



Shouldham Neighbourhood Plan Steering Group Ordinary Meeting Minutes

Monday 18th July 2022 at 19:30, 2 Willow Court, Shouldham

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

Apologies: None

Absent: None

Others in Attendance: None

31/22 **Opening and apologies:**

Ant Hobbs opened the meeting for which there were no apologies.

32/22 **Declarations of interest:**

None.

33/22 **Parish Councillors' comments:**

None.

34/22 **To agree minutes of previous meeting:**

The Secretary pointed out an error in the draft minutes of the meeting held on 4th July 2022; namely, that Rose Hipperson did attend the meeting and should not be recorded as having given apologies. The draft minutes were amended and then proposed as a true reflection of the meeting by Tim Owen, seconded by Ant Hobbs, and AGREED.

35/22 **Ongoing matters not covered in a separate agenda item:**

None

36/22 **NHP webinar training:**

The matter is OUTSTANDING, although AH has been in contact with the webinar trainer who advised that there is no programmed availability until the autumn. AH is waiting for a response on whether a 'special' training session could be run earlier for the Shouldham NHP SG and at what cost.

37/22 **Debrief on other NHPs:**

Members confirmed that each had read the NHPs for Castle Acre and Heacham. An analytical discussion followed about the style and content for these NHPs and what might be appropriate for Shouldham NHP. Although in broad terms both were reasonably similar, there were distinct differences in style and layout.

The content of Castle Acre's NHP was unambiguous and clearly set out with the associated objectives and policies recorded and styled that not only highlighted them but made for ease of subsequent reference. Much use was made of photographs, maps and colour throughout the document which complemented the text and provided clarity. Members noted that the text made references to the King's Lynn Housing Register and the 2001 and 2011 census results for the parish by way of background information to the Castle Acre NHP.

The CONSENSUS was that Castle Acre NHP best reflected Members' views about the likely scope of Shouldham's NHP based on the similarity of both villages, including their common rural background, settlement size and situation.

Chairman Initials: AH

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Members AGREED that although specific training was still awaited, some preparatory work could be usefully undertaken; therefore each Member would review:

- the information and guidance on the NHP website of KLWNBC;
- other completed NHPs that are published on the same website.

At the next SG meeting, Members AGREED that each will provide feedback on specific items or themes that might be relevant to the preparation of Shouldham NHP

To complement the general background research, DW AGREED to research the:

- King's Lynn Housing Register;
- Shouldham parish demographics taken from the 2001 and 2011 census.

Members recognised that as a "library" of documents and other material is gathered they would need to be stored safely and accessibly. The preferred storage was digital and held in such a manner that all SG members would have independent access. AH suggested that the use of Google Drive might be a suitable depository. DW and AH will research its suitability including structure, facilities and accessibility.

38/22 **Maps:**

All the NHPs that had been read or scanned contained maps of varying quality. The Castle Acre NHP in particular contained several pertinent and good quality maps, many of which appeared to have been based on Ordnance Survey products. AH will contact WNKLCB to establish whether the Council has a map database that the SG could access for Shouldham's NHP. Otherwise access would probably have to be bought directly from Ordnance Survey.

39/22 **Agenda items for next meeting and update on any outstanding actions:**

- (a) Webinar training (*update by AH*).
- (b) Map availability through KLWNBC (*update by AH*).
- (c) Review of:
 - the Borough Council's NHP guidance; (*All*)
 - other completed and published NHPs; (*All*)
 - King's Lynn Housing Register; (*DW*)
 - Shouldham's census demographics. (*DW*)

Next meeting: Tuesday 23rd August 2022 at 19:30, 2 Willow Court, Shouldham.

Meeting closed at: 20:30

Chairman: Anthony Hobbs

Date: 24 August 2022

Minutes prepared by:

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Chairman Initials: AH