



Shouldham Neighbourhood Plan Steering Group Ordinary Meeting Minutes

Wednesday 13th November 2024 at 19:30, 2 Willow Court, Shouldham

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

Apologies: Rose Hipperson

Absent: None

Others in Attendance: Louise Cornell, CCP

136/24 **Opening and apologies:**

AH opened the meeting and acknowledged apologies from RH.

137/24 **Declarations of interest:**

None

138/24 **Parish Councillors' comments:**

None

139/24 **To agree minutes of previous meeting:**

The minutes of the meeting held on 23rd October 2024 were AGREED.

140/24 **To review Outstanding Actions from previous meeting:**

- (i) CCP to update the green corridor map with additional proposed routes
(Action completed)
- (ii) CCP to produce an updated map to show the parameters of viable views
(Action completed)
- (iii) CCP to adjust the map that shows a location for village parking
(Action completed)
- (iv) CCP to produce an updated draft NHP document (v2)
(Action completed [but identified by CCP as v3])

141/24 **Verbal updates and comments on any matter not covered in a separate agenda item:**

DW confirmed that the £10k grant monies had been received in the PC's bank account and that CCP's invoices have been paid up to date. The fee quote from CCP that supported the grant application provided for three meetings with LC; and this meeting is the third. It was AGREED that the cost of up to a further four meetings with LC will be funded by re-allocating grant money from a work stream that is no longer required.

142/24 **To consider an updated green corridor map**

LC had updated the map and it was incorporated into the draft (v3) Neighbourhood Plan. Subject to a subsequent comment when reviewing the draft (v2) document, the SG AGREED the updated map.

143/24 To consider an updated map showing parameters of viable views

LC had updated the map and it was incorporated into the draft (v4) Neighbourhood Plan. SG noted the updated map as a new (ALBEIT DRAFT) version (v5) subject to the view being extended along Eastgate St to its junction with Hallfields. LC to make a further update.

144/24 To consider an amended map for village parking and to decide next step

LC had amended the map and it was incorporated into the draft (v3) Neighbourhood Plan. SG AGREED the amended map and further AGREED that formal contact with the land's owner about this proposal should be made. The specifics of that contact will be discussed at a future meeting.

145/24 To receive an updated and extended draft (v3) NHP document from CCP

Prior to the meeting LC sent through an updated draft (v3) NHP document. [*The draft v2 remained with CCP and was not circulated to SG.*]. DW had prepared and circulated prior to the meeting a note that set out his personal comments concerning the draft. It was AGREED this would be used as a discussion document by SG to review the draft (v3) NHP document.

During the subsequent review, much guidance was provided by LC which included how national and local policies and processes influence the NHP's content as well how that has been formatted in the document itself. For example, LC explained that the format throughout the draft is for a policy to be introduced and the evidence for it established, then the policy is stated and if the policy needs to be interpreted the associated text follows on from the policy statement.

During the review, LC identified those aspects which needed further research to update the draft. But notwithstanding this, it was still possible to make several edits and additions that concerned the text, its style, the document's layout and the time frame for the plan. LC advised that the latter should complement the period which will be adopted by the Borough Council in the emerging Local Plan. It was AGREED that the most appropriate period should be 2025-2040.

It was AGREED that TO and HB will confer and produce additional text for the introduction. This will describe the village, its attributes and history. The introduction will set out what a NHP is, why one was developed for Shouldham and the context in which it sits and finally the process that has been gone through to produce it.

LC provided process guidance for the next steps for a finalised draft NP:

- Screening against a Strategic Environment Assessment (SEA); and (perhaps?) a Habitats Regulations Assessment (HRA).
- Five week consultation with the Borough.
- Amend the draft as appropriate.
- Six week consultation within the parish.
- Amend the draft as appropriate.
- Regulation 14 submission
- Independent Examination
- Public referendum
- Adoption

It was AGREED that LC will speak with the Borough to determine whether the SEA and village consultation steps can run concurrently rather than sequentially to save time.

It was AGREED that LC will produce a further version of the draft NP document for consideration at a future meeting. This will take place once SG has completed the NDHA assessments.

It was AGREED that formal contact with the owner of the land for the proposed car park and how this ought to be made is to be discussed at a future meeting but before the draft NHP goes out for consultation.

146/24 **To prepare a letter template for owners of proposed LGS**

A template, prepared by CCP, was circulated prior to the meeting together with a document in which several queries were raised and CCP's responses are recorded. Notification must be given to the owners. It was AGREED that how to take this forward will be discussed at a future meeting.

It was AGREED that SG should focus on finalising the NHP. It was AGREED that CCP will commence writing the SEA assessment.

147/24 **AOB**

AH briefed the SG on current planning matters that are with the PC for consideration. Otherwise there was no other business.

148/24 **Next meeting(s):** Tuesday, 3rd December 2024 and Tuesday 17th December 2024. The purpose of both meetings will be to complete the NDHA templates for which LC will not need to attend.

NOTE: The draft minutes of this meeting will be considered at the next SG meeting when LC is also in attendance so that the minutes and associated actions in 143/24 and 145/24 can be reviewed by all attendees.

Meeting closed at: 21.45

Chair : AH

Date: 12th March 2025

Minutes prepared by:

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