



PORINGLAND NEIGHBOURHOOD PLAN

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB

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Qualifying Body: Poringland Parish Council

NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of Poringland Neighbourhood Plan Committee at 7pm on Wednesday 15th November 2017 at Poringland Community Centre.

The business to be transacted at the meeting is as follows:-

1. Attendance and Apologies for Absence

2. Declarations of interest for items on the agenda and applications for dispensations

Members are invited to declare personal or pecuniary (prejudicial) interests in any items on the agenda. It is a requirement of the Parish Council (Code of Conduct) that declarations from a Member include the nature of the interest and whether it is pecuniary or an interest other than pecuniary. In the case of a pecuniary interest being declared and no dispensation being sought or approved, the member must disclose the interest and withdraw from the meeting when the item is discussed. If any Member has made a public comment and/or reached a predetermined view prior to attending a meeting it could invalidate the Council's decision, therefore the Member concerned cannot take part in any discussion and an interest must be recorded.

3. Minutes of the meeting held 18th October 2017

4. Matters Arising from the Minutes

- a. Appointment of Planning Consultant
- b. Designation of Neighbourhood Area

5. Adjournment for public participation

6. Outline Project Plan

**7. Public Involvement Event 4th December 2017 and ancillary events:
Confirmation of arrangements and cover**

**8. Facilitated Session: What the Neighbourhood Plan can and cannot do;
Process; and Key Messages**

9. Any other Neighbourhood Planning matters the Committee wishes to discuss

**10. Date of next Neighbourhood Plan Committee meeting: Wednesday 20th
December 2017, 7pm, Poringland Village Hall**

Dated the 9th November 2017

Clerk.....

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**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 Hewer
Lorraine Matthews
Roger Webb
Sarah Lovelock
Tim Boucher
Trevor Spruce
Lisa Neal
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



PORINGLAND NEIGHBOURHOOD PLAN

Qualifying Body: Poringland Parish Council

Poringland Neighbourhood Plan Outline Project Plan and Responsibilities

Where dates are shown, these are key target dates where the Committee or Council is discussing or approving elements of the Plan / Project.

Key Milestone or Task	Target Month	Progress Update	Consultant	Project Officer
Set up Steering Group and Terms of Reference	August 2017	Completed		X
Application to Designate Neighbourhood Plan Area	November 2017	Notified 06.11.2017 that application would be signed off as no objections		X
First consultation – finding out what people like about Poringland	December 2017	Public Involvement Event scheduled for 4 th December, plus ancillary roadshow opportunities		X
Draw together feedback from public involvement into raw data and identify key headlines.	January 2018			X
Discussion at Committee regarding the headlines – consultant to also attend	Committee: 17 th January 2018		X	X
Detailed analysis of raw data and comments made at committee to identify emerging themes and questions for next stage	February 2018		X	
Discuss and agree questions with Committee	Committee: 21 st February 2018		X	X

Key Milestone or Task	Target Month	Progress Update	Consultant	Project Officer
Design questionnaire and deliver second stage of consultation by means of questionnaire / presentations etc	March / April 2018			X
Draw together raw data from questionnaires and second stage consultation	May 2018			X
Analyse raw data and present to Committee as headlines for draft policies	Committee: 20 th June 2018		X	
Draft policies for inclusion within Plan (NB: Approval of Draft Policies is reserved to Council) including amendments requested by Committee or Council	Committee: 18 th July 2018 Council: 25 th July 2018		X	
Public Consultation on Draft Policies – may be lighter touch – possibly not a Public Involvement Day? But can be decided later.	August / September 2018			X
Collate results of Draft Policy Consultation	October 2018			X
Make amendments to Policies and draft Neighbourhood Plan (pre-submission document) including amendments requested by Committee or Council	Committee: 19 th December 2018 Council: 2 nd January 2019		X	

Key Milestone or Task	Target Month	Progress Update	Consultant	Project Officer
Consultation on pre-submission document – 6 week period? Include Public Involvement Event etc	January / February / March 2019			X
Produce final Plan and associated statutory documents	Committee: 15 th May 2019 Council: 29 th May 2019		X	
Send Plan out to statutory consultees for comments	June 2019			X
Make amendments according to comments of statutory consultees and seek approval from Committee and Council	Committee: 17 th July 2019 Council: 31 st July 2019		X	
Submit Plan to South Norfolk Council for Independent Examination	August 2019		X	
Make amendments requested by Inspector, seeking views of Committee and Council			X	
Referendum	January 2020			