

**Notes of the Neighbourhood Planning Steering Group Meeting
Tuesday 29 September 2015
7.15pm. Methodist Church Rooms**

NPNSG Members Present: Phil Sandell (PS Co- Chair), Cllr Helen Papworth HP Co-chair (part), Stephanie Bennett (Vice Chair), Cllr Sally Mandley(SM Meeting Secretary), Cllr Tony Dawson (TD), Carolyn Henegan(CH) (part),Graham Hopton (GH Treasurer), Allan Letford (AL), Josie Maudlin , (JM), Cllr David Milton (DM), Jill Parker (Jill P, Administrator), Jon Payne (Jon P),Ian Robinson(IR)(part)

	AGENDA ITEMS	ACTIONS
1	Prior to meeting IR and CH had requested via the Co-Chair to address the meeting for 15 mins before leaving. This was granted. IR left after making a statement and proposals, requesting his statement be sent out with the minutes. CH remained until all proposals in item 5 were discussed.	
2	Apologies Richard Cass , Shirley Mullen , Irene Ward, Ian Robinson, Carolyn Henegan . JM arrived late	
3	Declarations and possible conflicts of interest PS alerted meeting to a possible conflict of interest in regards to his directorship of Powerful Partners Ltd which could be seen as a conflict should he join the Housing Group. It was agreed that he should not be a member of this group	Agreed
4	Previous Minutes One correction – AL. Declarations of interest being placed on website – matter should have been placed under matters arising in notes for August 28 th , action for PS . Remaining notes correct and signed. Matters Arising Item 3(3b). Letter from Clerk. PS had written a letter as requested but as yet no letter had been received from the clerk of the parish council concerning the underwriting of the budget. Item 3(8). Evaluations received by PS had been collated as requested and were tabled. Item 5. Website folders now available for all working groups to report on their meetings by publishing bullet points of their progress. All SG members responsible for accessing this and keeping up to date.	PS PS SG members
5	Proposals Jon P -Should SG absentees be asked to vote on all proposals. Agreed that if meeting was quorate, then no. a. Re-admission of Co-Leader the SG. HP joined the meeting. b. Residence requirements for SG members – should meet the residence requirements for NPC councillors. Clarification required re requirements	Agreed Agreed Agreed

	<p>c. Publication of DOIs on website. Further clarification and guidance sought from NPC on this matter.</p> <p>d. Co-option to Project Team – project team already have good representation from SG so no further representation required. Project team can co-opt people as required</p> <p>e. Dispersal of materials at end of project. HP proposed these should go to Methodist Youth Club</p> <p>Proposals under item 1</p> <p>a. IR- SG meetings may be open to the public.</p> <p>b. IR - Public may ask questions during a 10 minute session at the end of the SG meeting in line with NPC meetings</p> <p>c. IR- Reconsider recording of SG meetings – defer this proposal until more information obtained</p>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed Agreed</p>
6	<p>Visual Display of data and process from initial consultation</p> <p>The data set compiled by the R&A group will be e mailed to each steering group member once final check is done on audit trail</p>	HP/JonP
7	<p>Household Questionnaire.</p> <p>SB gave a thorough explanation of the purpose, drafting, commissioning and distribution of the questionnaire and associated timescale .There will need to be a meeting of SG members on 13th October to discuss the final draft which will. Need to be submitted to BBC (Beds Borough Council) the following day.</p>	
8	<p>Setting up Leadership and membership of themed groups</p> <p>It was agreed to co-opt people with relevant expertise from outside the SG to these groups to enable their work to be conducted effectively</p> <p>As agreed at the last meeting the Housing Group should be set up first. The Chair went through the detailed remit of this group and possible names for inclusion were suggested. HP to follow up and convene the group.</p>	<p>Agreed</p> <p>HP</p>
9	<p>Feedback on events on 17.9.15</p> <p>Attendance at the Progress Exhibition had been very poor. Consequently consultation on the site allocation criteria for possible new housing developments had not been conducted. It was agreed that the proposed site allocation criteria should be circulated to all SG members who would conduct a consultation on these with one other person and report back to the next SG meeting.</p> <p>The GIP final workshop had sufficient attendees for the prioritisation process to be undertaken. PS to find out from BRCC when we would receive the completed GIP.</p>	<p>HP</p> <p>PS</p>

10	<p>Reports from WG's and external meetings</p> <p>a) Financial Report GH presented updated financial report. He reported that a budget extension had been secured from Groundworks until the end of November. A copy of the financial report to be sent out with the notes of the meeting to the Clerk to NPC (check with HP)</p> <p>b) R&A group Helen Papworth (HP) reported on meeting with Bedford Borough Council (BBC) Consultation Dept. SB & HP agreed £640 for BBC support to produce questionnaire. BBC offer to print SAE envelopes, but no comparable quote as yet.</p> <p>c) Caldecote show - The stall at Caldecote Village Show had been successful. 65 people had viewed the Headlines Display.</p>	
11	AOB None	
12	Date and time of next meeting Tuesday 13th October	