

Notes of the Neighbourhood Planning Steering Group Meeting
Wednesday 27th January 7.30pm
Ickwell Village Hall

NPNSG Members Present:, Richard Cass (RC) Cllr Tony Dawson (TD), , Graham Hopton (GH), Josie Maudlin (JM), Cllr David Milton(DM), Shirley Mullen, Jill Parker (Jill P Administrator), Cllr Helen Papworth (HP Co-Chair), Jonathon Payne (John P), Phil Sandell (PS Co Chair); Irene Ward (IW).

	AGENDA ITEMS	ACTIONS
1	Apologies Stephanie Bennett (Vice-chair) ;Carolyn Henegan ; Linda Nicholas	
2	Declarations and possible conflict of interest DOI to be raised as self-declarations. No DOIs were raised.	
3	Minutes of last meeting and matters arising Minutes signed as an accurate record.	
4	Guidance from NPC Guidance re DOI's, interpretation of residence criteria and public attendance at meetings remains outstanding. NPC to meet next week. Remains an agenda item	PS
5	Financial Report GH. Final figures for current grant submitted. There is financial balance following agreed virement between budget headings and the additional cost of a consultant for the next stage of project.	
6	Proposed budget for remainder of project Future budget for Dec 15 – Mar 16 tabled by GH. SB proposed adoption of budget. Seconded Jill P and unanimously agreed to submit this to NPC for agreement	HP
7	Grant application process Grant application for period 1.12.15 – 31.3.16 to be made imminently. It was noted by PS that printing and publicity costs during publication would be NPNSG's responsibility	HP GH
8	Update on Questionnaire returns Online – 72, Paper – 257, Total – 329 as of 27.11.15	
9	Report from meeting with consultant Following costs, CVs and availability given by three consultants, Alison Eardley, a consultant from Navigus Planning was chosen to advise NPNSG supported by Chris Bowden. Initial brief to run a half day workshop on following: <ul style="list-style-type: none"> • designing a template for a small rural parish for us to consider for report writing • Suggest means of collating research evidence from the working groups to inform the report and supporting evidence • Model the process of moving from a developing evidence base into defining policies and projects using layman's language and keeping report to 30 pages excluding evidence base Date for workshop agreed as Wednesday 20 th January 10am-2pm at The Crown Northhill if available. Letter to be written to Alison confirming date, time and venue	TD PS
10	Updates from working groups Water, housing and project groups are convened and have met. Verbal reports from each submitted. Each working group to submit bullet points of any meetings to Sally for Neil to include on website. JonP agreed to help Phil in briefing Working Groups in the use of the datasets to inform their work and also liaise with groups re capturing evidence revealed from their work.	Working groups
11	Finalising membership of working groups	

	The following people agreed to approach parishioners re helping on working groups and report back to PS by 13.12.15 SB to approach JM GH to approach Peter Phillips and Peter Homer and John Crawley Jill P to approach CH and Jason Venn	
12	AOB <ul style="list-style-type: none"> • HP tabled information re community grant availability from Tesco. Expression of interest to be made before 11.12.15 • GIP to be put on next agenda 	Jill P PS
13	Date and time of next meeting Dates to be circulated	PS