



Newton Flotman Neighbourhood Plan Steering Group

Minutes of the meeting held on Monday 20th January 2025 via zoom

Present: Paul Weeks (Chairman) Martin Brooks (Vice Chairman)
 Rachel Leggett (Consultant) Sharon Poyser
 Ann Segens Drew Broad
 Bob McKibben Carol Watson
 Emma McMurdock

	Action
<p>1. To consider apologies for absence. Apologies were accepted from Joel Fiddy</p>	
<p>2. To approve and confirm minutes of the meeting held on 6th January 2025 The minutes were agreed as a true record of proceedings.</p>	
<p>3. Complete work on comments table</p> <p>The meeting continued the process of reviewing the pre-submission consultation responses. Comments about Policies NF 13 Dark skies and NF14 Localised flooding were reviewed and adjustments made to the document as appropriate.</p> <p>The responses concerning the Design guidance and codes document were reviewed and adjustments made to the document as appropriate.</p> <p>Actions:</p> <ul style="list-style-type: none"> a) Map of RNR for Pound Lane for Local Green Space in 16 Pound Lane in Newton Flotman Neighbourhood Plan b) New photo of cul-de-sac required to replace Figure 01: Cul-de-sac in Newton Flotman – page 8 of design guidance and codes c) Remove Figure 04 Example of slightly scattered setbacks in the building line – page 8 of design guidance and codes <p>Sharon Poyser raised the issue of buried artifacts. She was offered the chance to provide a paragraph for inclusion in the Heritage section of the NP.</p>	<p>PW to provide map of Pound Lane and photos of cul-de-sacs in the village</p> <p>SP to provide paragraph by lunchtime on 21st January</p>

4. Preparation for submission. Next steps and timescales

The meeting discussed the timescales provided by RL.

- Proof reading and checking (Steering Group)
 - All to proof read documents and inform RL of any errors
- Preparation of Consultation Statement (Rachel)
 - Check dates in consultation statement
- Preparation of Basic Conditions Statement (Andrea)
- Amendments to the Design Code (AECOM)
- Sign off by Parish Council – date?
 - RL to send to PW and Parish Clerk by 23rd January the NP and Design guidance and codes documents in draft form for proof reading and discussion by the Parish Council.
 - Parish Council will discuss Community Projects chapter and sign off documents at their meeting on 28th January. PW to inform RL of results on 29th January
- Accessibility work (Rachel)
- Submission (Rachel)
 - Aim to submit documents to South Norfolk District Council in early February 2025
 - Parish council will be able to use documents for planning decisions after it has been submitted

All

PW

RL

PW

The meeting signed off the Neighbourhood Plan and Design guidance and codes subject to the changes noted above being completed.

5. General Communication

None

6 Date of the next meetings

3rd February 2025 - Training on the planning process and neighbourhood plans for Newton Flotman

TBC – at point of Examination

The meeting closed at 9.43pm