



Chelveston-cum-Caldecott Parish Council

Northamptonshire

Neighbourhood Development Plan Working Party



Minutes Working Party

Meeting 3rd March 2014

Meeting: NDP-M007

Present:	Working Party Members	Andrew Seaman (Chair) Cllr Adrian Dale Patricia Buckman Cllr Melvyn Wooding George Westcott
	Clerk to the Working Party:	Jane Seaman
	Public:	2 members of the public: see register NDP-M007R

1 Open Forum (Max 15 minutes)

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 to request formally that the Working Party consider a specific item at their next meeting.

Pieter Mommersteeg asked what would be happening next in the process and if policy criteria had been decided on for the Working Party to make decisions if necessary on aspirational sites. Cllr Adrian Dale assured Mr Mommersteeg that the criterion is in place. It was explained that the next steps in the process were the collation of the voting packs and the delivery of these to the voting residents of the Parish. The return deadline for these is the 20th March 2014. On the 22nd March all hard copies would be opened at the village hall and entered into the system with the on-line returns.

2 Welcome and introductions

The Chair welcomed everyone to the meeting.

3 Apologies received

Cllr Mick Izzard
Cllr Jenny Harwood
Janette Kightley-Green

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 meeting [NDP-M006](#) were approved with no amendments

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6 Receipt of reports from roundtable and other meetings

6.1 Attendance at consultation events

Overall 70 households (25% of residents) attended the 6 consultation events.

6.2 Resolutions from Private Working Party Meeting

The Chair asked for the Minutes from the meeting on the 24th February (NDP-W007) to be approved.

Proposed: Patricia Buckman Seconded: Cllr Melvyn Wooding Decision: Unanimous

7 NDP Boundary Proposal ([NDP-0173](#))

The consultation period ended on the 9th December 2013. Consultation responses were received from Higham Ferrers Town Council and Stanwick Parish Council. ENC reported to the P&R committee on the 12th February 2014. ENC has approved the new boundary and formal confirmation is awaited.

8 Vote on Landowner Propositions

Cllr Adrian Dale has prepared a number of documents which were reviewed at the Private Working party Meeting held on the 24th February ([NDP-W007](#)) as follows:

1. 'Voting procedures for the preferred options poll' detailing the voting process and procedures ([NDP-V005](#))
2. A proposition pack detailing the aspirational sites ([NDP-PROPS](#))
3. A letter addressed to households giving details of the voting process ([NDP-V001](#))
4. A voting form with PIN numbers and details of how to complete the vote ([NDP-VOTE](#))

The Chair asked for these documents to be approved.

Proposed: Cllr Melvyn Wooding Seconded: Patricia Buckman Decision: Unanimous

9 Timeline and Summary

This document will be updated for the next meeting.

10 Community Engagement

The Chair will draft future engagement proposals which will be discussed at a Working Party meeting. Cllr Adrian Dale will organise the circulation of results and data from the voting to all residents.

11 NDP Proposal Action Plan

The next actions for the Action Plan are:

- Analysis of the voting returns after input on the 22nd March 2014
- Approval of the analysis and proposals at the Parish Council meeting on the 14th April 2014
- Presentation of the results at the Parish Assembly on the 22nd April 2014

12 Budget and Expenditure

For the period to 31st January 2014 there is a surplus against budget of £354.00

Outstanding receipts for recent printing are awaited to enable the budget to be updated.

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13 Dates of next meetings

The next NDP Public Working Party meeting is on the 7th April 2014. The next Roundtable meeting is the 17th April 2014.

The meeting closed formally at: 8 pm

Issued on 12th March 2014

Andrew Seaman
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