

Mr S Ingram
Head of Planning Services
Pathfinder House
St Mary's Street
HUNTINGDON
Cambs
PE29 3TN

1 August 2012

Dear Mr Ingram

Houghton & Wyton - Neighbourhood Plan

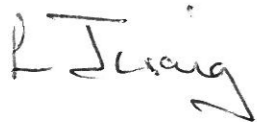
Houghton and Wyton Parish Council have resolved to produce a neighbourhood plan and formally applies for designation of the neighbourhood area in respect of Houghton and Wyton parish. This is required by Part 2, paragraph 5, of the Neighbourhood Planning (General) Regulations 2012.

Attached is a map showing the area to which this area application relates. This follows the parish council boundary. This area is considered appropriate to be designated as a neighbourhood area because it is a properly constituted parish within the planning area of Huntingdonsire.

I confirm that Houghton and Wyton Parish Council is the relevant body authorised to act in relation to this proposed neighbourhood area, as defined by Schedule 9, Part 1 (paragraph 61(3), sub-section 2(a)) of the Localism Act 2011.

Relevant Parish council minutes are attached.

Yours sincerely



Cllr Mrs L J Craig
Chairman
Houghton & Wyton Parish Council

HOUGHTON AND WYTON PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on Wednesday 1 August 2012, 8pm

Present: Mrs L Craig (Chairman) Cllr Mr G Adams
Cllr Mr P Barwell Cllr Mr D Bonny
Cllr Mr B Caldwell Cllr Mr I Martin
Cllr Mrs C Munro Cllr Mrs H Merryweather
C & D Cllr Mr I Bates D Cllr Mr A Williams

There were three members of the public present

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Mr J Ritchie.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PUBLIC COMMENT

There was no public comment.

4. MINUTES OF THE MEETINGS HELD ON 4 APRIL, 29 June and 4 July 2012

RESOLVED: The minutes of 4 April 2012 be signed as a correct record of the meeting

Proposed: Cllr Mrs L Craig

Seconded: Cllr Mr G Adams

For: 5

Abstentions: 3

RESOLVED: The minutes of 29 June be signed as a correct record of the meeting

Proposed: Cllr Mr B Caldwell

Seconded: Cllr Mr D Bonny

For: 5

Abstentions: 3

RESOLVED: The minutes of 4 July be signed as a correct record of the meeting

Proposed: Cllr Mr D Bonny

Seconded: Cllr Mr P Barwell

For: 6

Abstentions: 2

5. CLERK'S REPORT

The Financial reports were noted

RESOLVED: Payments for the month be authorised.

Proposed: Cllr Mrs L Craig

Seconded: Cllr Mr I Martin

All in favour

RESOLVED: The Parish Council purchase the financial management package Scribe 2000 later this year for use from financial year 2013-14.

Proposed: Cllr Mr P Barwell

Seconded: Cllr Mr I Martin

All in favour

6. COMMUNITY POLICE REPORT

No report was produced.

Reports were heard of joy-riding around the Clock Tower and down The Thicket, and concerns over drug use. Cllr Mrs L Craig will contact the police and e-cops.

ACTION: Cllr Mrs L Craig

7. COUNTY AND DISTRICT COUNCILLORS REPORT

C & D Cllr Mr I Bates reported that the cycleway from Hartford to the villages is progressing. The Environment Agency are happy with proposals about the floodbank use and negotiations will have to take place with landowners.

A question was asked about the upgrade to the A14 and toll road proposal – There is still a lot of work to do on this. It was originally cancelled due to finances, a toll road will bring in private finance and it will not happen without that.

C & D Cllr I Bates was thanked for his intervention in getting the application for new footpaths moved forward. CCC have now started the process and sent out consultation documents. Cllr Mr P Barwell has drafted a reply to the consultation on behalf of the Parish Council.

8. COMMITTEE STRUCTURE

RESOLVED: Due to the significant planning issues in the area at present the Planning Committee will become part of the Parish Council, with effect from September 2012.

Due to her involvement, knowledge and experience Cllr Mrs H Merryweather will lead on planning items, through the Chair. This structure will be reassessed in April 2013.

