

**Minutes of the Meeting of the Houghton Neighbourhood Plan Working Party
held at Houghton Village Hall
23rd April 2015 (1935 – 2105)**

01-04/15	<p>Present: Ian Hill (Chair), Linda Clark, Paul Hart, Sue Hart, Mike Hearn, Marion Keene, Peter Lutman, Danny McSweeney, Mark Newman, Jim Sharman, Bill Scott, John Siddons, Mike Welsh, Huw Francis (Secretary)</p> <p>Apologies: Roger Bettles, Michael Hopkinson, Barbara Scase, Ann Sleath</p>
02-04/15	<p>Minutes of the Meeting held on 25th March 2015</p> <p>The minutes were accepted as a true and accurate record of the meeting.</p>
03-04/15	<p>Matters arising from the minutes of the meeting of 25th March 2015</p> <p>The meeting decided to address these as they arose during the course of the meeting.</p>
04-04/15	<p>Report on progress with definition of NP area and actions with Houghton and Hungarton PCs</p> <p>Huw reported that since the last NPWP meeting he and Ian had attended a very constructive and amicable meeting on 1st April 2015 with Stephen Pointer and Helen Chadwick (both HDC) to discuss this matter. They had agreed it was logical that Houghton's NP area should include the part of Hungarton Parish identified in Ian's note (map attached) and would ask Matthew Bills to communicate this to Hungarton PC when he met them on 15th April 2015.</p> <p>On 20th April 2015 at HDC's request, Huw, Ian, Ann and John hosted a meeting in Houghton with Stephen, Matthew and James Patterson and Mike Preston (both Hungarton PC) to discuss a way forward on this matter. After a short visit to two viewing points on the A47 to ensure that everyone was clear about the area under discussion, the group then moved to the Village Hall where Matthew outlined the legislation surrounding designation of a Neighbourhood Area and the criteria to determine whether a Neighbourhood Area was acceptable. A lively and constructive discussion ensued during which all parties agreed that it was logical to include the area, identified on the attached map, within the Houghton NP. Whilst Mike expressed some reservations about formally adopting this, the meeting concluded with an agreement for both sets of representatives to:</p> <ul style="list-style-type: none"> • Draw up an MOU and forward it to their representative PC for approval – Action: Ian to draft and send to NPWP members for comment. • Discuss the options for a way forward on this matter at their next respective PC meetings (Hungarton on 13th May 2015 and Houghton on 14th May 2015). <p>Note: the meeting felt that ideally the two PC should informally agree the MOU ahead of their respective meetings so they could then both approve it at their meetings</p>

05-04/15	<p>Annual Parish Meeting, 30th April 2015</p> <p>The meeting agreed the following actions in relation to issues concerning the forthcoming Annual Parish Meeting:</p> <ul style="list-style-type: none"> a) Edit/print/deliver flyer leaflet to all houses in the village – flyers printed and sent to NPWP volunteers to deliver b) Displays and Activities for villagers – these will include table displays, provision of meet and greet cards to visitors when they arrive (inviting them to provide contact details to receive further information), tables placed close to entrance with examples of completed Neighbourhood Plans, posters on Neighbourhood Planning provided by HDC, historic maps of Houghton, a scoreboard and Post It notes (to encourage engagement with visitors), a copy of the SHLAA map. Mike and John agreed to co-ordinate these activities and collect the display boards c) Attendance by WP members – from 1800 onwards, briefing and final allocation of tasks at 1900 d) Logistics of displays - the following NPWP members agreed to help: Ian, Huw, Danny, Bill, Sue, Paul (arriving late), Mike Welsh, Peter, Mark, Mike Hearn, Ann. Ian to record the event on film e) Presentation by IAH – previously circulated for comment f) Collecting and analysing Community inputs – Action: Mike Hearn and John g) Mike Welsh to produce a poster containing the key points identified by the sub groups (06-04/15 below refers), making clear these are initial thoughts and asking the question “what have we missed?”
06-04/15	<p>Review of reports produced by sub groups</p> <p>Ian thanked those NPWP members who had produced reports on Environment, Transport, Services and Housing and invited all NOPWP members to provide comments to their respective authors.</p> <p>Mike Welsh then provided a verbal update for the Digital Technology sub group. He commented that there was a political imperative (from the Government and EU) for the UK to be digitally connected and consequently if we were able to come up with specific projects we may be able to access Government/EU/HDC money. He specifically mentioned a project to provide village wide WiFi which could help those living alone in the village.</p> <p>John concluded this section of the meeting by saying that as part of his work on the Village Design Statement (VDS), he was planning to revisit the VDS in the 2004 Village Plan and in May to undertake a walk around Houghton. In this way he hoped to identify any gaps in the VDS.</p>
07-04/15	<p>Any Other Business</p> <p>The following items were raised under AOB:</p> <ul style="list-style-type: none"> • Following concerns raised by Jim about Houghton possibly being designated as a

	<p>“Rural Centre”, Ian agreed that he would ask Helen to address this in her talk to the Annual Parish Meeting and check what, if anything, we can do to influence the decision. He further agreed to ask her for the legal definition of a “Rural Centre” and the implications for Houghton if so designated</p> <ul style="list-style-type: none"> • The meeting agreed that “confirmed” rather than “draft” minutes of NPWP meetings should be placed on the PC website • Huw agreed to produce a timeline document of NPWP activities for the PC website • Ian encouraged NPWP members to consider whether they, or friends/ neighbours might be interested in joining the Parish Council
08-04/15	<p>Date and Place of Next Meeting</p> <p>1930 on Thursday, 21st May 2015 in the Village Hall.</p>