

**Minutes of the Meeting of the Houghton Neighbourhood Plan Working Party  
held at Houghton Village Hall  
7<sup>th</sup> December 2017 (1935 – 2015)**

01-12/17	<p><b>Present:</b> Ian Hill (Chair), Linda Clark, Rosemary Hamilton, Paul Hart, Sue Hart, Mike Hearn, Nicola Joyce, Peter Lutman, Mark Newman, John Siddons, Huw Francis (Secretary)</p> <p><b>Apologies:</b> Roger Bettles, Steve Goodman, Marion Keene, Ann Sleath</p>
02-12/17	<p><b>Review of the External Examiner's Comments</b></p> <p>IH and RH met Matt Bills (MB), (Neighbourhood Planning Officer for HDC) at his request on 30<sup>th</sup> November 2017 to receive the draft Examiner's Report and discuss it. MB started with the report summary which stated that subject to the changes within the report, the NP was recommended to proceed to referendum. NPWP had anticipated that there would need to be some significant changes due to the publishing of the draft local plan and the granting of planning permission for the Winckley Close development since the NP was submitted. MB commented that he considered the Examiner had made great efforts to preserve all the main aims of the NP while adapting it to the changed circumstances, and the legal framework. A major effect was to simplify the document by removing duplication with what was now included in the HDC Local Plan.</p> <p>MB had pointed out that the options for Houghton Parish Council (HPC) were either to accept the external examiner's comments or withdraw the whole plan and rewrite it and re-start the whole consultation process. If the examiner's changes were accepted, MB said HDC officers would check the revised document, then submit it to HDC Council in early January with a recommendation to approve taking the NP to Referendum.</p> <p>The NPWP team had subsequently read the Examiners Report (circulated before the meeting) and agreed there were no factual errors in the report. The NPWP editing group had edited the NP document, including the VDS, to take account of the examiner's comments and to correct minor factual errors. They had accordingly produced a revised draft document, also circulated to NPWP before this meeting.</p> <p>The meeting discussed the report and the revised edited NP document and agreed that it would recommend that HPC:</p> <ul style="list-style-type: none"> <li>• accept the external examiner's report and the revised document produced by the NPWP (Note: SH also agreed to make a final check of the website to ensure that all necessary consequent changes were made)</li> <li>• send the revised document to HDC for approval</li> </ul>
03-12/17	<p><b>Next Steps</b></p> <p>Assuming HDC agree to initiate the referendum, the meeting agreed:</p> <ul style="list-style-type: none"> <li>• that it was likely that it would take place in March 2018.</li> <li>• to meet again in mid- January 2018 to agree a plan to communicate the process to residents</li> <li>• to make appropriate preparations for the referendum</li> </ul>
04-12/17	<p><b>Any Other Business</b></p> <p>There were no items raised under AOB</p>
05-12/17	<p><b>Date and Place of Next Meeting</b></p> <p>IH agreed to forward a Doodle poll to NPWP members to allow them to choose a date for the next meeting in the week beginning 15<sup>th</sup> January 2018</p>