

Notes of the Neighbourhood Planning Meeting
Wednesday 28 August 2015
7.15pm. Methodist Church Rooms

NPNPSG Members Present: Phil Sandell (PS Co- Chair) Stephanie Bennett (SB Meeting Secretary), Richard Cass (RC), Cllr Tony Dawson (TD), Graham Hopton (GH Treasurer), Allan Letford (AL), Josie Maudlin , (JM), Cllr David Milton, Shirley Mullen (SMM), Jill Parker (Jill P, Administrator), Jon Payne (Jon P), Ian Robinson (IR), Irene Ward (IW)

	AGENDA ITEMS	ACTIONS
1	<p>Prior to meeting PS thanked all those who had helped with stage 1 of the consultation.</p> <p>Apologies Sally Mandley Neil Campbell has left the group but will continue to administer the website</p>	
2	<p>Declarations and possible conflicts of interest None</p>	
3	<p>Previous Minutes Correct and signed</p> <p>Matters Arising Item 3b. No letter had been received from the clerk of the parish council concerning the underwriting of the budget. PS will write again by recorded delivery.</p> <p>Item 4. Stephanie Bennett had been elected as Vice Chair</p> <p>Item 8. No evaluations had been received from the SG. Around the table comments were made which will be put together and circulated</p> <p>Item 10. Sally Mandley who has asked to re-join the SG intimated she would take over as note taker from Stephanie.</p>	<p>PS</p> <p>PS</p> <p>Agreed</p>
4	<p>Vision Statement The draft statement was discussed, suggested amendments made and the revised version accepted.</p>	Agreed
5	<p>Proposed Restructuring of Workgroups PS presented a paper from the Planning Group , previously circulated to all members which proposed a restructuring of the Working Groups of the SG in order to deliver the next phase of the project more efficiently from existing human resources.</p> <p>To move forward it was claimed to be necessary to end the Planning, Communications and GI groups, and create a Project team to drive the project forward and themed groups to carry out the in-depth work on the themes under which we would be reporting in the NP.</p> <p>A Publicity Officer should be appointed to the Project team</p>	

	<p>to ensure communication with the public is at the centre of the project.</p> <p>A discussion took place covering:</p> <ul style="list-style-type: none"> • the themed groups and possible overlap of their work and the co-option of local people with expertise to support them • How all members of the SG could be kept in touch with each group's work • How the public could be better informed of the WGs work <p>JP proposed each WG should have an individual folder on the NP web site into which files from each WG could be inserted ,containing brief synopses of the work ,decisions taken and any artefacts produced</p> <p>PS to inform Neil</p> <p>It was decided that, as other NP groups had done, to start with the Housing Group and to download the local housing survey to use as a base.</p> <p>After this a few amendments were made to the document and a vote was taken on the consultation document 'Suggested Theme Groups 'and this was accepted unanimously.</p> <p>Nominations for the Publicity Officer would be taken by e-mail to PS, candidates advertised to the membership and the vote conducted. Results would be announced at close of play on Friday 4th September</p>	<p>Agreed</p> <p>PS</p> <p>Agreed</p> <p>Agreed</p> <p>All</p>
<p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p>	<p>Caldecote Village Show The SG will have a stall at the Village Show on 6th September and PS asked for helpers</p> <p>GI Final Workshop and NP Progress Exhibition A joint exhibition will be held on September 17th in the Methodist Church and Church Hall, Upper Caldecote on 17 September. A number of members offered help with these events.</p> <p>Treasurers Report GH reported no change from last month's report</p> <p>Headlines from initial consultation The R+A group circulated a paper showing the " headlines" of the public consultation .These will be used to inform the work of themed groups and shown to the public at the events above.</p> <p>AOB The representation of suggestions for building plots on maps to be used in the public domain needs careful consideration.</p>	<p>Agreed</p>