

## Houghton Neighbourhood Plan (HNP) working group

### Minutes of meeting held Tuesday 18 June 2019

1. Present

Alan Young (AY)

Sue Otten (SO)

Llyn Adams (LA)

Bev Barker (BB)

Dr David Nicholson (DN), NDP planning consultant

2. The group welcomed DN to the meeting. He had spent a few hours with AY reviewing the village, its environment and amenities. He attended the meeting today to meet the members of the group, allow for questioning regarding the process of the data collection and report writing and to agree DN's appointment as Houghton NDP report author.

DN asked the group to ensure the locality grant monies have been received before he undertakes any work.

The group have agreed the information required for the application form for the monies. BB and SO will submit the application on Mon 24 June 2019.

3. Stage 1:

DN will produce a skeleton draft report and associated policies using the data and information collected thus far. This will identify where the gaps in knowledge are, and what additional information/data is required.

Once this has been established, the sub groups can be formed (topics to be decided) and given their remit.

DN suggested that each subgroup is asked to produce a brief report, the information from which he can use to populate the report.

4. Stage 2:

DN will formally request the Parish Council to ask TVBC for a screening opinion regarding the need (or not) for a Strategic Environmental Assessment (SEA).

5. Monies / expenses / process / other

There will need to be a consultation with the villagers over the draft plan.

Points to consider:

?print off full plan and deliver to each house

?upload document to village website and parish council website

?each member of working group to have a copy

?deliver a summary sheet to each house, directing villagers how to access to the full document if they wish to see it.

?present draft plan at a village coffee morning

The villagers will be asked to comment on the draft plan.

Each comment will be personally addressed in a reply

Need to consider the cost of printing the draft plan, the flyers, and the comment forms.

DN has offered to attend the relevant village coffee morning.

Development of a logo?

Ask villagers to provide photographs that may be included in the report?

DN outlined what would be included in his fee and what additional fees may be incurred.

- Full set of submission documents
- Charges for time spent 'on site' plus travelling expenses
- Up to 50 replies to draft report comments
- Production of leaflet to villagers pre-referendum
- Flyers

TVBC will arrange and fund the referendum on the final report.

6. Date and time of next meeting: TBC