

**Minutes of the Meeting of the Houghton Neighbourhood Plan Working Party
held at Houghton Village Hall, Club Room.
26th March 2015 (19.35 – 21.12)**

01-03/15	<p>Present: Ian Hill (Chair), Roger Bettles, Linda Clark, Steve Goodman, Paul Hart, Sue Hart, Mike Hearn, Michael Hopkinson, Marion Keene, Danny McSweeney, Mark Newman, Barbara Scase, Ann Sleath, Huw Francis (Secretary)</p> <p>Apologies: John Siddons, Mitchell Burnell, Jim Sharman, Mike Welsh, Judy Read</p>
02-03/15	<p>Minutes of the Meeting held on 26th February 2015</p> <p>Apart from minor amendment to correct initials for those present, the minutes were accepted as a true and accurate record of the meeting.</p>
03-03/15	<p>Matters arising from the minutes of the meeting of 26th February 2015</p> <p>The meeting decided to address these as they arose during the course of the meeting.</p>
04-03/15	<p>Report on progress with definition of NP area and actions with Houghton and Hungarton PCs</p> <p>Huw opened by reporting that together with Ann and Ian, he had attended an amicable meeting with Hungarton PC on Wednesday, 12th March 2015. Huw had outlined the progress the Houghton NPWP had made to date and explained that Houghton would welcome an opportunity to discuss the implications of part of Hungarton Parish being included in the Houghton Neighbourhood Plan. Hungarton PC were sympathetic in principle to this but not unreasonably did not wish to commit themselves before they'd separately had an opportunity to discuss the matter among themselves.</p> <p>Huw then commented that James Patterson, the Chairman of Hungarton PC, had subsequently emailed him to say:</p> <p><i>“At the Hungarton Parish Council meeting on Wednesday evening it was agreed that Hungarton will move forward immediately with a Neighbourhood Development Plan. I will be contacting the RCC and Harborough DC this week to that end to begin the process. This should bring us pretty much in parallel with Houghton in the process. I confirm that we recognise and are sympathetic with Houghton’s position on the part of Hungarton Parish identified in your document and we look forward to working together to ensure that the plans are properly agreed and aligned.”</i></p> <p>Ian, who was concerned about the potential delays lack of clarity on this issue might engender, commented that following conversations he had had with Matthew Bills and Helen Chadwick (both HDC), they had written to him saying that HDC felt the Houghton Neighbourhood Plan must include parts of Hungarton parish which abut Houghton parish (eg the land along the A47 including the Houghton allotments). Matthew and Helen are due to meet with Hungarton PC on 15th April 2015 and this NPWG meeting agreed that:</p>

	<ul style="list-style-type: none"> Huw would write to Matthew and Helen requesting a meeting with them to clarify the methodology HDC use to determine the optimum extent of Neighbourhood Planning boundaries and to seek their support to raise the issue of NP boundaries with Hungarton when they meet with Hungarton PC on 15th April 2015. Ideally we would also like to join them at this meeting. Action: Huw
05-03/15	<p>NPWP Constitution and Terms of Reference (ToR)</p> <p>Huw reported that, with one small amendment, Houghton PC had approved the draft NPWP Constitution and ToR. The PC had removed the phrase limiting the number of NPWP members to 30 and replaced it with the following: <i>“The Group will comprise no less than 10 members of the village community. These members will be volunteers”</i>.</p> <p>The PC had also resolved to allocate £250 from its 2014/15 general contingency budget to pay for NPWP expenses associated with the NP activity at the Parish Meeting on April 30th.</p>
06-03/15	<p>Future Meetings</p> <p>The meeting agreed that Roger, Sue and Ann would attend the LRALC NP training course on 30th March 2015 and report back at the next NPWP meeting. Ann also agreed to inform Steve Derry. Action: Roger, Sue and Ann</p>
07-03/15	<p>Annual Parish Meeting, 30th April 2015</p> <p>The meeting agreed the following actions in relation to the forthcoming Annual Parish Meeting:</p> <ul style="list-style-type: none"> Mike Hearn, Mike Welsh, John and Ian will co-ordinate all work relating to the Annual Parish meeting. Action 1: Mike Hearn, Mike Welsh, John and Ian Ian will circulate to all NPWP members for comment the presentation he is preparing for the meeting. Action 2: Ian Ian will circulate to all NPWP members for comment the flyer he, Mike Hearn and John are preparing for the meeting. Action 3: Ian Ian will send the flyer to the printers no later than 9th April. Action 4: Ian On their return, Ian will give the flyers to Marion who will deliver them to all households in Houghton 18th – 20th April. Action 5: Ian and Marion The NPWP will use the HDC Display Board to display large maps of Houghton and associated material. Visitors to the meeting will be invited to put post it notes with their comments on the boards and sign up to help the NPWP
08-03/15	<p>Assignment of NPWP Members of Specific Topic Areas</p> <p>The meeting agreed that the following NPWP members would join the following groups:</p> <ul style="list-style-type: none"> Housing: Marion (lead), Mike Hopkinson Employment: Mitchell (lead), Mike Welsh Services and Facilities: Roger (lead), Ann, Steve, Sue, Barbara, Mark, Village Design: Mike Hearn (lead), Danny, Paul, Mike Hopkinson, Roger, John Traffic and Transport: Ann (lead), Marion, Huw, Sue, Rosemary, Linda (Peter

	<p>Lutman to contribute)</p> <ul style="list-style-type: none"> • Digital Technology: Mike Welsh (lead), Steve, Mark, Mitchell • Consultation: John (lead), Mike Hearn • Environment: Linda (lead), Danny, Paul, Ian, Jim <p>The meeting also agreed that each group should meet within the next couple of weeks to agree and produce their initial thoughts on each topic area. The lead of each group would then forward their notes to Ian by Thursday, 16th April 2015. Ian in turn would then attach these to the agenda of the next NPWP Agenda. Action: all leads of groups and Ian</p>
09-03/15	<p>Any Other Business</p> <p>Mike Hearn urged the group to focus on priorities rather than “nice to haves” when producing material for the NPWP. He asked that a list of the essential contents of any NP be prepared and discussed at the next meeting. Action Ian agreed to prepare a list.</p>
10-03/15	<p>Date and Place of Next Meeting</p> <p>1930 on Thursday, 23rd April 2015 in the Village Hall.</p>