Lilbourne

NEIGHBOURHOOD DEVELOPMENT PLAN
Minutes of the Advisory Committee Meeting

Held on Monday 24th November 2025 at 7.00pm, Lilbourne Village Hall

Present: Chairman J Pope, Members D Bacon, J Alexander, B Berridge.
Yourlocale: G Kirk.
Clerk / Secretary: Mrs C E Valentine
No members of public.

1	**Election of Committee Chairman** To confirm the appointment of J Pope as Chairman (As resolved at the ordinary meeting of Lilbourne Parish Council on 29th October 2025). Jonathan Pope was confirmed as Chairman of the NDP Advisory Committee
2	**To confirm appointment of Secretary to the NDP Advisory Committee** Clerk to continue to support as interim secretary. Members will be asked at the next meeting to appoint a secretary when the full group is present.
3	**Welcome and Apologies** Apologies received and accepted for (personal) T Arkell, A Arkell, G Wells, M Wells, T Pope, M Berridge, S Starling and P Starling.
4	**Terms of reference** To confirm the updated Terms of Reference The Terms of Reference were discussed at the meeting and an amendment made to item 14.1 to correct process on the advice of G Kirk: (Original 14.1 Upon successful completion of the NDP process through to local referendum, approved by an independent examiner and endorsed through the referendum, the NDP Advisory Committee shall be formally dissolved.) Amendment: 14.1 Upon successful completion of the NDP process, the NDP Advisory Committee shall be formally dissolved.
5	**Declarations Of Interests** *Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a disclosable pecuniary interest will require that the member withdraws from the meeting room during the transaction of that item of business.* Declarations of Interest were made as residents/landowners Lilbourne Parish. Updated interest form completed by B & M Berridge , D Bacon and J & T Pope.
6	**Approval of the previous committee meeting minutes held on Thursday 23rd January 2025.** It was **RESOLVED** to approve these as a correct record.
7	**Public Participation** No members of public present.
8	**Decision of the Parish Council** J Pope confirmed the Parish Council has RESOLVED to fund the remainder of the Neighbourhood Development Plan up to £10K. To note for the minutes the Government withdrew NDP funding in April 2025 and a brief period of uncertainty followed around NDP's and if the would be able to continue. The project for the Parish Council was on hold. Subsequently West Northants Council has indicated support for the Parish Council to complete the NDP process and the Consultant YourLocale are able to continue.

	A member not able to attend the meeting raised some issues via email on the day of the meeting which was sent to the Clerk / Secretary including: 1. Clarify the type of housing identified for the NDP – This is contained in the minutes of the Housing Group on the 24.02.2025 - Minutes-of-NDP-Housing-Group-meeting-24.02.25.pdf 2. No further response/reply received regarding the call for sites- reason provided at meeting was the withdrawal of funding and resignation of a Councillor. The Chair directed that the remaining matters should be passed to Lilbourne Parish Council for direction and response.
9	**Update from YourLocale** G Kirk provided an update. Two theme groups, Housing and Environment have made good progress. The site assessment work would have been taken on by AECOM. J Alexander confirmed great progress made with Environment group but this work will need to be reviewed by YourLocale so it was agreed to share this with the consultant for comment. There is a third aspect o the NDP which is Community Sustainability which includes facilities and protecting existing facilities, transport, employment and links in with other sections of the project. Draft ideas can be generated but it will require local input, and could include a policy on transport. GK to share information with the committee. It was suggested the burial ground could be included withing the Environmental Group/policies but it was recommended to move forward with the site assessment stage under Housing. There was a discussion regarding the call for sites and the landowners who came forward. The process was halted by the uncertainty of the Government funding ceasing in April 2025, and follow up contact has not been made. It was decided that as the process was also dealt with by individual members sometime ago it would be revisited again with an explanation to those contacted regarding the delay and for accountability and correct procedure and they would be contacted again formally in the New Year via the Parish Council to complete this process. J Pope to share previous call for site related information with Clerk. Clerk to complete with GK in the New Year. Thanks given to YourLocale for agreeing to support the project.
10	**Next Steps** • Next Steps 1. Review and agree work completed summary a. Environment Sub Group – JP to request data from S Starling and circulate/GK. b. Housing Sub Group – Contact to be made with Landowners. 2. Draft NDP Your Locale (John) will be able to work on Environmental data pending receipt from JP. Sustainability chapter includes policies that link to the introduction, history of the village, vision to work on next.
11	**Timescales** Work above to be carried out over the next 2/3 months. Site allocation work, some way off. The project will continue based on the latest information on the Local Plan.
12	**Any Other Business (not for decision)** None
13	**Confirm updates and actions for Parish Council approval** Members questions regarding updates, Terms of reference, letters to landowners. Actions and updates from meeting**.**
14	**Date of Next Meeting** 9th February 2026. Meeting Closed at 20:19hrs