



# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

### Neighbourhood Development Plan Working Party



## Minutes of a Public Working Party Meeting

### 6<sup>th</sup> January 2014

#### Meeting: NDP-M006

**Present:** Working Party Members      Andrew Seaman (Chair)  
    Cllr Adrian Dale  
    Cllr Jenny Harwood  
    Cllr Mick Izzard  
    Andrew Seaman  
    Cllr Melvyn Wooding  
    Janette Kightley-Green

Clerk to the Working Party: Jane Seaman

Public: 6 members of the public: see register [NDP-M006R](#)

### 1 Open Forum

The Chair explained that this was an opportunity for members of the public to speak on any agenda item for a maximum of 3 minutes before the meeting started or to request formally that the Working Party consider a specific item at their next meeting.

The meeting opened formally at 19:30

### 2 Welcome and introductions

The Chair welcomed everyone to the meeting, noting that it was the sixth Public Meeting of the working party and that the agenda had been published on the NDP website. Non working party members were asked to sign the register.

### 3 Apologies received

Patricia Buckman  
 Caroline Robinson

### 4 Declarations of interest

Under section 6.2 of the Terms of Reference – the following interests were declared:

**All members** – No interests declared

### 5 Approval of the minutes

The Minutes of the meeting [NDP-M005](#) were approved with no amendments.

### 6 Receipt of reports from round table meeting and other meetings

There were not actions or reports from round table meeting [NDP-W006](#) as all activities at this meeting involved setting up the exhibition for the following weekend.

---

## NDP Working Party – Public Meeting Minutes – NDP-M006

---

### 7 NDP Boundary Proposal – update

The Boundary Proposal consultation period elapsed on the 9<sup>th</sup> December. ENC will now analyse the consultation responses and report to the PAR committee on the 12<sup>th</sup> February. It will then be published on the ENC website and at this point will become a legal entity.

### 8 Call for Aspirational Sites – update

Twenty-three (23) aspirational site questionnaires were issued and twenty-one (21) responses received. At this point Cllr Adrian Dale and the Chair Andrew Seaman informed the Working Party that it is important to record all conversations that take place with interested parties outside of formal meetings so that they can be made public. Working party members were also advised that it is best practice not to have one-to-one conversations and if they are approached when they are on their own they should inform the person that they will arrange a meeting to suit all concerned and when two (2) members of the working party can be present. Andrew Seaman and Cllr Adrian Dale should be informed of all approaches and discussions.

### 9 Timeline and Summary

The Timeline and Summary had not been updated for this meeting due to the work involved with the December exhibition. It will be updated and published later this month. The working party will discuss it at the next meeting.

### 10 Community Engagement

#### 10.1 Exhibition

122 people attended the exhibition at the Village Hall on the 14<sup>th</sup> and 15<sup>th</sup> of December 2013 where the aspirational development sites were displayed. From comments made at the exhibition and on the feedback forms collected ([NDP-0160](#)), visitors found the exhibition clear, well set out and informative. Visitors to the exhibition gained an understanding of the proposed aspirational site developments for the Parish. Most people said they would attend future events.

#### 10.2 Consultation events

The working party agreed dates for six (6) consultation events ([NDP-0158](#)) where residents will have the opportunity to talk to landowners and raise questions. It was also agreed to produce another newsletter for residents immediately and to send out fliers for each event closer to the time that they will be taking place.

### 11 NDP Proposal Action Plan

#### 11.1 Update

This document has not changed since December 2013 due to the work required on other activities. At this point Cllr Adrian Dale informed the working party that a transport section needs to be added to the document. He also explained that the Clerk of the Parish Council had recommended that the Neighbourhood Plan include a policy that developments should include the provision of new footways in front of new properties as it is unlikely that there would be funding for this from other sources.

#### 11.2 Strategy for 2014

The Action Plan needs reviewing to reflect the activities required during 2014 and beyond. Andrew Seaman and Cllr Adrian Dale agreed to meet to review and update.

---

## NDP Working Party – Public Meeting Minutes – NDP-M006

---

### 12 Budget and Expenditure Report

The Chair advised the meeting that the Working Party are currently within budget.

### 13 Dates of next meetings

The next formal public meeting of the Working Party will be held on: 3<sup>rd</sup> March 2014

The next round table meeting is scheduled for: 20<sup>th</sup> March 2014

Meetings for January and February have been replaced by the consultation events

The meeting closed formally at: 20.30

Issued on 10<sup>th</sup> January 2014

**Andrew Seaman**  
**Chairman of the NDP Working Party**  
[chair@ndp.chelveston.org.uk](mailto:chair@ndp.chelveston.org.uk)

Previous version: <a href="http://ndp.chelveston.org.uk/NDP-M006/v0.91">http://ndp.chelveston.org.uk/NDP-M006/v0.91</a>
---

- |  |
|--|
| <ul style="list-style-type: none"><li>• Approved with no corrections</li></ul> |
|--|