

Notes of the Neighbourhood Planning Meeting!
Wednesday 6th May 2015
7.15pm. Methodist Church Hall

NPNSG Members Present: Stephanie Bennett (SB Meeting Secretary), Neil Campbell (NC), Richard Cass (RC), Cllr Tony Dawson (TD), Carolyn Henegan (CH), Alan Letford (AL), Josie Maudlin (JM), Cllr David Milton (DM), Shirley Mullen (SMM), Cllr Helen Papworth (HP, Co-Chair), Jill Parker (Jill P, Administrator), Jon Payne (Jon P), Phil Sandell (PS, Co-Chair).

	AGENDA ITEMS	ACTIONS
1	Apologies Graham Hopton (GH, Treasurer), Cllr Sally Mandley (SM), Cllr Ian Robinson (IR), Sandie Wilson (SW)	
2	Declarations and possible conflicts of interest None.	
3	Minutes of last meeting AL name was left off the list of facilitators for GIP workshop. Matters Arising Declaration of Interest Form not yet returned by SW. All other matters arising on agenda	SW
4	Report from May Day Launch. a. 31 people signed up for workshops. Jill P will hold details on the people involved and will send e mails blind copied to each one. b. Thanks to Richard Maudlin who delivered, erected, dismantled and put back equipment used at short notice. PS to send card/letter. c. Thanks also to Kate Lowe who got poster and printing organised and delivered at short notice	Jill P PS PS
5	Financial Report (HP for GH) HP stressed importance of getting written quotes showing cost with and without VAT before commissioning work. Any variation in grant spend must be confirmed in writing with Groundworks beforehand. a. Financial report tabled. Overspend on exhibition banners. Underspend on roadside banner. £1342.31 spent out of total £4,490. b. NPC would not commit to underwriting project budget as the costs from September onwards are too vague. PS reminded HP that NPC had agreed to send notification of their decision to the SG in writing, HP to ask Parish Clerk to send formal notification of the decision. c. Financial reports to go to full Parish Council for each Council meeting	HP HP/GH
6	GIP Workshop 2 Report a. In excess of 30 people attended workshop, two of whom expressed interest in attending NP Workshop. b. Thanks to Richard and GI Group for their work c. PS requested sight of headlines from GI workshops before publication	RC

<p>7</p>	<p>NP Consultation</p> <p>a. Invitations and selection of participants</p> <p>a. May Day volunteers get automatic invite. Some have selected days, some have not.</p> <p>b. Volunteers from GIP workshop who did not secure a place to be invited to NP workshops</p> <p>c. Jill P, HP, PS, JM to meet at PS house Fri 8th May 10am to shortlist and send out invitations.</p> <p>ii Steering group members role</p> <p>a. People proposed by SG members to be invited also. Deadline for submission of names and contact details 10am 8th May to PS.</p> <p>b. Most Parish groups have been approached. Jan S to do Caldecote WI. PS requires Yvonne Humberstone's Tel No. Cubs can be contacted on Tues evening.</p> <p>c. NC can offer some help with photography</p> <p>iii Workshop Structure and Support materials</p> <p>a. 2 documents submitted by RC to structure workshops.</p> <p>b. Same format to be used as GIP workshops- RC to scan GIP mapping instructions for use.</p> <p>iv Facilitation and workshop leadership</p> <p>a. Leaders PS & HP</p> <p>b. Five facilitators per workshop plus meet and greet and tea person</p> <p>c. Practice run through 19.30hrs Wednesday 13th May Methodist Rooms for facilitators. Don Dodkin to be invited and ask which workshops he can attend.</p> <p>v Refreshments</p> <p>a. Server for refreshments required for 16th May.</p> <p>vi Coordination and Event Management</p> <p>a. Move banner to Northhill Pond for Ickwell/Northhill workshop</p> <p>b. Workshop leader to ensure room is open</p> <p>c. PS to check facilitators, apart from May 23rd (HP to do)</p> <p>vii Young People's Workshops</p> <p>a. Both Lower Schools have been requested to assist. HP awaiting decision from Caldecote, Shirley to take template into Northhill.</p> <p>b. Logo required on children's drawings</p> <p>c. PS to prepare parent letter, acceptance slip etc</p> <p>d. NC to send HP suitable wording for Facebook approach via a youth contact</p>	<p>ALL</p> <p>SB</p> <p>NC</p> <p>RC</p> <p>Jill P</p> <p>?SB</p> <p>HP</p> <p>PS/HP</p> <p>PS/HP</p> <p>SMM SM/HP PS NC</p>
<p>8</p>	<p>Evidence Gathering and Sorting</p> <p>a. Avoid overlap with GIP. PS clarified that NP info is needed separately to the GIP, which is a supporting document.</p> <p>b. Each topic to be tried out with different method of recording evidence –ie a scribe, a formatted sheet, and “post its”. HP to source “post its”</p>	<p>HP</p>

9 & 10	<p>Working Groups/ Communication and Community Engagement Activity</p> <p>HP expressed frustration at the apparent lack (to her) of reliable and prompt distribution of publicity, missed and late deadlines, also no articles sent for her to check in PS's absence (ref: previous SG decision 06.11.14)</p> <p>The SG agreed that articles must be prepared in time to be sent to a Co Chair 48 hrs before deadline for submission.</p> <p>PS requested list of contacts/ village mag submission dates, so assistance can be given if Comms group members unavailable.</p>	<p>Comms</p> <p>Comms</p>
	<p>PS closed the meeting because of one member's insistence on continuing business where a decision had already been reached and the matter had been declared closed by the chair.</p>	
12	<p>Date and Time of next Meeting</p> <p>Workshop dry run - Weds 13th May, 19.30 hrs</p>	<p>Venue - JP to check MCH?</p>