



# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

### Neighbourhood Development Plan Working Party



## Minutes of a Round Table Working Party Meeting

### 14<sup>th</sup> November 2013

#### Meeting: NDP-W005

<b>Present:</b>	Working Party Members	Andrew Seaman Cllr Adrian Dale Cllr Mick Izzard Cllr Jenny Harwood Patricia Buckman
	Clerk to the Working Party:	Jane Seaman
	Public:	Pieter Mommersteeg Helen Challinor Brenda Eildred John Eildred George Westcott Liam Russell & Colleague (joined 20:10)

### 1 Purpose of the meeting

The Chair informed the meeting that the roundtable meetings were private meetings open to residents (or their representatives) but not the public or the media. The meetings were for collaborative open discussions to allow everyone to voice their opinions and to allow the group to develop ideas that would be reported back to the NDP Working Party formal meetings. There would be a timed agenda to aid productivity and actions would be developed and allocated to individuals to ensure that actions were completed. The outcomes of these meetings will be made public.

### 2 Welcome and introductions

The Chair welcomed everyone to the meeting.

### 3 Apologies received

Cllr Melvyn Wooding  
Caroline Robinson  
Janette Kightley-Green

### 4 Declaration of interest

Under section 6.2 of the Terms of Reference – the following interests were declared:  
Pieter Momersteeg, Brenda Eildred, John Eildred – Aspirational Sites to be submitted.

### 5 Approval of the Minutes

The Minutes of the meeting [NDP-W004](#) were approved with no amendments

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### **6 Review of Actions from the meeting held on the 17th October 2013**

**6.1** Summary of attendees' availability at exhibition – The following was agreed:

*Saturday 14<sup>th</sup> December*

Morning session            Adrian Dale  
    Melvyn Wooding  
    Caroline Robinson

Afternoon session        Mick Izzard  
    Patricia Buckman  
    Janette Kightley-Green

*Sunday 15<sup>th</sup> December*

Morning session        Andrew Seaman  
    Jane Seaman  
    Jenny Harwood

Afternoon session        Andrew Seaman  
    Jane Seaman  
    Adrian Dale

**6.2** Update of Action Plan – This item is covered under agenda item 9

### **7 Newsletter**

It was agreed that the Chair and Cllr Adrian Dale would prepare a draft newsletter for consultation by the 22<sup>nd</sup> November 2013. This second NDP newsletter will contain information on the December exhibition, the NDP Boundary proposal and Aspirational Sites. The newsletter will be distributed approximately 2 weeks before the exhibition and will therefore be one of the methods of informing residents and interested parties that the exhibition is taking place. This should coincide with the distribution of the Parish Newsletter.

### **8 Exhibition**

The Working Party reviewed the layout and content of the exhibition as proposed by the Chair. Documents and materials required were identified, particularly maps to illustrate the Aspirational Sites and the layout of the current Parish and housing/building stock. These maps are available from the Parish Council. The meeting discussed the importance of using different methods to advertise the forthcoming exhibition and agreed on using the newsletter, A-frame boards sited at several points, A5 leaflets at the Star and Garter public house and a large banner at the village hall. Working Party members will also advise people they meet of the exhibition and the importance of attending. The Chair agreed to put together an action plan of requirements and a briefing note for Working Party members to insure consistency of information given to residents.

### **9 NDP Proposal Action Plan**

**9.1** Review of actions - The updated version of the NDP Proposal Action Plan was circulated to the meeting. Cllr Melvyn Wooding has taken the required photographs and the allocation of individuals to lead and support tasks is now shown on the document and agreed.

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**9.2** Review of completed first drafts – Cllr Adrian Dale has completed first drafts for sections 1.1, 1.2, 2.1 & 2.2 and is now working on section 3.1 & 3.3. The Chair has drafted section 3.9. The Chair had also prepared some initial points to be covered for section 4.0 (The 20 year vision). Pieter Mommersteeg conveyed to the meeting some of his thoughts on what the vision could comprise. It was agreed that in order to fully understand what the 20 year vision might be, input from residents will be required and this will occur during the exhibition and consultation events in 2014.

### 10 Summary of Actions

The Clerk noted action as follows:

1. The Chair and Cllr Adrian Dale to draft newsletter
2. The Chair and Cllr Adrian Dale to continue to work on NDP Proposal draft documents
3. E -mail to the Parish Clerk to check on the speed limit monitoring licence
4. Production of A5 leaflets for exhibition
5. Distribution of newsletter and leaflets
6. Boards and banner for exhibition
7. Feedback questionnaire for exhibition
8. Production on content for exhibition

### 11 Dates of next meetings

The next formal public meeting of the Working Party will be held on: 2<sup>nd</sup> December 2013 at 19.30

The next round table meeting of the Working Party will be held on: 12 December 2013 at 19.30

The meeting closed formally at: 9.00pm

Issued on 22<sup>nd</sup> November 2013

*Andrew K Seaman* (approved on 12<sup>th</sup> December 2013)

Andrew Seaman  
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Previous version: <http://ndp.chelveston.org.uk/NDP-W005/v0.9>

- Minutes approved with amendment to public attendees