

**Duddington with Fineshade Neighbourhood Plan Advisory
Committee Meeting
10th September 2018
19.30
Duddington Village Hall**

1 In attendance:

Sandie Parsons – Chair (SP)
Shenagh Hackett- Secretary (SH)
Gary Kirk – *Yourlocale* (GK)
Barrie Galpin (BG)
Maggie Scott (MS)
Sandy Scott (SC)
James Maunder Taylor (JMT)
Rick Holder (RH)
Lucy Hurst (LH)
Paul Hackett (PH)

Apologies for absence:
Rae Spencer – Jones

2 Declarations of Interest

It was clarified that this related to any pecuniary interests e.g. land ownership, business.

There were no expressions of interest declared.

3 Minutes of Meeting 8th August 2018

- a) Accuracy: The name of the group was confirmed as the Duddington with Fineshade Neighbourhood Plan Advisory Committee.
The date at the bottom of the minutes referred to the date that the minutes were produced and not the actual meeting date.
With these amendments the minutes were proposed by BG and seconded by PH.
- b) Matters arising not covered by the agenda:
Vision statement:

Following examples sent by GK, a draft Vision was presented by BG. It was agreed that this was a good starting point and that part of this could be used to form the objectives.

It was agreed that the Vision would not be set in stone until towards the end of the process and would set out to show how the Parish would look in 15 -20 years. The Vision can be reviewed after five years.

The importance of the North Northamptonshire Joint Core Strategy 2011 - 2031 which is the strategic part 1 Local Plan for East Northants, Corby, Kettering and Wellingborough was discussed as this sets out the future development of the area and includes housing targets. The Neighbourhood Plan will need to demonstrate how it will fit in with the key objectives. Whenever the key objectives change the Neighbourhood Plan will need to reflect them.

The importance and power of the status of the Neighbourhood Plan was discussed and it was explained that the Plan carries statutory weight. Council planners and Planning Committee members will make planning decisions against the policies and outcomes of the Plan. However although the Plan shapes developments in line with community wishes it cannot control all applications.

Following completion of the plan, a referendum of people who are on the electoral register is required to be held and then it will be subject to an audit carried out against the National Planning Policy Framework.

The timeframe for completion of the Plan is around eighteen months.

Action:

- GK to see if he can get a hard copy of the Joint Core Strategy so that references can be made to it.
- PH to look at how the vision statement and objectives can be set out for the display boards.

c) Stakeholders:

Stakeholders need to be identified as there will be approximately thirty people/organisations that will need to be approached. The letter is to be sent out following the next committee meeting

Action:

- GK to prepare the list of stakeholders and the template letter.

d) Working Groups

It was agreed that Environment was the key area and that rather than have a separate group for housing and sustainability these could also be covered within this group. However more people would be required to help with the process.

Action:

- MS to approach Peter Hankins as he already has a good knowledge of the history of Duddington and its properties to see if he would be able to assist.

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4 Constitution

The draft copy of the Terms of Reference are required to be approved by Parish Council.

Action:

- SH to forward a copy to Richard Reed for inclusion at the next meeting of the Parish Council on 9th October.

5 Flier

A flier concerning the Plan and inviting people to assist in the process had been distributed to all houses in the area. It was hoped that the open event will encourage more people to participate and to raise awareness of the importance of the Plan for the area. As a referendum is required to adopt the Plan it is important that people remain engaged.

6 Natural and Historic Environmental Update

BG presented a verbal report covering the meeting that had been help with members of *Yourlocale*. The main aim of this was to identify key points with which to begin the Environmental Inventory. This will provide the evidence to identify and designate local green spaces. It was explained that the Environmental Inventory is the key area and open spaces will be scored against criteria and those with the highest scores will be proposed as local green spaces.

Sandy Scott agreed to work with Barrie and as this is a large piece of work more people could be approached at the Open Event.

Action:

- BG to liaise with John Martin from *Yourlocale* to establish the next step.

7 Funding

It was confirmed that the application for £5000.00 had been successful and the formal paperwork had been received by SH.

Action:

- SH to liaise with Richard Reed, Parish Clerk, and SP.

8 Socio-economic data

This was difficult to come by as the information from the 2011 census was just a guide as the area was too small to be classed. It was agreed that local knowledge could be used to gain a greater understanding of the area.

Action:

- SH to contact Collyweston as it is believed that Duddington has been grouped with them to request any information that may be able to help with the data required.

9 Questionnaire

It was agreed that the questionnaire should be broad based and not too onerous. It should be available as an electronic version which can be accommodated through Survey Monkey together with a hard copy. As previously agreed a drop box could be temporarily installed at the entrance to the Village Hall.

The questionnaire is to be distributed prior to the Open Event. The timeframe for the questionnaire was agreed as:

The questions to be agreed by 21st September

Completed by 5th October

Printed by 15th October

Delivered by 19th October

Closing date 24th November

Action:

- GH to email the examples from two other areas, Ab Kettleby and Arnesby to SH who will then distribute them to the Committee.
- Comments sent back to SH to be collated for a meeting on 19th September.

10 Programme

With actions agreed for the completion of the Questionnaire this will require timescales for the forward planner to be altered.

Action:

- GK to update the programme for the next meeting.

11 Open event

Gary outlined the requirements for the day including 10 tables, members from the Group to be available to meet, greet and to answer questions and the provision of basic refreshments. Members of *Yourlocale* will also be on hand and will provide display boards.

SH had contacted EMAS regarding defib training however a reply had not been received at the time of the meeting.

The date for the open event has been moved to the 24th November. This will allow time for the questionnaire to be finalised and distributed prior to the event. Additional copies will be available should more people wish to participate. People will also be able to return their questionnaires on that day.

Action:

- The date for the Village Hall to be changed (SH)
- Pictures of the area to be supplied to GK to form part of the display (Everyone)
- EMAS to be followed up (SH)

12 Date of next meeting

Wednesday 10th October 2018 at 19.30