

**Minutes of the Meeting of the Houghton Neighbourhood Plan Working Party
held at Houghton Village Hall
4th August 2015 (1930 – 2130)**

01-08/15	<p>Present: Ian Hill (Chair), Roger Bettles, Linda Clark, Rosemary Hamilton, Paul Hart, Sue Hart, Mike Hearn, Michael Hopkinson, Peter Lutman, , Mark Newman, Bill Scott, Jim Sharman, John Siddons, Mike Welsh, Huw Francis (Secretary)</p> <p>Apologies: Mitchell Burnell, Steve Goodman, Marion Keene, Danny McSweeney, Barbara Scase, Ann Sleath</p>
02-08/15	<p>Minutes of the Meeting held on 1st July 2015</p> <p>The minutes were accepted as a true and accurate record of the meeting.</p>
03-08/15	<p>Matters arising from the minutes of the meeting of 1st July 2015</p> <p>Ian ran through the following outstanding issues from the July meeting:</p> <ul style="list-style-type: none"> • 04-07/15 : Progress on Neighbourhood Planning Area (see 04-08/15 below) • 05-07/15: The meeting agreed to defer consideration of the results of the Parish meeting until next meeting of the NPWP and look at what it can add to draft vision statement (see 07-08/15 below) • 07-07/15: The meeting agreed that representatives of the main community building management groups meet to discuss to ensure that any future development plans of each group mesh to provide sustainable facilities for the village. Note: this will take place on 13th August 2015 • 08-07/15 (1): Marion suggested that individual groups should meet to progress their work, specifically to draft their own additions to the Vision Statement – to be completed (see 08-08/15 below). • 08-07/15 (2): Mike Welsh asked if, after HDC have completed their six week consultative process about the NP, this afforded the village additional protection against any new development proposals. Note: Ian reported that it does not afford any additional protection.
04-08/15	<p>Neighbourhood Planning (NP) Area</p> <p>Ian reported that he had spoken to Matthew Bills about this matter in the margins of a meeting at HDC on Friday 31st July 2015. Matthew commented that while he had approved and completed all the associated paperwork, the formal process to accord Designated Area status to Houghton was still outstanding. There had been no objections although the Co-op Estates had commented that, as a stake holder, they wished to be consulted on developments. Action: Ian to circulate Matthew’s formal reply to all NPWP members.</p>
05-08/15	<p>Current Potential Building Development and Implications for NP</p> <p>Ian reported that he was aware that there are four separate developers exploring possibilities to build in and around Houghton:</p>

	<ul style="list-style-type: none"> • On the former SMART land by the allotments • On the Co-op Estates land near the school which is currently out for consultation • Davidsons have approached the Parish Council who have interest in land to the north west of the allotments • William Davis who own land south of the A47 towards Winckley Close <p>The meeting spent some time discussing the current application by Co-op Estates. It agreed that whilst as individuals and/or as Parish Councillors they may have their own views on the application, the NPWP can have no view. The reason for this is because the Neighbourhood Plan does not exist, and representative views of the village community, which the working Group and the final plan must represent, have not been determined.</p>
06-08/15	<p>Report from Services and Facilities</p> <p>Roger explained that his report, which had been circulated prior to the meeting to all NPWP members, was a summary of the group’s brainstorming on the matter. He was particularly keen to emphasise the importance of the information and communication elements of the report and how this might both impact the future development of Houghton and affect what reports other groups might produce. The meeting thanked Roger for his work and agreed the importance of highlighting how infrastructure, including broadband and other technologies, will support what the community wishes to do in the future.</p> <p>Action: all NPWP groups to produce similar think pieces by the September 2015 meeting. Also to take the actions at 08-08/15 below.</p>
07-08/15	<p>Vision Statement</p> <p>The meeting agreed that the final wording of the Vison Statement would be:</p> <p><i>“Houghton is a vibrant and inclusive village which embraces change that supports its rural character and community values”</i></p> <p>Mike H also offered the following separate statement which the meeting agreed was an excellent description of the process:</p> <p><i>“To document clearly guidance for the future social and physical development of the village. The guidance will be the result of structured consultation on all identified issues with all who have a legitimate interest. The document must be suitable for adoption as a Neighbourhood Plan and be tested for authenticity of representation by plebiscite”</i></p>
08-08/15	<p>Community Questionnaire</p> <p>John and Mike H ran through the key elements of the draft Community Questionnaire they had produced. They emphasized that as the focus of Neighbourhood Planning is about planning and the use of land, this was what had guided their hand when producing the document. They commented that they had focused on questions with tick box rather than free text answers as these were easier to analyse. They also felt that it was important to have a separate questionnaire to gauge the needs of others, such as Youth Groups and the school. As part of the process of developing the draft Community Questionnaire they had spoken to the Rural Community Council (RCC) as they offer a range of consultancy help, up</p>

	<p>to an including a full project management package. They also use SNAP software to analyse the results of questionnaires.</p> <p>Ian agreed to circulate the draft Community Questionnaire to NPWP members for comment on the style and format rather than the individual questions. Action: Ian</p> <p>Meeting agreed that as soon as the NPWP was formally a constituted group it should take the following actions:</p> <ul style="list-style-type: none"> • apply for Government funds (up to £8000 per six months) – Ian to lead • obtain a quote from the RCC for advice on and analysis of its Community Questionnaire and the Youth and School Questionnaires – John and Mike H to lead • meet with those involved in producing the Scraftoft questionnaire, such as Peter Elliott – Ian, John and Mike H <p>The meeting also agreed that all NPWP sub groups should, prior to the next meeting:</p> <ul style="list-style-type: none"> • produce their own reports and list the data they want to get from the village (rated in priority order) for inclusion in the Community Questionnaire • ask themselves the question when producing their reports “is it relevant to planning and is it aspirational?” • circulate their reports to all NPWP members • meet with John and Mike to discuss their input to the questionnaire <p>Once John and Mike have received all the sub group reports they will:</p> <ul style="list-style-type: none"> • draft a composite questionnaire, ask RCC for a critique and present the draft to the meeting in late September 2015 • produce the final iteration in October 2015 so printing may be done in the same month • help to direct the delivery and collection of the questionnaire in November 2015 <p>The meeting also felt that it would be helpful when the questionnaire is finally delivered to households in Houghton to hold one or two briefing sessions in the Village Hall on the process. This could include helping people to fill in the forms.</p>
09-08/15	<p>Any Other Business</p> <p>No items were raised under AOB</p>
10-08/15	<p>Date and Place of Next Meeting</p> <p>Ian agreed to forward a Doodle poll to WP members to allow them to choose a date at the</p>

	end of September. Action: Ian
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