



Shouldham Neighbourhood Plan Steering Group Ordinary Meeting Minutes

Monday 11th December 2023 at 19:30, 2 Willow Court, Shouldham

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

Apologies: Ant Hobbs

Absent: None

Others in Attendance: None

118/23 **Opening and apologies:**

Tim Owen opened the meeting for which Ant Hobbs had given apologies.

119/23 **Declarations of interest:**

None.

120/23 **Parish Councillors' comments:**

None

121/23 **To agree minutes of previous meeting:**

The minutes of the meeting held on 8th November 2023 were AGREED as a true reflection of the meeting.

122/23 **To review Outstanding Actions from previous meeting:**

- Item 115/23.
- (i) CCP to provide a QR code and Link.
(Action completed)
 - (ii) TO to incorporate the QR code and Link into the leaflet.
(Action completed)
 - (iii) DW to arrange the printing of the leaflet and its distribution around the parish.
(Action completed)
 - (iv) TO to organise online announcements about the survey via email and Facebook.
(Action completed)

123/23 **Verbal updates and comments on any matter not covered in a separate agenda item:**

None

Chairman's initials: TO

124/23 **To review the [closed] public survey and questionnaire**

Prior to the meeting, the Secretary had an exchange of emails with Louise Cornell of CCP who advised that a total of 52 questionnaires were submitted (of which 2 were in paper formats). CCP will analyse the responses in the questionnaires and produce a report by Friday 22nd December.

125/23 **To review the draft Objective Base Evidence prepared by CCP.**

The Objective Base Evidence (OBE) is a report that comprises a detailed collection of facts and figures that relate to the parish and its neighbourhood. The report will be used to inform and guide further consultations and contribute to the drafting of a neighbourhood plan.

There was a wide ranging discussion about aspects of the report, which was only being reviewed for the first time by the SG. It was AGREED that SG members will conduct their own review of the report to check:

- (i) it is factually accurate in regards to the "portrait" it presents of the parish; and,
- (ii) any observations that are drawn from its statistics are balanced and do not in any way lead a particular viewpoint that might later be influential when drafting further questionnaires or the neighbourhood plan itself.

The outcome of the OBE's review will be discussed at the next meeting, which will also be attended by CCP, the author of the report.

126/23 **AOB**

None.

127/23 **Next meeting:** Wednesday 3rd January 2024.

Meeting closed at: 20:45

Vice-Chairman: Tim Owen

Date: 3rd January 2024

Minutes prepared by:

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