

Notes of the Neighbourhood Planning Meeting
Tuesday 21st July, 2015
7.15pm. Methodist Church Room

NPNSG Members Present:), Phil Sandell (PS, Co-Chair), Stephanie Bennett (SB Meeting Secretary), Graham Hopton (GH, Treasurer), Jill Parker (Jill P, Administrator, Richard Cass (RC), Carolyn Henegan (CH), Josie Maudlin (JM), Cllr Tony Dawson (TD), Allan Letford (AL), Jon Payne (Jon P), Irene Ward (IW)

	AGENDA ITEMS	ACTIONS
1	Apologies Neil Campbell (NC), Shirley Mullen (SMM), Ian Robinson (IR), Cllr David Milton (DM),), Cllr Helen Papworth (HP, Co-Chair)	
2	Declarations and possible conflicts of interest None as far as the agenda is concerned as SG is not discussing issues only identifying them.	
3	Minutes of last meeting Correct and signed. Matters Arising from previous meetings No letter had been received from the Clerk of PC informing SG of PC's decision not to underwrite the budget Still awaiting letter from Clerk. Matters Arising from last meeting Item 4. Phil has spoken to the Biggleswade Chronicle regarding the source of printing different / unofficial information about Northill NP activities but they were not able to identify the source. In future they would only print information attributed to an official Northill NP source. Item 10 Phil welcomed Irene Ward as an observer to the SG meeting, with a view to joining as a full member. All other matters arising on agenda	HP
4	Co-chair and implications for SG HP was still unable to attend meeting as per her email to all members. Consequently this meant there was no one to stand in the chair, if PS was unable to attend. It was decided to vote for a vice chair. 2 nominations SB and AL and the vote would be by email and the result given on Friday 24 th	Agreed
5	Financial Report GH presented a new report in line with the different categorisations of Groundworks. We are allowed to vire categories for spending. All invoices need to be presented to the Parish Council and paid by 10 th October in order to ensure the entire budget has been spent. This is to ensure we do not get disallowed to apply for a new	Agreed

	<p>grant due to their being a surplus from previous grant.</p> <p>PS pointed out we are eligible for a further grant of £3510 at the end of the current grant period. GH will keep an eye on the Locality website for details of how to apply.</p> <p>The reason for difference between GH and NPC clerk financial reconciliation was due to a VAT difference.</p> <p>GH has the ability now to calculate room hire.</p> <p>PS submitted a Spending Plan for approval outlining areas of expenditure, dates and commissioners for each item of expenditure.</p>	<p>GH</p> <p>Agreed</p>
<p>6</p>	<p>NP consultation workshops</p> <ul style="list-style-type: none"> i. Feedback – went well and enjoyed no negative feedback. ii. Further consultation strategy – Youth Club Workshop 25th September. iii. Further Consultation Strategy TBA iv. Statistical reach – require approximately 5% coverage reflective of age profile of parish for initial consultation to expose local issues. PS showed a form showing we had reached 4.8% of the population so far. This did not include the 35 submissions from Northill school meaning, if accepted as evidence, we would have over 5% of the population. Neither did it include the Scouts, Youth Club or possibly Upper Caldecote School. v. The question of whether the worksheets completed by Northill school children could be regarded as “consultation evidence “was raised. The SG voted that they should and could therefore be included on the evidence database and in the consultation stats. vi. A lot of discussion took place regarding whether we were able to include the Youth Club Workshop findings in the Questionnaire and meet the timescale for producing the Questionnaire in time Consequently it was proposed that the cut-off date for accepting any new information from any source for the Questionnaire would be the 27th July. However this would not stop any new evidence submitted from being included in the post-questionnaire database. 	<p>Agreed</p> <p>Agreed</p>

	<p>vii. Early indicators of issues – Report from Evidence Group. Jon P reported:</p> <p>Initial analysis of the workshop comments indicate some 530 individual comments have been made of which 50 were questions or observations. The remaining comments have been combined into some 118 Key Comments. It is suggested a league table of Key Comments be used to identify which comments were of high importance to attendees and should form the basis of the questionnaire.</p> <p>A lot of discussion ensued and it was suggested that we look at the format of other NP questionnaires and take advice from other sources. SG would get the main points in next two weeks in time for the next SG meeting</p> <p>viii. A vote to reschedule the drop in date was agreed to be 17th September. Two rooms would be used, one for the NP progress and one for the GIP results presentation.</p>	<p>Agreed</p> <p>Agreed</p>
<p>7</p>	<p>GI Plan and further evidence gathering RC reported on GIP issues:</p> <p>The main findings from the GIP workshops included a number of footpath preferences that included a foot way from Upper Caldecote to Ickwell, a community orchard, allotments, tree planting along roads into villages and comprehensive enhancement of Home Wood fish ponds and setting up a Local Greenspace Designation Policy.</p> <p>The final workshop was agreed for 17th September and will cover priorities with draft report 1st October.</p> <p>Merging of GI Plan with NP will be discussed at a future meeting.</p> <p>AL pointed out that one of the sites identified for the orchard / allotment i.e. in a field running parallel to Hitchin Road, Upper Caldecote suffered from extreme flooding and would be unsuitable.</p>	
<p>8</p>	<p>Review of Master Plan and next stage goals. It was agreed PS would circulate an invitation to SG members to review the initial public consultation phase and send responses which would be collated and reported at the next meeting. Both matters would be dealt with on the next agenda</p>	<p>PS Agreed</p>
<p>9</p>	<p>Working Groups For next agenda</p>	
<p>10</p>	<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. They had been invited to meeting.</p>	

	Irene Ward attended and a vote was taken to see if she should be invited to join. She was asked if she wanted to join the SG and she said yes.	Agreed
11	<p>AOB</p> <p>1. AL asked the meeting what the thoughts were on the DOI being disclosed on the NP website. Under the Government Openness and Transparency Guide September 2013, if a Parish has their own web site all Councillors have to have their DOI on the Parish Council web site.</p> <p>As we are a Parish Council led NP Group would we need to do this for the audit? It was agreed that we would need to get clarification on this from Locality.</p> <p>2. PS introduced CIL consultation being conducted by CBC and asked if we should submit our comments .Irene agreed to research in conjunction with PS.</p> <p>3. PS informed the Group that Sally and Sandy had retired from the SG Group and that a thank you letter would be sent to them.</p>	<p>PS</p> <p>IW, PS</p> <p>Agreed</p> <p>PS</p>
12	<p>Date and Time of next Meeting To be arranged</p>	PS