

**Notes of the PWT Neighbourhood Planning Meeting
Monday 12th February 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) . Apologies received Mark Lewis (ML)	
2	Notes of 5.2.18. agreed Matter arising 1. Locality responsible for virement of £125. 2. a) Version 3 of NPNP sent to SG members d) Graphic Design - CBC now assisting with digital layout of NPNP, Appendices and Site Assessment Report, including individual PDF's of appendices and SAR for insertion on website. Agreed to thank Graphic Designer and inform her that financial constraints have meant that offer of help from CBC has been accepted for the time being. e) Agreed to ask CBC for link to conservation documents, download onto laptops and have ready for people to view at events f) BRCC have loaded on set of consultation data onto website and are working on the other 3. i Leaflet at printers. Delivery expected this weekend ii Agreed that banners were unnecessary as leaflet drop, Chronicle and Village Magazines suffice 4. 3 quotes received from printers. Lion Press is the cheapest. 5. Not complete	HP
3	Declaration of Interest HP Site 20	
4	Finance Report Update on financial position given including all known and expected and anticipated financial commitments.	
5	Neighbourhood Plan a) 3 maps need landscaping in digital version b) SAR alterations completed and e mailed to PWT. CBC to help with digital and paper versions c) Graphic Design update - see item 2d d) Technical co-ordination, BRCC, Website designer	
6	Consultation Event a) Publicity - see 23i b) Banners - see 23ii	

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	c) Room Hire - Ickwell VH charges since April 1 st 2017 awaited. d) Using existing banners, laptops and paper copies of documents	
7	Response to CBC Plan Agreed to respond to CBC Draft consultation in which 21 dwellings in Northill and 35 dwellings in Caldecote are proposed. Response areas agreed. HP to draft reply and circulate to all SG members for comment. Reply to also be presented to NPC at extraordinary meeting next week	HP
8	AOB 1. GH - GH requires assistance in checking presentation of e mail groups he is proposing. Jon P to ask Luke (Web designer) if there is a limit on the number of members of an email distribution hgroup. 2. RC and HP to liaise to amend letter head and footer for external letters. 3. Conditions and Consultation statements need further work. CBC asked when these need to be used to asses priority of work. 4. Check PS box for conservation documents 5. Everyone to look at test website. JonP to sent link.	JonP RC/HP SB/HP SB JonP/ALL
9	Next Meeting: Tuesday 20th February 2018 Methodist Hall. ?SG members to be invited??	