

**Notes of the Steering Group and Project Working Group
Neighbourhood Planning Meeting
Wednesday 28th February 2018
7.30pm at Ickwell Village Hall.**

	AGENDA ITEMS	ACTIONS
1	<p>NPNSG Members Present: Cllr Helen Papworth (Chair) (HP) Stephanie Bennett (Vice Chair) (SB), Richard Cass (RC) Jon Payne (JP) Graham Hopton (GH), Irene Ward Mark Lewis (ML), Shirley Mullen (SM)</p> <p>Apologies received Cllr David Milton (DM), Jill Parker (Jill P), John Crawley (JC, Carolyn Henegan (CH)</p>	
2	<p>Declarations of Possible Conflicts of Interest HP declared a possible conflict of interest in one of the sites if discussed</p>	
3	<p>Minutes of the last SG and PWT Meetings Notes of last SG meeting 31.1.18 correct</p> <p>Matters arising Item 4a complete Item 5c actioned Consultation Event actions completed Notes of last PWT meeting 20.2.18 correct</p> <p>Matters arising Items 8a and 8b and 8c from 12.2.18 complete Item 8c Consultation and basic conditions statement outstanding Item 4 checking payments are accepted by Locality after 31.1.18 for bills dated before this. – outstanding. Item 5d consultant comments see 5a below Letter/email to landowners completed CBC consulted re other councils and statutory consultees Community projects and working group reports now on website Consultation event – required articles delivered`</p>	<p>HP/SB</p> <p>GH</p>
4	<p>Finance Report Tabled GH away 12-25th March</p>	
5	<p>Project team updates</p> <p>a) All consultation documents are printed and ready b) Graphic design has been delivered by CBC in latter stages. c) BRCC survey monkey ready for use.</p> <ul style="list-style-type: none"> • Internal corrections to NP documents will not show on comments sheets. • Consultant comments will be entered into the NP comments sheets even though received before the start of consultation. • Consultation statement and basic conditions statement to be completed after consultation events <p>d) Copies of the NPNP will be held for distribution to parishioners as required after the consultation events</p> <ul style="list-style-type: none"> • Ickwell – ML • Northhill SM • Caldecote SB 	<p>Agreed</p> <p>HP/SB</p>
6	<p>Consultation event Alteration required in NPNP – map missing and on SAR wording in flow diagram missing</p>	
7	<p>AOB - nil</p>	
8	<p>Date of next SG meeting 21.03.18. 7.30pm Ickwell Village Hall</p>	

Original signed