



Shouldham Neighbourhood Plan Steering Group Ordinary Meeting Agenda

Monday, 16th February 2026 at 19:30, at 2 Willow Court, Shouldham

[See note from Secretary on p2)

- 133/26 To open the meeting and receive any apologies for absence.
- 134/26 To receive declarations of interest in items on the agenda and any requests for dispensation.
- 135/26 To welcome the PC chair.
- 136/26 To agree the minutes of the meetings held on 11th November 2025 and the notes from the subsequent online meeting held on 27th November 2025.
- 137/26 To review outstanding actions from previous meetings.
 - A. To format and review the LGS Assessment (v3, Sept. 2025)
(Formatting action completed, review is outstanding - see item 128/25 and 140/25)
 - B. To receive and review updated Plan (v10)
(Action outstanding – see Secretary’s note and items 129/25 & 141/25)
 - C. To receive a draft leaflet announcing public consultation
(Action ongoing - see items 130/25 & 142/25)
 - D. To receive a draft presentation for public consultation and meeting
(Action ongoing - see items 130/25 & 142/25)
 - E. To receive confirmation that an online smart survey is available
(Action ongoing - see items 130/25 & 142/25)
- 138/26 To receive any verbal updates from Steering Group members for ongoing matters which are not covered as separate agenda items.
- 139/26 To consider the response from the Borough Planning Officer, KLWNBC (dtd 27-01-26), in respect of actions arising from the online meeting held on 27th November 2025.
- 140/26 To review and agree the formatted LGS Assessment v4 October 2025
- 141/26 To review amended draft NHP v10. *[Currently its formatting is unstable and must be rectified before a review can be undertaken.]*
- 142/26 Review of Regulation 14 preparation, including:
 - A. Identify and compile all necessary documentation for the Reg 14 consultation;

- B. Consider announcement of Reg 14 consultation in the parish by:
- Leaflet drop and notice boards;
 - Shouldham Facebook;
 - Email list (used for Shouldham News);
- C. Agree how to hold pdf copies of documentation that can be electronically shared upon request from interested parties;
- D. Creation of an online smart survey for responses;
- E. Consider how non-electronic responses should be invited;
- F. Arrange for 4 x printed copies of the draft NHP to be distributed to:
- Bowls Club;
 - Post Office;
 - The King's Arms PH;
 - Village Hall;
- The copies to be marked as available for reading on site only by members of the public;
- G. Agree the consultation start date;
- H. Arrange for a letter advising of the formal consultation to be sent by tracked/signed delivery to relevant home/land owners;
- I. Review the list of public body stakeholders v1 June 2022 and update as necessary;
- J. Prepare email notification to public body stakeholders of the Reg 14 start date;
- K. Agree a date for a public presentation and make preparations for same.

143/26 AOB.

144/26 To agree the date of the next meeting.

Signed: *David J Willis*
Secretary for Shouldham NHP Steering Group: David Willis

Dated: 15th February 2026
E: shouldham.nhp@gmail.com

NOTE FROM SECRETARY

1. As a result of the issues raised by the SG with the Borough Planning Officer (BPO) during the online meeting held on 27th November 2025, ongoing work to progress the NHP process effectively stalled.
2. The SG meeting on 16th February 2026 is to consider the BPO's response and to decide what further steps, if any, should be taken with regards to progressing the NHP to the public consultation stage.
3. One action for CCP arising from the SG meeting held on 11th November was to correct the numbering sequence of the draft NHP v8. Although that was done, the corrected draft was wrongly titled v10 and is also unstable in its original Word format. So a finalised pdf version cannot be produced. The Word document requires to be thoroughly reformatted, which is outstanding (item 141/25).
4. Item 142/25 is a repeat of item 130/25 as none of the actions were subsequently taken forward due to the issues raised with KLWNBC on 27th November 2026.