

**Minutes of the Meeting of Poringland Neighbourhood Planning Committee
Wednesday 18th October 2017 7pm St Andrews Church Hall**

Present: John Henson (Chairman)
Henry Gowman
Anne Barnes
Carl Pitelen
David Hwer
Lorraine Matthews
Roger Webb
Sarah Lovelock
Tim Boucher
Trevor Spruce
Lisa Neal
John Hodgson
Rachel McCarthy (Assistant Clerk)
Stephanie Duffell (Project Officer)

Also attended: Four members of the public.

1. **Attendance and Apologies or Absence**
Apologies for absence were received and accepted from John Joyce. It was noted that Jocelyn Riley had tendered her resignation due to other commitments.
2. **Introduction of new members of Committee and Project Officer**
Members of the Committee introduced themselves around the table, and the members of the public were also welcomed.
3. **Declarations of interest for items on the agenda and applications for dispensations**
There were no declarations of interest.
4. **Minutes of the meeting held 20th September 2017**
The minutes of the meeting held on 20th September 2017 were considered and **agreed**, proposed by John Henson, seconded by Tim Boucher, all in favour.
5. **Election of Vice Chairman**
John Joyce was elected as Vice Chairman, proposed by John Henson, seconded by Tim Boucher, all in favour.
6. **Adjournment for public participation**
No comments were made.
7. **Update on appointment of Planning Consultant**
Tim Boucher confirmed that two consultants had been shortlisted and interviews were planned for November 6th 2017.
8. **Arrangements for Public involvement Event 4th December 2017 and ancillary events**
The Chairman confirmed the timings for this event would be 2pm to 8pm, in the Community Centre. Several members of the Committee requested more information

about the event, and their role, and it was agreed that the Project Officer would circulate a plan as soon as the details had been finalised. That would also be the opportunity for committee members to confirm their attendance at the event in order for a schedule of attendance to be agreed.

9. Strapline and general marketing for the Neighbourhood Plan.

The Project Officer outlined her approach to the marketing for the plan as being that of an 18 month campaign, with clear milestones on the way. She proposed using a 'strapline' and circulated a few examples. The Committee favoured the idea and Tim suggested 'Putting the Plan in PoringLAND' which was accepted. She confirmed that the main purpose of the event on 4th December 2017 was to raise awareness of the Plan, and to encourage visitors to complete a brief questionnaire.

10. Any other Neighbourhood planning matters the committee wishes to discuss

Through her experience with the Cringleford Plan, Anne Barnes recommended making South Norfolk Council aware of the project as soon as possible. Lisa Neal suggested Adam Nicholls as a suitable point of contact. Project Officer to action.

The Chairman asked the public for any further comments and one member advised the committee that he was planning to install a memorial bench outside his property which he understood did not require permission, but which he would appreciate the committee's guidance with should they think to the contrary.

Following a question around the Parish boundaries of Poringland and Framingham Earl, the Chairman clarified that it was within the remit of the Committee to identify what parish boundaries would form the basis of this Plan, and requested the Committee to consider this for the next meeting.

The finances of the project were discussed and it was agreed to seek clarification on the CIL arrangements and overall cost in time for the public consultation.

11. Date of next meeting:

Wednesday 15th November 2017, 7pm, Poringland Community Centre

There being no further business, the Chairman closed the meeting at 8pm.

CHAIRMAN