

**Notes of the PWT Neighbourhood Planning Meeting  
Tuesday 20th February 2018  
Caldecote Methodist Church Hall.**

	<b>AGENDA ITEMS</b>	<b>ACTIONS</b>
1	<b>NPNPSG Members Present:</b> Cllr Helen Papworth (chair) (HP) Stephanie Bennett (Vice Chair) (SB), Richard Cass (RC) Jon Payne Graham Hopton (GH) Irene Ward (IW) Mark Lewis (ML)	
2	<b>Declaration of Interest</b> HP Site 20	
3	<b>Notes of 5.1.18.</b> - 1 correction Item 7 should read 33 dwellings in Upper Caldecote. <b>Matter arising</b> Item 7 due in 2 days Item 8(1) had had no reply Item 8(2) in progress Item 8(3) Conditions and Consultation statements not required until next stage Item 8(4) Conservation documents not found	HP JP RC
4	<b>Finance Report</b> No change. GhH to check that Locality accepts payment after March 31 <sup>st</sup> for the year April 2017-March 2018 so long as the invoice is dated pre 31.3.18	GH
5	<b>Neighbourhood Plan</b> a) and b) Waiting for NPNP , SAR and Appendices from both from CBC - due imminently c) Graphic Design budget now used - help being given by CBC d) BRCC has sent links. Liaison with web designer ongoing. Item for SG meeting - seek agreement from SG that for practical reasons, consultants comments to be considered as part of the consultation although received before the start of the Consultation period.	SB
6	<b>Consultation Event</b> <ul style="list-style-type: none"> <li>• HP to design and send letters/email to landowners</li> <li>• ML and GH to check list of consultees and other councils requiring copies of the plan with Siobhan</li> <li>• Community Projects. HP to send to Jon</li> <li>• JP to check working group reports are under appropriate heading on website</li> <li>• Copies of plan and appendices to be distributed amongst villages in the care of one person who keeps distribution list</li> </ul>	HP ML/GH  HP JP

**Notes of the PWT Neighbourhood Planning Meeting  
Tuesday 20th February 2018  
Caldecote Methodist Church Hall.**

	<p>and is responsible for retrieving the document for onward transmission.</p> <ul style="list-style-type: none"> <li>• Maps of villages required</li> <li>• A4 site sheets green and yellow required</li> <li>• A3 map of sites required</li> <li>• Lap tops required at all events (plus extended lead and sockets for Northhill Village Hall)</li> <li>• Everyone to confirm at next meeting and bring items</li> </ul>	<p>HP SB JP JP?/RC/GH /HP/IW ALL</p>
7	<b>AOB - none</b>	
	<p><b>Next Meeting:</b>  <b>Steering Group Meeting (30 mins update on SAR and Appendices) followed by training for those SG members taking part in consultation events.</b>  <b>28<sup>th</sup> February 7.30pm Ickwell Village Hall</b></p>	

<b>Attendance at Consultation Events</b>		
<b>Friday 2<sup>nd</sup> February. 2-4.30pm Methodist Church Hall</b>	<b>Friday 2<sup>nd</sup> February 6-8.30pm Methodist Church Hall</b>	<b>Saturday 3<sup>rd</sup> February 2pm- 5pm Northhill Village Hall</b>
<b>Set up from 12md</b>		<b>Set up from 1pm</b>
Shirley (Door)	Shirley (Door)	Shirley (Door)
Helen	Helen	Helen
Jon	Jon	Irene (refreshments)?
Mark	Irene (refreshments)	Mark
Graham	Graham	Graham
Richard	Richard	
Stephanie (from 1pm)	Stephanie (from 6.45pm)	Stephanie (not between 3.55 and 5pm)
Irene (refreshments)?		