



Shouldham Neighbourhood Plan Steering Group Ordinary Meeting Minutes

Tuesday, 11th November 2025

at 19:30, 2 Willow Court, Shouldham

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

Apologies: Sarah Sheldon (PC Chair)

Absent: None

Others in Attendance: None

122/25 Opening and apologies:

AH opened the meeting for which there were apologies from Sarah Sheldon PC Chair.

123/25 Declarations of interest:

None.

124/25 To welcome the PC chair

SS was not able to attend the meeting.

125/25 To agree the minutes of the meeting held on 1st October 2025

The minutes of the meeting held on 1st October 2025 were discussed and amendments to item 118/25 were AGREED.

126/25 To review outstanding actions from previous meetings

- A. To format and review the LGS assessment v3 document
(Action ongoing - see items 116/25 & 128/25)
- B. To receive and review an updated Plan [v9]
(Action completed - see item 129/25)
- C. To receive a draft leaflet from CCP announcing a public consultation
(Action completed - but see item 130/25)
- D. To receive a draft presentation from CCP for public consultation and meeting
(Action completed)
- E. To receive confirmation that an online smart survey is available
(Action ongoing - see item 130/25)

127/25 **To receive any verbal updates from Steering Group members for ongoing matters which are not covered as separate agenda items.**

RH has had contact with cllr. Jim Moriarty (KLWNBC) who offered to set up a meeting with the Borough Planning Officer, Mike Burton, to provide guidance on the SG's legal responsibilities and NHP delivery, particularly with regard to the Regulation 14 process. It was AGREED that on behalf of SG, **RH will arrange** a meeting through Jim Moriarty with KLWNBC.

128/25 **To review and agree the formatted LGS Assessment v3 September 2025**

An amended LGS Assessment v3 has been created by CCP. It was AGREED that as the draft is expected to have been amended only with regards to certain LGS sites, it would be **reviewed outside the meeting**, with any feedback to DW.

DW to format the amended LGS Assessment as soon as practicable.

129/25 **To review the amended draft NHP v10 [v9 not created] document from CCP**

CCP has produced an amended draft NHP (BUT incorrectly numbered it out of sequence as v10). It was AGREED that as the draft is expected to have been amended only with regards to certain NDHAs and LGS sites, it would be **reviewed outside the meeting**, with any feedback to DW.

130/25 **Review of Regulation 14 preparation, including:**

A. Identify and compile all necessary documentation for the Reg 14.

It was AGREED that Louise will advise SG on which documents should be included and **DW will compile** the documents.

B. Consider public announcement of Reg 14 consultation via

- Leaflet drop and notice boards - AH to amend the draft leaflet once a consultation date has been set. Amendments to the leaflet will be required for the date and deletion of the reference to cycle routes. Subsequent leaflet drop to be actioned nearer to the consultation date once this is set.
- Shouldham Facebook - to be actioned later when consultation date is set.
- Email list - to be actioned later when consultation date is set.

C. Consider how to hold pdf copies of documentation that can be electronically shared upon request from interested parties.

AH will seek agreement from the PC Chair that documentation can also be put on the PC's website in the Neighbourhood Plan folder.

DW to seek advice from CCP to understand at which stage in the consultation process will the borough council be sent copies of the documentation. It is SG's understanding that the borough council will get the documentation after the village and then the PC have been separately consulted.

[At this point, TO left the meeting]

D. Creation of an online smart survey

CCP will undertake the smart survey

E. Consider how non-electronic responses should be invited

It was AGREED that written responses will be left at the Post Office

- F. Arrange for 4 x printed copies of a set of the draft neighbourhood plan and associated documents to be distributed to:

- Bowls Club;
- Post Office;
- The King's Arms PH;
- Village Hall.

DW will contact CCP for advice on what documents are involved. SG believes the relevant documentation will comprise the Plan, the Design Code, the LGS Assessment, the Views Assessment and the SEA/HRA (assessments).

There was a discussion with regards to how the printed copies will be held/presented. It was AGREED that folders will be used and **DW will research** whether there are folders on the market that can be secured against their contents being removed.

- G. Agree the consultation start date

It was acknowledged that the preparation is not yet near an end and therefore the consultation start date might be mid/late January 2026.

- H. Arrange for a letter advising of the formal consultation to be sent to relevant home and land owners by tracked mail.

It was AGREED that **DW will adapt** the letter templates that were used informally to notify home and land owners with appropriate text changes to reference the public consultation.

- I. Review the list of public body stakeholders (v1 June 2022)

DW to research who is the Post Office stakeholder representative. It was AGREED that stakeholders will include the owners of land which is outside the village development boundary.

DW will compile an amended list (v2) and circulate it to SG members for review and agreement outside the meeting.

- J. Prepare email notification to public body stakeholders of the Reg 14 start date.

It was AGREED that this will be similar to the notification templates used for NDHA and LGS sites. **DW to write** a draft email for approval.

- K. Agree a date for a public presentation and make preparations for same.

It was AGREED that when a consultation start date is set, the presentation will be arranged to take place during the 3rd week of the 6 week consultation period.

131/25 **AOB**

None

132/25 **Date of Next meeting:** Provisionally agreed as Wednesday, 3rd December 2025, but subject to final confirmation depending on progress with outstanding actions.

Meeting closed at 21:00

Chair : AH

Date : 16th February 2026

Minutes prepared by:

David Willis, Secretary for the Shouldham Neighbourhood Plan Steering Group

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