

**Notes of the PWT Neighbourhood Planning Meeting
Tuesday 19 December 2017 at 2pm
at Caldecote Methodist Church Hall.**

	AGENDA ITEMS	ACTIONS
	NPNPSG Members Present: Stephanie Bennett (Vice Chair) (SB), Richard Cass (RC) Jon Payne (JP - note taker) Graham Hopton (GH).	
1	Apologies received Mrs Helen Papworth (HP)	
2	SB Circulated a 'list of tasks' to form the basis of the agenda.	
2a	<u>Future SG/PWT Meetings:</u> <ul style="list-style-type: none"> o SG meeting of 3 Jan -time/venue tba o SG/PWT meeting 10 Jan time/venue tba. 	
2b	<u>Secretarial Duties/Vice Chair:</u> To be considered by PWT at next meeting - volunteers sought. (Mr P Sandell (PS) has stood down following an imminent house move).	
2c	<u>Additional Help:</u> It was agreed to invite 3 further members of the steering group to provide 'balance' across the parish on the PWT.	SB
3	<u>Northhill Parish Council (NPC) observations</u> made on N'hood Plan content:	
3a	NPC have made various comments which were discussed and appropriate responses to be made in return. Graphic designer to be asked to action some points.	SB
4	<u>Consultation</u>	
4a	<u>SG Training</u> - Public Consultation. It was agreed that basic training was required to ensure all involved in the Public Consultation Events had a common understanding of the structure of the event.	SB
4b	Planning Events <ul style="list-style-type: none"> • Stewards reqd from SG - Volunteers sought. Stewards would refer any 'policy' questions to 'Focal Point' (HP/SB) who, if contentious (relating to Housing, Site Allocations or Water Management) may request the question be submitted in writing for consideration by the SG/PWT to ensure a consistent response. • Dates/Venues TBA once NPC has adopted NPP. • Materiels: <ul style="list-style-type: none"> o Display boards for each 'Theme' containing relevant 	SB SB* SB SB*

**Notes of the PWT Neighbourhood Planning Meeting
Tuesday 19 December 2017 at 2pm
at Caldecote Methodist Church Hall.**

	<p>Policies.</p> <ul style="list-style-type: none"> ○ Display board of 'green sites'. ○ Locally printed copies of the individual Sections of the Plan for ease of reference by attendees (NNP - 1 copy as reference for use by Focal Point(s); Housing, Site Allocation, Water Management 5 copies of each; all other Sections 3 copies of each). ○ Poster & Handout explain how to respond on-line via the website (take away print out) if preferred. ○ Copies of Parishioner and Statutory Consultee paper copies reqd. <p>Press release. Consultation dates/venues tba before this can be progressed.</p>	<p style="text-align: center;">GH</p> <p style="text-align: center;">SB</p>
5	<p>Publicity</p> <p>Email contacts: GH to approach PS for current list of contacts for residents, statutory consultees to enable an email to be drafted to announce/promote 'the consultation' to interested parties.</p> <p>Village Magazines (copy deadline 15 of the month) awaits Consultation dates/venues agreed.</p> <p>Parish Leaflet - has been budgeted for + distribution - awaits Consultation dates/venues agreed. See para 8 below.</p> <p>Chronicle - awaits Consultation dates/venues agreed.</p>	GH
6	<p>Interface with CBC</p> <p>Contacts - to continue via HP/SB via existing CBC advisors</p> <p>Draft N Plan post NPC approval - submitted as soft copy</p>	
7	<p>Contacts:</p> <ul style="list-style-type: none"> a) Graphic designer - On going contact and direction to be provided by HP/SB to avoid miscommunication of requirements. b) BRCC - acceptance of recent estimate for setting up 'Survey Monkey'. Clarify cost of analysis based on 200 returns will be scaled down if less returns made. c) Technical responses, co-ordination and direction via JP to both BRCC and Web designer. 	

**Notes of the PWT Neighbourhood Planning Meeting
Tuesday 19 December 2017 at 2pm
at Caldecote Methodist Church Hall.**

8	<p>d) Trialling of the interface between the NPP Website and the BRCC Survey tool to be conducted off line by web designer</p> <p>e) Troubleshooting of site problems by web designer.</p> <p>Future SG/PWT Meetings. <u>Secretarial Duties/Vice Chair:</u> To be considered by PWT at next meeting - volunteers sought.</p> <p>Consideration to be given to providing an 'Executive Summary' to partially mitigate size of NP.</p> <p>Parish Leaflet - has been budgeted for + distribution - awaits Consultation dates/venues agreed.</p>	GH
9 9a	<p>AOB</p> <p>Web Site Layout.</p> <ul style="list-style-type: none"> • JP proposed a revised Web Site Home-Page layout following the previous meeting, which had been circulated. • It was agreed to further 'space' para 2 content to aid understanding and remove the 'Site Assessment Report' (duplicated) from 'Other Documents'. • Once finalised JP would pass the layout to Web designer for implementation (initially on the trial website). 	
10	<p>Date and time of next meetings</p> <ul style="list-style-type: none"> • Wed 3 Jan PWT - time/venue tba. • Wed 10 Jan SG/PWT -time venue tba - may be Training Event • Possible PWT/NPC meeting to discuss issues - likely to be an NPC Extraordinary Meeting - date/venue tba early in New Year. 	