



Chelveston-cum-Caldecott Parish Council

Northamptonshire

Neighbourhood Development Plan Working Party



Minutes of a Public Working Party Meeting

1st July 2013

Meeting: NDP-M001

Present:	Working Party Members	Cllr Adrian Dale Cllr Jenny Harwood Cllr Mick Izzard Caroline Robinson Andrew Seaman Cllr Melvyn Wooding Paul Welton
	Clerk to the Working Party:	Jane Seaman
	Clerk to the Parish Council:	Mark Hunter
	Public:	Pieter Mommersteeg (PM) Barry Davies Patricia Buckman

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.

Pieter Mommersteeg (PM) made a general statement covering 3 points:

1. The plan should outline the historical number houses built in both the District and the Village together with core targets for the future to give a background to the new plan. The government will push for more housing and we need to show how our plan fits into the district response to this.
2. It is important to be clear what the respective responsibilities of the NDP Working Party and East Northamptonshire Council (ENC) are so that the relationship between the NDP and the District Development Plan (the 4 Towns Plan) is clear.
3. PM was looking for confirmation that there will be in depth dialogue between all interested residents and the Working Party – not just interaction at formal meeting.

The Chair responded to the statement stating there would be dialogue with all interested parties and that all information would be made public.

The meeting opened formally at 19:40.

2 Welcome and introductions

The Chair welcomed all members to the inaugural meeting and also the members of the public for showing such an interest. He outlined the importance of the plan and the fact that for the first time, this locally produced plan would carry formal weight in the planning process. There is a lot at stake for all residents and it is important that we do a good job and are seen to do so professionally and fairly.

3 Apologies received

No apologies were received.

4 Declarations of interest

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

All members – No interests declared

5 Working Party purpose, scope and overall timetable

The Chair and the Clerk of the Parish Council briefed the meeting on the role of the Working Party.

The purpose is to deliver the Neighbourhood Development Plan (NDP). The Working Party will research, consult and communicate with interested parties. It will be an open process with all documents available on the NDP website.

The first task is to set the boundary for the NDP. The proposed area that will be covered by the plan will go out to consultation during September 2013. The consultation period will be 6 weeks. On agreement of the boundary a Development Boundary Order will be put in place.

The aim will then be to produce the NDP by the middle of 2014. The plan will then be put forward to the Parish Council for approval. On approval by the Parish Council the plan will then be submitted for scrutiny by an Inspector (facilitated by ENC) who will probably raise some queries. These queries will be addressed by the Working Party. The revised plan will then be submitted for approval by the Parish Council. Once approval has been gained there will be a referendum on the NDP. The aim is for the referendum to take place at the same time as the General and Parish Council elections in May 2015 to maximise the potential turnout.

These development plans are expected to cover a period of between 15 and 25 years. It was suggested that the mid-point of 20 years would be an appropriate period of time.

PM raised concerns that the whole of the Parish was not represented by the members of the Working Party as the only resident from Caldecott was a Parish Councillor. Members of the Working Party considered they represented all residents no matter where they were located. The Chair agreed that any other candidates from Caldecott who met the criteria of having no conflicting interests could be put forward to the Parish Council at the 8th July meeting.

6 Election of the Chair

Andrew Seaman was proposed by Mick Izzard and seconded by Adrian Dale to be the substantive Chair of the Working Party. The proposal was carried unanimously. Adrian Dale relinquished the Chair.

7 Format for public meetings

Formal public meetings will be held on the first Monday of the month so that the Chair can report to the Parish Council meeting that takes place on the second Monday of the month. There will be an opportunity for the public to ask questions in an open forum at each NDP meeting.

A notice of meetings along with the agenda will be posted on the NDP website, on notice boards in the Parish, at the Star and Garter Public House and other appropriate points.

All meetings will be conducted at the village hall.

8 Private working meetings

Private working meetings are to be referred to as **roundtable** meetings – with the emphasis on collaboration and open discussion. These meetings will be open to residents and their representatives who will be encouraged to participate fully “at the table”.

Roundtable meetings will be held generally at the village hall. The scope and timetable for these meetings are to be established. A list of topics to be covered will be drawn up. Outcomes from the meetings will be made public.

9 Date of next meetings

The next formal public meeting of the Working Party will be held on: 5th August 2013 at 19.30
The first roundtable meeting is yet to be arranged

The meeting closed formally at: 20.40

Issued on 5th July 2013

Andrew K Seaman (approved on 5th August 2013)

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Previous version: http://ndp.chelveston.org.uk/NDP-M001/v0.01

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| <ul style="list-style-type: none">• Minutes approved with no amendments |
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