

Action Note from CIL Steering Group– 21th March 2017

16.00 Windsor House

Attendees: Richard Jones (**RJ**), Ryan Gerrish (**RG**), Neil Lees (**NL**), Julian Ware (**JW**), Anna Hart (**AH**), Peter Heath (**PH**), Elliot Sharples (**ES**) Stephen Gardiner (**SG**) Richard Linton (**RL**) – Arrived at 16:50

1. MCIL2 JLL draft document

Group discussed the draft document and scrutinised for potential changes;

- Issues were raised about referencing the CAZ
- AH discussed the wording of 'band' or 'zone'
- JW highlighted the description of Greenwich as singular and plural
- NL commented on the labelling of table 8 not being in keeping with the chronology of tables
- New front photo was discussed

Action: RJ/RG to have completed all changes and circulate the updated document by end of business Friday 24/03/17 for any last comments.

2. PDCS draft document.

Group discussed drafting for PDCS document and agreed on the following;

- PH suggested the use of just one MCIL as oppose to number MCIL charging description. Group discussed and suggested that rather than changing an explanation for each charge was needed.
- Changes discussed surrounding language of 1.3 "rolled" and 2.4 "Green light"
- Group discussed the need for a borough map for the document
- Group discussed the shortening of the PDCS to mirror the L.B borough method and use further documents to support.

Action: AH to have completed changes and circulated document by end of business Friday 24/03/17

Action: NL/SG to look in to guidance regarding 5.9, NL to write a replacement piece for 5.9 that refers to BCILs

3. Draft MDF content on MCIL2

Group discussed the draft document and suggested the following changes;

- RL highlighted the need for the document to be split in to two parts. Part one should be filled with publicly available material. Part two should be confidential and for the Mayor only.
- Part one should be factual for the public domain/ Part two should be opinion to advise the Major.

Action: JW to insert timetable in to the document

Action: JW to split the document in to two different parts

Action: JW to have completed changes and circulated document by end of business Friday 24/03/17

4. Any other AOB

- None

Next CIL Steering Group: **Tuesday 28th March, 4-5pm, Room 13R2M1, Windsor House.**