

**MINUTES OF NPWP MEETING HELD AT THE COURT HOUSE
OUNCLE ON TUESDAY 28 JUL 15 AT 7.30PM**

Present:

Ann Chapple (AC)
David Chapple (DC)
Mark Felton (MF)
Neil Fraser (NF)
Tony Hoyle (TH)
Paul King (PK)
Paul Piercey-Hughes (PP)
Roy Sparkes (RSp)
Philip Stearn (PS)
Roger Sturman (RS) Chairman

Minutes: RS

Before the meeting opened, RS noted that they would be using a revised agenda provided by DC in accordance with an action from the last meeting.

Item 1: Apologies for Absence. Apologies for absence were received from Mark Bennis (MB), Debra Harper, Neville Oakes and Rachel Vicary.

Item 2: Verification of Minutes from Previous Meeting. The Minutes from the previous meeting held on Tue 30 Jun 15 were accepted as an accurate record.

Item 3: Update of Actions from Previous Meeting. Matters arising from the previous meeting were reviewed and updated and are recorded in the table at the end of these minutes.

Item 4: Consideration of Objectives including Sub-Groups' Reports.

- a. Business, Employment and Education. Discussions about the amalgamation of this objective with Town centre and Retail were ongoing.
- b. Community, Recreation and Sporting Facilities. Nothing further to add.
- c. Connectivity and Parking. Nothing further to report.
- d. Green Spaces. Since the evidence base for Green Spaces had a direct impact on the Housing objective (see sub-para e below), it too would be subject to a review.
- e. Housing. WP members had been advised of the status of the Housing objective via emails. In summary, there was a need to review the work of the Sub-Group after a letter from a developer had raised questions about the process used to determine housing allocations to sites and the level of communication between the Group and developers; the concerns raised had caused the public meeting planned for 16 Jul 15 to be postponed. Sub-Group members raised their own concerns about this apparent attack on their integrity but it was stressed that this was not in question; none-the-less, it was vastly preferable to demonstrate the veracity of the allocation process at the earliest opportunity rather than allow the situation to develop and increase in scale. Further discussion on the way ahead is recorded at Item 5.

- f. Tourism. Nil.
- g. Town Centre/Retail (TC&R). Nothing further to add.

Item 5: Next Steps.

- a. There was a debate about the best means of advancing the review of the Housing and Green Spaces objectives. It was agreed that there was a need for a new panel of individuals, as far as possible unconnected with the subjects or the previous work, to carry out new assessments of the objectives. One option was for a new panel to start the site assessment process again from the point at which the call for sites had been made; this would provide the necessary level of scrutiny but would have the potential disadvantages of inducing a significant delay and increasing costs. After some discussion it was agreed to propose that the new panel would be asked to review all aspects of the evidence bases for the 2 objectives in order to ensure that they were robust and that the decisions made about housing allocations to sites, as well as the number of properties to each site, were justifiable; this proposal would take less time and thus keep costs at a sensible level. The proposal would need to meet with the acceptance of the appropriate governance officers.
- b. It was further agreed that it should be proposed that the scrutiny panel should comprise PS, an original member of the Housing Sub-Group but without any interests in Oundle, at least one individual with planning experience but no previous connexion to the Oundle NP, plus the NPWP's specialist consultant Alex Munroe and one or 2 Oundle townsfolk (it was accepted that finding local individuals without an interest might prove difficult). This proposal was to be discussed with governance officers as soon as possible; **action: RS was to arrange for the proposal to be discussed as soon as possible.** *Secretary's note: the proposal was subsequently accepted and is being progressed.*
- c. Meanwhile, PK would arrange holding letters to go to all developers advising them of the postponement. **Action: PK to provide letters to developers.**
- d. It was agreed that, in order to provide more transparency, WP members' addresses would be published on the OTC website. **Action: RS was to collate inputs to the members' address list.** It was also agreed that PK would circulate the Caistor and Thame NPs to WP members because they were considered good examples of completed Plans; *secretary's note: this action was completed on 3 Aug 15.*
- e. In order to ensure that all NP members were aware of developments within each objective, Sub-Group heads agreed to circulate summaries of their evidence bases, together with outstanding actions, to all within 10 days; these would also enable PK to continue with drafting the Plan with authority and might provide the basis for initial discussions with ENC on the Plan's content. **Action: Sub-Group heads were to provide summaries within 10 days.**

Item 6: Finance Report. In the continued absence of a financial report, it was noted that there had been very little expenditure from NP funds and no additional income. **Action: PK undertook to assist with the provision of future financial statements.** *Secretary's note: a statement was subsequently provided which was to be distributed with the minutes.*

Item 7: AOB.

- a. WP members were to review their interests in all areas of the NP and declare any concerns about conflicts of interest; **action: all to review interests and declare any conflicts.**
- b. NF agreed to adopt action 231214-01; **action: NF was to liaise with NCC about the use of school facilities.**
- c. In the absence of MB, NF also undertook to ascertain the position on the distribution of the up to date version of the TDS; **action: NF was to advise on the distribution of the TDS.**

Item 8: DONM: The next meeting was to be held on Tue 28 Aug 15 at 7.30pm.

The meeting closed at 8.40pm.

Action Points - Neighbourhood Plan Working Party 26 May 15

Reference	Action	Owner	Due Date	Comment
230914-06	Sub-Group heads were to provide informal evidence sheets to DH	Sub-Group Heads	Asap	Ongoing
281014-05	Sub-Group heads were to provide monthly reports	Sub-Group Heads	As Req	Ongoing
281014-06	Sub-Group heads were to provide DH with the information required to keep the website current.	Sub-Group Heads	As Req	Ongoing
251114-06	RSp to develop register of landlords of commercial properties	RSp	26 May 15	Ongoing – aim to complete by next meeting
231214-01	GR to report the outcome of her meeting with NCC about the use of school facilities.	NF	As Req	Action now with NF - continue to monitor progress
270115-03	Sub-Group heads to ensure that detail from the TDS was incorporated into their objectives	Sub-Group Hds	As Req	Ongoing
240315-02	PS to obtain feedback on ARBN from other Welland towns	PS	Asap	Ongoing
240315-04	DC to manage negotiations with owners/developers	PK	Asap	Ongoing – action now with PK
280415-02	AC to pass the Green Spaces evidence base to WP members.	AC	Asap	Complete
280415-03	All to check on additional support for website entries.	All	Asap	Support identified - complete
260515-01	RS to arrange an early meeting with PK, MM and PS.	RS	Asap	Complete
260515-01	PK to assist with the provision of future financial statements	PK	As Req	Complete
260515-01	PS was to liaise with ENC	PS	As Req	Ongoing
280715-01	RS to arrange for the proposal to be discussed as soon as possible	RS	Asap	Proposal subsequently accepted and being progressed
280715-02	PK to provide letters to developers	PK	As Req	

280715-03	RS was to collate inputs to the members' address list	RS	Asap	
280715-04	Sub-Group heads to provide objective summaries	Sub-Group heads	Within 10 days	
280715-05	Review interests and declare any conflicts.	All	Asap	
280715-06	NF to liaise with NCC about the use of school facilities	NF	As Req	
280715-07	NF to advise on TDS distribution	NF	Asap	

Note: Grey block indicates action complete.