

## **CLIPSTON PARISH COUNCIL**

### **Minutes of a Neighbourhood Development Plan Meeting held on Wednesday, 1<sup>st</sup> December 2016.**

**CLIPSTON VILLAGE HALL, 6.30pm**

Minutes taken by Felicity Ryan, Clerk/RFO.

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

**Present** : Councillors. R Burnham (Chairman), A Price, P Booker,

**Attendees** : 6 members of the public were present along with Gary Kirk from 'Your Locale'

**Apologies** : J Oldershaw, M Gowling

#### 1. Welcome and Introduction

- Cllr Burnham welcomed everyone to the meeting. The purpose of the meeting was to formulate a plan with the members of the steering committee to begin a Neighbourhood Development Plan ('NDP') group for Clipston.

#### 2. Presentation by Gary Kirk of Your Locale

- Your Locale is a planning consultancy with the sole remit to work with Parish and Town Councils.
- The NDP can complement the Village Design Statement.
- The purpose is not to block development but to shape it and gather evidence about the type of housing required.
- Grant funding is available until 2018 from the locality for £9000 with a possible £10,000 from Lottery funding.
- It can cover :-
  - Housing
  - Affordable housing
  - Site allocations
  - Set development rates
  - Design Guide
  - Business community e.g home working
  - Areas of open space
  - Areas of separation between villages
  - Developer contributions for play areas/open space
  - Contributions to school
  - Transport/Parking standards/Traffic Management Solutions

The Process :-

- Area designation could take up to six weeks
- The steering group should be a mixture of Councillors and members of the public.
- The NDP group should be a steering group appointed by the Parish Council.

**ACTION : Clerk to formulate set up**

- Locality funding needs to be spent by the end of the financial year in which it is applied. Will be drawn down in 2/3 tranches  
Gathering the detail :-
- There should be an open event to gather data, share the vision.
- Theme groups to drill into detail and gather evidence
- Drafting the policies
- Writing the plan
- Further open event
- Parish Council sign off
- Regulation 14 Consultation  
Submitting the NDP
- Publication from Local Authority
- Independent examination
- Referendum
- The NDP is then made and has statutory force

Points to note:

- Daventry has a 5 year Land supply
- The NDP cannot tackle County or Strategic Issues
- Clipston has more detached, bigger houses on average in the County

Gary Kirk left the meeting.

### 3. Appointment of Chairman and Vice-Chairman

It was **RESOLVED** to appoint Robert Burnham as Chairman for the NDP steering group.

### 4. Ground rules for meetings

- The NDP group should be appointed by the Parish Council. **ACTION : Clerk to formulate**
- It should be fully minuted and publicised. **ACTION : Clerk to send Cllr Price sample of Standing Orders for meetings.**

### 5. Action Plan

- Determination Parish Boundaries. **ACTION : Cllr Burnham/Clerk to look for plan used in relation to Village Design Statement**
- Secure data sharing was discussed.
- Areas of expertise were noted as follows :-  
Planning and Development – Pam Booker, Nick Carr, David Wilford  
Technical/Building/Architectural/ - Paul Hooper, Pam Booker  
Wildlife/Conservation – Stephen Woodgate  
Landscaping, Open spaces, views and environment – Paul Hooper, Nick Carr, David Wragg  
History of Settlement –  
Drafting of documents – David Wragg  
Financial – Clerk liaise with Anthony Price in consultation with DDC

- It was **RESOLVED** to conduct a village walk
- All members were encouraged to read the Village Design Statement
- **ACTION : Clerk to contact Your Locale for a quote**
- Involving community :- Questionnaires, Open Day, Community Groups
- Questionnaires to be delivered by hand, on website, noticeboard, delivered with Courier.

6. Next meeting

**ACTION : To agree a plan designating the NDP area which is to be submitted to DDC.**

**ACTION : Proposed appointment of experts . Clerk to contact Kirkwells and another consultant recommended by DDC to quote**

**ACTION : Date for village Walk**

**ACTION : List of phone numbers, e mail addresses and skills database to be compiled**

It was **RESOLVED** to appoint Planning Consultants following designation.

**Date of next meeting 10<sup>th</sup> January , 7pm, Clipston Village Hall**

**Meeting Closed 8.25pm**