

**ACTION POINTS FOR THE MEETING OF GREAT BARTON NEIGHBOURHOOD PLAN  
WORKING GROUP ON TUESDAY 7<sup>th</sup> NOVEMBER 2017 COMMENCING AT 7.30 PM**

Item	<u>Present</u>	Action																		
	<p>Parish Councillors: Philip Reeve, Nicky Crouch and Ed Gibson. Local Residents: Vivien Bodnar, Roger Curtis, Roger Davison, Cedric Pettitt and Margaret Pettitt. Neighbourhood Plan Clerk was Sheila Deare.</p> <p>Apologies for absence were received from Adrian Graves, Jamie Gilmour and Darren Bullen.</p>																			
1	<p><u>Action Points</u> The Action Points for 3<sup>rd</sup> October 2017 were agreed and posted on the notice board in the Village Hall.</p>																			
2	<p><u>Outstanding Action Points</u></p> <table border="0"> <tr> <td data-bbox="252 712 427 745">March 2017</td> <td data-bbox="488 712 1145 786">Feedback on the Den - document is to be produced for website.</td> <td data-bbox="1193 712 1241 745">NC</td> </tr> <tr> <td data-bbox="252 824 427 857">March 2017</td> <td data-bbox="488 824 1145 857">An event with the Scout Group to be arranged</td> <td data-bbox="1193 824 1289 857">NC/JG</td> </tr> <tr> <td data-bbox="252 896 427 929">April 2017</td> <td data-bbox="488 896 1145 969">Feedback from event at GB Primary School - Notes to be produced notes for the website.</td> <td data-bbox="1193 896 1241 929">NC</td> </tr> <tr> <td data-bbox="252 1008 427 1041">April 2017</td> <td data-bbox="488 1008 1145 1115">Drop-in sheets to be amended to conform fully with the Google copyright conditions so that they can be published on the website.</td> <td data-bbox="1193 1008 1241 1041">NC</td> </tr> <tr> <td data-bbox="252 1153 427 1187">Aug 2017</td> <td data-bbox="488 1153 1145 1261">A map of the area showing proposed housing developments in the vicinity of the Parish to be prepared.</td> <td data-bbox="1193 1153 1241 1187">SD</td> </tr> <tr> <td data-bbox="252 1299 427 1332">Oct 2017</td> <td data-bbox="488 1299 1145 1332">SD and VB to be provided with Access Codes</td> <td data-bbox="1193 1299 1241 1332">PR</td> </tr> </table>	March 2017	Feedback on the Den - document is to be produced for website.	NC	March 2017	An event with the Scout Group to be arranged	NC/JG	April 2017	Feedback from event at GB Primary School - Notes to be produced notes for the website.	NC	April 2017	Drop-in sheets to be amended to conform fully with the Google copyright conditions so that they can be published on the website.	NC	Aug 2017	A map of the area showing proposed housing developments in the vicinity of the Parish to be prepared.	SD	Oct 2017	SD and VB to be provided with Access Codes	PR	
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3	<p><u>Update on Questionnaire and Response and progress on data input</u> The input of data is progressing well and members of the Working Group and other volunteers have taken Questionnaires home so only about 70 remain plus any returned to CAS in error. PR will take to CAS those Housing Needs Survey that had not been sent directly and collect any Neighbourhood Plan Questionnaires which have been sent to them. As previously agreed PR will get the Admin Codes necessary to analyse the data so that SD and VB can start to find out how the software works.</p> <p>NC will provide a copy of the Questionnaire without codes to put on the website.</p> <p>Berkeley Homes intend to hold a public consultation sometime in January and it was agreed that it would be useful to publicise the results of the Questionnaire on the same day. It was agreed to recommend to Berkeley Homes that they hold their event on a Saturday. SD find out what Saturdays in January the Main Hall and Annexe are available. If the events are on the same day we need to co-operate on publicity and on refreshments. It was</p>	<p>PR</p> <p>NC</p> <p>VB SD</p>																		

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<p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p>	<p>agreed that it would be helpful to appoint someone at the next meeting to co-ordinate the event.</p> <p><u>Update on Housing Needs Survey Response</u> The CAS report on the HNS will be available in the public domain at the end of December in time for the drop-in. The Parish Council will make a summary for the village.</p> <p><u>Discussion on draft Project Plan</u> The Consultant (Ian Poole) will review the current Project Plan and try to identify ways to catch up on progress as the Neighbourhood Plan is about a year behind the original timings. The evidence we have amassed is to be collated in electronic form for the Consultant by SD. MP and CP will sort out their drop-in displays to add to this information. RC will prepare a paper on the development of Great Barton for the December meeting. PR will liaise with the Parish Clerk to establish progress against the Actions in the Parish Plan for the December meeting. Up to date photographs are needed for the character appraisal. NC and EG will put details on Facebook and VB will talk to AG as soon as is practicable about taking photographs.</p> <p><u>Neighbourhood Plan Budget</u> The financial responsibility rests with the Parish Council (PC) and the Executive Committee. PR handed round copies of the up to date finances. The Neighbourhood Plan Reserve is £2734 with an additional £3000 in April. PR stated that the PC will pay for the proposed NP drop-in. The Parish Clerk will hold all the invoices for the Neighbourhood Plan.</p> <p><u>Update from Parish Council on related issues</u> PR and MP will attend a meeting on Air Quality on The Street on 10<sup>th</sup> November.</p> <p><u>Date of next meeting</u> This will be Tuesday 5<sup>th</sup> December 2017 at the earlier time of 7 pm.</p> <p>.....Sign &amp; Date</p> <p>.....Print Name.</p> <p>CHAIR Signed as confirmation that they are a true record.</p>	<p>PR/NC /EG</p> <p>SD</p> <p>MP/CP RC</p> <p>PR</p> <p>NC/EG VB</p>
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