



Newton Flotman Neighbourhood Plan Steering Group

Minutes of the meeting held on Monday 20th November 2023
at 7.30pm in the Village Hall

Present: Paul Weeks (Chairman) Chrissy Leigh
 Martin Brooks (Vice Chairman) Joel Fiddy
 Drew Broad Sharon Poyser

	Action
<p>1. To consider apologies for absence. Apologies were received from Ann Segans, Bob McKibbin, Carol Watson, Virginia Weeks.</p> <p>PW reported that Tina Bell has had to resign from the group for personal reasons.</p>	
<p>2. To approve and confirm minutes of the meeting held on 16th October 2023 The minutes were agreed as a true record of proceedings with no amendment.</p>	
<p>3. Matters arising from the previous minutes:</p>	
<p>a) Terms of reference for the steering group. The terms of reference were approved by the meeting. PW pointed out that under point 6.3 of the terms of reference the meetings would be open to the public. Agendas will be put on the noticeboards and Facebook village group page and they and the minutes will be placed in an especially created section of the Newton Flotman Parish Council website.</p>	<p>Agendas to be put on noticeboards and the Facebook village group page. Agendas and minutes to be placed on the Newton Flotman Parish Council website</p>
<p>b) Wikipedia entry for Newton Flotman PW reported that he was working on revisions to the Wikipedia page about Newton Flotman</p>	
<p>c) Proposal from Rachel Leggett @ associates The proposal from Rachel Leggett @ associates was approved by the meeting.</p>	
<p>d) Dates when committee members are not available for a workshop with Rachel Leggett @ associates in January PW confirmed that all the members of the steering group were happy for their names and email addresses to be passed to RL.</p>	<p>PW to send RL list of members names and email addresses.</p>

<p>PW informed the meeting that RL will be in contact with the steering group to arrange dates for two meetings: Inception One day workshop. Steering group members had given some indication when they would be available for the workshop.</p>	
<p>e) Milestones for the project PW reported to the meeting the following deadlines which had been provided by RL in their proposal.</p> <ul style="list-style-type: none"> a. Develop vision and objectives – January 2024 b. Develop draft policies – April to September 2024 c. Regulation 14 – pre submission consultation – December 2024 d. Submit to District Council – December 2024 	
<p>f) Funding application to South Norfolk District Council and Locality PW and MB had produced applications for South Norfolk District Council for £6k and Locality for £6840.00. The SNDC application was subject to minor modifications through correspondence with SNDC. The Locality application has also been subject to minor modification to the budget figures.</p> <p>Arising from the Locality application the steering group members have been invited to a meeting with AECOM as we want to create Design Codes in the neighbourhood plan. RL will attend the meeting along with PW, MB and DB which will discuss the aims and ambitions of the steering group.</p>	<p>PW, MB, DB and RL to meet with representatives of AECOM.</p>
<p>4. Presentation from Richard Squires, Senior Community Planning Officer, South Norfolk District Council on the Neighbourhood Planning Process PW welcomed Richard Squires and Vicky West to the meeting. Richard gave a presentation (see separate slides) on the neighbourhood planning process and provided some examples of aspects of neighbourhood plans which might be useful for us.</p>	
<p>5. Q and A session with Richard Squires and Vicky West The presentation was followed by a general discussion on the process and generally on the impact of the new Levelling Up bill on neighbourhood planning. Richard recommended that the steering group have a copy of the Locality Neighbour Plans Roadmap to hand.</p>	

Richard and Vicky stated that they were available to speak to us at any time throughout the process and, particularly to read draft policies as we go through the process.	
6. Date of the next meeting: Inception meeting - TBA One day workshop - TBA	