

**Notes of the PWT Neighbourhood Planning Meeting
Tuesday 18th January 2018
Caldecote Methodist Church Hall.**

	AGENDA ITEMS	ACTIONS
1	NPNPSG Members Present: 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	Apologies received Cllr David Milton	
3	Notes of 19.12.17 agreed and signed Matter arising from Notes of 19.12.17 <ul style="list-style-type: none"> • All resolutions completed. • Basic training to item 10 on agenda. • Resolved no further informal involvement from CBC post NPC approval of NP 	
4	Declaration of Interest HP Site 20	
5	Executive Summary Resolved ML to attempt summary	ML
6	Actions from NPC Meeting Resolved minor alterations to be inserted. NP to be tabled at next NPC meeting 25.01.18	HP
7	IT BRCC await the completed plan. Back room Website pages set up	JonP
8	Graphic Design Alterations being completed	HP/SB
9	Printing Quotes required for <ol style="list-style-type: none"> a) 10 x 72 page NP (colour, maps, spiral bound) b) 5X Appendices 110 pp, colour required c) Section 1-3 ??x2 d) Section 4 and 5 x4 of each e) Section 6,7,8,9,10, 11 x2 of each f) Site Assessment Report - review, add letter to landowners, decide number of copies required 	SB HP/SB
10	Consultation Events <ol style="list-style-type: none"> a) Training To be discussed at next meeting b) Events 	

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	<p>Afternoon and evening in Caldecote Sat afternoon or evening in Ickwell Northill Village Hall/ Sand Lane depending on availability – afternoon and evening All late February</p> <p>c) Publicity Parish magazines will not be delivered until after the events Biggleswade Chronicle Parish Notice boards</p> <p>d) Flier- HP advised delivery company costs about £250.</p>	
11	<p>AOB Next SG meeting 31.1.18 1.30pm-3.30pm Methodist Church Hall.</p>	