

Houghton on the Hill Neighbourhood Plan Working Party

Draft minutes of the meeting on 11th April 2016 at 19.30 in the Club Room of the Village Hall

Informal meeting for Questionnaire delivery/collection volunteers 19.30

The NPWP provided a glass of wine and nibbles, with a brief discussion of initial results of the NP Questionnaire as a token of appreciation for the time and effort donated to the Neighbourhood Plan exercise.

NPWP Formal Meeting Final Agenda

The formal meeting started at 20.25 after the reception above.

Item	Description	Action
1	Apologies were received from: Roger Bettles, Huw Francis, Paul Hart, Mike Hopkinson, Danny McSweeney, Mark Newman, Jim Sharman,	
2	Approval of previous minutes: Minutes of the last meeting (February 24 th) Were approved	
3	Matters Arising Ian Hill reported that the grant application for a further £4,300 from Locality had been approved and Steve Derry was expecting payment into the PC accounts imminently. This grant would cover continued consultancy by RCC and also a planning consultant to advise and assist with the Plan Document.	
4	Initial results of the Stakeholder meeting – Sam Howlett RCC Sam Howlett was ill and unable to attend, but he had sent a brief summary of the results of the stakeholders consultation which is attached as Annex 1 to these minutes, and was projected and discussed briefly at the meeting. There were no major surprises but some discussion about the variety of different views expressed by the range of consultees. It was noted that one issue raised was the dwindling space in the Church Yard. It is believed that section 106 has special provisions relating to burial grounds.	
5	Preparation for the Annual Parish Meeting It was agreed that the main aim at the meeting was to deliver the message to the community: <ul style="list-style-type: none"> • that the questionnaire had been successful –due to their participation • The NPWP were working up the data • Show some interesting non-controversial highlights • Show the timeline for production of the NP, stressing community interaction • Tea and coffee would be provided for people on arrival JS and IH would lead on preparing poster size displays of data graphics and the timeline. All available WP members would be needed on the night to talk with community members round the displays. <i>It was agreed that the bulk of the questionnaire data would be kept confidential within the working party, since a drip-feed of information as likely to start rumours and speculation which could be unproductive. A standard reply to be given by all NPWP members to enquiries about data release would be that “the data was being analysed and would be used to produce the draft NP document which would be circulated for community consultation in June and July 2016.” -or words to that effect.</i>	JS & IH ALL ALL

6	<p>Progress with analysis of textual data from Questionnaire</p> <p>Working Party members had engaged with enthusiasm in analysing the textual data and all sections were complete and data had been passed to JS except for the following Question Numbers: 19, 39, 43, 46, 52, 53, 54.</p> <p>All involved in the relevant sub-groups to complete as soon as possible, and email completed spreadsheets to JS</p>	ALL
7	<p>Progress with potential YP consultation at Houghton School</p> <p>Marion Keene reported that this had been delayed slightly by the school holiday period, but that the response of the school was positive, and this would go ahead rapidly when term started. It was agreed that results would be needed by early May at the latest if they were to be included in the NP.</p>	MK & NM
8	<p>Analysis of YP Questionnaire results</p> <p>MK and MN had not yet done this but were ready to work on this. IH offered to assist with entering data to excel if needed.</p>	MK & MN & IH
9	<p>Process for deriving draft policies – methods and timescale</p> <p>In discussion it was agreed that sub-group should begin to develop policy proposals to be discussed at the next meeting (see 11). Actions suggested are:</p> <ul style="list-style-type: none"> • Read the papers and links circulated by JS on this topic before Christmas. • Read the NP documents for Billesdon and Scraftoft since our policies must be compatible with neighbouring NP's. • The Editing group would rapidly produce its template for policies • Groups should meet as soon as possible to start defining the specific objectives within their remit for which they need policies to define actions. 	ALL
10	<p>Use of the RCC dropbox facility for data storage and access.</p> <p>RCC had created a "Dropbox" space for our NP data storage and already populated it with considerable background data, and created an index to its contents. It was agreed that the NPWP would build on this and use the facility for storage and access of central data. To develop this:</p> <ul style="list-style-type: none"> • IH would send email addresses of all active members of sub-groups to RCC for them to be registered for access to the dropbox. • It was agreed that there would need to be a "gatekeeper" to collate and index information to be added to the dropbox. Sue Hart volunteered to take on this role. 	IH SH
11	<p>Date of next meeting (see table below for proposals)</p> <p>IH would circulate a doodle poll to find the least bad day in week com. 25th April, and the day would have to be Monday, Tuesday or Wednesday</p>	IH & ALL
12	<p>Any Other Business</p> <p>Sue Hart requested a .pdf copy of the Q document to put on the website. M Hearn and JS would check for the final copy, and produce a suitable file for Sue.</p> <p>Ann Sleath reminded us of the two further NP training courses at Kibworth on April 25th and May 16th. It is important that we take the opportunity to have 4 members of NPWP attending each session. She would circulate a separate reminder to NPWP members and collect names for attendees.</p>	SH, MH, JS AS & ALL
	<p>Meeting close.</p> <p>The meeting closed at 21.53.</p>	