

NORTON NEIGHBOURHOOD PLANNING STEERING GROUP

Date: Monday 7th September 2015

Time: 19.00

Venue: Norton Village Hall

Clerk: Angela Feltham

MINUTES OF THE MEETING

Minute	Agenda Item/Outcome	Action
	<p>Record Attendance, Apologies, Absence. Group Attendance: Nigel Allcott Katherine Brown Robert Brown Carole Child Barry Coleman Anne Cooper Charles Cooper Stephanie Goulden – Councillor Tony Heathcote Eric Macannrais – Councillor – (attended for approx 20 mins)</p>	
	<p>Acceptance of Apology David Birtles</p>	
	<p>Invitees Louise Kirkup, Kirkwells Claire Parker, Kirkwells</p>	
<p>15.09.01</p>	<p>Purpose of the Meeting Members had met on Tuesday 21st July to form a Steering Group to develop a Neighbourhood Plan for Norton. At this meeting the members agreed to meet again on Monday 7th September 2015 where representatives from Kirkwells, a Planning Consultant would present information and guidance on developing a Neighbourhood Plan.</p> <p>Kirkwells offered to attend the meeting at no cost to the community.</p> <p>Kirkwell’s presentation included the following information</p> <ol style="list-style-type: none"> 1) Norton Parish Council had identified a designated area for a Neighbourhood Plan and applied to Daventry District Council on 14th July 2015. There has to be a 6 week consultation period followed by a 7 week determination period. 2) An outline of the process required for preparing the plan (this did not go into details) 3) At key stages of developing the plan it will go before consultation bodies which include Daventry District Council and neighbouring parish councils. This is a statutory requirement. 4) Revisions to the plan as a result of the feedback are common 5) The importance of engaging with members of the community for their feedback and response to questionnaires. This will contribute knowledge and expertise in the history of the community, areas of wildlife and archaeological sites plus other areas as individuals offer their knowledge 6) The final plan will go to referendum which DDC will organise. Each member of the electoral roll will be invited to comment 7) It is important to keep up to date with changes in policies issued by Central Government which filter down through District Council 	

	<p>8) A Neighbourhood Plan is intended to cover the period up to 2029 but will require revision as the needs of the parish change</p> <p>9) When DDC revise their Local Plan it should take into account the existing adopted Neighbourhood Plans in their area</p>	
15.09.02	<p>Appointing a Planning Consultant The members discussed appointing Kirkwells as the planning consultant for Norton. RB asked AF if any other planning consultants had been approached. AF explained Kirkwells were recognised by DDC who had suggested Kirkwells as they met certain criteria including the costs. NPC has commissioned work from Landmark Planning relating to Daventry NE SUE. The majority of members would prefer to meet with other consultants before appointing one to work with.</p>	
15.09.03	<p>Getting Started Carole Child asked AF how the group should get started. AF suggested the members meet to discuss areas to include in a questionnaire. Members agreed to 'brainstorm'. Each would list six points of interest to bring to the next meeting. AF would send a questionnaire that had been offered by a neighbouring parish steering group who used it for their initial consultation. It would need amendment but would be a starting point. NA commented on the website links circulated by AF for the earlier meeting. He had found the CPRE site particularly useful. It demonstrates a 7 step process to developing a Neighbourhood Plan. NA encourages other members to visit the site.</p>	<p>Angela Feltham</p>
15.09.04	<p>Next meeting date Thursday 24th September at 7pm Charles Cooper to book the village hall</p>	<p>Charles Cooper</p>
Signed	<p>.....</p> <p>Chairman Date</p>	