

HIGHAM FERRERS

NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES OF THE MEETING HELD ON TUESDAY 6th NOVEMBER 2012 at 1 p.m. in the TOWN HALL

PRESENT: Sandra Micham (Chairman and Project Leader), Cllr Mrs A Sauntson, Cllr Mrs S Mantle, Cllr A Dunn, Cllr Mrs P Whiting, Jon Sidey, David Hudson, Cllr H L Jackson, Katie Sheldrick, Philip Toogood, Irene Hawkins (Higham Ferrers Tourism), Julie Morriss

1. **APOLOGIES:** Apologies were received from Cllr D Lawson MBE and Lisa Caven-Quantrill

2. TO APPROVE MINUTES OF THE MEETING HELD ON 4th OCTOBER, 2012

It was agreed that the minutes of the meeting held on 4th October be signed as a true and correct record.

3. INTRODUCTIONS

Sandra Mitcham welcomed Irene Hawkins. She will be replacing Liz Brown on the Steering Group.

4. PRIZE DRAW

The presentation has been made to Mr Blyth and a picture with details of the prize draw has been sent to the local newspaper.

5. ACTION PLAN

Under 'Health' - Patients Forum needed to be added as a partner. It was noted that Cllr Mrs C Ingram had resigned from the surgery. Council is to feed back to the surgery the comments raised on the questionnaire and they will be asked for their comments. A meeting between the Town Council and the Practice Manager at the Surgery could be arranged. A working group to include the Practice Manager could be set up to try and address the complaints and move forward with the improvement of the Doctor's Surgery.

It was agreed that Sandra Mitcham would write to the Practice Manager at the Doctors Surgery giving details of the comments received, asking for a feedback which might alter the action plan.

The Chairman explained the 2 elements within the Neighbourhood Plan. The Community Plan can be dealt with by the Steering Group. The Community Plan element will have a target of the end of March 2013. The targets set are: High – completion within 2 years, Medium – completion between 2-5 years and Low – completion between 5-10 years.

Working groups to meet and look at their section of the action plan. They need to look at the issues, priorities and actions and then feedback to Sandra Mitcham who will then reassemble the new plan. The working groups might feel that issues should be broadened. Deadline one week before next meeting for these.

The working groups are:

Community (Areas of Health and community facilities): David Hudson, Jon Sidey, Bert Jackson, Anna Sauntson, Irene Hawkins

Highways and Transport: Derek Lawson, Bert Jackson, Pam Whiting, Philip Toogood, Alan Dunn

Development: Is to be left for the moment as this is covered by formal 'Neighbourhood Plan' process.

Economy: Sheila Mantle and Anna Sauntson

The groups are welcome to meet at the Town Hall if that is more convenient.

There will be Focus Group sessions organised for people to look at the draft action plan or specific issues and comment.

The Neighbourhood Plan cannot stop development, but it can 'shape' development.

Sandra Mitcham will email the action plans to the working groups.

6. TO AGREE VISION

Katie Sheldrick was thanked for her draft and a couple of small alterations were made. Katie Sheldrick asked the group how much history should be included in the document and it was agreed to include: Kings Meadow Lane, Henry Chichele, Duchy of Lancaster and Washington. Tourism has a document with historical information, which Irene Hawkins will pass on to Katie. Photographs need to be included and a foreword from the Mayor.

7. PLANNING CONSULTANT

The Planning Consultant will assist and support the steering group with the formal Neighbourhood Plan process. East Northamptonshire Council are pleased with the data already gathered. Sandra Mitcham has been liaising with East Northamptonshire Council re future funding of the Neighbourhood Plan. Although she had concerns that they were withdrawing their promise of up to £50,000, it looked like that they may be doing a 'u' turn. She had been asked to project costs for the full project, which she was working on. This would include the Planning Consultant's fees. The Town Council had agreed to pay up to

£2500 as an interim measure. The Planning Consultant was estimating £5250 up to the end of stage 5. Sandra Mitcham advised that a Planning Consultant was necessary to ensure that the plan was robust and complied in accordance with the guidelines or it will be thrown out at the 'Examination in Public'. It was agreed that James Wilson would be appointed to begin the process, stages 1 and 2. Proposed by Cllr Mrs Anna Sauntson and Seconded by Cllr Mrs Sheila Mantle.

8. WEBSITE

There will be a separate website for the Neighbourhood Plan. It was suggested that one of the volunteers might be able to take the development of the website on. It was agreed to purchase the domain name.

9. COMPOSITION OF THE STEERING GROUP

Sandra Mitcham to write to volunteers who may have planning expertise from those who have put their name forward

10. TIMETABLE

Sandra Mitcham has rescheduled the timetable hoping that the action plan will be completed by the end of March 2013. In January it is hoped to hold an event for the public to be involved.

11. ANY OTHER BUSINESS

METHODIST CHURCH

Sandra Mitcham advised the group that the Methodist Church was being valued next week and by the end of March, the Council should know the future of the building. The Community Group should look at what might be contained in the building if it was to become a community development.

TRANSPORT PLAN

The transport report when received will be final, with costed solutions

MIDLAND ROAD

Bert Jackson has serious concerns about the two industrial units in Midland Road which are being left to decay as they might eventually be sold for housing.

12. DATE OF NEXT MEETING

The date of the next meeting is scheduled for Tuesday 4th December at 1 p.m. in the Town Hall. Sandra Mitcham would like all comments and amendments back to her at least a week before the meeting so that she can re-draft the action plan.