Lilbourne

NEIGHBOURHOOD DEVELOPMENT PLAN

Minutes of the First Advisory Committee Meeting 6th June 2024

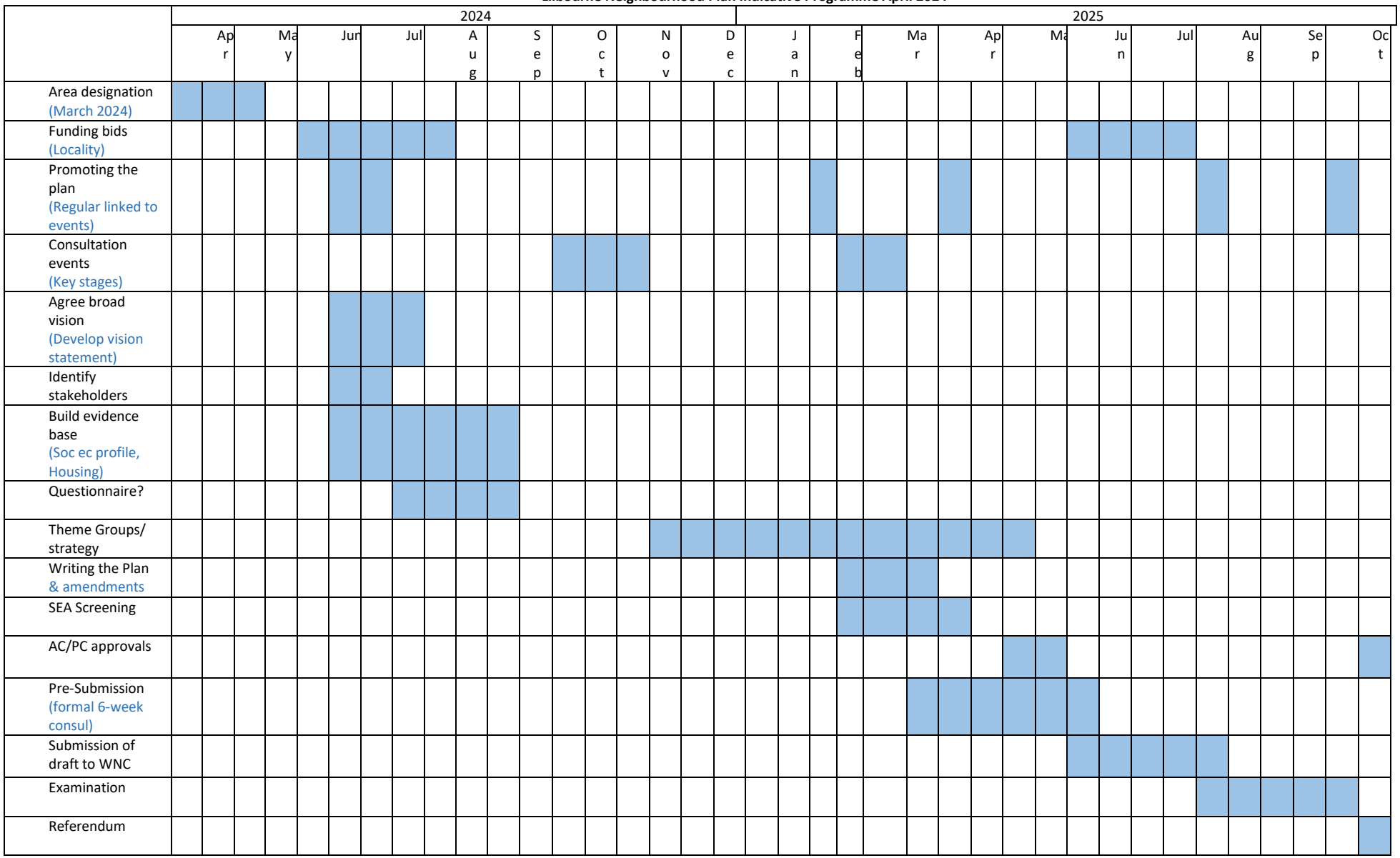
9 present for the meeting

1	**Appointment of Chair and Secretary** It was resolved to appoint Sue Starling as Chair and the Parish Council Clerk as Secretary. Paul Starling to support the Secretary role and the website.
2	**Welcome and Apologies** The Chair welcomed all to the meeting and the advisory committee members were confirmed as follows: Sue Starling, Paul Starling, Jan Alexander, Tania Laugier, Gill Wells, Mark Wells and Ben Berridge. Clare Valentine (Secretary). Gary Kirk – Your Locale. Each member at the meeting was invited to introduce themselves.
3	**Declarations of Interest** Advisory Committee Members all own land or work in Lilbourne
4	**Neighbourhood planning – Process and Your Locale role** Your Locale Gary Kirk gave a presentation for the village on 28th April 2024 and has provided a programme included with these minutes to explain the steps and process of the NDP. The project will split into groups as it progresses, and Your Locale will help facilitate as we create the NDP. Sue Starling asked about the grant application process and the questions on the form for clarification which included Special designations; housing needs and Sources of income.
5	**Draft Terms of Reference** It was resolved to approve the draft terms of reference included in the minutes and an advisory committee was suggested so that all members can vote and have a say on the matters. This will help with the relationship with the Parish Council. The quorum is 4 members and 1 Councillor. It was suggested that the members sign up to the Code of Conduct which is on a voluntary basis (for the next meeting). The Parish Council will be asked to adopt the advisory committee and its terms and to formally minute this at the ordinary meeting of the Parish Council.
6	**Draft Programme** This next stage is the area designated by West Northants Council and the start of commencing funding bids. A vision statement is required for the next meeting, G Kirk to provide samples. A questionnaire is required to determine what the parish would like to look like. Objectives will be drawn from this such as housing needs, right location for these plans to be put into the policy for the next meeting. AECOM will get in tough to gather evidence and data to create a housing needs assessment. They are a National Funded Organisation and will do a desktop study which will reveal such things