

**Notes of the Neighbourhood Planning Meeting  
Tuesday February 16th 7.15pm  
Methodist Church Hall**

**NPNSG Members Present:** Stephanie Bennett (SB Vice Chair), Richard Cass(RC), Cllr Tony Dawson (TD), Carolyn Henegan (CH), Graham Hopton (GH), Josie Maudlin (JM), Cllr David Milton(DM), Jill Parker (Jill P Administrator), Cllr Helen Papworth (HP Co-Chair), Jonathon Payne (John P), Irene Ward (IR),

	<b>AGENDA ITEMS</b>	<b>ACTIONS</b>
1	<b>Apologies</b> Cllr Sally Mandley (Meetings Secretary), Shirley Mullen, Linda Nicholas, Phil Sandell (PS Co Chair),	
2	<b>Declarations and possible conflict of interest</b> SB declared possible conflict of interest in discussion of land behind west side of Hitchin Rd Upper Caldecote arising out of NP	
3	<b>Minutes of last meeting and matters arising</b> Minutes correct. Item 6: Business group has met and needs volunteers to join them Environment group meeting 25/2/16 Heritage group meeting next week	
4	<b>Financial Report/Tesco's Grant update</b> <ul style="list-style-type: none"> <li>• £7761 total funds available – no change</li> <li>• Tesco's Bags of help - Publicity materials required for our application</li> </ul>	RC IW HP
5	<b>Update on Parish Questionnaire</b> <ul style="list-style-type: none"> <li>• BBC Report completed and forwarded to SG members.</li> <li>• HP and SB to summarise content and feed results into Acceptability section of site assessment form.</li> <li>• Project Team to feed report content into aims and objectives.</li> <li>• SG members who have not received copy of questionnaire report to contact SB who will forward same</li> </ul>	Agreed Agreed
6	<b>Green Infrastructure Plan</b> <ul style="list-style-type: none"> <li>• Ref 2 of Green Infrastructure Plan tabled by HP will be taken to NPC on 29/2/16 for support</li> <li>• Draft action plan agreed</li> <li>• Wording of NPNSG endorsement to be drafted by HP and sent round for approval</li> </ul>	HP HP
7	<b>Groups</b> <ul style="list-style-type: none"> <li>• <b>Water Management</b> – flood maps obtained, dialogue with Anglian Water undertaken.</li> <li>• <b>Housing</b> – site assessment document almost finalised . <ul style="list-style-type: none"> <li>○ RC and JP to agree weighting formula</li> <li>○ Advice to be sought from CBC re application of weighting and some terminology</li> <li>○ SG permission given for SB and HP to finalise site assessment form and use without returning to SG</li> <li>○ SG members to be e mailed final site assessment form</li> <li>○ SG resolved to split multi owner sites into single units.</li> <li>○ Explanatory letter to landowners has been drafted by HP/PS</li> <li>○ Provisional dates of 19<sup>th</sup> and 23<sup>rd</sup> March for consultations cancelled – put back 1 month</li> </ul> </li> <li>• Writing Group <ul style="list-style-type: none"> <li>○ Draft Aims and Objectives completed</li> <li>○ Same to be assessed against content of questionnaire report and completed</li> </ul> </li> </ul>	Agreed Agreed
8	<b>AOB</b> JP – sought clarification re conservation area shown on GIP plan, is HLS area. HP writing group to meet 23/24.2.16- now confirmed as pm 23.02.16	
9	<b>Date and time of next meeting 16.3.15 Ickwell Village Hall 7.15pm</b>	