

**Minutes of the Clipston Neighbourhood Plan Advisory Committee held on 24th
October 7.30pm 2017.
CLIPSTON VILLAGE HALL, 7.30pm**

Minutes taken by Felicity Ryan, Clerk/RFO.

Contact: clerk@clipstonparishcouncil.org c/o 3 Skippons Court, Naseby NN6 6DT/ 01604 740429

Attendees: R Burnham, S Woodgate, A Price, J Oldershaw, D Wragg, J Tyson, P Hooper, N Carr, G Kirk (Your Locale)

47. Apologies for Absence D Wilford, M Ward

48. Declarations of Interest : None declared

49. Approval of Minutes from the meeting held 22nd August 2017 : It was **RESOLVED** to sign the minutes as a true copy of that meeting, save for the following amendments:

i) the word 'under-occupancy' should be substituted in paragraph 6 of minute 41 instead of the word 'over-occupancy'

ii) the words 'in relation to green open spaces' should be deleted in paragraph 8 of minute 41.

50. New terms of reference : It was **RESOLVED** to adopt the Terms of Reference as circulated, inserting the minimum number of members as six and additionally at least one member of the Parish Council (who is also a member of the advisory committee) shall be in attendance for any meeting to be made quorate.

51. Proposed vision statement : The vision statement had been circulated. **ACTION : Cllr Price to amend so that the visions listed were to have been achieved by 2030 (rather than such visions being proposed). Cllr Price to re-circulate.**

52. Programme Chart : The Programme Chart had been circulated by G Kirk as a guideline to the timescales involved in the Neighbourhood Plan development and had a target consultation for January.

53. Form of Questionnaire : The draft questionnaire had been circulated by D Wragg. Comments were made via e mail before the meeting and at the meeting as follows :-

- To reduce the size of the questionnaire
- To aim to produce it in multiples of four pages
- The free flow boxes should be reduced to provide more focused answers
- Name and contact details should be optional
- A picture of houses should be included with the questionnaire which are considered special to Clipston, as listed in the Village Design Statement in relation to Q5.
- Question 26 deleted as evidence should be gathered at the open event
- Question 10 should be revised to increase the numbers in the brackets.
- The Data Protection Controller for online Data is Gary Kirk of Your Locale.
- The Clerk will retain hard copies of documents and minutes.
- Business section F should be quantified.
- The gender and disability information should be deleted
- C9 note is too technical and should be deleted.

ACTION : D Wragg to re-draft and circulate

54. Funding application and confirmation to Neighbourhood Planning

A successful bid for funding had been confirmed by Groundwork for the sum of £4800.

ACTION : Clerk to confirm acceptance of grant.

55. Report from meeting held with DDC with R Burnham, A Price and G Kirk

A meeting was held with DDC which was positive. They have instigated the Housing Needs Survey and are ready to help. They emphasised Clipston cannot state there will be no development in the Neighbourhood Plan. An issue was raised that if a Conservation Area was needed then this would be better to be allocated via the NDP as opposed to a separate request from DDC.

56. DDC Housing Survey

This had been circulated by DDC and was in the process of being completed by residents. Comments were made by members of the NDP group regarding the inadequacy of the questions asked by the Housing Needs Survey. The form of the questionnaire was therefore more important in order to capture any information missed by the DDC Survey. Cllr Price had chased DDC to confirm how many had been returned.

57. Open Event arrangements

The first open event would be used as evidence where questions, answers and feedback would be obtained by residents. The second event would be after the planning policies had been drafted to ask if residents agreed with policies. The questions which had been removed or modified from the questionnaire would be better answered at the first open event with the aid of maps where residents could see heritage assets etc to indicate areas of special significance and areas they would be see as a place for development. It may be useful to identify areas of land ownership now to initiate the process. **ACTION : GK to e mail AP with confirmation of the size of plans needed for the open event.**

58. Balance of Initial Notices

Initial Notices had been distributed to the school, pub, village notice boards, church, chapel, playing field and village hall.

59. Approval of Group Name

The group name would be Clipston Neighbourhood Plan Advisory Committee. **ACTION : Clipston Parish Council to approve the name and the terms of reference at the next Parish Council meeting.**

60. Logo

To be placed on the Agenda for the next meeting. **ACTION : S Woodgate to liaise with school.**

61. Conservation Area Review

As discussed above

62. AOB

D Wragg raised the question regarding people who were not members of the advisory committee but attended only a few meetings. He suggested an open forum at the beginning

of the meeting may allow residents who wanted to ask questions of the process but not be involved in the full process. **ACTION : Clerk to include on the next Agenda**

Date of next meeting : 21st November, 7.30pm

Date for open day Jan/Feb 2018

Meeting Closed 9.20pm