



Newton Flotman Neighbourhood Plan Steering Group

Minutes of the meeting held on Monday 16th October at 7.30pm in the Village Hall

Present: Tina Bell Sharon Poyser
 Martin Brooks Ann Segans
 Drew Broad Carol Watson
 Joel Fiddy Paul Weeks
 Bob McKibbin Virginia Weeks

	ACTION
<p>1. Welcome and introductions.</p> <p>PW welcomed everybody to the meeting. All the members present took turns to introduce themselves to the rest of the group.</p> <p>2. Terms of reference for the Steering Group. The sample terms of reference provided by South Norfolk District Council were discussed.</p> <p>PW introduced the meeting to the terms of reference for Tasburgh Neighbourhood Plan Advisory Group.</p> <p>The meeting agreed that DB and PW should produce a set of terms of reference for the Steering Group which they will present to the Parish Council at its meeting on 7th November 2023</p> <p style="padding-left: 40px;">a. Election of chairperson, vice-chair, secretary and treasurer PW agreed to be the Chairman and Secretary MB agreed to be the Vice-Chairman and Treasurer VW offered to take the minutes which was accepted by the meeting.</p> <p style="padding-left: 40px;">b. Quorum necessary to conduct business. The meeting agreed that future meetings would be quorate with five members present.</p> <p>3. What is/is not a neighbourhood plan? The meeting discussed what a neighbourhood plan was and concluded that it was to do with planning at the Parish level whilst taking into account the planning policies at the regional and national</p>	<p>DB and PW to produce a set of terms of reference for Parish Council meeting</p>

levels. PW pointed to point 1.5 on page 7 of the Tasburgh Neighbourhood Plan which stated that;

“it is there to ensure that any development takes place in an appropriate way for the area. Once adopted, the Plan will become a statutory planning policy document.... The Neighbourhood Plan provides clarity on what will be expected from development proposals, gives prospective investors confidence in how the area will change in the future, and ensures that the impact of development is anticipated and planned for...”

It was noted that should the Neighbourhood Plan include Design Codes the Parish Council will refer to them when examining planning applications at their meetings. The District Council and developers will also have to refer and comply with the design codes when considering any developments during the fifteen-year period that the Neighbourhood Plan is in operation.

4. Information about Newton Flotman from South Norfolk District Council.

A profile of Newton Flotman which had been provided by South Norfolk District Council was discussed.

The Wikipedia entrance was seen to have some mistakes as it stated that the village did not have a shop, referred to the de Ferers family and did not state that there was a surgery.

The key statistics were reviewed, and differences compared with the rest of South Norfolk identified in the age structure; household composition; tenure; qualifications and level of economic activity. The level of deprivation of Newton Flotman (amongst the 40% least deprived neighbourhoods in the country in 2019 compared with 50% in 2015) was noted.

The flood risk levels were noted, and comments were made that the level was out of date.

5. Commissioning a consultant to help us.

The meeting discussed the options of creating a brief and going out to tender for a consultant to help the Steering Group to produce the Neighbourhood Plan. The alternative was to ask Rachel Leggett and associates who had supported the neighbouring Parish – Tasburgh – to produce their Neighbourhood Plan which has just been accepted by South Norfolk District Council and been highly praised by John Fuller, Leader of the Council.

PW to edit the Wikipedia entry for Newton Flotman

<p>The meeting agreed to ask Rachel Leggett to provide them with a proposal and costings for the work that her organisation would undertake for the Steering Group.</p> <p>Rachel Leggett had indicated in a telephone call with PW prior to the meeting that she could start working for the Steering Group in January if she was appointed. She would hold a one-day workshop where we would work up a vision and objectives for the Neighbourhood Plan and the design codes. The day would include a walk around the village so that Rachel could get to understand the village and its needs.</p> <p>Members need to advise of any Saturdays when they are not free to attend this workshop.</p> <p>6. Milestones.</p> <p>The meeting was advised that we need to produce a timetable for the Neighbourhood Plan which will include the following milestones:</p> <ul style="list-style-type: none"> a. Develop vision and objectives b. Develop draft policies c. Regulation 14 – pre submission consultation d. Submit to District Council <p>The item to be discussed at the next meeting.</p> <p>7. Funding</p> <p>The meeting was advised that there are two funding sources which we can approach for funding of the work to prepare the Neighbourhood Plan.</p> <p>They are:</p> <p>South Norfolk District Council who have £6k available for this work.</p> <p>Locality who will provide a basic grant of £10k and have an additional £8k available for specialist work (including producing a Housing Needs Assessment and Design Codes). At the present time they are only funding work up to April 2024.</p> <p>The meeting agreed to apply for funding from both sources. The application forms will have to be completed when we have received and agreed the proposal from Rachel Leggett, agreed a budget for the project and timetable including the milestones noted in point 6 above.</p>	<p>PW to contact RL and ask for a fully costed proposal</p> <p>Everybody to advise PW of dates when they cannot make the workshop</p> <p>PW and MB to apply for funding from South Norfolk District Council and Locality</p>
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8. Work to be carried out by the steering committee for the next meeting.

- DB and PW to produce the terms of reference for the Steering Group
- PW to edit the Wikipedia entry for Newton Flotman
- PW to contact Rachel Leggett and ask for a proposal to undertake work as a consultant for us
- Everybody to inform PW of any Saturday in January when they are not available for the workshop
- PW and MB to apply for funding from South Norfolk District Council and Locality

9. Next meeting date

20th November 2023 at 7.30pm in the Village Hall

Note: Richard Squires, Senior Community Planning Officer at South Norfolk District Council was not available for this meeting. He said he would attend the next meeting. PW to invite him to the meeting in November.

Meeting finished at 9.10pm.

PW to invite RS to the meeting in November.