

## **Blofield Neighbourhood Plan**

### **Minutes of Meeting 5<sup>th</sup> October 2015, held at Heathlands Community Centre, Blofield Heath**

**Present:** Rachel Leggett, Rob Christie, Jane Parry, Trish Brocklebank, Pat Wilson, Miles Green, George Pickersgill, Steve Briggs, Graham Cooper, Paul Elliott

**Apologies:** Amy Smith, Paul Culley-Barber, Yvonne Burton

Prior to the start of the meeting TB introduced Paul Elliott who has joined the Steering Group and PE gave a short overview of his time in Blofield parish and his expertise

#### **1. Minutes of last meeting - approved**

Matters arising -

- a. TB has made contact with Kevin Billson the vicar of St. Andrew and St. Peter of Blofield Parish;
- b. The Parish Council will be arranging a site meeting with Kier the developer of Garden Farm in the coming weeks;
- c. Further posters to publicise the exhibitions regarding the draft NP will be available at the end of the meeting.

#### **2. Progress Update**

RL has recently had a good telephone conversation with Richard Squires of Broadland District Council (BDC);

The pre-submission NP consultation period will start on 16 October and last for six weeks; Important to collect and capture comments at the exhibitions on 17 and 18 October and during the consultation period which will end on 27 November;

Reviewed and suggested updates for 'Consultation Form';

BDC are likely to want to audit/check with some of the public that submit comments;

Amendments will be made to the pre-submission NP after the six week public consultation before formal submission to BDC;

After BDC and other statutory organisations have completed their review further amendments to the NP will take place before submission to an external examiner;

The whole process is likely to take a number of months.

#### **3. Update on Community Land**

RC advised the Steering Group that Norfolk Homes will transfer the Wyngates extension community land to the Parish Council on or before the occupation of the 38<sup>th</sup> house in their development;

NCC will offer for sale further community land to the Parish Council at some date in the future.

Access will be through the land currently owned by NCC between the surgery and the A47 bypass;

Public footpath adjacent to this land may be re-routed once development takes place on the NCC land.

#### **4. Sign-off of pre-submission Neighbourhood Plan**

All those in attendance at the meeting approved the pre-submission Neighbourhood Plan.

#### **5. Implementation Plan (IP)**

Discussion regarding progress forward of the IP was chaired by TB and RC. RL advised that the IP does not have to be approved by the external examiner;

All agreed that the initial draft was a good starting point and a few copies will be available at the exhibitions with DRAFT clearly printed across the pages;

RC was keen that a joint Steering Group/Parish Council meeting be held in the next few months to agree that the IP be ready by the time of the referendum;

Further discussion took place on the merits of having an IP group comprising councillors and volunteers so that projects can be monitored and initiated if the NP is adopted .

Parish Council will have responsibility to ensure that IP is in place but can be supported by sub-committees for different policy themes.;

Parish Council will be accountable for IP and it is suggested that in the next few months a 'Terms of Reference' and 'Structure Chart' be developed.

#### **6. Preparation for Exhibitions 17 and 18 October**

RL confirmed exhibitions to run from 11:00 to 14:00 on above dates, first at the Margaret Harker Hall and then at Heathlands Community Centre;

Pre-submission NP will be available on <https://blofieldplan.wordpress.com/> as of 16 October; BDC and Parish Council websites;

Display boards will present pre-submission NP to the public; some hard copies will be available at the events;

Duties at exhibitions divided amongst Steering Group;

Important to welcome visitors to the exhibitions, capture their details and demographics and encourage consultation and use of Consultation Form for feedback;

Volunteers agreed to distribute hard copies of the pre-submission NP in to the community, parish, at locations previously agreed by 16 October.

60 Hard Copies and 400 Consultation Forms to be printed ready for six week consultation.

TB to approach Blofield library staff to see if they are willing to put out a box for collection of Consultation Forms.

#### **7. Communications**

TB to draft text for next issue of Focal Point and Blofield News.

#### **8. Meeting closed at 21:30**

**DATE OF NEXT MEETING 2 November 7.30 @ Heathlands**