

Notes of the Neighbourhood Planning Meeting
Tuesday March 17th 2015
7.15pm. Methodist Church Hall

NPNSG Members Present: Stephanie Bennett (SB Meeting Secretary), Neil Campbell, Richard Cass (RC), Carolyn Hennigan, Graham Hopton (GH, Treasurer), Allan Letford (AL), Cllr Sally Mandley (SM), Josie Maudlin, Cllr David Milton, (DM), Shirley Mullen (SMM), Cllr Helen Papworth (HP, Co-Chair), Jill Parker (Jill P, Administrator),

	AGENDA ITEMS	ACTIONS
1	Apologies Cllr Tony Dawson, Cllr Ian Robinson, Phil Sandell, Jon Payne. Sandie Wilson Previous Minutes Correct.	
2	Declarations and possible conflicts of interest	
3	Matters Arising All items covered in agenda.	
4	Treasurers Report (GH) a. Grant application submitted for £4,925 which was maximum that could be justified for the time period within which it had to be spent - 13 th April to Mid September b. Remainder of grant monies required (to the maximum £8,000 allowed) can be bid for in September or at a pertinent time period within which it can legitimately be spent. c. HP - Graphic designer has been allocated. Her spend can be limited to £900 if second grant unsuccessful d. Awards for all to be considered in June and runs for a year. Professional services only can be applied for. e. Aviva looking to invest in Neighbourhood Plans – AL will investigate further. f. GH – Invoice from Angela more than budgeted for. GH to send invoice to HP asap for clerk to pay. ALL INVOICES TO BE MADE OUT TO NORTHILL PARISH COUNCIL	 AL GH, HP
5	Parish Council Matters a. HP - Annual Parish Meeting March 30 th – short report from SG might be useful depending on which residents might be attending. Opportunity to reach additional parishioners. Communications group to talk to Ian and RC might input on GIP b. HP - Salient points from letter signed by Richard Fox Head of Planning and Housing Strategy re Next Steps for Neighbourhood Planning Central Bedfordshire read out. This letter needs to be kept and produced later in proceedings. c. RC would like to see plan of settlement envelopes held by HP	Comms group RC HP/PS HP
6	Individual Group Report a. Planning – revised scheduling and structure of workshops NP dated 9.3.15.tabled. NPNP Draft Master Plan Steering Group Version dated 9.3.15 tabled. Both documents have been sent to SG members. b. R&A – need to reconvene to plan for results of	

	<p>workshops. SB – clarification required about who is keeping all the documentation (computerised or hand written) to show our journey. Everything that is being produced and going into the public domain should be amassed into a document trail. SB is not receiving everything. Jill P may not be receiving everything.</p> <p>Group leads reminded that it is their responsibility to send a mastercopy of everything that is produced for the public (including supporting documents eg notices plus where they are being placed) should be sent to Jill P to provide the trail.</p> <p>c. GIP – need to publicise 18/5/15 10-12md drop in. Item on website, leaflets distributed for placing around the village. RC to send JillP a list of his suggested venues. IR to let Jill P know of any further venues used.</p> <p>!3.5.15.may not be needed as a workshop but could be a feedback to SG. GIP list of participants can be used for NP workshops</p> <p>d. Comms – website done. FAQ would be useful – NC to take from original paperwork on NP. Posters completed, update in village magazines and Biggleswade Chronicle</p> <p>e. Writing Group – Draft leaflet (text only) tabled by HP. Concerns raised over publishing dates of workshops in leaflet before cover agreed. This item for next agenda as priority</p>	<p>HP/JP</p> <p>Group Leads</p> <p>RC, IR</p> <p>HP</p>
7	AOB	
8	<p>Date and time of next meeting Wednesday 8th April 7.30pm Methodist Church Rooms</p>	

J. P. P. P.