

**Notes of the Steering Group Neighbourhood Planning Meeting
Wednesday 31st January 2018
1. 30pm at Caldecote Methodist Church Hall.**

	AGENDA ITEMS	ACTIONS
1	<p>NPNPSG Members Present: Cllr Helen Papworth (Chair) (HP) Stephanie Bennett (Vice Chair) (SB), Richard Cass (RC) Jon Payne (JP) Graham Hopton (GH), Carolyn Henegan (CH) arrived late and left early by agreement, Irene Ward (IW – note taker).</p> <p>Apologies received Cllr David Milton (DM), Jill Parker (Jill P), Shirley Mullen (SM), Mark Lewis (ML), John Crawley (JC)</p>	
2	<p>Declarations of Possible Conflicts of Interest HP declared a possible conflict of interest in one of the sites if discussed</p>	
3	<p>Minutes of the last meeting and matters arising Notes of last meeting correct</p> <p>a) Those present signed a card for PS. Chocolates and wine to be delivered tonight. b) Resolved to vire £980 from planning advice to graphic design c) Compliance references completed d) NPNP in low resolution. NPC satisfied it can be downloaded.</p>	
4	<p>Finance Report Review once all quotes received.</p>	HP/GH
5	<p>Neighbourhood Plan</p> <p>a) With minor alterations read out to SG, plan has been endorsed by NPC. Compliments were extended to the SG for their work b) Executive summary – minor alterations made. Two proposals made. 1. RC- to have summary as separate document. 2. JP - to place it within the plan but have separate copies for consultation events. Resolved to place the summary at the beginning of the Plan and use a reduced version as part of the leaflet to be delivered to all parishioners. Thanks to ML for his hard work. c) No referencing required other than the Glossary d) Graphic Design – 3rd draft just completed. Minor alterations due – expected to be closed by Sunday. e) Consultation Events I. Fri March 2nd Methodist Hall afternoon and evening 2-4pm 6-8.30pm Sat March 3rd IVH afternoon 2-4pm Northhill Village Hall or Sand Lane 6-9pm to be arranged II. Print quotes required III. Further arrangements to be made by PWT f) Technical Co-ordination BRCC and Web designer – I. Compile groups for e mailing - parishioners, statutory consultees, local businesses and groups II. Consult CBC re which consultation paper local businesses and groups should have III. KL Master copy of appendices required by JonP IV. HP and GH to discuss with Parish Clerk best way of sending out invitations to landowners</p>	<p>SB</p> <p>HP SB SB HP HP HP/GH</p>
6	Timeline and sequencing – to be done by PWT.	
7	AOB - Next PWT meeting 5 th February 1.30-3.30pm	