

**Duddington with Fineshade Neighbourhood Plan Advisory  
Committee Meeting  
10<sup>th</sup> October 2018  
19.30  
Duddington Village Hall**

**1 In attendance:**

Sandie Parsons – Chair (SP)  
Shenagh Hackett- Secretary (SH)  
Gary Kirk – *Yourlocale* (GK)  
Sandy Scott (SC)  
Paul Hackett (PH)

Apologies for absence:  
Rae Spencer – Jones  
Barrie Galpin (BG)

**2 Declarations of Interest**

There were no expressions of interest declared.

**3 Minutes of Meeting 10<sup>th</sup> September 2018**

a) The minutes of the previous meeting were proposed as a true record by SC and seconded by PH.

b) Matters arising not covered by the agenda:

Vision statement:

PH presented the vision statement together with objectives that had been developed from the original put together by BG.

**Action:**

- To add an objective concerning the footpaths as requested by SC.
- SH to send the vision and objectives to GK for the

Working Groups:

SC had communicated with Peter Hankins. SH volunteered to visit him if he is agreeable to collate historical information about Duddington.

GK provided a housing needs report for the area together with a copy of the census profile from 2011 and a register of listed buildings and land registry data within the Duddington with Fineshade area. Buildings considered to be of significant importance could be added to this list and the owner's permission does not have to be sought. This is an area for people to discuss at the open day and invited to suggest other buildings for consideration.

The possibility of identifying buildings to be placed on a Community Assets Register was discussed.

**Action:**

- SC to contact Peter Hankins to see if he would meet with SH.
- SH to send out the housing needs report, list of listed buildings

Terms of Reference:

The Terms of Reference had been approved by the Parish Council at their meeting on 9<sup>th</sup> October.

#### **4 Funding update**

SH confirmed that the funding had been received into the Parish Council account.

Expenditure will be audited by Groundworks who administer the funds and any monies spent must be able to be tracked to the development of the Neighbourhood Plan. Therefore it is important that receipts are obtained for expenditure.

Invoices over £1000.00 will be required to be submitted to Groundworks as part of the auditing process.

**Action:**

- All items to be approved by the SH prior to expenditure
- Invoices are to be made out to Duddington with Fineshade Parish Council and these together with any receipts to be sent to SH for monitoring purposes.
- SH to send invoices to Richard Reed the Parish Clerk for payment.
- The budget to be an agenda item for the Committee meetings.

#### **5 Scoping exercise**

GK presented a discussion paper to be used as part of a scoping exercise to be used to identify key issues to be included in the Neighbourhood Plan. It will help to identify how the requirements of the community will feed into the Plan linking into the National Policy Planning Framework and the North Northants Core Strategy.

Clarification was requested for the question "Do you wish to build in environmental features". This is related to biodiversity – policies are able to be

developed to protect certain features that are identified as being important to the area.

## **6 Natural and Historic Environmental Update**

A report was prepared by BG on the progress to date of the work of the Environmental Group which was circulated prior to the meeting and this was presented by SC. A meeting had taken place with members of the *Yourlocale* team and as a result, a number of action points had been agreed. The first of the Field Walks are due to take place on 19<sup>th</sup> October.

It had been suggested that to help with mapping details, the Committee purchase a year subscription to Parish Online. This will help with identifying ancient woodland, historic buildings, flood maps and allow the use of Ordnance Survey maps.

### **Action:**

- To purchase the subscription to Parish Online BG
- To continue with the environmental inventory and to encourage more people to come forward to assist in identifying areas that they feel are important.

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## **7 Identification of stakeholders**

GK had prepared a list of stakeholders to be approached as part of the consultation process. This is a long list however it is required as we have to demonstrate that we have contacted them as they may identify issues to be included in the Plan.

### **Action:**

- SH to work through and identify local/regional contacts.
- GK to send a sample letter to be used.

## **8 Questionnaire**

The questionnaire was ready to go to the printers and it was agreed that 100 copies would be required.

A drop box is to be provided for the Village Hall and people will also be able to complete the questionnaire on-line via survey monkey.

### **Action:**

- SH to get copies printed
- SH to send final copy to GK
- GK to send SH the on-line link to make sure it works.

## **9 Programme**

A programme showing the approximate timeframes for the different stages of the Plan was presented.

**Action:**

- GK to send a copy of the programme to SH who will then email to everyone.

**10 Open event**

The event will run from 10.00 till 13.00.

The set up:

The hall to have ten tables around the edge which will display the boards with the objectives. These will take the form of open questions to encourage people to comment.

Tables and chairs to run down the middle with post it notes, flip chart and pens to enable people to contribute with their thoughts and ideas.

All comments received via post it notes or the flip chart will be collated by *Yourlocale* to provide evidence for the overall Plan.

Members of the Committee to be available to meet, greet and talk to residents about various aspects of the Neighbourhood Plan and encourage their involvement.

Tea and coffee/light refreshments to be available.

A couple of tables to be in place on the stage where people can learn how to use the defibrillator and learn the basics of cardio pulmonary resuscitation (CPR).

**Action:**

- SH to send the vision and objectives to GK who will prepare the boards
- GK to provide the pens and post it notes
- GK to collate the comments and post it notes
- SP and SC to open up the hall at 8.30; PH and SH to help set up.
- PH to provide the defib trainer unit and mannequins

**11 Date of next meeting**

It was agreed that with the amount of work to be carried out both before and after the open event, a meeting would not be required until December when the results of the Environmental Inventories will be presented together with information from the open event and the questionnaire.

The next meeting will take place on Wednesday 17<sup>th</sup> December 2018 at 19.30 in the Duddington Village Hall.