

# Northhill Neighbourhood Plan

## Project Group Meeting

11.11.15

### 1. Questionnaire Promotion

- Banner up opposite PO in UC, Northhill site to be confirmed. **HP to organise**
- SM briefed for articles in usual publications
- Visits to local organisations undertaken by IW, HP, SB, and **PS will contact Scouts and Youth Club**
- JP, HP, SB and GH have canvassed across parish where non-deliveries reported. PD to do Hitchin Rd UC, when available.

### 2. Resolving delivery company problems

- HP is collecting addresses for non-delivery.
- Company will be contacted at weekend with evidence
- **GH to look into Post Office Delivery service and report back**

About 165 Qs completed to date. **PS to send stats to SG and reminder to promote Q**

### 3. Consultation choice and timing

- Out of 4 consultants contacted, two would appear to be in the running, Angela Koch and Alison Eardley.
- 1 week to explore further consultant possibilities. By next PG meeting, decision will be made.
- **HP will commission by 27 Nov to meet funding deadline.**

### 4. Spending up and funding consultants

- Some expenses and invoices still outstanding but surplus of between £400-£600 should be adequate to cover consultant.
- **GH to continue to monitor.**

### 5. Setting up remaining Working Groups

- Housing group has started on tracing ownership and setting up criteria for site visits. SM has offered to help with site photos and SB with visits. **SB will approach Andy Wild.**
- Water Management Group will be convened in the next fortnight. **PS will brief.**
- They will work closely with Housing initially.
- **HP will set up Heritage Group**
- Progress on finding members for other groups will be reviewed at next meeting.

### 6. + 7 Supporting the WGs – data extrapolation + monitoring work.

- All WGs to have dataset relevant to their theme at start. **PS to contact JP to discuss**
- Project team links assigned to each group and will be responsible for reporting back to PG on progress and needs.
- **PS will brief each group before they start**

- Reports from WGs to be standing item on SG agenda.

## 8 Cross group working

- Cross-group liaison needs will be identified by PG at a later meeting
- CBC contacts will be Phil + Helen
- BRCC contacts will be Richard + Helen.

## 9 Site assessment progress

- Noted under 5 above.

## 10 GI Plan update

- HP has contacted Cliff re draft report, ready by Christmas.
- Corrections to map and comments by HP and RC.
- **HP will forward to Cliff**
- PG will consider best way of using GIP as evidence for NP and report to SG

## 11 Budgeting remainder of project

- Whole of next PG meeting will be devoted to this so recommendation can go to Dec SG meeting
- WG tasks, timeline and remaining events will be factored in and budget agreed
- Grant application will be made for apportionment of funds remaining

## 12 AOB

- DOI query –HP following up with CBC Monitoring Officer.
- RC queried potential costs of sewage survey. Could be policy of NP that developers have to conduct this before applications
- **PS to notify IR of opportunity to join Community Facilities WG.**

**Next Meeting Monday 23<sup>rd</sup> November 1330-1500 at HP's house**

### Headlines For website

- 1 Questionnaire promotion material and delivery checking being conducted**
- 2 Choice of consultant for supporting Writing Group in hand and to be decided at next meeting**
- 3 Financial monitoring to ensure consultant fee can be accommodated in current grant**
- 4 Remaining project budget and next grant to be applied for at next meeting**
- 5 Themed WGs to be supported by Project team, PS will help each group start off.**

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