as housing stock and judge what housing is needed and provide a report. This survey along with the questionnaire, starts to gauge needs which will lead to a village meeting to consult residents and receive feedback on the data. The consultation will ask people to identify areas such as green spaces, recreation ground, areas that may or may not be developed etc. It is likely that more people will be invited to join the journey and break up into themed groups of 4-5 people to look at different aspects of the plan. These include settlement, housing allocation, mix, windfall (build-up in area) environmental issues and green spaces, biodiversity and wildlife, renewable energy, flooding, non-designated assets. A group on community facilities, transport, speeding and parking also to be considered. These groups will then hold a launch event. A draft NDP will be formed which will them go through the approval and screening process which includes public consultation and stakeholder engagement. The plan in draft will go to West Northants Council and can take 6 months for review resulting in a referendum for Lilbourne to vote on the plan. West Northants Council pay for the election. The plan once approved is a legal Neighbourhood Development Planning document held by West Northants Council.
7	**Funding** A draft application to Neighbourhood Planning Programme, funded by the Department for Levelling Up, Housing & Communities for £10,000.00 has been prepared by G Kirk for LPC submission asap with a 1-week deadline. Clerk to submit.

8	**Next Steps not all necessary – some progressed in sub-groups …)** **1. Vision Statement –** Action TL/PS/JA **2. Questionnaire –** Action: GW/BB/MW 3. **Logo** – GK to provide examples PS **4. Land ownership** – Action BB **5. Local stakeholders –** Action BB (requires copy of boundary Map – Action GK **6. Communication (internal and external)** Agenda/Minutes/Website/Newsletters and Noticeboards. 7. **History of Parish** – JA and GW/MW to contact resident with local history. **8. Open Event** – Approx 3 months' time display boards drop-in session.
9	Date of future meeting(s) Thursday 18th July 2024 at 1900htrs Lilbourne Village Hall. Meeting closed at 20:30

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Lilbourne Neighbourhood Plan Indicative Programme April 2024



TERMS OF REFERENCE AND GOVERNANCE
FOR LILBOURNE PARISH COUNCIL NEIGHBOURHOOD PLAN ADVISORY COMMITTEE

1) Name

a) The name of the Committee shall be the Lilbourne Neighbourhood Plan (NP) Advisory Committee.

