

**Notes of the Steering Group and Project Working Group
Neighbourhood Planning Meeting
Wednesday 21st March 2018
7.30pm at Ickwell Village 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) Irene Ward (IW), Mark Lewis (ML), Shirley Mullen (SM)</p> <p>Apologies received Cllr David Milton (DM), Jill Parker (Jill P), John Crawley (JC), Graham Hopton (GH)</p>	
2	<p>Declarations of Possible Conflicts of Interest HP declared a possible conflict of interest in one of the sites if discussed</p>	
3	<p>Minutes of the last SG Notes of last SG meeting 28.02.18 Item 5d should read additional TD against Northill and IW against Caldecote.</p> <p>Matters arising Item 8c - consultation and basic conditions statement is agenda item 5 Item 4- checking payments are accepted by Groundwork for invoices dated after 31.3.18, where work has been carried out prior to this date.</p>	HP
4	<p>Finance Report Tabled by HP in revised format.</p>	
5	<p>Updates on Regulation 14 Consultations</p> <p>a) Parishioner/stakeholder/local organisations Parishioners have all had a hand delivered leaflet and consultation events were well attended – 64 attendees. Statutory organisations have received an e mail and local organisations have been contacted by phone/e mail. Options for all to complete comments online or paper copy.</p> <p>b) Draft Consultation Statement</p> <ul style="list-style-type: none"> • Include no. of parishioners accessing website as at 11.4.18 • Change headings in Para 4.0 to 4. Engagement Process 4.1 Effectiveness • Include IW alterations. <p>Agreed to adopt sections 1-4 of consultation statement. Appendices to be reviewed later when necessary information is collated.</p> <p>c) Draft Basic Conditions Statement Further work required. Format agreed to be in line with Arlesey submission</p>	HP/SB
6	<p>Thinking Ahead to Regulation 16</p> <ul style="list-style-type: none"> • Most tasks in process and require consultation end date before progressing. • Item 5b and 5c to be complete by 11th April except for consultation comment sheet. • Query from Jon P – can comments be grouped (as was done with the initial workshop data) for consultation statement or 	

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	<p>must they be in raw state (which would occupy a lot of extra paper if many comments were similar). SB to e mail CBC for clarification</p> <ul style="list-style-type: none"> • Chair to confirm with CBC Graphic Designer (Tom Price) that CBC will be undertaking any alterations to text post draft Reg 14 Pre Submission consultation 	<p>SB</p> <p>HP</p>
7	AOB nil	
8	<p>Date of next SG meeting 2nd May 7.30pm Ickwell Village Hall Date next PWT meeting 24th and 25th March 10-12md and 1-3pm. Methodist Church Hall</p>	