

## Notes of the Neighbourhood Planning Meeting

Tuesday October 7th 7.30pm

Caldecote Church Rooms

**1. NPNPSG Members:** Stephanie Bennett (SB), Neil Campbell (NC), Richard Cass(RC), Cllr Paul Daniels (PD) Cllr Tony Dawson (TD), Cllr Sally Mandley (SM), Josie Maudlin (JM), Cllr David Milton(DM), Shirley Mullen(SMM), Jill Parker (JP), Cllr Helen Papworth (HP), Cllr Ian Robinson (IR), Phil Sandell (PS).

**Invited speakers:** Mike Fayers (BRCC), Sally Chapman (CBC)

	AGENDA ITEMS	ACTIONS
	<p><b>Supporting Neighbourhood Planning</b></p> <ul style="list-style-type: none"> <li>• Best information source re process is "Locality"</li> <li>• Plan must be land use based</li> <li>• Every policy requires evidence base</li> <li>• Community engagement process is for us to decide</li> <li>• Record everything we do (numbers seen, posters used, mail shots, leaflet drop, record interviews, etc</li> <li>• Written plan must conform with CBC &amp; National planning policy</li> <li>• All referendums have been successful so far</li> <li>• CBC pays for green infrastructure plan, mapping services and referendum</li> <li>• NP pays for everything else</li> <li>• If what you envisage requires a planning application it can be included but not highway improvements</li> <li>• Align with CBC Development strategy to 2031.</li> </ul>	
1	<ul style="list-style-type: none"> <li>• <b>Apologies:</b> Carolyn Henegan. Jonathan Payne</li> <li>• <b>Correction to notes of last meeting:</b> Paul Daniels was left off listed attendees. 2x members with initials SM so Shirley Mullen is now SMM. Attendees and NPNPSG members to be amalgamated - listed in alphabetical order by surname</li> <li>• <b>Proposal (PS) Seconded (TD) Members</b> who have attended to date form the steering group. Public be allowed to attend steering group meetings and make written submissions but not comment or vote. Membership of the steering group now closed. <b>Unanimously agreed</b></li> <li>• Members were requested by HP to ensure they have access to relevant minutes, agenda and documents either in paper or electronic format at each meeting to reduce costs. 3 copies only will be brought to meetings.</li> </ul>	<p>SB</p> <p>HP</p> <p>JP</p>
2	<ul style="list-style-type: none"> <li>• Proposed Terms of Reference submitted by PS. Unanimously agreed. Draft to be submitted to NPC at their next meeting</li> </ul>	HP
3	<ul style="list-style-type: none"> <li>• Declaration of interest form proposed and agreed. Members to bring completed forms to next meeting and give to admin secretary</li> </ul>	



4	<ul style="list-style-type: none"> <li>HP proposed and IR seconded JP who accepted role of steering group admin secretary. SB remains notes secretary. Treasurer is IR. Carried unanimously</li> </ul>	
5	<ul style="list-style-type: none"> <li>Draft green infrastructure plan and neighbourhood plan combined procedure flow chart (endorsed by BRCC) submitted by sub group. The process was agreed unanimously</li> </ul>	ALL
6	Defer to next meeting	
7	<ul style="list-style-type: none"> <li>Subgroups will meet before next steering group meeting and elect a lead who will liaise with leads of other groups to prevent overlap.</li> <li>Each group will report on the progress of its plans via a traffic light system, progress will be reported back to steering group at each meeting</li> <li>Meeting dates for each working group to be sent to JP to be published among steering group members</li> <li>Sub groups will only meet in members' homes if every member agrees to do so. Other local venues can be hired</li> </ul>	JP
7	<ul style="list-style-type: none"> <li>GI Planning <ul style="list-style-type: none"> <li>Take forward plan with BRCC. Research data, organise workshops, lead report writing</li> </ul> </li> <li>Communication &amp; Community Engagement <ul style="list-style-type: none"> <li>Presentation material, liaison events, logistics, organising, distribution of materials, effectiveness.</li> </ul> </li> <li>Planning <ul style="list-style-type: none"> <li>Strategy, planning for TOR, deadlines, budget.</li> </ul> </li> <li>Analysis <ul style="list-style-type: none"> <li>Historic evidence, demographics, land use, key points for consideration</li> </ul> </li> </ul>	DM,TD,RC, SM,JM  IR, NC, PD, JP  PS, SMM  HP, SB
8	Defer to next meeting information distributed	
9	<p>IR summed up event at Village fete - £37 presented to Peter Maudlin Trust. Volunteer help list has a few names. No record of attendees was kept. SB suggested this be rectified at future events</p> <p>Reduced picture of banner to go to communication group</p>	RC
10	Defer to next meeting	
11	£663 remains. Budget on target	
12	AOB: PS suggested having GI and NP in two adjoining but separate rooms during communication events	
13	<p><b>Date and time of next meeting</b></p> <p>Thursday 6<sup>th</sup> November 2014. U/Caldecote Church Rooms</p>	

*R Sander*

06.11.14