

**Notes of the Neighbourhood Planning Meeting
Monday 15th June 2015
7.15pm. Methodist Church Room**

NPNPSG Members Present: Stephanie Bennett (SB Meeting Secretary), Neil Campbell (NC), Richard Cass (RC), Carolyn Henegan (CH), Graham Hopton (GH, Treasurer), Cllr Sally Mandley Josie Maudlin (JM), Jill Parker (Jill P, Administrator), Ian Robinson (IR), Phil Sandell (PS, Co-Chair).

.	AGENDA ITEMS	ACTIONS
1	<p>Apologies Cllr Tony Dawson (TD), Alan Letford (AL), Cllr David Milton (DM), (SM), Shirley Mullen (SMM), Cllr Helen Papworth (HP, Co-Chair), Jon Payne (Jon P), Sandie Wilson (SW)</p>	
2	<p>Declarations and possible conflicts of interest None as far as the agenda is concerned as SG are not discussing issues only identifying them.</p>	
3	<p>Minutes of last meeting Correct and signed. Matters Arising Item 4c done Item 5b No letter had been received from the Clerk of PC informing SG of PC's decision not to underwrite the budget Item 6c done Item 7 13.Workshop on 13.6.15.cancelled as only one participant but others came forward after cancellation was announced.. All other matters arising on agenda</p>	HP
4	<p>Reference was to HP's refusal to attend SG meetings until the communication group situation is resolved.</p> <ul style="list-style-type: none"> • PS suggests a revision of procedures between co-chairs and comms group • RC suggests comms group are given help to overcome any difficulties • IR does not think the comms group has done anything wrong even when "evidence" of shortcomings read from past notes of meetings and he does not think they are struggling. • CH would prefer one chairperson to be PS <p>PS said that the implication behind HP's position was that the comms group was not functioning as it should and group's leadership is at fault. Membership and attendance at SG meetings goes hand in hand therefore non attendance presents a situation with reference to co-chairing. PS asked to withdraw from chairing this part of the meeting and asked for volunteers to chair. No others were forthcoming so SB agreed to stand in.</p> <p>Decisions Every written document going into the public domain will be instigated and drafted by the "chair" in bullet form and submitted to the communications group for writing and</p>	Agreed

	<p>placement in named forums (village magazines, Biggleswade Chronicle etc.). Ideally with 5 days' notice before submission dates. No further proof reading will be required after this point.</p> <p>PS will investigate with the Chronicle why the two village entries were different. (This has happened to other groups so may be an editorial decision which does not want replication of information across several columns).</p> <p>Communications should go out only when required and we have something to say, rather than a continual drip feed. (Link to 1st item so chair instigates). This will save time.</p>	<p>SG agreed PS to do Agreed</p>
<p>5</p>	<p>Financial Report (HP for GH)</p> <p>Any variation in grant spend must be confirmed in writing with Groundworks beforehand.</p> <p>Groundworks Budget</p> <ul style="list-style-type: none"> • Overspend on exhibition banner • Budget £4490. Spend £1704.11. Balance £2785.89 <p>NPC Budget</p> <ul style="list-style-type: none"> • Budget £2000. Spend £820.88. Balance. £1179.12 • Reserve £72 from THINC <p>Financial reconciliation at odds with that of NPC clerk. GH seeking clarification.</p> <p>Decisions</p> <ul style="list-style-type: none"> • Masterplan needs revision in line with present circumstance and request made to Groundforce to allow SG to vire money between main headings as necessary. • Jill P to give GH information to allow the ability to calculate room hire. 	<p>Jill P</p>
<p>6</p>	<p>NP consultation workshops</p> <ol style="list-style-type: none"> i. Feedback – went well and enjoyed no negative feedback. Need to extend the period of consultation ii. Statistical reach – require approximately 5% coverage reflective of age profile of parish. iii. Further consultation strategy – to approach people in their homes in small groups and revisit original list of groups iv. Planned activities <ol style="list-style-type: none"> a. SM will do single people in 18-45 age group but needs equipment b. GH will do the same c. CH will host a Coffee Morning d. IR will look at doing school PTA e. SB has arranged for PS and wife JS to do scouts on 29.6.15 f. SB has agreement in principle to one family of 4 undertaking a session but is waiting for a 	

	<p>suitable date from them.</p> <p>v. Early indicators of issues – too soon to say as initial priority to ensure robustness of audit trail. It may be necessary to employ external help to interpret the results and construct a questionnaire for issues in the parish.</p>	
7	<p>GI Plan and further evidence gathering Final workshop for GIP rescheduled for mid September but may not be required.</p>	
8	<p>Review of Master Plan and next stage goals For next agenda</p>	
9	<p>Working Groups For next agenda</p>	
10	<p>Consideration of New Members Amanda Goodman Head of 6th Form at local school and Irene Ward formerly Officer in Land Registry are both keen to join SG. To be invited to next meeting.</p>	PS
11	<p>AOB</p> <p>1. IR proposed that people outside the steering group who helped at May Day and in workshops should be named and thanked in the notes of the meeting. PS added the facilitators who were not SG members. Thank you to: Rowena Wolfe Peter Chu Catherine Parker Paul and Claire Daniels Lorraine Robinson Alex Robinson Jan Sandell Don Dodkin Bethany Wilson</p> <p>2. 2 members of SG have not yet signed the declaration of interest form. Jill P to take this up with PS</p>	<p>Agreed</p> <p>Jill P</p>
12	<p>Date and Time of next Meeting To be arranged</p>	PS