

NEIGHBOURHOOD PLAN COMMITTEE**MINUTES OF MEETING HELD THURSDAY 07th MARCH 2019 AT 10:00AM**

Present:	Chair	Cllr B Hobbs
	Vice Chair	Cllr Lawson Cllr Hendry Cllr Horne Cllr Westrop
	Consulting Parties	Mr Andrew Davy Mr Richard Warden Mr Kelvin Loveday
	Planning Representative	Mr A Fradley
	Non Committee Member	Cllr Daymond
	Senior Administrator (Clerk)	Ms C Dornan
	Members of the public	0

Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Council Offices.

Those in attendance at the meeting were asked to ensure that their mobile telephones were switched off or placed in silent mode.

1. To receive Members' apologies for absence

An apology was received from Cllr R Pegg.

The apology was accepted.

2. To receive Members' declarations of interest

There were no declarations of interest.

3. To approve the minutes of the meetings held on Thursday 07 February 2019

Proposed – Cllr Hobbs

Seconded – Cllr Lawson

'That the minutes of the Neighbourhood Plan Advisory Committee meeting held on Thursday 07 February 2019 be approved.'

5 in favour 3 abstained (2 due to absence at the last meeting and 1 having not received a copy prior to the meeting)

4. To receive correspondence from Planning Direct

The recent e-mails from Planning Direct were discussed.

Our consultant is no longer Ben Norton. We have now been assigned Andrew Cann, Business Head.

The Clerk advised that the Grant application process closed on 31 January 2019 and therefore no action has been taken at present.

Proposed – Cllr Lawson

Seconded – Cllr Hendry

‘That the Neighbourhood Plan Committee authorise the Clerk to submit the Grant Application on behalf of the Committee once the new application process opens.’

All in favour

5. To discuss the February 2019 Newsletter

The newsletter was discussed and has been circulated via social media, on noticeboards and in local shops.

The Clerk has been in discussion with Andrew Cann at Planning Direct and it has been agreed that the invoice be reduced from 3 days consultancy to 1.5 days consultancy. This has been agreed by the Clerk on behalf of the Committee.

The Committee asked that it be minuted that they are happy with the negotiated rate.

6. To approve the bill for payment due to Planning Direct

The Clerk advised that the Planning and Environmental Committee had approved the payment of the negotiated bill on 05 March 2019 to prevent any delays in the payment.

The Committee thanked the Planning and Environmental Committee for their assistance.

7. To receive a Financial Account Statement

The Clerk presented the Committee with the expenditure statement for the Committee. Unfortunately, due to an error in historic accounting records, the balance showed at 129.3% of budget however this is not a true picture as there are £9,000 in ear marked reserves which are available to the Committee.

The new financial year begins on 01 April 2019 and the financial accounts will be updated.

Cllr Lawson offered to assist the Clerk in correcting the historic position. This offer was accepted and appreciated.

8. To discuss the drafting of the Neighbourhood Plan

It has been agreed to accept the quote from Planning Direct for drafting the Neighbourhood Plan however work cannot commence until the Grant application has been submitted and this application process is unlikely to re-open prior to April 2019.

9. To discuss the Local Plan meeting

The Borough Council held a Local Plan meeting at the Town Hall on Tuesday 05 March 2019.

Alex Fradley was in attendance as was a number of the Committee who went to support the event.

The Planning Direct Newsletter was made available to the attendees of this event in addition to Borough Council literature.

Alex Fradley gave a presentation to the Committee on the proposed Local Plan and talked through how to access the Local Plan on the Borough website. The Local Plan is now under consultation with a deadline of 15 April 2019 for comments. He advised that there are 2 more events planned one in Hunstanton and one in King's Lynn.

The libraries have all been furnished with copies of The Local Plan.

There will be another consultation so this is not the final opportunity to comment.

Alex Fradley advised that there is little change to the Downham Market section of The Local Plan since the 2016 – 2026 version. The main update is a reference to a Neighbourhood Plan being created by Downham Market Town Council.

Alex Fradley gave another offer of assistance with the Neighbourhood Plan, especially mapping.

The Committee asked Alex what provision the plan gave to employment and job creation within Downham Market and was there any intention for Business Rate Relief to be given to any new areas of employment land allocation. Alex Fradley advised that this was not cited within the Plan.

10. To receive and consider correspondence

The Clerk advised that an e-mail had been received on 06 March 2019 from Wood Plc who represent Albanwise Ltd. The content was discussed by the Committee. The Committee asked the Clerk to thank the author for their e-mail and advise that the Committee would be in contact again once further research had been completed. The Committee commended the correspondence and noted that they wished all developers exchanged with the Council in this fashion.

11. To discuss Custom & Self Build properties – Cllr Westrop

Cllr Westrop gave an overview and definition of a Custom & Self Build.

She explained the financial benefits to the homeowner and community benefits.

Examples were given of Graven Hill (www.gravenhill.co.uk) the largest Custom & Self Build site in the UK.

The Borough have been tasked with setting up a group to discuss with local towns and parishes the benefits of this type of property.

It was suggested that the Neighbourhood Plan allocate a proportion of any site to these properties. This could be part of the affordable housing quota.

It was suggested the Committee look at local Neighbourhood Plans, such as West Winch, although this requires some updating as it was written some time ago, it is a good example of where Custom and Self Build have been added to a Plan.

The Committee asked for further information so they could make an informed decision. Alex Fradley offered to give the Borough presentation at the next meeting of the Committee. This offer was duly accepted.

12. To discuss actions for next meeting and agreed future meeting date.

The next meeting was agreed as Thursday 04 April 2019 at 10am at the Council Offices.

The Committee asked the Clerk to:

- Update Planning Direct on recent correspondence with external parties
- Set up a conference call with Planning Direct for the next meeting
- Contact Norfolk County Council to obtain further information on critical mass for local schools
- Contact the local Doctors / Clinical Commissioning group to obtain information on critical mass for local services and their views on housing needs
- Contact Borough Council to obtain information on possibility of making an area of Downham Market an Enterprise Zone, whether there is potential for Business Rate Relief and Central Government Grants available to stimulate employment within the area.
- Provide Alex Fradley with a copy of the employment section of the draft Neighbourhood Plan.

The Chairman thanked everyone for attending and closed the meeting at 11.40am.

Chairman

Date