Proposed: Cllr Mrs L Craig

Seconded: Cllr Mrs C Munro

All in favour

9. STANDING ORDERS AND CODE OF CONDUCT

RESOLVED: Houghton and Wyton Parish Council adopt their own Code of Conduct, which will follow the HDC Code of Conduct but will also include a dispensation to participate and vote despite pecuniary interests.

Proposed: Cllr Mr I Martin

Seconded: Cllr Mr P Barwell

All in favour

ACTION: Cllr Mr I Martin

The Clerk will confirm the correct adoption procedure with HDC.

ACTION: Clerk

Standing Orders will be reviewed from the next Parish Council meeting.

10. HOUGHTON & WYTON CONSERVATION AREA REVIEW

The History Society have commented on the Character Assessment and submitted some factual corrections.

Cllr Mrs H Merryweather spent a lot of time with officers and visitors at the public exhibition; she will put together a Parish Council response and send round for comments before submission.

C & D Cllr I Bates has submitted comments asking for field north of the A1123 opposite Houghton Grange entrance to be included due to the setting of the listed building and extending the views.

Areas in The Thicket currently in the St Ives Conservation Area should be moved into Houghton and Wyton Conservation Area.

It was noted that it is proposed to remove Home Farm Road from the Conservation Area; this may leave some mature trees vulnerable and unprotected and will be discussed at the next Rights of Way Committee meeting.

11. PLAYING FIELD

Fields in Trust – Cllr Mrs H Merryweather will contact the Lord Lieutenant to see if he can attend a ceremony in the middle to end of September.

RESOLVED: A budget of £200 was agreed to provide refreshments

Proposed: Cllr Mrs H Merryweather
Seconded : Cllr Mr P Barwell
All in favour

Eastgate Trust – A reply to our queries has been received from The Trust's solicitors. This has been circulated to councillors. D Cllr Mr A Williams will speak to a representative of The Trust and update all parties. This will be discussed at the next Rights of Way Committee meeting.

12. NEIGHBOURHOOD PLAN

The Working Party is meeting fortnightly and making good progress. HDC do not have any resources or personnel available to help with the Plan but are looking at possibilities. They have agreed that the Pla should dovetail with the Local Plan and will be used to fill in details locally.

The main areas of focus are collecting evidence to support the Plan development, contacting landowners, businesses, statutory agencies and neighbouring towns and parishes.

A questionnaire has been produced for parishioners and visitors to complete which will form the basis of the vision for the Plan.

RESOLVED: Houghton & Wyton Parish Council approves the proposal that the designated area for their Houghton and Wyton Neighbourhood Plan is the current Parish Boundary, as set in 2010. The Parish Council will formally apply to Huntingdonshire District Council as part of the Neighbourhood Plan development process. (Localism Act 2011, Sch. 9)

Proposed: Cllr Mrs H Merryweather
Seconded: Cllr Mr I Martin
All in favour

13. PARISH COUNCIL WEBSITE

A separate page or folder will be set up to contain Neighbourhood Planning information.

14. ST IVES WEST URBAN DESIGN FRAMEWORK

There is no further information as regards the court case.

There has been discussion on several matters with HDC Planning Officers. HDC are currently developing their Local Plan and liaising with the Parish Council on the development of their Neighbourhood Plan, so communications are good. Other local parishes and towns have been supportive and are looking at developing Neighbourhood Plans.

15. ANY OTHER BUSINESS

Cllr Mr D Bonny has been looking at higher interest accounts for the reserves and will report back to the next Parish Council meeting.

A tree has fallen over Ruddles Lane, the Land owner will be contacted.

