



**Chelveston-cum-Caldecott Parish Council**  
**Northamptonshire**  
**Neighbourhood Development Plan Working Party**

# Minutes of a Round Table Working Party Meeting 19<sup>th</sup> September 2013

**Meeting: NDP-W003**

<b>Present:</b>	Working Party Members	Andrew Seaman Cllr Adrian Dale Cllr Mick Izzard Cllr Melvyn Wooding
	Clerk to the Working Party:	Jane Seaman
	Residents:	Pieter Momersteeg John Eildred Brenda Eildred George Westcott Liam Russell (representing William Pears Group)

## 1 Welcome and introductions

The Chair welcomed everyone to the meeting

## 2 Apologies received

Caroline Robinson  
Paul Welton  
Cllr Jenny Harwood  
Patricia Buckman  
Janette Kightley-Green  
Barry Davies

### 3 Declarations of interest

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

Pieter Momersteeg – Aspirational site to be submitted

John and Brenda Eldred – Aspirational site to be submitted

Liam Russell – Aspirational site to be submitted

#### 4 Approval of the Minutes

The Minutes of the meeting **NDP-W002** were approved with no amendments

## 5 Review of Actions from the meeting held on the 22<sup>nd</sup> August 2013

**5.1 Newsletter** – The first issue was distributed to every household in the Parish on the 3<sup>rd</sup> of September.

---

## NDP Working Party – Round Table Meeting Minutes – NDP-W003

---

**5.2** JST – There is continued contact with JST, however at this time there are no further developments to report.

**5.3** Communication Strategy - This item is covered under agenda item 8.

**5.4** Timeline - This item is covered under agenda item 9.

### **6 NDP Boundary Proposal - update**

The NDP Boundary Proposal update was approved by the Parish Council on the 9<sup>th</sup> September and has now been submitted to ENC. The proposal will be considered by the Council at a Planning Policy Committee meeting on the 22<sup>nd</sup> October 2013. There will be a six week consultation period from this date. Potential approval w/c 2<sup>nd</sup> December 2013

### **7 Call for Aspirational Sites Questionnaire - update**

The questionnaire has been distributed to all parish landowners and interested bodies. The total distributed was 22 and there has been 13 confirmation of receipt responses received. There have been additional notifications issued to residents of Raunds Road, Britten Close, Kimbolton Road and Caldecott, which have previously been excluded from development by the historic village confines. The closing date for responses from interested parties is the 30<sup>th</sup> November 2013.

The Chair advised the meeting of the importance of making sure everyone was kept informed and highlighted the Winsford, Cheshire development plan as an example. In this case residents feel they have been excluded and are now mounting a 'Ban the plan' campaign.

### **8 Residents' Communication Plan**

The Chair and Cllr Adrian Dale have produced two documents for consideration:

- Statement of Community Involvement ([NDP-0113](#))
- Community Engagement Strategy ([NDP-0118](#))

The Statement of Community Involvement is a formal document to be endorsed by the Parish Council outlining the Parish Council's policy on community engagement in preparing the NDP. The Community Engagement Strategy details how the working party will engage with the community, what challenges there are, what form it will take and the frequency of this engagement.

To start the community engagement process the meeting agreed to look at the possibility of:

- A November newsletter (with details of a December exhibition)
- An exhibition held in the village hall to showcase the responses to the Call for Aspirational sites
- Meetings in early 2014 focusing on the different areas of aspirational development in the Parish (it was considered that it would be more meaningful to residents if they can attend meetings that showcase their road and surrounds. The intention is therefore to package the Aspirational proposals into location related blocks).

### **9 Timeline and Summary**

The Chair produced a timeline and summary for the duration of the Neighbourhood Development Plan ([NDP-TASKS](#)). It captures historical and future activities of the working party and includes an Activity Progress Report. The progress report will monitor workstreams and activities. Both the timeline and the summary will be updated and reviewed regularly as appropriate.

## NDP Working Party – Round Table Meeting Minutes – NDP-W003

### 10 Outline NDP

Cllr Adrian Dale prepared a proposed outline template for the NDP ([NDP-0120](#)) for discussion. Cllr Adrian Dale talked through the document advising the meeting of the need to produce a professional document both in content and visually. The introduction must contain the legal background to the NDP along with a vision statement for the Parish. There will be a need for individuals to take on responsibility for different areas of research that will be needed to produce the document.

### 11 Summary of Actions

#### Actions

1. Chair to prepare an action plan based on the NDP proposal template
2. Cllr Adrian Dale to issue Call for Aspirational Sites to the landowners of the thatched cottage on The Green
3. Chair to update the programme & progress report to include:
  1. Revised date of approval of the NDP Boundary Proposal by ENC (planning policy Committee meeting 22 Oct then 6 weeks consultation period)
  2. Exhibition
  3. Round table meetings to discuss Call for Aspirational Sites returns
4. Chair to consider format for exhibitions and round table meetings to discuss
  1. Packaging up of areas for discussion
  2. Questionnaire and format of the exhibition
  3. How we present the progress from the 2012 Questionnaire, Call for Aspirational Sites returns, areas for potential development and the seeking of views on this
5. Approvals at the next Public Meeting
  1. Communication Strategy (Community Involvement Strategy to be approved at the next PC meeting)
  2. NDP proposal template, action plan and proposals to engage with 3rd parties to provide expertise
  3. Appoint Chair and Clerk for next Round table meeting

### 12 Meeting close

The meeting closed formally at: 8.40pm

Issued on 23<sup>rd</sup> September 2013

*Andrew K Seaman* (approved on 7<sup>th</sup> October 2013)

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

Previous version: <http://ndp.chelveston.org.uk/NDP-W003/v0.5>

- Approved without amendment