



Shouldham Neighbourhood Plan Steering Group Ordinary Meeting Minutes

Monday 24th April 2023 at 19:30, 2 Willow Court, Shouldham

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

Apologies:

Absent: Helen Brown [apology subsequently received]

Others in Attendance: None

49/23 **Opening and apologies:**

Ant Hobbs opened the meeting for which no apologies had been received.

50/23 **Declarations of interest:**

None.

51/23 **Parish Councillors' comments:**

None.

52/23 **To agree minutes of previous meeting:**

The minutes of the meeting held on 28th March 2023 were AGREED as a true reflection of the meeting.

53/23 **To review Outstanding Actions from previous meeting:**

OUTSTANDING ACTION: Item 44/23. See 57/23 **[Action ongoing]**.

OUTSTANDING ACTION: Item 46/23(i). See 58/23 below.

OUTSTANDING ACTION: Item 46/23(ii). See 57/23 below.

OUTSTANDING ACTION: Item 46/23(iii). See 57/23 below.

OUTSTANDING ACTION: Item 46/23(iv). See 59/23 below.

OUTSTANDING ACTION: Item 46/23(v). See 58/23 below.

OUTSTANDING ACTION: Item 46/23(vi). See 55/23 below.

OUTSTANDING ACTION: Item 46/23(vii). All photos uploaded **[Action completed]**.

54/23 **Verbal updates and comments on any matter not covered in a separate agenda item:**

None.

55/23 **NHP training:**

ACTION: DW to update the SG availability spreadsheet. **[Action completed]**

Secretary's Note. The spreadsheet was updated and placed on Google Drive before the draft minutes were prepared.

ACTION: AH to settle a training date for SG

Chairman's initials: AH

56/23 **Collective Community Planning organisation:**

The emailed introduction from C C Planning was discussed. It was AGREED that C C Planning will be invited to the next SG meeting to provide insight and guidance about the complexities of the process and so enable SG members to better understand how to realise the next steps.

ACTION: DW to give the invitation.

Secretary's Note. Following the invitation, a positive response was received from C C Planning before the minutes were prepared. The SG Secretary accepted an offer from Louise Cornell to meet the SG 6th June 2023. As the sole agenda item at the next meeting, Louise Cornell will give a background briefing and advice on next steps.

57/23 **Locality.org - role and grant aid provision:**

There are two types of grants available. The basic grant is up to £10k. An additional grant of up to £8k is available for complex NHPs. Shouldham NHP is ineligible for the additional grant as it is believed that commissioning specialised reports will not be needed to complete its NHP. The availability of funding for the basic grant is not yet settled centrally.

ACTION: TO will maintain contact with Locality.org and report to SG meeting when funding is available.

Locality.org has provided a project planner template which AH has part populated.

ACTION: AH to complete the project planner template.

58/23 **Public consultations – analysis and theme categorisation:**

DW reported that each comment had been attributed to a Theme. In doing so, the context of some comments were reconsidered that resulted in their categorisation being changed. A revised schedule (v4, dated 23-04-23) was produced clarified. The revised schedule was AGREED. It was also AGREED that against those comments which had been marked ineligible, a clarifying reason should be provided.

ACTION: DW to add text on the spreadsheet that clarifies why the ineligible comments were designated. **[Action completed]**

Secretary's Note. The spreadsheet was updated and placed on Google Drive before the draft minutes were prepared.

59/23 **Shouldham NHP Questionnaire and others:**

Other NHP questionnaires were discussed. Although there was a consensus that the categories which had been adopted for Shouldham NHP aligned reasonably well with other questionnaires, members AGREED that before starting work on the next step, help and guidance would be needed from an experienced consultant. See item 56/23 above.

60/23 **AOB**

Expenses submitted by AH to PC Treasurer.

ACTION: DW & RH to provide AH with bank account details for a BACS payment.

61/23 **Agenda items for next meeting:**

Meet Collective Community Planning representative

Next meeting: Tuesday 6th June 2023 (to accommodate the availability of CCP).

Meeting closed at: 21:05.

Chairman: Ant Hobbs

Date: 6th June 2023

Minutes prepared by:

David Willis, Secretary for the Shouldham Neighbourhood Plan Steering Group

Chairman's initials: AH

Shouldham NHP SG Meeting No.17

Email: Shouldham.NHP@gmail.com

Chairman's initials: AH