Notes of the NDP meeting held Tuesday 19th March 2019 at The Memorial Hall , commencing 14.00hrs

Those attending :-

Barry Turner(BT) (Secretary and Chair), Alan Coles(AC) ,Keith Sullivan (KS) Liz Nichols (LN) and Dylan Griffiths(DG).

Apologies received from / minutes to be sent to, Liz Beth (LB), Ben Guzman(BG), Ann Martin(AM), Andy McGrath. Chris Jennings(CJ) and Peter Everton (PE)

Declarations of Interest . No declarations were made based on the content of the Agenda. It was noted that Liz Nichols is the owner of site 9

No members of the public were in attendance.

The minutes of the meeting held 19th February 2019 were agreed .

2019/111 Preparation for Public Event 30th March, A Power Point presentation showing the draft engagement presentation was given . Some questions were raised and suggestions made which will be incorporated into the A3 material being produced for the event. It was agreed that working group members would arrive at the Memorial Hall at 11-15 or soon after to prepare for the presentation. This will run from 12.00hrs until 18.00 hrs. Response forms and a register for recording attendance will be produced ready for use on the day. Results will be discussed at the next group meeting scheduled for April.

Publicity for the event includes an article in 4Ward , an updated Website and approach to the Gazette to publish and article . **Action BFT**

2019/112 Finance . There will be a significant underspend due to milestones not being achieved largely due to delays involving SGC . The terms under which the grant is made require an itemised End of Grant Report to be submitted . A draft summary was displayed for information indicating that the underspend was circa £2700.

Post meeting note The procedure for accounting for the expenditure for the 2018-19 financial year has been changed and there are now two options :-

- Return unspent funds and re apply for further grant funding .
- Retain funds to complete project.(rules apply)

After discussion with LB it is felt that the underspent funds will be sufficient to complete the project, so retention is the preferred option.
A summarised version of the actual at 31st March 2019 financial status is included with these notes for information. The formal return has to be made by the 14th April.

2019/113/A AOB It was agreed that the Landowners with sites still in the draft plan should be informed that this was the case and that this should be executed in good time well in advance of the community event. **Action BFT**
2019/113/B SGC have advised that determination of the SEA requirement would not be given until sometime early in May despite the draft document being made available to

them(and acknowledged) on the 22nd February. The determination is key to the next stages of the process especially if a SEA is required. There is not much we can do whilst we are waiting.

Next Meeting 16th April 2019 in the Memorial Hall at 2.00 pm

For the diary please note . The Memorial Hall is booked for the Parish Council on the 3rd Tuesday of each month as and when required

Finance Summary for Phase 3 grant -

Draft End of Grant Report NPG-10407 31st March 2019

Grant Awarded		**£4240.00**
Professional Fees Element	**£3231.00**	
Other costs (see Breakdown)	**£1009.00**	
Costs incurred :-		
Professional Fees		
Costs incurred	£ 940.00	
Balance remaining	**£2291.00**	
Other costs		
1 Working Group Meetings		£ 285.00
Costs incurred	£ 125.00	
Balance Remaining	**£ 160.00**	
2 Working Group Reports and Consumables		£ 180.00
Costs Incurred	£ 182.87	
Balance Remaining	**(£2.81)**	
3 Presentation and Display Media		£ 150.00
Costs Incurred	£ 58.39	
Balance Remaining	**£ 91.61**	
4 Travelling Expenses		£ 64.80
Costs incurred	£ 58.80	
Balance Remaining	£ **6.00**	
5 Pre-submission Consultation, Publicity and Postage		£329.20
Costs incurred	£ 101.92	
Balance Remaining	**£ 227.28**	

Probable repay £2774.02