment to ongoing engagement with Government, especially in regard to the new Aviation Strategy. All agreed that Government definitely needed a tighter grip on various consultations and their end results as, at present, it all seems uncoordinated. A hierarchical structure for these was needed.

Action: Head of Secretariat to provide a one-page summary of the main points from SASIG's response to the Aviation Strategy consultation.

Airspace and Noise Engagement Group (ANEG): It was agreed that it was important SASIG continue to attend ANEG meetings. The next meeting (No. 3) is scheduled for 13th October 2017 and Jeremy Pine will once again attend. Feedback from the previous two meetings has been disseminated to members. Additionally, in July members were informed about the ProPG: Planning and Noise: New Residential Development main guidance document plus two supporting documents which are available on the SASIG website. (They can also be seen on the Institute of Acoustics website [here](#).)

CAA-Community Discussion Forum: This quarterly forum chaired by Tim Johnson, Head of Policy, CAA, is to bring together representatives from areas most impacted by aviation across the UK. The next meeting (No. 3) is on the same day as the ANEG meeting and Jeremy Pine will attend. No agenda papers have been provided for this as the CAA had been kept busy dealing with the fall-out from the collapse of Monarch Airlines.

DfT: SASIG Chairman and Head of Secretariat had met with Tim May, Head of Environmental Policy, Aviation Policy Division, DfT and some of his colleagues on 29th August 2017 to discuss wider airspace and noise reforms plus EU Reg 598/2014 and the role of local authorities. It was agreed this meeting was not particularly fruitful but that SASIG should issue something to DfT as a follow-up.

Action: Head of Secretariat to draft a letter on behalf of Chairman.

On Tuesday, 17 October 2017 DEFRA are holding the next meeting of their Stakeholder Group at Nobel House, London which SASIG (Zhanine Smith and Jeremy Pine) will attend. The last meeting was held on 12th July 2016 and was attended by the Head of Secretariat, Chris Cain.

The group agreed that it would be beneficial to hold a meeting covering airports and authorities in the north of England. There was a lot going on at Manchester Airport and Transport for the North. It was also suggested that Stockport be targeted for SASIG

membership. Cllr Macrae and Chris Cain would attend this meeting. Cllr Artus could also possibly attend.

Action: Head of Secretariat to look at dates – Fridays preferred – whereby a meeting can be arranged to include Stockport, TfN and Core Cities.

Item 4: Status update from Chairman on redesign process

It had previously been agreed that the current SASIG website needs a complete review for a number of reasons. Cllr Artus has been liaising with Rebecca Crawford (Northpoint) on this and work had been progressing satisfactorily to date. Unfortunately the SASIG web host, Orwell Solutions, who had prepared a brief for this work which had begun, has now had to pull out meaning that a new search has to begin for a replacement provider. However the system would still have to remain in Wordpress. Cllr Shaw agreed to look at alternative providers working out of Norfolk and there was mention of Coalface and Chalk agencies which Rebecca could investigate. There was a discussion on differentiation between membership categories and it was decided that there would be:

- Public
- Full members
- Associate members (likely annual charge between £35-£50).

There was a discussion about what an associate member would be entitled to. It was agreed that the newsletter should also go out to non-members including MPs and LEPs. The point was also reinforced regarding SASIG's neutrality and that any response given from SASIG may not necessarily reflect the independent view(s) of a member authority.

Actions:

- **Cllr Artus to liaise further with Rebecca Crawford re: new brief.**
- **Cllr Shaw to look at alternative providers based in Norfolk.**
- **Rebecca Crawford to provide Cllr Shaw with an appropriate brief (the original version should suffice), and to investigate the CHALK and Coalface agencies.**
- **Secretariat to look at increasing newsletter circulation to include non-members such as MPs and LEPs.**

Item 5: SASIG draft response to DfT's forthcoming Aviation Strategy

This item would be discussed in more detail at this afternoon's Work Session where the Group would be joined by other SASIG members.

Item 6: SASIG Membership Recruitment Plan – update from Head of Secretariat

It was suggested that in addition to Hampshire which was being actioned by Cllr Macrae, other authorities to target for recruitment were Kent, Cambridge, Leicestershire and Newcastle plus other northern authorities. Gloucestershire and Plymouth authorities could also be retargeted. Other authorities to consider were Leeds, Stockport, Cumbria, Liverpool, Oxford and Sherwell. Chris Cain had recently spoken to Shamal Ratnayaka, Aviation Strategy Lead for Transport for London and would re-contact him setting out options for associate membership.

