

**Notes of the Neighbourhood Planning Meeting
Wednesday January 28th 7.15pm
Methodist Church Hall. Upper Caldecote**

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, Cllr Helen Papworth (HP Co-Chair), Jill Parker (Jill P Administrator), Jonathon Payne (John P), Cllr Ian Robinson (IR), Phil Sandell (PS Co Chair). **Parishioner:** Nita Best (NB).

	AGENDA ITEMS	ACTIONS
1	Apologies Cllr T Dawson, Cllr D Milton, Cllr P Daniels, Sandie Wilson, Allan Letford	
2	Declaration of possible conflicts of interest – None Proposal PS Anyone nominating a relative to attend any NPNPSG workshops will not be allowed to say anything during discussion about selection for these events. Seconded RC	Proposal Carried
3	Minutes of last meeting and matters arising Correction Item 7iv Financial Matters - members of working group not initialled in action column of minutes Item 13 AOB – Alan Letford to be co-opted to planning group and GI group Remaining minutes agreed as correct and signed PS Matters Arising from 7.1.15 <ul style="list-style-type: none"> • Item 7ii Change to TOR for NPNPSG presented to NPC and agreed • Item 7iv = agenda item 5ii. Proposal IR minutes of NPNPSG meetings are sent to Leanne Bacon for distribution to all councillors. Seconded PS	Proposal Carried
4	Project name, branding, logo and letterhead Logo <ul style="list-style-type: none"> • Several proposals for logo submitted to be put in a map of the parish if graphic designer feels this is possible. a. NPNPV plus date IR Sec CH - 4 votes b. Our Parish, think ahead, our future JM and NB Sec HP – 4 votes c. Your parish, your plan, our future PS Sec SB – 8 votes Letterhead <ul style="list-style-type: none"> • At top of page Neighbourhood Planning. Northhill Parish Villages. (NPNPV). 2015-2031. • At bottom of page. Email: plan@nnpv.info. Web: nnpv.info. Contact telephone number: 01767 627217. Supported by Central Bedfordshire Council. Community Development Foundation. Bedfordshire Rural Communities Charity. Northhill Parish Council. THINC Project name and branding IR,RC,HP,PS to meet and discuss.	Proposal 4c carried IR, RC, HP, PS
5	i. Welcome to Treasurer and Assistant Treasurer. Graham Hopton and Sandie Wilson welcomed respectively ii. Result of SG proposal to NPC. Project funding proposal to PC in three parts. Parts one and two agreed. Part 3 deferred. See attachment	

5	<p>£2,000 is available for NPNPSG use from NPC budget, with further £1K possibly available after consideration of remaining funds.</p> <p>lii. Proposed budget for whole project. Nearing completion.</p> <p>iv. Current financial situation. Monies from Dec 31st 2014 excess from last autumns grant to be handed back. Hole in finances until April. Room hire is main expense. Jon P – Methodist Church could defer invoice until April. SM – Northill Church Hall could be invoiced at end of year. May Day Stall free. Training venue at The Crown Northill free.</p> <p>v. Grant Applications. Treasurer monitoring website for information about new grants</p>	GH
6	<p>GIP Workshops</p> <p>i. Invitations and selection of participants. Leaflet to participants completed. 100 participant names received. Everyone expressing an interest to be included either at workshop or drop- ins. Various means of selecting for inclusion in workshop. Age, gender, place of residence, business, employment, local knowledge are a few. Proposal PS GI group to decide on selection criteria. Seconded IR.</p> <p>ii. Attendance of SG members. SGM can attend drop-in to allow maximum parishioner participation in workshop.</p> <p>iii. Event management RC to find out when CA requires number of attendees</p>	<p>Proposal Carried</p> <p>RC</p>
7	<p>NP Consultation – structured workshops</p> <p>i. Invitation publicity and selection of participants Proposed PS To use same criteria as used by GI group for workshop, subject to modification from lessons learned and accepting the freedom to address gaps in process. Seconded SB.</p> <p>Proposed SM To use targeted and open invitations to parishioners. Seconded IR.</p> <p>ii. Revision to Overall Schedule (see attachment). Revision tabled. SB pointed out no children under 5 years included in schedule. Discussion – children may not be able to understand what is required but parents will and could speak on their behalf. Leaving them out may also leave out their needs. Preschool has children from outside the parish and parents do not stay long when picking them up. Toddler groups have parents and children together for a few hours.</p> <p>Proposal IR. Include Pre- school in schedule, Seconded CH. Vote 3 for, 9 against</p> <p>Proposal SB. Include the mother and toddler clubs in Upper Caldecote and Northill. Seconded NC. Vote 9 for, 3 against</p> <p>iii. Proposed Key questions (see attachment) Questions tabled</p> <p>iv. Proposed workshop structure and support materials. NC to collate spreadsheet of e mail replies and liaise with HP, PS and Comms group re who comes to workshop. Planning group will design support materials and facilitator briefing packs. PS holds maps.</p>	<p>Proposal Carried</p> <p>Proposal carried</p> <p>Proposal not carried</p> <p>Proposal carried</p> <p>NC, HP, PS</p>

	<p>v. Facilitation, training and expert advice. 2 hr expert run facilitation training session booked for Thurs 5th February, to be followed up with further training for those who cannot attend.</p> <p>vi. Workshop Staffing. Potential facilitators identified from WG and Parish.</p> <p>vii. Coordination and Event Management. To be undertaken by Planning Group</p>	
8	<p>Community engagement promotion campaign</p> <ul style="list-style-type: none"> PS meeting with local graphic designer on 29.1.15 to get a pricing for promotional materials and will then get two further quotes. The writing group will compose materials and send to SG members for approval. Aim to get invite/info leaflets delivered across parish om week beginning 9.2.15. 	
9	<p>AOB</p> <p>Jill P – problem with multiple e mails causing confusion. Proposal PS.</p> <ul style="list-style-type: none"> Leads of working groups meet with co-chairs to identify their responsibilities and scope of authority E mail discussions are not copied to SG Decisions are copied to SG and admin Secretary (Jill P) Permission required – e mail co-chairs Try to avoid last minute e mails. <p>Seconded SB</p> <p>HP. Caldecote Voices had put an article in the Northill church magazine, which could be misconstrued as suggesting that they were producing the plan. She expressed concern that this could affect the success of the plan. Jon P agrees that NP should be seen as separate from CV. PS to read article and decide action to be taken – NPNPSG should meet with any group to prevent misinforming the public about NP.</p>	<p>Proposal carried</p> <p>PS</p>
10	<p>Date and time of next meeting Wednesday 18th February 7.30pm Methodist Church Hall Upper Caldecote</p>	

Attachments Proposal to NPC
Proposed scheduling of NP workshops
Draft key workshop questions