

Notes of the Neighbourhood Planning Meeting

Wednesday 31st March 2016

7.15pm. U/C Methodist Church Hall

NPNPSG Members Present: Helen Papworth (HP Co-Chair), Phil Sandell (PS Co-Chair), Stephanie Bennett (Vice Chair), Cllr Sally Mandley (SM Note Taker), Cllr Tony Dawson (TD), Cllr David Milton (DM), Graham Hopton (GH Treasurer), Jon Payne (Jon P), Jill Parker (Jill P, Administrator), Irene Ward (IW), Shirley Mullen (SMM),

	AGENDA ITEMS	ACTIONS
1	Apologies Richard Cass (RC), Josie Maudlin, Linda Nicholas, Caroline Henegan (CH)	
2	Declarations and possible conflicts of interest None	
3	Previous Minutes Deferred to meeting 20/04/16 Matters Arising Deferred to meeting 20/04/16	Agreed Agreed
4	Writing Framework proposal from Project Team Writing Team to begin structuring plan. Proposals: SB -to insert 'Challenges for Northhill Parish' PS - Writing Team to scrutinise evidence base collected to identify challenges and report back proposals to SG. DM -SG to accept the proposed Starting Point for the Writing Framework.	PS HP RC Jon P Agreed Agreed Agreed
5	Greensand Country Partnership Project HP -Proposed to move agenda item down the agenda if time allows, otherwise defer to meeting 20/04/16	Agreed
6	Financial Report GH reported on Grant Audit. Underspend of £2127.61 to be returned to Groundwork. Proposal: SMM-Would NPC consider topping up the shortfall of approximately £1000 +/- VAT from Capital reserves to complete new footpath (FP 11-14 + new signage). To agree wording of email to NPC Clerk.	Agreed SB PS
7	Updates from Working Groups PS emphasised the importance of the role of the link person as a conduit between the WG and SG. If the link person cannot answer a question, they should forward the question to someone who can.	

	<p>RC has designed a template for each WG to write their report. These will be distributed through the link person.</p> <p>HP suggested that contact from WG to external bodies should be sent via PS or HP, to avoid accidental duplication.</p> <p>Project Team: Work has been discussed</p> <p>Housing: Questionnaire has been completed. Questionnaire is in two parts- Part 1 for landowners; Part 2 completed from maps. RC and Jon P have completed this.</p> <p>Water: Reporting stage.</p> <p>Heritage: SMM queried the writing template. Need to ensure there is no overlap with the Environment group.</p> <p>Environment: John Crawley and Simon Mauldin have been very helpful. Simon explained in detail what is happening on the farm. Group is moving forward in understanding what they need to do.</p> <p>Business: Planning a meeting soon.</p> <p>Getting About Community Facilities: } PS has emailed a number of local residents. Groups just begun with their brief.</p>	
8	<p>Mayday PS produced a sign up/rota sheet. HP has the boards-suggested headings <i>Where we are now.</i> <i>What's coming next?</i> Kate to produce posters. Discussion re responsibility of organising the Mayday stall. No other takers, so HP forced to offer.</p>	
9	<p>AOB PS- Crucial that involvement of SG should be workshops to ensure contribution in policy document.</p>	
9	<p>Dates and time of next 3 meetings 20/04/16 U/C Methodist Church Rooms 7.15 11/05/16 Sand Lane 7.15 08/06/16 U/C Methodist Church Rooms 7.15</p>	