



Newton Flotman Neighbourhood Plan Steering Group

Minutes of the meeting held on Monday 18th March 2024
at 7.30pm in the Village Hall

Present: Paul Weeks (Chairman) Joel Fiddy Carol Watson
Martin Brooks (Vice Chairman) Rachel Leggett
Drew Broad Ann Segans

	Action
1. To consider apologies for absence. Apologies were received from Bob McKibben and Sharon Poyser.	
2. To approve and confirm minutes of the meeting held on 26 th February 2024 The minutes were agreed as a true record of proceedings with no amendment.	
3. Matters arising from the previous minutes. There were no matters arising from the previous minutes	
4. Financial situation b) A End of Locality Grant Report MB outlined the current financial position and that the funding we received from Locality has not been fully used. An end of grant report to be produced by PW and MB with support from the Parish Clerk. PW and MB to meet to put the report together. RL to submit her invoice asap. V Ball to be asked to submit the invoice for the room hire on 18 th March before the end of the month so it can be included in the report sent to Locality. c) Application to Locality for financial year 2024/25 PW and MB to produce a budget for the work to be carried out in the 2024/25 financial year and submit an application to Locality when they inform us that the having funding available for us to use.	PW and MB to meet to produce and submit the end of grant report to Locality RL to submit her invoice for stage two of the project PW to speak to V Ball. PW and MB to produce a budget for the work to be carried out in 2024/25 ready for submission to Locality when they inform us that funding is available
5 Review of Placecheck comments RL showed the meeting the comments that had been received to-date. 79 pins have been put on the map.	RL to request a spreadsheet of the comments from

<p>The Placecheck website will be closed on 15th April and RL will ask for a spreadsheet of the comments that have been placed on the site by residents.</p>	<p>Placecheck when it closes on 15th April</p>
<p>6 Updates:</p> <ul style="list-style-type: none"> a) Design Codes Proposed Content An outline of the design codes report content was discussed and amendments made to it. RL to write to AECOM with the changes we have made. b) Housing Needs Assessment Nothing to report c) Data Profile EH has completed the data profile. Everybody was encouraged to read it as it will help us when policy making 	<p>RL to write to AECOM with changes to the Design Codes proposed content</p>
<p>7 Household survey</p> <p>The survey forms have been distributed to the houses in the parish. To-date 39 responses have been received on the online version of the survey which is 6.5`% response rate. PW reported that he had collected completed 8 surveys from the Surgery, Shop and Church Room which will be input by JF.</p> <p>The findings were shown to the meeting and some discussion of the results took place.</p> <p>All to attempt to visit their areas in the next 2 weeks to collect surveys or establish if they have been completed on-line. PW to put a link to the on-line survey on Social Media The website will be closed on 16th April All to complete the input of surveys onto the on-line version by Monday 22nd April RL will take one week to put the report together and send to us by 7th May before the meeting in May</p>	<p>All – visit households to establish if they have completed the survey PW to put link to survey on Social Media All – complete input of survey forms onto on-line version by 22nd April RL to write report and send to the group by 7th May All – read report ahead of next meeting</p>
<p>8 Local Green Spacers; Non-designated heritage assets; Local views</p> <ul style="list-style-type: none"> a) Local Green Spaces RL outlined what was required to complete the form for Local Green Spaces (LGS) and the three criteria to be used when identifying a LGS. A write up is to be created for each LGS and one photo. The final report of LGS's will appear in the appendix of the Neighbourhood Plan. All to work in their character areas to identify LGS's and a draft to be created by the next meeting. b) Non-designated heritage assets (Ndha) Each group to think about a list for their character area of NDha's 	

<p>c) Local views RL outlined the type of views that we should look for in the parish using the example from Tasburgh Neighbourhood Plan. The map location and a short description to be produced along with one photo</p> <p>Everybody to get together at a pub (e.g. Sugar Beet) to discuss this in more detail. PW to circulate dates.</p>	<p>PW to circulate dates</p>
<p>9 Progress and next steps on programme of work outlined in agreement with Rachel Leggett and associates PW informed the meeting that we are on track with the agreed programme of activities</p>	
<p>10 AOB PW informed the meeting that expressions of interest in joining the Steering Group had been received from Emma McMurdock and Heidi Wheeler. The meeting discussed whether we should allow anybody to join the Steering Group at this time. RL stated that it was not too late to join the group although this would be the last opportunity. PW informed the meeting that Heidi is a paraplegic and would not be able attend meetings in the village hall. It was agreed to invite Emma to join the group and work with CW.</p>	<p>PW to invite E McM to join the steering group</p>
<p>11 Date of the next meeting 15th April 2024 RL informed the meeting that we will start to write policy at the meeting in April. Andrea Long will be joining the meeting.</p>	