All CAG members should look at who they could approach with a view to recruitment.

Action:

- **Head of Secretariat to contact Shamal Ratnayaka, TfL, Gloucestershire authorities, Plymouth (Dave Draffen) and Newcastle.**
- **Cllr Macrae to continue liaising with Hampshire.**

Item 7: Arrangements for SASIG meeting Thursday: 16th November 2017

(a) Agenda: The group discussed the draft agenda provided and the possibility of a guest speaker. Suggestions included someone from NATS, PTC or NIC. The Chairman will review and agree the draft and the final agenda will be sent out to members with the agenda papers.

Action:

- **Secretariat to look at providing a guest speaker.**
- **Chairman to review and approve agenda for Secretariat.**

(b) Venue: The meeting is to be held at the Palmer Room at One Great George Street in London. Secretariat confirmed that LGA were still not taking external room bookings following their office refurbishment but that once resumed, hire charges will be applied.

Item 8. Future dates: 2017/18 for CAG/SASIG/TWG meetings

CAG meetings: (Venues to be confirmed)

Thursday: 18th January 2018

Wednesday: 13th June 2018

Wednesday: 17th October 2018

Full SASIG meetings: (Venues to be confirmed)

Friday: 16th February 2018 (11-1pm)

Wednesday: 11th July 2018 (AGM – 11-1pm)

Thursday: 15th November 2018 (11-1pm)

It was agreed that speakers should be invited to full SASIG meetings to maintain momentum of interest for members. Suggestions include the Aviation Minister, TSC and APPG.

The latest round of Technical Working Groups meetings had been postponed until after the General Election to allow for a clearer view of what would be happening within Government. Dates still to be identified and confirmed.

Item 9: A.O.B.

Zhanine Smith suggested a review of the Policy and Principles wording on the website.

Action: Secretariat and Chairman to liaise on review.

Close of meeting.

Summary of Actions

Item No.	Action	Responsible person(s)	Progress
2(a)	Liaise with Hampshire re: resuming SASIG membership.	Cllr Macrae	Oct 17: Has met with Cncl Leader Graham Burgess and is progressing forward.
2(b)	Identify LGA relevant policy officers responsible for aviation with a view to a presentation from SASIG.	Cllr Artus/Cllr Macrae	To be actioned.
2(b)	Send follow up to letter from Lord Porter, LGA.	Cllr Macrae to draft letter for Cllr Artus	To be actioned.
2(b)	Arrange a meeting with AOA CEO via PR man Henk van Klaveren.	Chris Cain	To be actioned.
3(a)	Contact Paul Messenger at Kent CC re: recruitment and show him our 2017 LGA report.	Chris Cain	To be actioned.
3(a)	Contact Thanet Council re: rejoining SASIG.	Cllr Macrae	To be actioned.
3(b)	Provide one-page summary of SASIG response to Aviation Strategy Consultation ready for meeting with Lord Callanan.	Chris Cain	To be actioned.
3(b)	Follow up letter to meeting with DfT on 29th August 17.	Chris Cain to draft letter from Cllr Artus	To be actioned.
3(b)	Target Northern authorities/Core cities for SASIG recruitment.	Chris Cain/Cllr Macrae	Oct: Suggested dates for meeting(s) provided by Chris Cain to Cllr Macrae.
4	Website review: Cllr Shaw to investigate new provider. Rebecca to forward brief to Cllr Shaw.	Cllr Artus; Cllr Shaw; Rebecca Crawford (Northpoint)	Cllr Artus continuing to liaise with Rebecca Crawford (Northpoint). Rebecca has been asked to send brief to Cllr Shaw.
4	Look at increasing newsletter circulation.	Secretariat	Work in progress.
6	Recruitment: contact Tfl, Gloucs; Plymouth & Newcastle authorities.	Chris Cain	Work in progress.
7 & 8	Provide speakers for future SASIG meetings.	Secretariat	Work in progress.
7	Approve agenda for meeting: 16th Nov 2017.	Cllr Artus	To be actioned.
8	Arrange venues for future SASIG/CAG meetings.	Secretariat	Provisional booking made at CIHT for Jan/Feb mtgs. LGA still not taking outside bookings yet.
9	Review wording of Policy and Principles on website.	Cllr Artus/Chris Cain	Draft wording sent to Cllr Artus for approval.