



Shouldham Neighbourhood Plan Steering Group Ordinary Meeting Minutes

Wednesday 28th September 2022 at 19:30, 2 Willow Court, Shouldham

Present: Ant Hobbs (Chair), David Willis (Secretary), Helen Brown, Rose Hipperson

Apologies: Tim Owen

Absent: None

Others in Attendance: Martin Tate, Counsellor for Castle Acre PC

49/22 **Opening and apologies:**

Ant Hobbs opened the meeting, for which there was an apology from Tim Owen.

50/22 **Declarations of interest:**

None.

51/22 **Parish Councillors' comments:**

None.

52/22 **To agree minutes of previous meeting:**

The minutes of the meeting held on 23rd August 2022 were AGREED as a true reflection of the meeting.

53/22 **Ongoing matters not covered in a separate agenda item:**

None

54/22 **Discussion about Castle Acre NHP:**

AH introduced Martin Tate (MT) who is a parish counsellor for Castle Acre PC who led the parish's work to create Castle Acre NHP up to its approval/adoption in January 2022.

AH outlined progress to date by the SG and the contacts that had been made with KLWNBC and the webinar trainer.

MT went through in some detail the various stages of work that Castle Acre's own steering group undertook between its formation in 2017 and the adoption of the plan in 2022. During a concurrent series of Q&As, MT offered many pertinent tips and gave advice on process and good practice, all based around his own group's experience that included "lessons learnt", organising consultations and analysing the outcomes, feedback to relevant stakeholders, the use of social media, costs and the funding thereof, record keeping, access to professional specialists and other expertise, and

He left with members copies of:

- Castle Acre's NHP;
- a schedule of key events during the NHP process with links to supporting material;
- the comprehensive questionnaire that had been delivered to all households following the initial consultation within the parish; and,
- the publicity material that was used to engage with the community.

Chairman Initials: AH

Shouldham NHP SG Meeting No.7

The discussion was drawn to a close by AH. All members thanked MT for attending the meeting and sharing his experience. Everyone concluded it was an extremely useful session.

After MT's departure there was a general discussion around the table to consolidate what had been learnt, concluding with the open village consultation being affirmed to go ahead on 29th October.

55/22 **Webinar training:**

ONGOING, pending a notification of a training date.

56/22 **Map availability via KLWNBC:**

AH said he had established a contact within KLWNBC who confirmed that access to the library of maps/plans held by the Council can be made available to the SG.

57/22 **Arrangements for an open village consultation:**

It was AGREED that meetings in October should be frequent (approx. weekly) and will focus primarily on making the arrangements. Prior to the first of such meetings, it was AGREED that everyone would consider what the arrangements ought to comprise and how the consultation should be realised. Ideas will be pooled at the next meeting.

58/22 **Access to Google Drive:**

DW talked through structure of a site he had created on Google Drive for Shouldham NHP, the documents that he had placed on it and how access to the documents could be made. Some testing was carried out which identified the further work that is needed to establish links between the gmail accounts of each member and the "shared" documents that are on Google Drive. This work should be completed before the next meeting.

59/22 **Review of:**

- King's Lynn Housing Register;
- Shouldham's census demographics.

Item was DEFERRED to an unspecified future meeting.

60/22 **Agenda item for next meeting and update on any outstanding actions:**

(a) Arrangements for a drop-in session (A//)

Next meeting: Tuesday 4th October 2022 at 19:30, 2 Willow Court, Shouldham.

Meeting closed at: 21:25

Chairman: Anthony Hobbs

Date: 4th October 2022

Minutes prepared by:

David Willis, Secretary for the Shouldham Neighbourhood Plan Steering Group
Email: davidjwillis@aol.com

Chairman Initials: AH