

## Notes of the Neighbourhood Planning Meeting!

Wednesday 15th April 2015

7.15pm. Methodist Hall Rooms

**NPNSG Members Present:** Stephanie Bennett (SB Meeting Secretary), Neil Campbell (NC), Richard Cass (RC), Carolyn Henegan (CH), Cllr Sally Mandley (SM), Cllr David Milton (DM), Cllr Helen Papworth (HP, Co-Chair), Jill Parker (Jill P, Administrator), Jon Payne (Jon P), Sandie Wilson (SW).

	<b>AGENDA ITEMS</b>	<b>ACTIONS</b>
<b>1</b>	<b>Apologies</b> Graham Hopton (GH, Treasurer), Cllr Tony Dawson (TD), Alan Letford (AL), Shirley Mullen (SMM), Cllr Ian Robinson (IR), Phil Sandell (PS, Co-Chair), Josie Maudlin (JM). <b>Previous Minutes</b> Correct	
<b>2</b>	<b>Declarations and possible conflicts of interest</b> One. SW owns field behind Hitchin Rd which it is her intention to develop. Chair confirmed this was not a conflict of interest for this meeting. However SW, as a new member, should complete a Declaration of Interest Form and return to the CO chair and Jill P.	<b>SW</b>
<b>3</b>	<b>Matters Arising</b> All matters arising on agenda	
<b>4</b>	<b>Financial Report (HP for GH)</b> Trainer bill came to £100 more than expected as fees were £495/day, not £420. This section is still within NPC budget but we will have less trainer time to use. <b>Chair stressed importance of getting written quotes showing cost with and without VAT before commissioning work.</b> <b>Grant</b> <ul style="list-style-type: none"><li>• Our award has allowed £1000 for graphic Design instead of £1435 requested. This part of contract requires careful monitoring.</li><li>• All grant money must be spent on the specific section it has been allocated to (no virement).</li><li>• Details of volunteers must be confidential</li><li>• DBS required before working with young adults/children/vulnerable adults.</li><li>• Monies outstanding at due date will be reclaimed. We may then have a problem in Sept if applying for more grant monies.</li><li>• The grant provider can do an audit at short notice. All purchases must have receipt.</li></ul> <b>Reminder</b> A report is required at each meeting detailing spend against NPC grant money and Locality grant money with anticipated variance against projected budget.	<b>ALL</b>             <b>SW/GH</b>
<b>5</b>	<b>Green Infrastructure Drop In</b> <ul style="list-style-type: none"><li>• Facilitators HP, SB, RC, Jill P, IR. JM doing refreshments.</li><li>• If display boards needed RC will tell HP</li><li>• RC to request set of 6 pictures from BRCC</li><li>• Mop up session postponed to later date</li></ul>	<b>RC</b> <b>RC</b> <b>RC</b>

6	<p><b>Project Planning</b> Project plan submitted by SB</p> <p><b>Mayday</b></p> <ul style="list-style-type: none"> <li>• IR had not submitted articles for Biggleswade Chronicle and village magazines for checking. Comms team unable to clarify if articles for village magazines had been done although they thought it was possible.</li> <li>• Gazebo, banner, table and chairs obtained. Cover arranged by Comms. Contact Log template supplied by SB.</li> <li>• Leaflet A3 laminated.</li> <li>• Display Boards</li> <li>• Pencils Paper &amp; copies of BRCC map collection</li> <li>• Additional leaflets have been printed to hand out to Northill parish residents only (alteration to last minutes)</li> </ul> <p><b>Leaflet</b> Has been printed and will be distributed this weekend.</p> <p><b>Banner</b></p> <ul style="list-style-type: none"> <li>• David Metcalf will accommodate a banner one metre long. Content = Kate's jpg</li> </ul> <p><b>See project plan attachment for further information</b></p>	<p><b>HP</b></p> <p><b>JonP/SB HP SM</b></p> <p><b>Comms</b></p>
7	<p><b>AOB</b> None</p>	
8	<p><b>Date and time or next meeting</b> Wednesday 6<sup>th</sup> May 7pm Methodist Hall Rooms</p>	<p><b>Jill P</b></p>

*John Small*  
chair  
06/05/2015