

NEIGHBOURHOOD PLAN COMMITTEE

MINUTES OF MEETING HELD THURSDAY 11th JULY 2019 AT 10:00AM

Present:	Chair	Cllr Elizabeth Hendry
	Councillor	Jackie Westrop
	Consulting Parties	Mr Andrew Davy Mrs Julie Davy Mr Barry Hobbs Mr Kelvin Loveday Mr Richard Warden
	Senior Administrator (Clerk)	Ms C Dorman
	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.

41. To receive Members' apologies for absence

An apology was received from Mr Fradley (Work), Cllr Groom (Family commitment), Cllr Hayes (Work), Cllr Lawson (Work) and Cllr R Shippey (Work).

Cllr Ron Horne did not attend.

Mr Loveday made an apology for his non attendance on 04 July 2019.

42. To receive Members' apologies for absence

There were no declarations of interest.

43. To agree the minutes of the meetings held on Thursday 04 July 2019

Proposed – Mrs Davy

Seconded – Mr Davy

‘That the minutes of the Neighbourhood Plan Committee meetings held on Thursday 04 July 2019 be approved.’

5 in favour

2 abstentions due to non attendance at the meeting

44. To receive an update on planned visit to Heacham Parish Council

The Clerk gave an overview over the visit to Heacham Parish Council. The meeting was extremely informative and focused the minds of those who attended to explore the possibility with the Committee of introducing some consultations with residents on specific areas of the

Neighbourhood Plan. It was clear from the meeting that more evidence-based material was required for the draft plan being written by Downham Market.

The Clerk is to keep in regular contact with Heacham Parish Council moving forward and they have offered to send a copy of their draft plan to us in due course to discuss in more detail. This offer has been accepted by the Clerk.

The Committee then discussed what types of evidence they felt needed to be obtained to support the vision of the Neighbourhood Plan Committee.

It was decided that a water survey would not be requested as this forms part of the planning application process.

The Committee discussed the environmental surveys that may be required. Mr Loveday agreed to investigate the costs associated with obtaining a Bird survey and believed he may be able to provide a contact in order for the Clerk to obtain costs to complete a Butterfly survey.

It was suggested that a Facebook post be made on the Council website asking if anyone had any recommendations for contacts in order to explore ecological surveys. It was also agreed that Mr Loveday would explore the contacts available through 'Downham Next Door.'

Cllr Hendry agreed to contact Pam Lynn at Borough Council of King's Lynn and West Norfolk to discuss surveys that might support the Neighbourhood Plan.

Mr Warden advised he would forward the latest Willow's report to the Clerk.

The Committee asked the Clerk to seek figures on how many local children are educated out of area.

The Committee discussed completing 2 consultations a month, for the next few months, to obtain the public's views. It was felt the first round of consultations should be focused on self build, housing types and descriptions, sustainability and Carbon Neutral Plans. It was suggested to hold one consultation in a morning and one in an evening in September 2019. The Committee suggested the second round of consultations would be focused on site allocation views.

Proposed – Cllr Hendry Seconded – Mrs J Davy

'That the Neighbourhood Plan Committee arrange 4 consultation events; 2 in September 2019 and 2 in October 2019.'

6 in favour 1 abstention

The Clerk was asked to advertise these consultations via Facebook, local noticeboards, in the local paper and in the local supermarkets, if they are agreeable.

In order to increase the pace of drafting the Neighbourhood Plan, the Committee discussed the regularity of the meetings.

Proposed – Cllr Hendry Seconded – Mr Warden

‘That the Neighbourhood Plan Committee meet twice monthly for the foreseeable future.’

All in favour

45. To receive an update on planned visit to Swaffham Town Council

Contact has been made with the Town Clerk however a meeting date is still to be confirmed.

46. To receive an update on the Grant Application

The Clerk has completed the due diligence requirements and the funds are expected shortly.

47. To discuss and agree instructions to Planning Direct to proceed with Neighbourhood Plan draft

The Committee agreed not to instruct Planning Direct until after the consultations.

48. To agree self build requirements to add to Neighbourhood Plan

It was agreed to discuss self build again once the results of the consultation are known.

49. To agree housing types and description to add to Neighbourhood Plan

It was agreed to discuss housing types once the results of the consultation are known.

50. To agree sustainability criteria and Carbon Neutral Plans to add to Neighbourhood Plan

Mr Warden gave an overview of the government led Carbon Neutral Plans. It was agreed Mr Warden would review building standards and report back to the Committee on 08 August 2019. Mr Warden left at 11:00am.

51. To discuss and agree electric car support assistance to add to Neighbourhood Plan

The Committee discussed that they would like it to be an aspiration of the Neighbourhood Plan that all housing developers provide electric car assistance devices. A decision would be made after the results of the consultation are known.

52. To discuss views on the industrial elements of Neighbourhood Plan

The Committee discussed whether the Neighbourhood Plan should restrict certain types of businesses entering the Town. This is to be discussed at the meeting on 25 July 2019. The Clerk is to provide planning definitions at the next meeting.

The Chair thanked everyone for attending and closed the meeting at 11.30am.

Chair

Dated