2) Role

a) The role of the NP Advisory Committee is to carry out the following NP tasks on behalf of the Parish Council:
   i) Undertake the preparation of an NP for the designated area of the Parish of Lilbourne;
   ii) Utilise external funding secured by the Parish Council and assist with planning, budgeting and monitoring expenditure under the control of the Parish Council.
   iii) Liaise with relevant authorities, organisations and identified Stakeholders to ensure the NP is comprehensive and inclusive;
   iv) Identify and implement a wide variety of ways to engage the whole community throughout the process;
   v) Appoint Theme Groups as necessary to undertake specific areas of work on behalf of the overall NP Committee, involving additional persons with specific expertise as required;
   vi) Be responsible for the analysis arising during the NP process and the production and distribution of the final report;
   vii) To work closely with West Northamptonshire Council throughout the process;
   viii) To submit the draft NP for consultation with the Parish Council, local residents and West Northamptonshire Council;
   ix) To secure the endorsement of the Parish Council for the final NP document.
   x) To prepare the NP for submission to West Northamptonshire Council;
   xi) To ensure the NP is in general conformity with West Northamptonshire Council's existing Core Strategy;
   xii) To ensure the NP meets the requirements of the Neighbourhood Planning (General) Regulations 2012, the Localism Act 2011 and other relevant legislation, including European obligations now absorbed into UK law.

3) Membership

a) The NP Advisory Committee shall have around 8 members, including at least two members from the Parish Council.
b) The membership and appointments are to be approved by the Parish Council and membership information included on the Parish Council website.

4) Meetings

a) The NP Advisory Committee shall endeavour to hold a full meeting on average at least every six weeks or more frequently as may be required.
b) Meeting dates shall be confirmed at least ten days in advance.
c) The meeting agenda shall be passed to all members, with the details of all supporting documentation, at least 3 clear days prior to each meeting. Members will be expected to have read the papers in advance of the meeting.
d) Declarations of Interest for Agenda items shall be a standard agenda item at the beginning of each meeting.
e) The minutes of the meeting shall be produced and circulated to all members within 10 days at most following the meeting, for approval at the following meeting.
f) Resolutions shall be decided by a majority of votes, with the Chair having a casting vote if required.
g) A minimum quorum of members for the transaction of business is four members, including one Parish Councillor.
h) Meetings will normally be open to all members of the public. If a member of the public wishes to speak on a particular subject, the Chair shall invite him/her to speak when the subject is discussed, for no more than 5 minutes.
i) The agendas, supporting papers and meeting minutes are to be posted on the Parish Council website to provide the maximum opportunity for community participation. The agenda and meeting minutes will also be posted on the Village notice board, with a contact address for those wishing to view the supporting papers.
j) The NP Advisory Committee can exclude the public and hold a closed session in exceptional circumstances for matters that are sensitive.

5) Theme Groups

a) The NP Advisory Committee may appoint specific Theme Groups to carry out agreed work on its behalf, with a nominated Leader for each Theme Group. **The work of the Theme Groups does not need to be open to the public and meetings are not required to follow the procedures referenced above, however the need to declare any interest is still required.**

b) Each Theme Group will comprise at least one member of the NP Advisory Committee

c) The Leader may co-opt additional members to further the work of the Theme Group.

d) The Theme Group may make recommendations, but decisions will be taken by the full NP Advisory Committee, for ratification by the Parish Council.

6) Finance

a) The Secretary shall maintain a record of all income and expenditure with decisions on financial matters to be taken by the Parish Council.

b) A current financial statement will be available as necessary.

7) General Conduct of NP Advisory Committee Members.

a) Members are expected to conduct themselves when working on the NP in a manner consistent with the standards of conduct required for those in public life, i.e. selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

b) Members are required to read and sign the Parish Council Register of Interests and Code of Conduct. The Secretary will hold the signed forms in a central place.

c) Members, including co-opted members, should declare an interest at the beginning of a meeting if the member has a disclosable pecuniary or non-pecuniary interest relating to an agenda item to be discussed.

8) Public Access to Information

a) Members of the public, under the Freedom of Information Act 2000, have the right of access to all meetings of the NP Advisory Committee, unless specific reasons have been announced in advance when confidential material may be discussed which might be prejudicial to the public interest. It is envisaged that this would rarely, if ever, be implemented.

b) Members of the public should declare an interest, if applicable, in respect of any agenda item to be discussed at the meeting.

c) The agendas, relevant papers and subsequent minutes of all NP Advisory Committee meetings will be published on the Parish Council website and available for all members of the public to access.

Lilbourne NP Advisory Committee
June 2024