

**Northill Parish Neighbourhood Plan**  
**Notes from Project Team Meeting 11.10.17**

**1 Draft NP Section from Kate Lowe**

- Recommendations:
  - Headings and side headings bolder and larger, same green as buttons on website;
  - skew conversation piece frame to appear the comments are coming out of a mouth;
  - differentiate between colour of conversation pieces and policies ( see original colours) ;
  - boxes to maintain rounded edges and shadowing ;
  - font Arial or Calibri;
  - Policy and text all bold within policy statements ;
  - revert to original photo framing ; use wraparound text with photos where appropriate.

**Action: PES to communicate with KL**

**2 SEA**

- Consultation period runs out 12.10.17 so letter from CBC should follow the following week.

**3 Additional Grant**

- SB reported Grant had gone back to Locality for approval . We should hear next week.

**4 AECOM**

- The 4-6 weeks research period end the second week in October.  
**Action: SB to follow up and ask whether their findings are likely to impact on our Housing Policies.**

**5 Section 14 Pre-Submission Statutory Consultation**

- PES presented a paper outlining the process and decisions that need to be made. This formed the basis for the discussion. Decisions made were :
  - Statutory Consultees: as well as the 3 Statutory Consultees, further national, regional and local bodies were to be added. **PES to draw up list**
  - Neighbouring Parish and Town Councils :**SB to draw up list to include ward councillors**
  - Local organisations : **RC to draw up list**
  - Significant landowners and developers .**HP to be asked to draw up.**
  - E-mail circulation list from within parish .**PES to locate**
  - Local businesses .**GH to be asked to draw up**
  - All lists to include e-mail contact details.

- Siobhan to be asked to circulate to CBC Depts. Where relevant and whether there are any other developers in the parish who should be contacted .**PES to action.**
- **PES to draft letters base on Arleseey's versions.**
- 4 Hard copies of plan and accompanying docs to be circulated to SG an copy logged in Biggleswade Library
- Data- gathering and sorting paper was presented by JP .SB outlined offer for supporting consultation from BRCC. Decisions made were:
  - **JP to redraft paper with minor modifications and then circulate to SG**
  - **SB to send to BRCC to find out about what back office support they could provide**
  - **PES to send copy to LS to find out whether he can it set up on website to host it and/or create a hyperlink to BRCC website.**
- Banners, media inserts advertisement in Biggleswade Gazette to be used for advertising and promotion.

## 6 SAR

- SB updated on SAR and decisions were made about ratings and formatting 2 of the Appendices.  
**Action: SB to redraft tables. RC to redraft process table for main report.**

PES 161017