



Shouldham Neighbourhood Plan Steering Group Ordinary Meeting Minutes

Tuesday, 6th June 2023 at 19:30, 2 Willow Court, Shouldham

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

Apologies: None

Absent: None

Others in Attendance: Nigel Walsh – Chair, Shouldham PC [for part of meeting]
Louise Cornell – CC Planning [for part of meeting]

62/23 **Opening and apologies:**

Ant Hobbs opened the meeting for which no apologies had been received and welcomed Louise Cornell from CC Planning.

63/23 **Declarations of interest:**

None.

64/23 **Parish Councillors' comments:**

NW (PC Chair) said his attendance is as an observer only.

65/23 **To agree minutes of previous meeting:**

The minutes of the meeting held on 24th April 2023 were AGREED as a true reflection of the meeting.

Secretary's Note: *At this point, the order of the subsequent agenda items was changed to enable the CCP's presentation to be given next. The remaining business items, being mainly routine, were deferred to the end of the meeting when CCP and NW were no longer present.*

66/23 **To review Outstanding Actions from previous meeting:**

OUTSTANDING ACTION: Item 55/23. Training date fixed for 16th June
[Action completed].

OUTSTANDING ACTION: Item 57/23 TO monitoring availability of grant funding by
Locality.org
[Action ongoing]

OUTSTANDING ACTION: Item 57/23 Delivery of key steps programme is subject to
CCP's support. See 68/23 below.
[Action on hold]

67/23 **Verbal updates and comments on any matter not covered in a separate agenda item:**

DW and RH confirmed that personal expenses had been reimbursed by PC Treasurer.

Chairman's initials: AH

68/23 **Meeting with representative from Collective Community Planning:**

Having previously sent a written copy of her presentation to the SG Secretary, which was circulated to SG members prior to the meeting, LC outlined how a parish could deliver a NHP.

The presentation topics that were covered included:

- (i) The benefit of developing a NHP;
- (ii) The process to realise a NHP with the key steps summarised as:
 - gathering evidence;
 - community engagement;
 - considering issues & options;
 - developing the plan;
 - when to conduct targeted surveys to pursue specific policies;
 - screening for environmental impact;
 - Regulation 14 requirement in respect of consultation;
 - finalise the plan and prepare supporting documentation.
- (iii) Submission to KLWNBC;
- (iv) CCPs background, expertise and contacts.

There was a wide ranging Q&A session which enabled LC to detail aspects of the process that included:

- the pros and cons of options that could be evaluated during the process;
- an outline issues that might arise and how these could be addressed;
- a reference to other organisations and their role as the NHP is developed;
- how CCPs experience of producing assessments and gathering supportive evidence would help to develop the NHP;
- maximising the Community Infrastructure Levy (CIL) for local benefit.
- the NHP's role within the broader county and national planning framework and projecting the NHP to accommodate the Local Plan timeline, which runs to 2038;

During the course of the Q&A, LC described:

- her career background;
- how CCP is structured;
- how a relationship could be operated for the benefit of the Steering Group and therefore the parish;
- how it could complete the application for grant funding on behalf of the PC;
- the specific work that CCP had the experience to undertake to ensure a plan would be compliant with guidelines and contained appropriate policies that reflected local needs and aspirations; and
- CCP's expertise in writing/finalising the plan and taking it up to the submission stage.

LC outlined CCP's work with other Norfolk and Suffolk NHPs and offered to provide contacts for testimonials or references.

Following the discussion, it was AGREED that CCP will provide a quote and (ex gratia) a programme of tasks with a timeline and a questionnaire pro-forma to start fine-tuning the comments from the public consultations to date.

69/23 **AOB**

It was AGREED that a NHP update for residents would be published in the next edition of Shouldham News.

ACTION: TO will prepare the text and submit it before the publication deadline which is Sunday, 11th June 2023.

Next meeting: Date to be set following receipt of CCP's quote and documents.

Meeting closed at: 21:45.

Chairman: Ant Hobbs

Date: 5th August 2023

Minutes prepared by:

David Willis, Secretary for the Shouldham Neighbourhood Plan Steering Group

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