



Shouldham Neighbourhood Plan Steering Group Ordinary Meeting Minutes

Monday 6th June 2022 at 19:30, King's Arms PH, Shouldham

Present: Ant Hobbs (Chair), Tim Owen (vice-Chair), David Willis (Secretary), Rose Hipperson, Helen Brown

Apologies: None

Absent: Alan Austin, Ritch Paine

Others In Attendance: None

6/22 **Opening and apologies:** Ant Hobbs opened the meeting for which there were no apologies.

7/22 **Declarations of interest:** None.

8/22 **Parish Councillors comments:** Although no Parish Councillors were present, it was AGREED that the time slot for any comments at future SG meetings should be limited to no more than 5 minutes.

9/22 **To agree minutes of previous meeting:** The minutes of the meeting held on 23rd May 2022 had been previously circulated and proposed as a true reflection of the meeting by Tim Owen, seconded by Helen Brown, and AGREED.

10/22 **Ongoing matters arising from previous meeting:**

- (a) Draft Terms of Reference were circulated prior to the meeting for comments. Amendments were made that members AGREED. TO will circulate the revised draft (v3) to SG members and AH will forward a copy to the Parish Council Clerk and Councillors for consideration at their next meeting on 27th June 2022.

It was further AGREED that going forward, the acronym for the village's neighbourhood plan should be changed from "SNP" to: "Shouldham NHP" which conforms to the national convention.

- (b) A date for members to attend the webinar training: "An introduction to Neighbourhood Planning" and its funding by the Parish Council are being progressed by AH.
- (c) A draft list of stakeholders was circulated by RH prior to the meeting. Following discussion some additions were AGREED which RH will incorporate into a second version of the list and circulate to SG members.
- (d) In regards to SG communications, it was AGREED:
- the Minutes of the SG should be sent electronically to the Parish Council Clerk;
 - AH will discuss with the Parish Council the possibility of (i) posting copies of SG minutes on the website for Shouldham Parish Council and (ii) displaying SG minutes on the public notice boards in the village and in the King's Arms; and,
 - see item 11/22 below.
- (e) AH is pursuing discussions with the Parish Council about funding costs that will be incurred in carrying out the work of the SG, such as training and communications.

Chairman Initials: A.H.

11/22 AH to propose to Parish Council that the Steering Group hosts a stall at the village fête on 2nd July 2022 so that information can be given to residents and other interested parties about the formation of the Steering Group and its work. Information to be made available will include:

- the content and procedure of a neighbourhood plan;
- membership of the SG;
- the Terms of Reference;
- work to date on preparing Shouldham NHP, and the next steps

AH will produce a leaflet that can be given out at the fête and published in the next issue of "Shouldham News" – copy deadline is Sunday 12th June 2022.

12/22 **Agenda items for next meeting and update on any outstanding actions:**

- (a) SG member training [update by AH];
- (b) Process for communicating SG minutes to residents [update by AH];
- (c) Parish Council funding for the SG, including cost of (a) & (b) above [update by AH];
- (d) Amended list of Stakeholders and its circulation to SG members [update by RH];
- (e) Preparation work to have a stall at the village fête (subject to Parish Council approval) and the production of an information leaflet for distribution at same (agenda item);
- (f) Preparation of a project plan to establish how to consult residents (agenda item);
- (g) Route of the boundaries that are to be referenced in the Shouldham NHP – parish, village, conservation area, and any others (agenda item).

Next meeting: Monday 20th June 2022 at 19:30, King's Arms PH, Shouldham.

Meeting closed at: 20:45

Chairman: Anthony Hobbs

Date: 18th June 2022

Minutes prepared by:

David Willis, Secretary for the Shouldham Neighbourhood Plan Steering Group

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