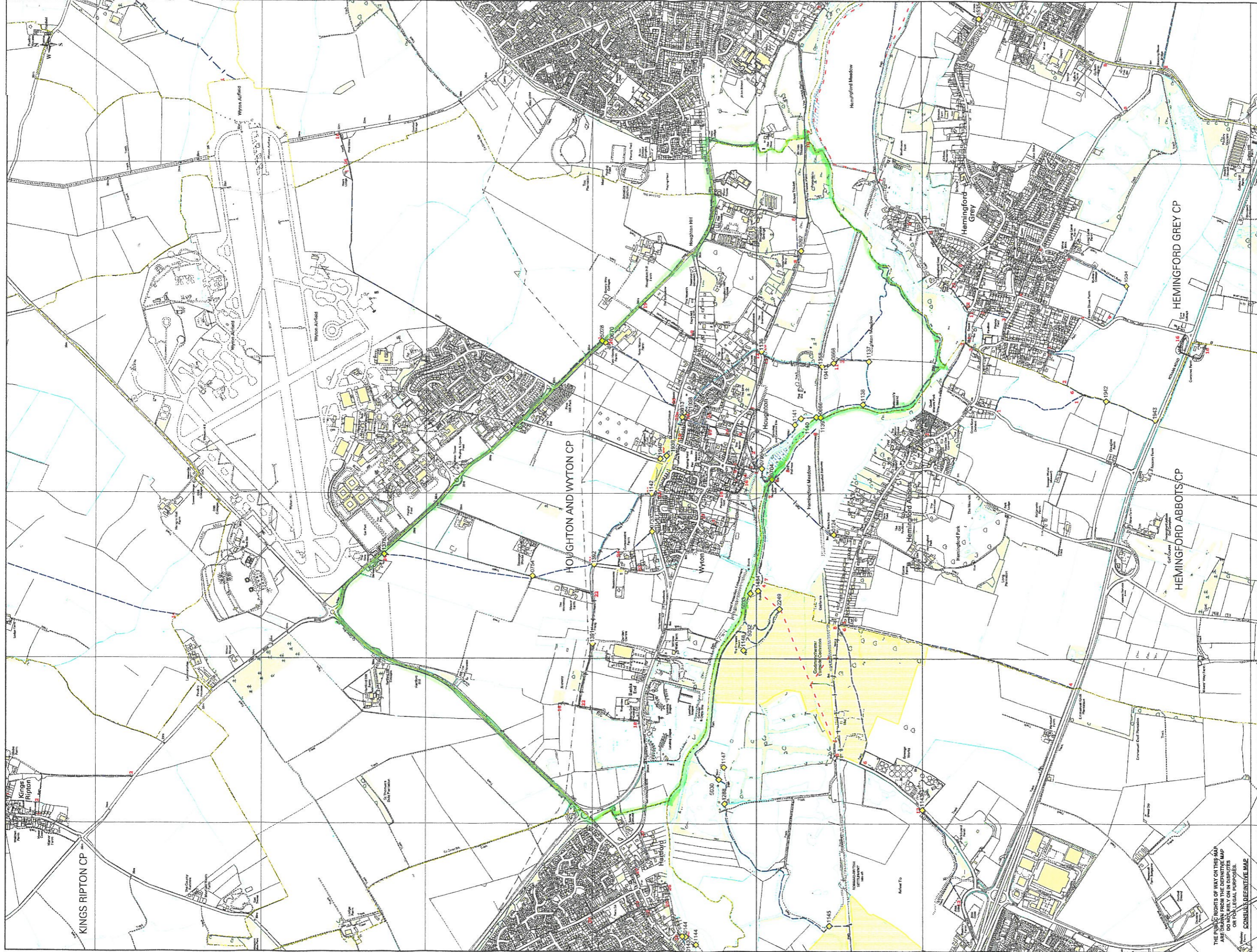
An accident was reported at the Play Area.

16. DATE OF NEXT MEETING

The next Parish Council meeting will be held on **Wednesday 5 September 2012 at 8.00pm in Houghton and Wyton Memorial Hall.**

The meeting ended at 10:05pm

Signed..... Dated.....



THE PUBLIC RIGHTS OF WAY ON THIS MAP
 ARE DRAWN FROM THE DEFINITIVE MAP
 OF GREAT BRITAIN AND IRELAND
 FOR LEGAL PURPOSES.
 CONSULT DEFINITIVE MAP

Key - Drawn from the Definitive Map

- Public Footpath (green line)
- Public Footpath (red line)
- Permissive Footpath (red line)
- Permissive Footpath (red line)
- Permissive Access (red line)
- Permissive Access (red line)
- Parish Boundary (yellow line)
- Restricted Byway (yellow line)
- Byway Open to All Traffic (yellow line)
- Public Footpath (green line)
- Public Footpath (red line)
- Byway Open to All Traffic (yellow line)
- Restricted Byway (yellow line)

Title: Houghton and Wyton
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 Date: 02/08/2011
 Dwg. No.:
 Scale: 1:10000
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