



## Newton Flotman Neighbourhood Plan Steering Group

Minutes of the meeting held on Monday 15<sup>th</sup> April 2024  
at 7.30pm in the Village Hall

Present: Paul Weeks (Chairman) Joel Fiddy Bob McKibben  
Martin Brooks (Vice Chairman) Rachel Leggett Sharon Poyser  
Emma McMurdock Drew Broad Ann Segans

In attendance: Andrea Long

	<b>Action</b>
<p><b>1. Welcome and to consider apologies for absence.</b></p> <p>PW welcomed E Mc to her first committee meeting and Andrea Long</p> <p>Apologies were received from Carol Watson.</p>	
<p><b>2. To approve and confirm minutes of the meeting held on 18<sup>th</sup> March 2024</b></p> <p>The minutes were agreed as a true record of proceedings with no amendment.</p>	
<p><b>3. Matters arising from the previous minutes.</b></p> <p>PW reported that the 'End of Locality Grant' report had been submitted on time. RL has provided MB and PW with indicative costings for printing for the next financial year. MB will produce a budget so we can apply for funding once it is available from Locality</p>	<p>MB and PW to produce a budget for financial year 2024/5 ready to apply for funding from Locality when it is available.</p>
<p><b>4. Headline results of the household survey</b></p> <p>PW provided to the meeting six surveys that he had obtained from post-boxes in the Surgery, Church Room, Shop and Village Hall. The post-boxes had also been removed from these locations.</p> <p>Committee members took them away to submit them on-line.</p>	<p>Committee members to submit remaining household surveys on-line using a link to the on-line version provided by RL.</p>

<p>RL to provide a link to the on-line household survey. The link will remain open until Friday to allow all the surveys to be submitted.</p> <p>PW to ask M Hutson (Parish Clerk) to remove references and link to the household survey from the Newton Flotman Parish Council website.</p> <p>RL took the meeting through a short presentation of the findings to-date from the household survey and identified some of the key issues arising from the survey. A complete report will be produced by the 26<sup>th</sup> April which will include word clouds for the questions where respondents gave their own responses (instead of ticking boxes) and themes identified from the data.</p> <p>PW to thank the village for the responses we received and advise them that next time that they will be able to make comments is when we have a draft neighbourhood plan.</p>	<p>PW to ask MH to remove the references and link to the household survey from the Newton Flotman Parish Council website.</p> <p>RL to produce report by 26<sup>th</sup> April.</p> <p>PW to put a message on the Village Facebook group page and in Partnership magazine.</p>
<p><b>5 What can the Neighbourhood Plan achieve?</b></p> <p>RL reviewed the vision we had agreed for the Neighbourhood Plan. It was decided to keep it as it is for the present time.</p> <p>The structure of the Neighbourhood Planning process was reviewed and, it was identified, that we were at the start of phase 3 'Drafting the Neighbourhood Plan' which will involve developing policies for the plan.</p> <p>AL presented a set of slides in which she outlined the Neighbourhood Planning process and what the Neighbourhood Plan will achieve.</p> <p>The Examination at the end of the process will be light touch and will examine whether the Neighbourhood Plan conforms to the Basic Conditions.</p>	
<p><b>6 What do we need a policy in?</b></p> <p>RL proposed that we have a trip to Mulbarton to examine the new development there.</p> <p>RL and PW to discuss the frequency of the meetings.</p> <p>RL led the meeting through a discussion on the areas of the Neighbourhood Plan and identified a set of issues which</p>	<p>PW to arrange a date for a trip to Mulbarton</p> <p>RL/PW to discuss the frequency of meetings.</p>

<p>require policies. RL will produce a set of draft policies for the next meeting</p> <p>Next steps – RL will produce a folder with of the evidence from the Housing Survey and Placecheck. Everybody to read the content.</p> <p>The next meeting will concentrate on the draft policies</p>	<p>RL to produce draft policies for the next meeting.</p> <p>All read the Housing Survey and Placecheck results.</p>
<p><b>7 Updates</b></p> <p>Everybody was encouraged to either inform RL that they had read the Housing Needs Assessment and/or provide their comments by Monday 22<sup>nd</sup> April.</p> <p>A cull to be carried out of the Important Local Views that had been identified in the meeting at the Sugar Beat. We need to reduce the number of local views we include in the Neighbourhood Plan.</p> <p>RL provided (after the meeting) the schedule for the Design Code report from AECOM as follows.</p> <p>“mid May (estimate by Friday 17<sup>th</sup> May) for the Word text version of the document and mid June (estimate by Wednesday 12<sup>th</sup> June) for the full draft report, depending on receipt of feedback within two weeks on the Word text version.</p> <p>Dependent on the receipt of comments on the full draft report within two weeks and the Locality review timescales we can anticipate sending the final report in mid July.”</p>	<p>All – inform RL that they have read the draft Housing Needs Assessment and provide comments by 22<sup>nd</sup> April</p> <p>All – agree a revised list of Important Local Views</p>
<p><b>8 Date of the next meeting</b></p> <p>The meeting closed at 9.34pm</p> <p>The next meeting will be held on 20<sup>th</sup> May at 7.30pm in the Village Hall</p>	