

The first meeting of the SG was held at Heathlands at 19:30.

Attendees were Rachel Leggett (RL), consultant/project facilitator, and from the parish: Paul Culley-Barber, Pat Wilson, Steve Briggs, Terry Norton, Claire Norton, Trish Brocklebank, George Pickersgill, Richard, Hollis-Graves, Yvonne Burton, Graham Cooper, Rachel Springall, Matthew Springall, Tess Brady (TB), Amy Smith (AS), Jane Parry, Miles Green and Rob Christie (RC).

1. RC acted as interim-chair and welcomed everyone. Introductions were done and RL captured relevant information.
2. RL gave an overview of Neighbourhood Plans: they are relatively new; enable neighbourhoods to influence the type, location, pace and design of development; they have power as they become part of the formal local planning policy hierarchy. They are often triggered, as here, by development activity and they are an opportunity to be positive, to focus on doing something positive, rather than being negative; here the parish has an opportunity to use the funding that will flow from the developers for the general benefit of the parish. A NP has to be acceptable to the planning authority, examined and approved by an external reviewer and then subject to a parish referendum. This means there has to be community involvement and engagement at all stages and help and support from the planning authority. RL outlined the process and time-scale the parish council has agreed; the aim is to have a plan ready for submission to Broadland DC by the autumn with a referendum early in 2016. Questions were asked and answered.
3. RC explained that the parish council is effectively sponsoring the NP and will be the body that submits it. Advice received was to have Terms of Reference agreed by the SG and the parish council that describe the role of the SG and the relationship with the parish council. He asked the meeting to comment on the draft ToR; a short discussion resulted in a request to amplify the scope of the SG and it was agreed that RL would make the change and send the revised ToR to the parish council for their agreement on 19 January.
4. RC explained that the SG was advised to have a Chairperson, a deputy, and a Secretary. As payments would be made by the Parish Clerk there was no need for a Treasurer. RC said he was acting as interim chair but would prefer to hand over to someone else. After a short discussion it was agreed that RC would act as interim chair and the posts would be filled at the next meeting. This would allow everyone to reflect after the meeting on whether they wished to be part of the SG, or work on tasks supporting the NP but not attend the SG meetings, or that the process was not for them. It was agreed that everyone will email RL to say what they had decided. Those who stay on the SG will consider whether they could be the Chair/Vice Chair or Secretary. AS said she would probably be willing to be the Secretary. The size of the SG was discussed. It was felt that 18 was probably unwieldy. RC thought that the 4 parish councillors would not all need to attend every meeting, the council had put four forward to ensure there would be at least one able to attend each meeting. RL thought that a group of no more than 12 was probably the largest that would be effective as a steering group. It was left that we would see where we were after people had responded to RL.
5. RL then spoke about the draft Communication & Engagement Plan. The group then split into twos and threes to discuss the plan. Each small group was asked to list three comments on the plan – how it can be improved, what is missing, what issues arise etc. and to think what individually of the many tasks identified or implicit they could do. After half an hour the lists were gathered together and RL will pull together the themes and ideas they contain. Everyone then said what they thought they would be able to do/help with and RL captured the details.
6. The first engagement activity, the parish walks and drop-in workshops, will take place on 14 and 21 February subject to availability of rooms. TB said that a room at the library could be

made available as this was a community event.

7. RL described the grants currently available from Locality and from Broadland DC. She will be applying to both this month. She confirmed that she has experience of successful grant applications. The parish council has underwritten the costs of the project up to a budget of £17500 so any excess of expenditure (within the budget) over grants would be met by the council. It is expected that grants will cover the majority of the costs.
8. Further meetings of the SG and the main business of each are:
  - 9<sup>th</sup> February: briefing on community engagement activity 1.
  - 9<sup>th</sup> March: form vision and initial objectives. Briefing on community engagement activity 2.
  - 13<sup>th</sup> April: initial policy ideas
  - 11<sup>th</sup> May: draft policy ideas
  - 8<sup>th</sup> June: briefing for community engagement activity 3.
  - 13<sup>th</sup> July: feedback from community engagement event, amendments to plan
  - 10<sup>th</sup> August: implementation plan and process from here.

Note prepared by Rob Christie on 13 01 2015.