

Blofield Neighbourhood Plan - Minutes of Steering Group Meeting held 25th January 2016, at The Courthouse

Present – Rachel Leggett , Paul Culley-Barber , Jane Parry , Miles Green , Rob Christie, Pat Wilson, Paul Elliot, Graham Cooper, Yvonne Burton , Trish Brocklebank

Apologies – Amy Smith, Steve Briggs, George Pickersgill

1. Minutes of meeting 2.11.15 – approved and actioned.  
Minutes of meeting 30.11.15 – approved.
2. Update – NP submitted to Broadland DC for Committee Meeting on Jan 16<sup>th</sup>, but meeting was cancelled due to too few items on agenda! It should have gone to full cabinet to be signed then sent off for examination. In the end the process should be shorter as NP will go to cabinet rather than full council. Broadland DC has reviewed process and proposed that head of planning + portfolio holder will sign off.

Mar - Apr 6 week consultation

Mid-April - examination (3 examiners should be able to see their CV's)

Will be on agenda for council at end of May

Referendum - 28 days between announcing and holding referendum - July or Sept 16

RL will be corresponding with Broadland Dc, possible delay if examiners require more work. Reports can be long; however as a draft it can be used by planning.

3. Implementation Plan – 4 of NP Steering group and 4 PCs needed to start implementation plan, therefore PCs awareness of the NP must be raised. NP already being used by planning group monthly meetings (5/6 PC evaluate whether any of the policies are applicable). One or more projects require management, implementation, timescale may be up to 10 years. Who is going to do this?

Prioritisation, costing, who benefits, what % of funding will be required from PC funds, grants (would need to be applied for).

Project e.g. road crossing points – parish partnership bid made; have to pay highways £1500 for estimate of cost of work requiring research, survey etc. Estimate = £4,500 1 {C to lead, parish clerk support, but limited hours available.

There is a capacity issue to run any project – takes up a lot of time, willingness, expertise needed. All PC members need to have same level of familiarisation with plan as NP Steering Group.

N.B. Most NPs do not have projects in them.

Outcomes of plan can be split into two – policies – guiding development, actions and list of projects – no statutory weight.

Assuming that it gets through referendum it would be a moral lever to future PC, the NP documents how money available from developments should be spent. £250K could be matched by grant funding and loans would be available. Response to having 500 extra houses in the parish.

RL gave a summary of the policies – new community land is a policy, not in projects.

Meeting to be held at 07:30 on Monday 1<sup>st</sup> February 2016 main hall at Courthouse to raise awareness of PC.

#### Planned AGENDA

RL to do presentation on NP

How we got there

Explain what a policy is, what is a project

P C-B How NP has been used re plans extension to houses/ developments e.g. Piggeries/ Bovis, to influence before the final plans are submitted. NP will be used at 3 stages, pre submission, a statutory consultee, Broadland DC Planning Officer.

Projects, clarify why they are there, that they are the things not covered by planning. Project list will need updating from time to time. How we are going to manage the projects, the process.

(GC Would PC like to put a working group of the NP Steering Group and PC together for each project.)

RL showed diagram of 4 x action groups/project teams, should be open to reviews after 12 months. Previously there had not been a culture of working to a process. Bigger spending decisions have to be transparent and accountable.

Last item should be initial thoughts, feedback, brain storming.

N.B. Save implementation for another meeting.

4. Forward Planning – Meetings booked in Court house for next 6 months. RL time is limited, may not attend all the meetings. Plan to be drafted for what each meeting is for. Communication big subject at time of referendum. We must eventually manage without RL! Design and distribution of summary document, encouraging residents to vote at same time as polling card distribution. Video?, Utube, to make NP more accessible?
5. A.O.B. GC met with some colleagues, geologists field trip with auger planned early summer. Re Urstromthaller.
6. Close of meeting 9:40pm
7. Next meeting - 7:30pm 7<sup>th</sup> March 2016, committee room at Courthouse.

*Yvonne Burton 1.2.16*

