

**Notes of the Steering Group Neighbourhood Planning Meeting
Monday 8th January 2018
1pm at Caldecote Methodist Church 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), Carolyn Henegan (CH), Irene Ward (IW), Shirley Mullen (SM)(attended second half of session), Mark Lewis (ML),</p> <p>Apologies received Cllr David Milton (DM), Jill Parker (Jill P),</p> <p>Resolved to write letter of thanks to PS for his valued input over 3 years and include an invitation to join any meeting with the examiner if he is free to do so</p> | HP |
| 2 | <p>Declarations of Possible Conflicts of Interest HP declared a possible conflict of interest in one of the sites which might be discussed</p> | |
| 3 | <p>Minutes of the last meeting and matters arising Items 2,3,4,5,6 are agenda items 2c Mark Lewis, John Crawley and Irene Ward have agreed to assist the PWT</p> | |
| 4 | <p>Finance Report Resolved unanimously to ask HP and GH to reassess the categories in grant allocation in case viring required</p> | HP/GH |
| 5 | IW agreed to take notes at SG meetings | IW |
| 6a | <p>Revision of NP Plan to accommodate new CBC Plan</p> <ul style="list-style-type: none"> • Resolved unanimously to retain reference to CBC 2009 Local Plan within NPNP until CBC 2017 Plan is passed. • Compliance references to be checked by RC | RC |
| 6b | <p>Northhill Parish Council Observations</p> <ul style="list-style-type: none"> • Lower resolution copy of NP to be sent in PDF format to all SG members. • HP to forward to Cllr RS • All SG members to let SB know if document is downloadable • Reduction of environment section where there is repetition in the introduction • Meeting suggested between members of PWT and NPC | SB HP ALL HP/SB HP |
| 6c | <p>Requirement for Executive Summary and Referencing Check sections for references in text and form reference section Executive Summary to be written</p> | IW ML |
| 6d | <p>CBC Observations Resolved to make no alterations to NP8,9,10 and 11 Agreed alterations proposed for section 4 to be made to text as taken down at meeting. Following clarification re proportionality from CBC, HP/SB authorised to make necessary amendments including NP5 clarify housing development in back gardens.</p> | HP/SB |
| 6e | <p>Graphic design Graphic designer to receive</p> <ul style="list-style-type: none"> • alterations to section 4 and 5 online via SB • Alterations to all other sections in written format by HP | SB HP |

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| 6f | Consultation event and publicity Outline ideas formed – need time line for events to progress HP to contact village magazines to see if they will allow a late contribution | HP |
| 6g | Technical co-ordination BRCC and Web Designer BRCC to be asked to carry out work already outlined in bid Website to be populated with more up to date information JP to get temp website set up with web designer | JP/SB JP/HP JP |
| 7 | Timeline and sequencing Need to wait for NPC | |
| AOB | None related to Plan. Information re new Data Regulations coming into force in May 2018 given out (Note: We are exempt from current DPA regs) | HP |