

**Notes of the Neighbourhood Planning Meeting
Tuesday 4th November 2015
7.15pm. Ickwell Village hall**

NPNPSG Members Present: Phil Sandell (PS Co- Chair) Cllr Helen Papworth (HP Co-Chair), Stephanie Bennett (Vice Chair), Cllr Sally Mandley (SM Meeting Secretary), Cllr Tony Dawson (TD), Graham Hopton (GH Treasurer), Jill Parker (Jill P, Administrator), Jon Payne (Jon P), Richard Cass (RC), Irene Ward (IR).

Also present: 1 member of the public, Linda Nicholas.

	AGENDA ITEMS	ACTIONS
	Prior to meeting PS addressed the meeting. He welcomed Linda Nicholas. PS said he was pleased with the questionnaire and that it was an example of what can be achieved by the SG when everyone works together. He particularly wished to thank the Research and Analysis Group for their persistence, Stephanie Bennett SB (with support from HP) for her work in finding professionals to draft and produce the questionnaire, and to do so within budget, and Helen Papworth for her work in facilitating and producing the questionnaire.	
1	Apologies Shirley Mullen , Ian Robinson, Carolyn Henegan, Allan Letford, Josie Maudlin , Cllr David Milton	
2	Declarations and possible conflicts of interest None	
3	<p>Minutes of Last Meeting Item 5(a) One correction – Minutes stated IR proposed that meetings may be open to the public. In fact PS made the proposal. Minutes should read Chair instead of IR.</p> <p>Matters Arising Item 4(3b). PS has received the letter the SG had requested previously (Item 3b, 28.8.15) from the Parish Clerk, confirming NPC's decision not to underwrite the Project. It confirmed the availability of £2,000 in this year's budget (20015/16) with a further £2,000 provisionally drafted into the 2016/17 budget.</p> <p>Item 5(b). Residence requirements for SG members – Agreed to adopt the same principles of residency as NPC councillors. ie within 3 miles of the parish.</p> <p>Item 5(c). Re publication of DOI's, NPC have asked advice from the Monitoring Officer at CBC. Agreed to abide by previous agreement until clarification received.</p> <p>Item5(d). As per previous agreement, Richard Cass has been co-opted onto Project Team.</p>	<p>PS</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p>
5	Year Two Project Timeline Up-dated timeline enables Working Groups to co-ordinate	Agreed

	<p>free flow of information to Writing group as consultations take place. Enables tracking and monitoring. The inception of Working Groups is staggered, expectation that all will be up and running between the end of January and May 2016. RC suggested autonomy of groups with outside agencies to streamline project. Tabled and agreed that letters to outside agencies requesting maps, resources etc be signed by one central person.</p>	<p>Agreed</p>
6	<p>Supporting Return of Questionnaire HP suggested banners for Upper Caldecote and Northill, funded from under spend. HP lodged a complaint with D2D (distributors) re non delivery of questionnaire at some addresses. Awaiting response. Depending upon outcome, SG members and Paul Daniels will knock on doors to ascertain receipt of questionnaire and to encourage completion if so.</p>	<p>Agreed</p> <p>Agreed</p>
7	<p>Site Assessment Criteria. 30 sites have been identified. SG obliged to set up criteria to assess sites for suitability for future development. Jon P questioned how a layman could assess the number of houses a site could support. PS suggested that the Housing group refer to Wing NP to see how they transformed Site Assessment Criteria into their grading system.</p>	<p>Agreed</p>
8	<p>Setting up and membership of Working Groups. Housing Group and Drainage group set up within 2 weeks. The other groups will need setting up between mid January and May. Suggested Members, TBC <u>Housing</u> HP, IW, <u>Water Management</u> RC, Don Dodkin, Tricia Turner <u>Getting About</u> JP, PS, <u>Environment</u> TD, JM, <u>Heritage</u> SM, <u>Community Facilities</u> GH <u>Work Opportunities</u> PS, GH <u>Writing Group</u> PS, HP, RC, Jon P</p> <p>Other parishioners who may be able and interested were</p>	

	<p>identified and will be approached by members of the SG who know them.</p> <p>PS stated there is an identified need for expert advice at the beginning of writing the report. Although four people have been contacted, only 2 are available.</p> <p>Agreed to ask for quotes, references and evidence of plans they've contributed to.</p>	Agreed
9	<p>AOB.</p> <p>HP re feedback for draft GIP. Met Simon Maudlin re High Level Stewardship Scheme.</p> <p>HP and RC to contact Cliff Andrews and Mike Fayers to discuss and amend draft GIP.</p>	Agreed
10	<p>Date, time and venue of next meeting.</p> <p>03/12/15 7.15pm Ickwell Village Hall</p>	